

LAKE FORK HEALTH SERVICE DISTRICT
BOARD OF DIRECTORS MONTHLY MEETING AGENDA

MISSION STATEMENT

The mission of the Lake Fork Health Service District is to enhance the quality of life in our community by promoting wellness and providing quality health services with care and compassion while exercising fiscal responsibility.

Monday, January 21, 2019 – Moseley Health Care Complex, Zeller Wellness Center

- I. CALL TO ORDER-** Approximately 9:00AM
- II. ROLL CALL**
- III. WORKSHOP**
 - A. Executive Director Report
Financial-(Scott, Dr. Carr, Jessica)
 - 1. Review November 2018 Financials
 - 2. Discuss board meeting date and time for 2019.Business Development-(Jami, Mike)
Community Relations-(Janel, Jerry)
Personnel-(Dr. Carr, Jessica, Janel & Jami)
 - B. Presidents Report
 - C. Medical Director Report- Discuss behavioral health services
 - D. Dental Director Report
 - E. Any other items
- IV. MEETING AGENDA ITEMS**
 - A. Consider any updates to the meeting agenda
 - B. Approval of minutes from prior board meetings- 12/17/2018.
 - C. Consider approval of resolution 2019-01, board meeting day, time, and place for 2019.
- V. CITIZEN COMMENTS FROM THE FLOOR**
- VI. ADJOURN**

Times stated are approximate and the agenda may be modified as necessary at the discretion of the Board.

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS–SPECIAL MEETING

Today's Date is Monday, December 17, 2018.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Jami Scroggins at 9:04 am. The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Jami Scroggins, Jerry Johnson and Scott Beedy. Jessica Whiddon and Dr. Gina Carr were also present. Janel Warren and Mike Schell were absent. Malinda McDonald is the recording secretary.

Board of Directors:

President: Janel Warren

Vice-President: Jami Scroggins

Secretary: Mike Schell

Treasurer: Scott Beedy

Board Member: Jerry Johnson

III. Workshop

A. Executive Director Report– Medical patient counts through October 2018 were 2,926 vs 3,781 through October 2017. A difference of 855 less patients. Dental patient counts through October 2018 were 642 versus 686 through October of 2017. A difference of 44 less patients.

- **1. October 2018 Financial Review–** Reminder that we adjusted property tax income to span over the entire year, so you will note significant changes in the tax income but it will balance out by years end. This will also effect monthly net income for this year.

Profit and loss YTD through October 2018– Medicare incentive payment is up about \$15,000. Total dental income is up by approximately \$5,600. Total patient service revenues are down about \$66,000. Dental expense is down \$4,900. Accounting expense is down about \$10,000. Advertising expense is down approximately \$4,700. Computer expense is up by approximately \$2,900. Dues and subscriptions are up around \$1,400. Staff education is up by about \$7,200. Insurance is down about \$4,300. Wages are up by approximately \$10,000. Repairs and maintenance are down about \$5,700. Supplies are down approximately \$22,000. Utilities are down about \$8,600. Waste management expense is down approximately \$7,000. Total expense is up by approximately \$11,000. Donation income is up approximately \$5,500. Health service district revenue is down about \$41,000 due to difference in tax reporting. Net ordinary income is around \$23,000 less than October 2017.

Profit and loss for the month of October 2018– net income is up by approximately \$13,000.

Balance sheet as of October 2018–Shows cash in the bank up about \$28,800 over 2017.

Budget vs actual through October 2018– The Medicare incentive payment received is above of budget about \$9,500. Total dental income is above budget by \$7,400. Patient services revenue is below budget about \$66,000. Total income is below budget by \$68,000. Dental expense is above budget by \$2,200. Staff education is over budget approximately \$6,000. Wages are above budget by approximately \$12,000. Total personnel expense is above budget approximately \$41,700. Supplies are below budget about \$13,000. Utilities are below budget approximately \$11,000. Waste management expense is below budget about \$5,800. Net ordinary income is below budget by approximately \$91,000. Donation income is above by about \$6,900. Net income is -\$26,015.19 with budget at \$54,393.50.

I reviewed the budget and we were over budget due primarily to patient income being below budget and wages being above budget. Due to showing the tax income as received throughout the year, we show the LFHSD remaining within of budget by years end.

2. **Review 2018 total program evaluation.** Review and approve.

3. **Discuss dental fee increase.** A 2% increase for 2019.

➤ **Business Development**– Conference area fee schedule. Spoke with Trent, physical therapy, and he agreed to a rent increase from \$25 to \$40/day. Spoke with Yolie about Zumba and she replied with an email explaining her expenses and how \$5/day per person barely covers her expenses. Jessica will prepare an addendum with everything remaining the same except Oct–May monthly maximum for Zumba will continue at \$20/month with June–Sept having a \$40/month maximum. All day conference use fee has been increased to \$150/day. Jessica will submit for free advertisement of the conference area.

➤ **Community Relations**– None

➤ **Personnel**– Susan Bobb is 1 X-Ray away from being able to sit for her exam. Krista and Laura are progressing well with their x-ray courses. They are both half way through the written part of the program.

4. **President**

Reports: None

5. **Medical Director**

Reports: Will be doing first ultrasound this week. Will also have lab recertification's this week for staff.

6. Dental Director- None

IV. MEETING

A. Consider any updates to the meeting agenda: None

B. Consider approval of Minutes from prior month's board meeting:

Motion: Approval of Minutes for the meetings- 11/15/2018 & 11/29/2018.

Motion: Jerry Johnson

Second: Scott Beedy

Vote: All vote yes.

Motion Carries

C. Consider approval of 2018 total program evaluation:

Motion: Approval of 2018 TPE.

Motion: Scott Beedy

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

D. Consider approval of revised dental fee schedule:

Motion: Approval of revised dental fee schedule to begin 01/01/2019.

Motion: Jerry Johnson

Second: Scott Beedy

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR: None

LAKE FORK HEALTH SERVICE DISTRICT													
STATISTICS SUMMARY NOVEMBER													
	2018												
	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	
DENTAL													
DAYS IN AR		241	162	157	148	156	133	142	167	168	200		
AR BALANCE		57,138	64,271	55,909	65,867	75,135	71,813	75,324	77,569	68,966	64,150		
NET WRITE-OFFS FOR MONTH	2,660	921	4,430	582	4,362	4,517	(233)	2,521	1,697	12,556	(439)		
MONTHLY REVENUE													
MEDICAL													
REVENUE	32,133	32,773	25,268	29,342	31,532	59,964	61,163	51,475	36,816	31,538	27,013		
PATIENT COUNT	258	256	205	240	238	398	390	384	283	291	227		
AVG PER PATIENT	125	128	123	122	132	151	157	134	130	108	119		
DENTAL													
REVENUE	7,867	8,899	18,840	3,977	18,207	21,718	9,607	17,321	15,779	4,579	8,688		
PATIENT COUNT	52	56	84	29	68	104	61	76	55	57	72		
AVG PER PATIENT	151	159	224	137	268	209	157	228	287	80	121		

VI. Adjourn

Meeting is adjourned at 9:40 am. Next meeting will be January 21, 2019 at approximately 9:00 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

(Secretary)

Date

(Recording Secretary)

Date

December 2018 Executive Director Report

- ❖ Review A/R log to identify that old claims are being resubmitted.
- ❖ Send monthly bank statements to CPA for reconciliation. Assist CPA with questions.
- ❖ Send website update information to Dan Wampler.
- ❖ Print Amex statement and attach appropriate documentation.
- ❖ Prepare and review AP documents for Cindy.
- ❖ Send provider on call schedule to EMS.
- ❖ Monitor cross check exceptions as well as unsigned/unsaved notes.
- ❖ Prepare information for the December regular and post agendas.
- ❖ Attend December regular board meeting and provide reports.
- ❖ Assist with time clock as needed. Review timeclock records and submit to Cindy for payroll.
- ❖ Work with additional insurance companies on Dr. Carr/Ashley's credentialing.
- ❖ Request and record volunteer board hours.
- ❖ Prepare agenda and attend December staff meeting. Record minutes.
- ❖ Assist with evaluations and quarterly staff meetings.
- ❖ Communicate with Dan ref to fall risk template.
- ❖ TPE reminders to those responsible for filling them out.
- ❖ Schedule and attend EMR demos. Arrange for a decision meeting in January when Dr. Carr returns.
- ❖ Communicate with Jason Morgan ref to coverage & send charts as requested.
- ❖ Provide retirement contact info for employees.
- ❖ Work on Dr. Carr's list of a few things. Behavioral health, list of patients with certain code. Also work on provider meeting take away list.
- ❖ Communicate with Shauna Arithson with ACO in ref to attending January staff meeting.
- ❖ Monitor schedules.
- ❖ Communicate with CEBT ref to insurance invoicing.
- ❖ Renewal of FP mailing agreement.
- ❖ Communicate with Britt ref to staff BLS cards.
- ❖ Revise Zumba space rental agreement and obtain signatures.
- ❖ Communicate with Diana about Aflac supplementals.
- ❖ Apartment arrangements.
- ❖ Communicate with GVH and MMH in ref to limited scope x-ray training for LK.
- ❖ Communicate with JC Propane ref to switching to a bi-weekly schedule.
- ❖ Communicate with Heart of the Rockies ref to Dr. Carr's 855.
- ❖ Discuss PA preceptors with AHEC.
- ❖ Check on AM insurance payments.
- ❖ All other tasks as assigned.

Lake Fork Health Service District
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Resolution #2019-01

Designation of Meeting Day, Time, & Place **With Posting Locations**

The Lake Fork Health Service District Board of Directors hereby adopts the following designation of meeting date and time for each monthly regular Board meeting for 2019 until changed by Board Resolution as follows:

Regular Board meetings will be the third Monday of each calendar month in the Zeller Wellness and Education Center at the Moseley Health Care Complex. Workshop will begin at 9:00am. The agenda will be posted in the locations noted below, at least 24 hours before the meeting date.

This notice as to the date, time, and location of the regular Board meeting will be posted in the following locations:

Moseley Health Care Complex
Lake City Post Office
Coursey Annex (County Admin Bldg)
Community Banks of Colorado, Lake City Branch

Janel Warren, President
Lake Fork Health Service District
Board of Directors

Date