

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS-REGULAR MEETING

Today's Date is Monday, December 11, 2017.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Shawna Shidler at 9:05 a.m.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Shawna Shidler, Janel Warren, Mike Schell, Becky Campbell and Jerry Johnson. Janet Potter, Rick Hernandez, Tina Coniglio, Nancy Zeller, Erin Cavit, Sherry Huisman, Jessica Whiddon and Grant Houston were also present. Malinda McDonald is the recording secretary.

Board of Directors:

President: Shawna Shidler

Vice-President: Janel Warren

Secretary: Mike Schell

Treasurer: Becky Campbell

Board Member: Jerry Johnson

III. Workshop

- Update from medical director search committee: Dr. Nicholson was interviewed on Friday 12/18/17. Dr. Gina Carr will be interviewing this afternoon at 2 p.m. There is another interested doctor from Angel Fire, NM. This provider is dependent on funding for student loans. Jess Whiddon is currently re-applying for HPSA certification which might possibly help with some loan payments.
- Discuss possibility of nurse practitioner coverage: Jess has spoken with an NP from Crawford who would be available to fill in at the clinic if Sherry or Bob need to take time off. This would be temporary until a third provider is in place just to keep the clinic open and available if the situation were to arise. As far as cost goes the clinic just needs to make an offer. Shawna would like to meet the NP before considering this offer.
- Discuss employee guideline questions:
Employee Guidelines Updates/Request
 1. *Section 2-Employment
Employment Classification*

Regular Part Time (PT)-Employees normally scheduled to work at least 20 hours per week but less than 32 hours each week on a regular basis. ~~Regular part time employees may be eligible for limited company benefits.~~

Question: What benefits are included for part time positions?

Answer: Regular part time employees are eligible for PTO per section V of this document. They are also eligible for holiday pay if scheduled to work that day. Regular part time employees are NOT eligible for insurance benefits.

2. Section 5- Leave Management PTO Cap

An employee's PTO bank is capped at their annual PTO allotment. An employee's allotment of PTO at the start of the calendar year will not exceed the cap.

Question: Can some PTO be carried over if not used during the current year?

Answer: **PTO balances are not carried over to the new calendar year. If an employee does not utilize their full PTO allotment in the calendar year, the difference or used amount will be replenished to the annual allotment.**

3. Section 5- Leave Management Scheduling PTO

If an employee is sick and will be absent from work, is it the responsibility of the staff Working to find replacement, if possible, for the absent employee.

Question: Should it be the responsibility of the sick person to find replacement?

Answer: **If an employee is sick and will be absent from work, it is the responsibility of the employee who is sick to notify the provider on duty that they will be absent with as much notice as possible. This notification will be done with a phone call. The provider on duty will find a replacement or delegate the responsibility of finding a replacement for coverage.**

- **Discuss increase of medical billing fees:** Jess suggested a 1% or 2% increase overall. The board would like to compare current fees to proposed fees at the next regular board meeting.
- **Discuss billing accounts recievable follow up:** Tina Coniglio was present to ask for help with making calls to follow up on billing. Erin Cavit pointed out that Tina is contracted and needs to hire someone on her own if she feels that is necessary. Tina states that it is only a problem keeping up with these calls during the summer season. The board agreed that it is fine to wait until the shoulder season when she has more time to make these calls.
- **Discuss capitol expense for shelving in the ambulance barn. Cost would be for materials only. NO LABOR:** EMS needs more storage for the San Juan Solstice and training supplies. Rick Hernandez has volunteered to build the shelves free of charge if the medical center will buy the \$650.00 worth of supplies.
- **Discuss staff holiday party time and place:** The board decided to schedule an appreciation dinner January 20, 2018. Becky has offered to make an entrée "Blend of the Bayou" and the staff could bring potluck dishes. Malinda will get in touch with Dan Wampler about using the Moseley Art Center.
- **Discuss dental fees:** Dr. Uchida suggested a 2% increase at the last meeting. After looking over the current amount compared to the proposed amount the board agrees that a small increase is necessary to cover the increase in the cost of supplies.

- Any other items: The Endowment Fund has agreed to fund “goodies” for staff meetings every other week. The medical center will keep the receipts and mail a thank you stating said amount to the endowment fund for bookkeeping purposes.

IV. REGULAR MEETING:

A. Consider approval of minutes from prior board meeting:

Motion: Approval of Minutes for the November 13, 2017 board meeting.

Motion: Mike Schell

Second: Janel Warren

Vote: All vote yes.

Motion Carries

B. Consider approval of resolution 2017-02, Mill Levy:

Motion: To approve resolution 2017-02.

Motion: Jerry Johnson

Second: Mike Schell

Vote: All vote yes.

Motion Carries

C. Consider approval of resolution 2017-03, Operation Budget:

Motion: To approve resolution 2017-03.

Motion: Mike Schell

Second: Janel Warren

Vote: All vote yes

Motion Carries

D. Consider approval of 2018 Budget:

Motion: To approve 2018 Budget.

Motion: Becky Campbell

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

E. Consider approval of 2017 Total Program Evaluation:

Motion: To approve 2017 Total Program Evaluation.

Motion: Becky Campbell

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

F. Consider acceptance of kindhearted funding for employee bi-monthly goodies for staff meetings from the Endowment Fund:

Motion: To accept funding for goodies for bi-monthly staff meetings.

Motion: Jerry Johnson

Second: Janel warren

Vote: All vote yes.

Motion Carries

G. Consider approval to accept Jess Whiddon as designated election official:

Motion: To approve Jessica Whiddon as designated election official.

Motion: Shawna Shidler

Second: Mike Schell

Vote: All vote yes.

Motion Carries

H. Consider approval of capital authorization 17-010 of \$650.00 to add shelves in the ambulance barn:

Motion: To approve capital authorization 17-010

Motion: Mike Schell

Second: Janel Warren

Vote: All Vote yes.

Motion Carries

I. Consider approval of proposed dental fee increase:

Motion: To approve the 2% increase in dental fees as presented.

Motion: Becky Campbell

Second: Janel Warren

Vote: All vote yes

Motion Carries

V. REPORTS

A. President

Shawna Reports: Set in on interview with Dr. Nicholson. The interview went well. Dr. Nicholson was advised that it would be a couple weeks before the committee will get back with him.

Shawna has agreed to accept the 4th position on the policy committee.

B. Interim Medical Director

None

C. Dental Director

None

D. Business Manager

Dan Wampler obtained information from Century Link on adding fiber lines specifically for the medical center. There would be a onetime cost of \$500 then the monthly bill is estimated to increase to \$970.00 per month for use of the fiber lines. Current bill averages \$562.00 per month.

Our policy committee consists of the medical director, a mid-level provider, the business manager, and one other person that is not clinic staff. We need to assign the 4th position.

Medical patient counts through November 2017 were 4,048 vs 4,240 for 2016, a decrease of 192 patients. For the month of Nov 2017 we saw a total of 267 vs 277 in the month of November 2016.

For the month of November the patient count per provider were:

Durmon:	9 patients- November 2017	65 patients- November 2016
Downs:	147 patients- November 2017	95 patients- November 2016
Huisman:	111 patients- November 2017	117 patients- November 2016

Dental patient counts through November 2017 were 761 vs 658 for 2016, an increase of 103 patients.

Can we have dental refund the medical account for payroll taxes at the beginning of each year for year prior?

1. Financial

None

2. Business Development

Janel would like to move forward with bringing alternative treatments to the Wellness Center. This could include acupuncture, massage therapy or anything that may be of benefit to the community. The Farside is available to interested parties who are always welcome to contact the business manager to work with them.

3. Community Relations

None

4. Personnel

Shawna believes there is still confusion as to who can hire and fire? This will be on the agenda for the next regular board meeting.

5. Volunteer Hours

All board members turn in your volunteer hours to Becky.

6. Strategic Work Plan

Postpone scheduling for a few meetings.

The board would like to thank the Endowment Fund for your very generous contribution to the staff meetings.

V. CITIZEN COMMENTS FROM FLOOR:

None

Adjourn

Meeting is adjourned at 9:51 a.m. Next meeting will be **Thursday, December 14th** at approximately 5:00 p.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Shawna Shidler (President)

Date

S Shidler

1-12-18

Mike Schell (Secretary)

Date

Mike Schell

1-16-18

Malinda McDonald (Recording Secretary)

Date

Malinda McDonald

12/18/17
