

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.

Tuesday, March 26, 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-(Treasurer, Dr. Carr, Jessica)

1. Review 2019 amended budget

2. Review January 2019 financials

3. Let the minute's show that Lynn McNitt will be added as a signer on Community Banks accounts and B. Scott Beedy will be removed.

Business Development-(Jami, Mike)

Community Relations-(Janel, Jerry)

Personnel-(Dr. Carr, Jessica, Janel & Jami)

B. Presidents Report

C. Medical Director Report

D. Dental Director Report

E. Advertisement for vacant position

F. Any other items

IV. MEETING AGENDA ITEMS

A. Consider any updates to the meeting agenda

B. Consider approval of minutes from prior board meetings- 02/26/2019

C. Consider approval of the 2019 amended budget and resolution 2019-02, Amended Operation Budget

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 Tuesday, February 26, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 8:20 am. The meeting was held in the Moseley Health Care Complex.

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

Board of Directors:

President: Janel Warren

Vice-President: Jami Scroggins

Secretary: Mike Schell

Treasurer: Vacant

Board Member: Jerry Johnson

The board would like to express appreciation for Scott Beedy. He will be missed and we wish his family well. His service and giving to our community was very appreciated.

III. Workshop

A. Executive Director Report– Medical patient counts through December 2018 were 3,334 vs 4,262 through December 2017. A difference of 928 less patients. Dental patient counts through December 2018 were 744 versus 796 through December of 2017. A difference of 52 less patients.

➤ **1. December 2018 Financial Review–**

Profit and loss YTD through December 2018–

Looking at year end 2018, Medicare and Medicaid incentive payments were up significantly due mostly to the programs that we participate in. Dental income was around \$115,000 which was almost identical to 2017. Patient fee write offs were down by approximately \$72,000. Medical patient income was down by about \$136,000. Total patient service revenues were up approximately \$10,800.

Dental expenses were down about \$14,600. Accounting expenses were down approximately \$15,000 due to moving billing personnel to an employee position. Advertising fees were down about \$6,000. Contract labor was down around \$6,000. Staff education was up about \$8,000. Repairs and maintenance expenses were down about \$11,000. Supplies cost was down approximately \$19,000. Utilities were down about \$6,700. Waste management was down about \$7,500. Total expenses were down approximately \$42,000. Donation income was up about \$7,000.

Net income was -\$14,871.22 for the year while 2017 showed a -\$70,376.88 for a difference of approximately \$55,000.

Profit and loss for the month of December 2018- net income is up by approximately \$42,000 primarily due to a necessary Medicare write off in 2017.

Budget vs actual through December 2018-

Dr. Carr and Jessica will be meeting this week to review the 2018 final numbers as well as the 2019 proposed budget. We will have a revised budget available during the March meeting for approval.

2. Will transfer \$25,000 to Colorado Trust to cover 2018 capital and contingency reserve this week.
 3. Note that capital authorization 19-001 to replace a boiler part was approved by email.
 4. Posted vacant board position posted in paper 02/15 and 02/22. Review letters of interest. Lynn McNitt is present with her letter of interest.
- **Business Development-** We have signed the agreement for a new Electronic Medical Records System. We will work closely with Athena over the next 12 weeks to implement the new system allowing time for a records transfer as well as staff training. It is our hope that the new system will begin before June 1. It will streamline many process for our staff as well as offering updated features for the patients use such as a patient portal that can be accessed from any device and automatic appointment reminder phone calls. This new system should also make medical billing a much easier process for the staff as well as the patients.
- **Community Relations-** Health Tips to be posted in Silver World & on Face Book. Preventive health care is a great place to start and that begins with us. Have you scheduled your preventive check-up? Like vehicles need oil changes, we all need to have our yearly check-ups! The endowment expressed interest in helping to cover the cost of these preventive advertisements as they feel that this is a benefit to the community. Dr. Carr and Jessica attended the last endowment meeting and were able to provide feedback for requested items as well as answer questions that the endowment may have had. We will work to update our capital equipment replacement list so the endowment will have an idea of when we expect our next major equipment purchases to be needed and approximate pricing for those items. We would like to thank the endowment board for approving the purchase of a new shredder as well as a lab drawing chair.

- **Personnel**– While reviewing the 2019 budget, Dr. Carr & Jessica will work closely to make sure that staffing needs are met according to patient numbers. You will note decreases in staffing levels where appropriate. Susan is set to test for x-ray. Krista and Laura are working on obtaining the required x-ray views needed to test. Laura is very close to completion of these views and should be testing sometime in March. Tina Coniglio has given notice to resign the billing position in order to pursue a caretaker position in the south end of the county. She will continue to work with us until her replacement is ready. We wish Tina the best of luck in her future endeavors. We will be advertising for this position over the next month.

5. President

Reports: Janel has been visiting with Trent at “Heights Physical Therapy” he informed her that they offer mental health services.

For future scheduling of the *Farside*, Heights will take precedence over Zumba when it comes to scheduling.

6. Medical Director

Reports: Celebrate Lake City, April 9. This is an annual celebration to honor volunteers. The Medical Center is going to honor Scott Beedy and present the award to his widow.

Everything is going really well overall. The PA’s are doing 5 days on, 5 days off thru mid-May at which time they will consider 3 days on, 3 days off. Jess has done an analysis of what the busiest days of the week are during the summer so that we can plan on having 2 providers on those days.

We had a productive meeting with the Center for Mental Health last week. Our goal was to have better communication on the patient’s we refer to them. We now have the release they want and will have the patient fill it out at the time of referral. They are currently working on getting a contract to us so we may start hosting the tele-health for patients again. Our staff would obtain vitals to communicate to their provider. The plan is to have that up and running in the next couple months.

The first 2 weeks in April, Dr. Carr will be in Alaska. Dr. Carr will be in Africa 2 weeks in October.

Dr. Carr attended a meeting in Gunnison that was a combination of law enforcement, EMS and mental health. This is another opportunity for us to collaborate and potentially get better services.

7. Dental Director- None

IV. MEETING

A. Consider any updates to the meeting agenda:

Motion: 1) To add Lynn McNitt's board position recognition.
2) And to move \$25,000 to Colorado Trust.

Motion: Janel Warren

Second: Mike Schell

Vote: All vote yes.

Motion Carries

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

Motion: Approval of Minutes for the meetings- 01/23/2019.

Motion: Mike Schell

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

C. Consider approval of moving \$25,000 to Colorado Trust:

Motion: To move \$25,000 to Colorado Trust.

Motion: Janel Warren

Second: Jami Scroggins

Vote: All vote yes.

Motion Carries

D. Consider approval of Lynn McNitt as new board member:

Motion: To approve the new board member Lynn McNitt as Treasurer.

Motion: Jerry Johnson

Second: Mike Schell

Vote: All vote yes.

Motion Carries

Lynn McNitt was sworn in by Janel Warren.

V. CITIZEN COMMENTS FROM FLOOR:

VI. Adjourn

Meeting is adjourned at 9:20am. Next meeting will be March 26, 2019 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

(Secretary)

Date

(Recording Secretary)

Date

**III. 1 & IV. C Review & Approve
Amended Budget**

LAKE FORK HEALTH SERVICES DISTRICT				
AMENDED BUDGET				
2019				
	<u>2017</u>		<u>2018</u>	<u>2019</u>
Dental Pt Count	796		744	710
Medical Pt Count	4292		3334	3750
	<u>ACTUAL</u>		<u>2018</u>	<u>2019</u>
	<u>2017</u>		<u>Actual</u>	<u>Budget</u>
Income				
Dental Income				
Adjustments	(32,147)		(33,613)	(33,755)
Patient Income	147,335		149,986	149,000 A
Dental Incentive	139			
Total Dental Income	115,327		116,373	115,245
Patient Income				
Adjustments	(286,976)		(152,420)	(151,500)
Insurance Incentive	7,542		24,432	15,000
Patient Service Income	583,193		446,806	505,000 B
Total Clinic Income	303,760		318,818	368,500
Other Income				
Services	0		780	500
Overpayment	(1,066)			
Medical Records Copy Fees	82		22	50
Medicare Incentive	11,955		28,893	10,000
Rental Income	3,825		3,605	4,200
Medicare Cost Report	48,061		35,344	40,800
Total Other	62,857		68,644	55,550
Total Income	481,944		503,835	539,295

LAKE FORK HEALTH SERVICES DISTRICT			
AMENDED BUDGET			
2019			
	<u>2017</u>	<u>2018</u>	<u>2019</u>
Dental Pt Count	796	744	710
Medical Pt Count	4292	3334	3750
	<u>ACTUAL</u>	<u>2018</u>	<u>2019</u>
	<u>2017</u>	<u>Actual</u>	<u>Budget</u>
<u>Expenses</u>			
Dental Expenses			
Billing	6,068		
Advertising	718	214	500
Accounting	1,530	3,025	3,300
Dental Payroll Taxes	3,918		3,494
Repairs and Maint	126	45	400
Dental Wages (Dentist)	49,285	48,435	41,100
Dental Office Supplies	164	200	250
Dental Lab	5,957	6,085	5,500
Dental Insurance	794	777	1,000
Dental Travel	4,645	3,361	3,024
Dental Professional Pay(Hygie	16,005	14,908	13,080
Dental Supplies	8,623	11,591	8,000
Dental Dues and Subscriptions			600
Dental License Fees	51	391	400
Dental Tuition and Fees	(69)	295	15
Dental Memberships	2,926		2,200
Service Agreements		601	600
Dental other	981	1,080	3,100
Total Dental Expense	103,005	91,007	86,563

LAKE FORK HEALTH SERVICES DISTRICT			
AMENDED BUDGET			
2019			
	<u>2017</u>	<u>2018</u>	<u>2019</u>
Dental Pt Count	796	744	710
Medical Pt Count	4292	3334	3750
	<u>ACTUAL</u>	<u>2018</u>	<u>2019</u>
	<u>2017</u>	<u>Actual</u>	<u>Budget</u>
Accounting			
LCAMC	9,564	5,635	5,000
LFHSD	2,714	2,970	2,600
Billing Fees	19,262	7,823	-
Advertising			2,800
LFHSD	30	201	
LCAMC	11,781	5,444	
Audit- LFHSD	4,250	4,450	4,500
Bank Charges	206	1,280	4,500
Bank Card Fees	4,547	3,574	
Books and Magazines		69	70
Cash Over Short	1	(1)	15
Computer			
Maintenance Contracts	27,440	18,140	18,000
Software	2,685	477	3,000
Services	9,857	23,561	27,500
Hardware	1,327	881	1,000
Internet	1,089	1,188	900
Contract Labor		7,159	
Courier	3,542	3,558	2,900
Dues and Subscriptions	5,414	5,984	6,000

C

LAKE FORK HEALTH SERVICES DISTRICT				
AMENDED BUDGET				
2019				
	<u>2017</u>		<u>2018</u>	<u>2019</u>
Dental Pt Count	796		744	710
Medical Pt Count	4292		3334	3750
	<u>ACTUAL</u>		<u>2018</u>	<u>2019</u>
	<u>2017</u>		<u>Actual</u>	<u>Budget</u>
Staff Appreciation			374	700
Staff Training	10,526		18,516	14,000
Insurance				
Employee Health	45,860		43,523	52,038
Malpractice	15,165		14,839	11,200
Property and Liability	7,930		8,487	9,600
Lab			453	500
Radiologist Interpretation				2,000
Legal				
Licenses and fees	8,155		6,429	6,500
Personnel Expense				
Payroll Tax	40,334		48,013	44,719
Wages	491,718		529,893	520,944 D
Workman's Comp	6,144		7,246	7,500
H S A	6,450		6,168	7,200
Other (Contract, Call)	13,326		23,555	12,000 E
Pharmacy Consultant	2,506		2,757	2,800
Postage	2,307		2,826	2,200
Recruiting			1,876	900
Repair and Maintenance				
Building	15,168		9,706	11,809
Cleaning	16,022		10,431	5,162
Equipment	3,251		3,090	6,500
X-ray	773			2,500
other	1,620		2,421	1,600
Supplies				

LAKE FORK HEALTH SERVICES DISTRICT			
AMENDED BUDGET			
2019			
	<u>2017</u>	<u>2018</u>	<u>2019</u>
Dental Pt Count	796	744	710
Medical Pt Count	4292	3334	3750
	<u>ACTUAL</u>	<u>2018</u>	<u>2019</u>
	<u>2017</u>	<u>Actual</u>	<u>Budget</u>
Pharmacy	35,654	39,343	34,000
Lab	19,607	11,306	7,000
Medical	17,316	5,291	7,300
Office	10,380	10,486	11,700
General	1,045	202	250
Other	754		
Telephone	7,204	6,214	6,500
Utilities			
Cable	588	560	600
Electric	13,218	13,518	14,500
Propane	17,615	17,690	16,200
Water Sewer	982	1,018	960
EMS Reimbursement	(17,014)	(17,657)	(16,566)
Waste Management			
Bio Waste	12,397	5,044	8,500
Sanitation	2,732	2,905	3,650
Other	299	(3,454)	
Gifts	50	(50)	
Donations	700	125	125
Interest Expense			
Total Clinic Expense	914,491	925,535	895,876
Net Operating Income	(535,553)	(512,707)	(443,144)

LAKE FORK HEALTH SERVICES DISTRICT			
AMENDED BUDGET			
2019			
	<u>2017</u>	<u>2018</u>	<u>2019</u>
Dental Pt Count	796	744	710
Medical Pt Count	4292	3334	3750
	ACTUAL	2018	2019
	<u>2017</u>	<u>Actual</u>	<u>Budget</u>
<u>Other Income and Expense</u>			
Donation Income	4,741	11,836	5,200
Grant Income	312	1,999	-
Interest Income	2,295	3,866	3,400
Health District Income			
1% Motor Vehicle	476	1,043	600
Sales Tax	147,077	150,626	144,000
Property Tax	333,706	299,878	303,000
Specific Ownership Tax	23,429	20,221	23,000
Total Other Income	512,037	489,469	479,200
District Expense			
Dues and Memberships			
5% Treasurer's Fee	16,685	14,994	15,700
BOD Expense's	753	197	800
BOD Training			500
BOD Minutes			
Legal Fees	27,825	7,823	5,000
Public Officials Liability Ins	1,542	1,444	1,500
Fund Raising Exp			
BOD Election Fees	20		
Advertising			
BOD Seminars			590
Other	129	3,011	1,500
Total Other Expense	46,954	27,469	25,590

LAKE FORK HEALTH SERVICES DISTRICT			
AMENDED BUDGET			
2019			
	<u>2017</u>	<u>2018</u>	<u>2019</u>
Dental Pt Count	796	744	710
Medical Pt Count	4292	3334	3750
	ACTUAL	2018	2019
	<u>2017</u>	Actual	Budget
Net Income	(70,470)	(50,707)	10,466
FUND BALANCE TOTAL	292,816	363,441	363,441
Total Net Revenue	993,980	993,304	1,018,495
Total Expenses	1,064,451	1,044,010	1,008,029
Less: Depreciation			
Total Expenditures	1,064,451	1,044,010	1,008,029
Capital Expenditures		10,000	10,000
Contingency Expenditures		15,000	20,000
Total Appropriated Expenditure	1,064,451	1,069,010	1,038,029

LAKE FORK HEALTH SERVICES DISTRICT

NOTES FOR AMENDED BUDGET

2019

<u>REFERENCE</u>	<u>DESCRIPTION</u>
A	Increased to match 2018
B	Decreased in accordance with patient number projection
C	Decreased to match 2018
D	Decreased due to schedule changes
E	Added a line for nurse call & call back
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
P	
Q	

LAKE FORK HEALTH SERVICES DISTRICT
Resolution: 2019-02 Amended Operation budget

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A 2019 AMENDED OPERATING BUDGET FOR THE LAKE FORK HEALTH SERVICE DISTRICT, LAKE CITY, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2019, AND ENDING ON THE LAST DAY OF DECEMBER, 2019.

Whereas, the Board of Directors of the Lake Fork Health Service District has Appointed Lynn McNitt, Treasurer, to prepare and submit an Amended Operating budget for the calendar year 2019 for its consideration, and;

Whereas, Treasurer, Lynn McNitt, has submitted an Amended Operating Budget to the governing body on **March 26, 2019**, for its consideration, and; Whereas, upon due proper notice published in accordance with the law, said Amended Budget was open for inspection by the public at a designated place, a public Hearing was held on **March 26, 2019**, and interested taxpayers were given an Opportunity to file or register any objections to said 2019 Amended Operating Budget, as Required by law.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE FORK HEALTH SERVICE DISTRICT, LAKE CITY, COLORADO:

That the 2019 Amended Operating Budget as submitted and herein and summarized by Fund is approved and adopted as the Budget of the Lake Fork Health Service District for the year or 2019. Budget as attached:

That the Amended Budget hereby approved and adopted shall be signed by the President of the Board and made part of the public records of the Lake Fork Health Service District.

ADOPTED, this 26th day of March, 2019.

Janel Warren, President, Lake Fork Health Service District

ATTEST:

Lynn McNitt, Treasurer, Lake Fork Health Service District

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Prev Year Comparison
January 2019

III. 2. January 2019
Financial's

	<u>Jan 19</u>	<u>Jan 18</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
421 - Medicare Incentive Payment	0.00	10,378.13	-10,378.13	-100.0%
850 - Rental Income				
Total 850 - Rental Income	180.00	340.00	-160.00	-47.06%
Dental Income				
ADJUSTMENTS				
Refunds	0.00	96.00	-96.00	-100.0%
Reserve	1,079.43	1,061.10	18.33	1.73%
ADJUSTMENTS - Other	-9,238.59	-3,618.98	-5,619.61	-155.28%
Total ADJUSTMENTS	-8,159.16	-2,461.88	-5,697.28	-231.42%
Dental Income - Patient - Other	15,214.00	7,867.40	7,346.60	93.38%
Total Dental Income - Patient	7,054.84	5,405.52	1,649.32	30.51%
Total Dental Income	7,054.84	5,405.52	1,649.32	30.51%
400 - Patient Services Revenue				
RMHMO	0.00	21.00	-21.00	-100.0%
Medicaid	849.25	658.82	190.43	28.91%
Total Incentive Payments	849.25	679.82	169.43	24.92%
400.9 - Patient Fee Writeoffs				
Reserve Adjmt	3,162.22	-1,509.72	4,671.94	309.46%
400.92 - Refunds-Allowances	-17,923.65	-115.21	-17,808.44	-15,457.37%
400.9 - Patient Fee Writeoffs - Other	-18.54	-8,829.37	8,810.83	99.79%
Total 400.9 - Patient Fee Writeoffs	-14,779.97	-10,454.30	-4,325.67	-41.38%
400 - Patient Services Revenue - Other	30,899.30	32,078.42	-1,179.12	-3.68%
Total 400 - Patient Services Revenue	16,968.58	22,303.94	-5,335.36	-23.92%
408. - Medical Records Copy Fee	22.00	0.00	22.00	100.0%
Total Income	24,225.42	38,427.59	-14,202.17	-36.96%
Expense				
642 - Donations	0.00	125.00	-125.00	-100.0%
649 - Dental Expense				
Postage	16.40	0.00	16.40	100.0%
Dues and Subscriptions	1,019.00	0.00	1,019.00	100.0%
Licenses and Fees	0.00	341.00	-341.00	-100.0%
Accounting	275.00	0.00	275.00	100.0%
Dental Wages	4,528.04	3,191.83	1,336.21	41.86%
Dental Professional Pay				
Travel	252.32	490.16	-237.84	-48.52%
Dental Professional Pay - Other	1,095.00	1,090.00	5.00	0.46%
Total Dental Professional Pay	1,347.32	1,580.16	-232.84	-14.74%
Dental Supplies	120.71	722.67	-601.96	-83.3%
Total 649 - Dental Expense	7,306.47	5,835.66	1,470.81	25.2%
605 - Accounting				
Total 605 - Accounting	275.00	58.80	216.20	367.69%
610 - Advertising				

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Prev Year Comparison
January 2019

	<u>Jan 19</u>	<u>Jan 18</u>	<u>\$ Change</u>	<u>% Change</u>
Total 610 · Advertising	75.00	1,081.52	-1,006.52	-93.07%
625 · Bank Credit Card Fees	-0.67	191.47	-192.14	-100.35%
639 · Computer				
639.5 · Maintenance Contract	5,083.50	10,008.24	-4,924.74	-49.21%
639.2 · Services	937.50	1,950.00	-1,012.50	-51.92%
639.3 · Hardware/Office Machines	0.00	130.15	-130.15	-100.0%
639.4 · On Line Internet	99.00	99.00	0.00	0.0%
Total 639 · Computer	6,120.00	12,187.39	-6,067.39	-49.78%
640 · Contract Labor				
Total 640 · Contract Labor	0.00	2,100.00	-2,100.00	-100.0%
641 · Courier	0.00	213.16	-213.16	-100.0%
655 · Dues & Subscriptions				
Total 655 · Dues & Subscriptions	86.45	135.00	-48.55	-35.96%
660 · Education,Staff				
Total 660 · Education,Staff	209.64	1,000.80	-791.16	-79.05%
670 · Insurance				
670.1 · Building Liability	1,234.36	3,693.79	-2,459.43	-66.58%
670.2 · Health Employee	2,075.81	3,840.30	-1,764.49	-45.95%
670.3 · General Liability	689.77	3,570.32	-2,880.55	-80.68%
Total 670 · Insurance	3,999.94	11,104.41	-7,104.47	-63.98%
690 · Licenses & Fees	505.00	296.13	208.87	70.53%
715 · Personnel Expenses				
715.1 · Loan Repayment				
Total 715.1 · Loan Repayment	-500.00	0.00	-500.00	-100.0%
715.3 · Taxes/Payroll - 8.5%	3,592.96	2,795.63	797.33	28.52%
715.4 · Wages	40,445.12	30,783.16	9,661.96	31.39%
715.5 · Workman's Compensation	1,550.00	0.00	1,550.00	100.0%
715.6 · HSA	232.25	250.00	-17.75	-7.1%
715 · Personnel Expenses - Other	0.00	356.76	-356.76	-100.0%
Total 715 · Personnel Expenses	45,320.33	34,185.55	11,134.78	32.57%
722 · Pharmacy Consultant				
Total 722 · Pharmacy Consultant	250.60	250.60	0.00	0.0%
725 · Postage	24.55	118.85	-94.30	-79.34%
735 · Repair & Maintenance				
735.1 · Building & Building Eqmt	144.00	437.50	-293.50	-67.09%
735.2 · Cleaning				
Wages	383.11	1,190.55	-807.44	-67.82%
735.2 · Cleaning - Other	-8.13	300.00	-308.13	-102.71%
Total 735.2 · Cleaning	374.98	1,490.55	-1,115.57	-74.84%
735 · Repair & Maintenance - Other	0.00	124.99	-124.99	-100.0%
Total 735 · Repair & Maintenance	518.98	2,053.04	-1,534.06	-74.72%
750 · Supplies				
723 · Pharmacy & Medications	108.39	1,121.69	-1,013.30	-90.34%
750.1 · Lab	0.00	1,640.44	-1,640.44	-100.0%

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Prev Year Comparison
January 2019

	<u>Jan 19</u>	<u>Jan 18</u>	<u>\$ Change</u>	<u>% Change</u>
750.2 - Medical				
Reimbursement	-61.26	0.00	-61.26	-100.0%
750.2 - Medical - Other	<u>82.29</u>	<u>592.64</u>	<u>-510.35</u>	<u>-86.12%</u>
Total 750.2 - Medical	21.03	592.64	-571.61	-96.45%
750.3 - Office	<u>564.42</u>	<u>469.05</u>	<u>95.37</u>	<u>20.33%</u>
Total 750 - Supplies	693.84	3,823.82	-3,129.98	-81.86%
765 - Telephones				
Total 765 - Telephones	523.47	515.05	8.42	1.64%
775 - Utilities				
775.1 - Cable	45.99	45.99	0.00	0.0%
775.4 - Gas	1,284.00	2,364.87	-1,080.87	-45.71%
Total 775 - Utilities	<u>1,329.99</u>	<u>2,410.86</u>	<u>-1,080.87</u>	<u>-44.83%</u>
777 - Waste Management				
Total 777 - Waste Management	755.53	970.66	-215.13	-22.16%
999 - Suspense				
Total 999 - Suspense	<u>1,256.80</u>	<u>-745.21</u>	<u>2,002.01</u>	<u>268.65%</u>
Total Expense	<u>69,250.92</u>	<u>78,005.50</u>	<u>-8,754.58</u>	<u>-11.22%</u>
Net Ordinary Income	-45,025.50	-39,577.91	-5,447.59	-13.76%
Other Income/Expense				
Other Income				
890 - Donation Income				
Total 890 - Donation Income	0.00	2,790.81	-2,790.81	-100.0%
896 - Interest Earned				
Total 896 - Interest Earned	411.23	238.27	172.96	72.59%
900 - Health Service District Revenue				
902 - 1% Sales Tax				
902.1 - Hinsdale County	12,000.00	12,000.00	0.00	0.0%
Total 902 - 1% Sales Tax	<u>12,000.00</u>	<u>12,000.00</u>	<u>0.00</u>	<u>0.0%</u>
904 - Property Tax	26,000.00	26,000.00	0.00	0.0%
905 - Specific Ownership Tax	2,000.00	2,000.00	0.00	0.0%
Total 900 - Health Service District Revenue	<u>40,000.00</u>	<u>40,000.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Other Income	40,411.23	43,029.08	-2,617.85	-6.08%
Other Expense				
950 - Health Services District Expens				
952 - Board of Director's Expenses	0.00	73.81	-73.81	-100.0%
960 - Public Officials Liability Insu	295.46	1,443.76	-1,148.30	-79.54%
Total 950 - Health Services District Expens	<u>295.46</u>	<u>1,517.57</u>	<u>-1,222.11</u>	<u>-80.53%</u>
Total Other Expense	<u>422.00</u>	<u>1,517.57</u>	<u>-1,095.57</u>	<u>-72.19%</u>
Net Other Income	<u>39,989.23</u>	<u>41,511.51</u>	<u>-1,522.28</u>	<u>-3.67%</u>
Net Income	<u><u>-5,036.27</u></u>	<u><u>1,933.60</u></u>	<u><u>-6,969.87</u></u>	<u><u>-360.46%</u></u>

LAKE FORK HEALTH SERVICE DISTRICT
Balance Sheet Prev Year Comparison
As of January 31, 2019

	<u>Jan 31, 19</u>	<u>Jan 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
100 · Bank / Cash Assets				
109 · Petty Cash{49}	320.00	320.00	0.00	0.0%
110 · Operating Lake City 1511	587.31	4,295.62	-3,708.31	-86.33%
110.2 · Operating Dental	64,384.47	33,410.88	30,973.59	92.71%
113 · Tabor 11932	40,820.35	40,718.43	101.92	0.25%
115 · Colorado Trust - Capital	183,388.03	179,450.80	3,937.23	2.19%
Total 100 · Bank / Cash Assets	<u>289,500.16</u>	<u>258,195.73</u>	<u>31,304.43</u>	<u>12.12%</u>
Total Checking/Savings	289,500.16	258,195.73	31,304.43	12.12%
Accounts Receivable				
120 · Accounts Receivable				
121.0 · Payments not posted				
Total 121.0 · Payments not posted	-725.62	-2,297.08	1,571.46	68.41%
125 · Allowance for Doubtful Accounts	-19,987.31	-99,629.46	79,642.15	79.94%
120.6 · Dental AR				
Dental Pmts not Posted	-804.00	-1,632.20	828.20	50.74%
TINA	54,645.12	61,517.56	-6,872.44	-11.17%
Allow for Bad debts	-16,374.64	-18,455.27	2,080.63	11.27%
120.6 · Dental AR - Other	136.26	100.00	36.26	36.26%
Total 120.6 · Dental AR	<u>37,602.74</u>	<u>41,530.09</u>	<u>-3,927.35</u>	<u>-9.46%</u>
121 · Practice Partner				
Pmts Ajmt	-329.40	-329.40	0.00	0.0%
121 · Practice Partner - Other	57,033.61	198,925.31	-141,891.70	-71.33%
Total 121 · Practice Partner	<u>56,704.21</u>	<u>198,595.91</u>	<u>-141,891.70</u>	<u>-71.45%</u>
Total 120 · Accounts Receivable	<u>73,594.02</u>	<u>138,199.46</u>	<u>-64,605.44</u>	<u>-46.75%</u>
Total Accounts Receivable	73,594.02	138,148.86	-64,554.84	-46.73%
Other Current Assets				
146 · Prepaid Deposit	0.00	7,362.48	-7,362.48	-100.0%
145 · Prepaid Insurance	0.00	7,059.00	-7,059.00	-100.0%
127 · Receivable-Medicar Cost Report	35,000.00	36,805.00	-1,805.00	-4.9%
135 · Account Rec-County Sales/Prop	0.00	5,759.26	-5,759.26	-100.0%
140 · Inventory				
Dental Supplies	6,269.04	7,666.16	-1,397.12	-18.23%
Medical & Lab Supplies	32,649.39	28,542.37	4,107.02	14.39%
Pharmacy	14,218.14	14,870.30	-652.16	-4.39%
Total 140 · Inventory	<u>53,136.57</u>	<u>51,078.83</u>	<u>2,057.74</u>	<u>4.03%</u>
Total Other Current Assets	<u>88,136.57</u>	<u>108,064.57</u>	<u>-19,928.00</u>	<u>-18.44%</u>
Total Current Assets	<u>451,230.75</u>	<u>504,409.16</u>	<u>-53,178.41</u>	<u>-10.54%</u>
Fixed Assets				
Computer Equip	272,562.60	272,562.60	0.00	0.0%
163 · Dental Equipment	113,085.56	113,085.56	0.00	0.0%
152 · Land	121,500.00	121,500.00	0.00	0.0%

LAKE FORK HEALTH SERVICE DISTRICT Balance Sheet Prev Year Comparison

As of January 31, 2019

	<u>Jan 31, 19</u>	<u>Jan 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
159 - Medical Equip	390,711.46	390,711.46	0.00	0.0%
160 - Furniture & Equipment	180,544.96	178,813.43	1,731.53	0.97%
161 - Building & Improvements				
New Building Project	2,506,079.78	2,506,079.78	0.00	0.0%
LAB	16,268.38	16,268.38	0.00	0.0%
161 - Building & Improvements - Other	446,295.15	446,295.15	0.00	0.0%
Total 161 - Building & Improvements	<u>2,968,643.31</u>	<u>2,968,643.31</u>	<u>0.00</u>	<u>0.0%</u>
162 - Xray Equipment	226,886.79	226,886.79	0.00	0.0%
171 - Accumulated Depreciation	-1,787,482.32	-1,661,022.81	-126,459.51	-7.61%
Total Fixed Assets	<u>2,486,452.36</u>	<u>2,611,180.34</u>	<u>-124,727.98</u>	<u>-4.78%</u>
TOTAL ASSETS	<u>2,937,683.11</u>	<u>3,115,589.50</u>	<u>-177,906.39</u>	<u>-5.71%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
234 - Deferred Specific Own Tax Rev	-2,000.00	-2,000.00	0.00	0.0%
233 - Deferred Property Tax Rev	-26,000.00	-26,000.00	0.00	0.0%
232 - Deferred Sales Tax Rev	-5,582.79	-12,000.00	6,417.21	53.48%
Medicaid Interim Claim Pmts	23,248.17	20,242.01	3,006.16	14.85%
2100 - Payroll Liabilities				
HSA	100.00	100.00	0.00	0.0%
2100 - Payroll Liabilities - Other	-3,092.25	940.50	-4,032.75	-428.79%
Total 2100 - Payroll Liabilities	<u>-2,992.25</u>	<u>1,040.50</u>	<u>-4,032.75</u>	<u>-387.58%</u>
222 - CO WH Payable	2,556.00	1,771.00	785.00	44.33%
223 - CO UTA Payable	208.98	155.01	53.97	34.82%
Total Liabilities	<u>-10,561.89</u>	<u>-16,791.48</u>	<u>6,229.59</u>	<u>37.1%</u>
Equity				
320 - Opening Balance Equity	3,371,566.71	3,371,566.71	0.00	0.0%
321 - Retained Earnings	-418,285.44	-241,119.33	-177,166.11	-73.48%
Net Income	-5,036.27	1,933.60	-6,969.87	-360.46%
Total Equity	<u>2,948,245.00</u>	<u>3,132,380.98</u>	<u>-184,135.98</u>	<u>-5.88%</u>
TOTAL LIABILITIES & EQUITY	<u>2,937,683.11</u>	<u>3,115,589.50</u>	<u>-177,906.39</u>	<u>-5.71%</u>

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Budget vs. Actual

January 2019

	<u>Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
850 - Rental Income				
Total 850 - Rental Income	180.00	240.00	-60.00	75.0%
Dental Income - Patient				
ADJUSTMENTS				
Refunds	0.00	96.00	-96.00	0.0%
Reserve	1,079.43	1,061.10	18.33	101.73%
ADJUSTMENTS - Other	-9,238.59	-4,718.98	-4,519.61	195.78%
Total ADJUSTMENTS	-8,159.16	-3,561.88	-4,597.28	229.07%
Dental Income - Patient - Other	15,214.00	7,756.38	7,457.62	196.15%
Total Dental Income - Patient	7,054.84	4,194.50	2,860.34	168.19%
Total Dental Income	7,054.84	4,194.50	2,860.34	168.19%
400 - Patient Services Revenue				
Total Incentive Payments	849.25	0.00	849.25	100.0%
400.9 - Patient Fee Writeoffs				
Reserve Adjmt	3,162.22	-1,509.72	4,671.94	-209.46%
400.92 - Refunds-Allowances	-17,923.65	-6,500.00	-11,423.65	275.75%
400.9 - Patient Fee Writeoffs - Other	-18.54	-6,829.37	6,810.83	0.27%
Total 400.9 - Patient Fee Writeoffs	-14,779.97	-14,839.09	59.12	99.6%
400 - Patient Services Revenue - Other	30,899.30	19,051.57	11,847.73	162.19%
Total 400 - Patient Services Revenue	16,968.58	4,212.48	12,756.10	402.82%
408 - Medical Records Copy Fee	22.00	0.00	22.00	100.0%
Total Income	24,225.42	8,646.98	15,578.44	280.16%
Expense				
649 - Dental Expense				
Postage	16.40			
Dues and Subscriptions	1,019.00	600.00	419.00	169.83%
Accounting	275.00	275.00	0.00	100.0%
Dental Wages	4,528.04	3,281.80	1,246.24	137.97%
Dental Professional Pay				
Travel	252.32	350.00	-97.68	72.09%
Dental Professional Pay - Other	1,095.00	1,050.00	45.00	104.29%
Total Dental Professional Pay	1,347.32	1,400.00	-52.68	96.24%
Dental Supplies	120.71	600.00	-479.29	20.12%
649 - Dental Expense - Other	0.00	300.00	-300.00	0.0%
Total 649 - Dental Expense	7,306.47	7,406.80	-100.33	98.65%
605 - Accounting				
605.01 - LFHSD	0.00	150.00	-150.00	0.0%
605.02 - LCAMC	275.00	270.00	5.00	101.85%
Total 605 - Accounting	275.00	420.00	-145.00	65.48%
610 - Advertising				
Total 610 - Advertising	75.00	235.00	-160.00	31.92%
620 - Bank Charges	0.00	375.00	-375.00	0.0%

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Budget vs. Actual
January 2019

	<u>Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
625 · Bank Credit Card Fees	-0.67	0.00	-0.67	100.0%
639 · Computer				
639.5 · Maintenance Contract	5,083.50	5,000.00	83.50	101.67%
639.2 · Services	937.50	1,900.00	-962.50	49.34%
639.3 · Hardware/Office Machines	0.00	150.00	-150.00	0.0%
639.4 · On Line Internet	99.00	100.00	-1.00	99.0%
Total 639 · Computer	6,120.00	7,150.00	-1,030.00	85.59%
641 · Courier	0.00	238.00	-238.00	0.0%
655 · Dues & Subscriptions				
655.3 · Subscriptions	71.46	0.00	71.46	100.0%
655 · Dues & Subscriptions - Other	14.99	500.00	-485.01	3.0%
Total 655 · Dues & Subscriptions	86.45	500.00	-413.55	17.29%
656 · Entertainment/Meals	0.00	60.00	-60.00	0.0%
660 · Education,Staff				
Total 660 · Education,Staff	209.64	1,150.00	-940.36	18.23%
670 · Insurance				
670.1 · Building Liability	1,234.36	1,200.00	34.36	102.86%
670.2 · Health Employee	2,075.81	4,336.50	-2,260.69	47.87%
670.3 · General Liability	689.77	1,200.00	-510.23	57.48%
Total 670 · Insurance	3,999.94	6,736.50	-2,736.56	59.38%
690 · Licenses & Fees	505.00	300.00	205.00	168.33%
715 · Personnel Expenses				
715.1 · Loan Repayment				
Total 715.1 · Loan Repayment	-500.00	0.00	-500.00	100.0%
715.3 · Taxes/Payroll - 8.5%	3,592.96	2,700.00	892.96	133.07%
715.4 · Wages	40,445.12	44,412.00	-3,966.88	91.07%
715.5 · Workman's Compensation	1,550.00	1,875.00	-325.00	82.67%
715.6 · HSA	232.25	650.00	-417.75	35.73%
Total 715 · Personnel Expenses	45,320.33	49,637.00	-4,316.67	91.3%
722 · Pharmacy Consultant				
Total 722 · Pharmacy Consultant	250.60	250.60	0.00	100.0%
725 · Postage	24.55	150.00	-125.45	16.37%
735 · Repair & Maintenance				
735.1 · Building & Building Eqmt	144.00	984.12	-840.12	14.63%
735.2 · Cleaning				
Total 735.2 · Cleaning	374.98	430.24	-55.26	87.16%
Total 735 · Repair & Maintenance	518.98	1,548.36	-1,029.38	33.52%
750 · Supplies				
723 · Pharmacy & Medications	108.39	2,200.00	-2,091.61	4.93%
750.1 · Lab	0.00	550.00	-550.00	0.0%
750.2 · Medical				
Reimbursement	-61.26	0.00	-61.26	100.0%
750.2 · Medical - Other	82.29	500.00	-417.71	16.46%
Total 750.2 · Medical	21.03	500.00	-478.97	4.21%

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Budget vs. Actual

January 2019

	Jan 19	Budget	\$ Over Budget	% of Budget
750.3 - Office	564.42	500.00	64.42	112.88%
Total 750 - Supplies	693.84	3,750.00	-3,056.16	18.5%
765 - Telephones				
Total 765 - Telephones	523.47	515.00	8.47	101.65%
775 - Utilities				
775.1 - Cable	45.99	50.00	-4.01	91.98%
775.2 - Electric	0.00	1,200.00	-1,200.00	0.0%
775.4 - Gas	1,284.00	2,500.00	-1,216.00	51.36%
Total 775 - Utilities	1,329.99	3,750.00	-2,420.01	35.47%
777 - Waste Management				
Total 777 - Waste Management	755.53	1,016.24	-260.71	74.35%
999 - Suspense				
Total 999 - Suspense	1,256.80	0.00	1,256.80	100.0%
Total Expense	69,250.92	85,188.50	-15,937.58	81.29%
Net Ordinary Income	-45,025.50	-76,541.52	31,516.02	58.83%
Other Income/Expense				
Other Income				
Total 890 - Donation Income	0.00	1,200.00	-1,200.00	0.0%
896 - Interest Earned				
Total 896 - Interest Earned	411.23	283.00	128.23	145.31%
900 - Health Service District Revenue				
901 - 1% Motor Vehicle Sales Tax				
Total 901 - 1% Motor Vehicle Sales Tax	0.00	10.00	-10.00	0.0%
902 - 1% Sales Tax				
902.1 - Hinsdale County	12,000.00	12,000.00	0.00	100.0%
Total 902 - 1% Sales Tax	12,000.00	12,000.00	0.00	100.0%
904 - Property Tax				
904 - Property Tax - Other	26,000.00	26,000.00	0.00	100.0%
Total 904 - Property Tax	26,000.00	26,000.00	0.00	100.0%
905 - Specific Ownership Tax	2,000.00	2,000.00	0.00	100.0%
Total 900 - Health Service District Revenue	40,000.00	40,010.00	-10.00	99.98%
Total Other Income	40,411.23	41,493.00	-1,081.77	97.39%
Other Expense				
950 - Health Services District Expens				
951 - 5% Treasurer's Fee/Property Tax	0.00	864.00	-864.00	0.0%
952 - Board of Director's Expenses	0.00	75.00	-75.00	0.0%
960 - Public Officials Liability Insu	295.46	1,500.00	-1,204.54	19.7%
Total 950 - Health Services District Expens	295.46	2,439.00	-2,143.54	12.11%
Total Other Expense	422.00	2,439.00	-2,017.00	17.3%
Net Other Income	39,989.23	39,054.00	935.23	102.4%
Net Income	-5,036.27	-37,487.52	32,451.25	13.44%

February 2019 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 February regular board meeting and post agendas, attend, & provide reports.
- ❖ Assist with time clock as needed. Review timeclock records and submit to Cindy for payroll.
- ❖ Prepare agenda and attend February staff meeting. Record minutes.
- ❖ Setup/take down conference area for meetings.
- ❖ Assist with evaluations and quarterly staff meetings.
- ❖ Monitor schedules.
- ❖ Send advertisement info to Silver World and post of Facebook.
- ❖ Work on filling billing vacancy.
- ❖ Communicate with CEBT ref to insurance invoicing.
- ❖ Attend care coordination webinar.
- ❖ Working on revising 2019 budget with 2018 actuals and a few other changes.
- ❖ Communicate with LK about various items.
- ❖ Communicate with CMH ref to on site LPC and tele-medicine for psych visits. Obtain info on break the glass from QHN to access CMH records.
- ❖ Attend endowment meeting.
- ❖ Communicate with GC and JS in ref to insurance for EMS medical director.
- ❖ Communicate with ACO in ref to renewal document and Anthem document.
- ❖ Communicate with QHN ref to EMR change.
- ❖ Gather summer numbers data for Dr. Carr.
- ❖ Communicate with Athena.
- ❖ Work on info for celebrate LC.
- ❖ Fill out info for MA testing.
- ❖ Contact insurance companies in ref to “telephone visits”.
- ❖ All other tasks as assigned.