

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS- REGULAR MONTHLY MEETING

Today's Date is Tuesday, March 29, 2022.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:29 a.m.

II. Roll Call: In attendance were board members Lynn McNitt, Jerry Johnson, Katie Elkins, Mike Schell and Julie Stephens. Also present were Dr. Gattis, Bernie Krystyniak, Gary Witt, John Quigley, Grant Houston and Bob Downs. Recording secretary is Malinda McDonald.

Board of Directors:

- President:** Lynn McNitt
- Vice-President:** Jerry Johnson
- Secretary:** Mike Schell
- Treasurer:** Katie Elkins
- Board Member:** Julie Stephens

III. Workshop

A. Executive Director Report-

1. Financials-

Dental Patient Counts			Medical Patient Counts		
	2021	2022		2021	2022
Jan	35	39	Jan	202	215
Feb	50	38	Feb	192	121

2022 Jan-Feb Financial Report: Total Dental income is down almost \$14,000 from 2021. Medical patient income is down almost \$9,000. Total personnel expenses are up almost \$9,000 from 2021 because of additional hours Dr. Gattis is working including on call pay as well as the 3% rate increase across the board. Total other income is up \$73,000 dollars due to grant income. Net income is up \$47,000.

2. Business Development- Katie met with a financial analyst and discovered that the Colorado Trust account which has a balance of \$301,000.00 is a savings account with no regulations on how the money may be used. There is a need to keep money in the account for catastrophic coverage, but this allows for the opportunity to invest in the people working at the clinic.

3. Community Relations-

4. Personnel-

- a. The election has been cancelled because Karen Shaw withdrew her nomination. By acclimation, the new directors will be Katie Elkins (3yrs), Gary Witt (3yrs) and Hector Gomez (1yr).
- b. Update on how Healthy Families and Workplace Act has changed our PTO/Sick Leave Policy: I was hoping that I would have the red line version to review, however after meeting with Davis Scanga, there was more to do than we thought. He advised that we make the Sick Leave Policy separate from PTO. We have two employees that work less than 20 hours per week that will receive only sick leave. The wording for the regular part time and regular full time employees will show that they receive the accrued sick leave hours within the first 90 days then it will convert to PTO. Sick leave is not paid out as PTO is required to be paid upon termination.
- c. Review amended By-Laws: if all are in agreement to the corrections, Rachel can update them and a signature can be obtained at a later date.
- d. Discuss scheduling of Dr. Gattis yearly review: **Meeting will be April 22, 2022.**
- e. Create hiring committee for NP/PA and Network Specialist interviews: one CV for the NP/PA position and two extensive and impressive resumes received from locals for the NS position. **Dr. Gattis, Bob Downs, Lynn McNitt and Rachel Moore will make up this committee.**
- f. Discuss snow mitigation work: This is for compliance with insurance; snow cover needs to be built over the main electrical box. It has been suggested to also include covering the generator and trying to do something to protect the rear EMS door. **Mike Schell, Gabe McNeese and Rachel met to come up with a plan. Mike Schell has drawn up a set of plans for this improvement to be made.**

5. **SDA Manual Review- Chapter X11 (Paraphrased) Contracting: Construction Contracts** require that an invitation to bid must be published one time in a newspaper within the District for projects of at least \$60,000 (work and /or materials). It is suggested that the bid include a project description, all contractual terms and conditions, specifications, forms or bonds to be supplied and other documents. Alternatively, Districts may award an Integrated Project Delivery (IPD) contract to a single participating entity for the design, construction, alteration, operation, repair, improvement, demolition, maintenance, or financing or any combination of these services, for a project upon determination that IPD represents a timely or cost effective alternative to the bidding process. IPDs are awarded based on Prequalification and/or a Request for Proposals (RFP) process. Bid Bonds are suggested (usually in the amount of 5% of the bid amount) but are not required by law. Contractors awarded a contract for \$50,000 or more are required to execute a Penal (Payment) Bond as well as a Performance Bond. For contracts exceeding \$150,000 a District may withhold payment up to 5% of the value of the entire project. The retainage may be held until contract is satisfactorily completed. All construction contracts must contain clauses stating that the amount of money appropriated is equal or in excess of the contract amount. Before any changes, the District must appropriate funds to cover the cost of additional work. Final payment for contracts exceeding \$150,000 require publication twice before final payment is made on the settlement date (more than ten days after the second publication). This allows time for any unpaid claims to be presented to the District and then withhold such claims from payment to the Contractor until the claims are paid, withdrawn or 90 days has passed. **Other Contracts** may not be entered into between the District and a Board member or the District and the owner of 25% or more of the territory within the District unless there's a published invitation to bid and the board member or owner's bid is the lowest responsible and responsive bid. All contract must include certifications from the contractor

regarding illegal aliens. All contracts should be reviewed, not necessarily by an attorney, by an experienced capable person. Intergovernmental Agreements (between other special districts or other governmental agencies) are allowed for almost any lawful purpose. *General Intergovernmental Cooperation*: Colorado local governments may cooperate with one another to provide any function, service, or facility lawfully authorized to each of the parties. *Creating a Separate Legal Entity*: local governments may establish separate legal entities through an intergovernmental agreement to provide for the joint exercise or operation of a function, service, or facility as allowed to various provisions of Title 29, C.R.S. *Mutual Aid Agreements*: special provisions apply to a forum of intergovernmental agreement most commonly utilized by Districts providing fire protection and ambulance services. *IGA Reporting Requirements*: a District must provide DOLA with a current list of all contracts in effect with other political subdivisions within 30 days of written request form DOLA.

- B. **Board Members Report-** Lynn thanked Rachel for doing a great job and Malinda for resuming secretary role.
- C. **Medical Director Report-**
1. We have a medical student from CSU here for the next 2 months.
 2. Dr. Gattis spoke with a PA student that will be graduating soon and is interested in a position here.
 3. The clinic is no longer requiring masks.
 4. We will be changing the frequency of labs we run on patients based on medical necessity.
- D. **Dental Director-** Dr. Quigley will be here April 10th to finalize transition with Dr. Bergseid. He'll then start May 19-22 while Bonnie (hygienist) is here.
- E. **Strategic Planning Update-** The Endowment Fund would like to fund a Team Building Workshop. Medical board members all agreed they cannot commit time until fall.
- F. **Any other items-**

IV. MEETING-

A. Consider any updates to the meeting agenda: Remove agenda item C

Motion: Katie Elkins
Second: Jerry Johnson
Vote: All vote yes.
Motion Carries

B. Consider approval of Minutes from prior board meetings 02/22/2022:

Motion: Jerry Johnson
Second: Mike Schell
Vote: All vote yes.
Motion Carries

D. Consider approval amended By-Laws:

Motion: Katie Elkins
Second: Jerry Johnson
Vote: All vote yes.
Motion Carries

V. CITIZEN COMMENTS FROM FLOOR:

VII. Adjourn

Meeting is adjourned at 9:51 a.m. Next meeting will be on Tuesday, April 26, 2022 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

Ryan McNitt

7/19/2022

(Secretary)

Date

Malinda Donald

(Recording Secretary)

Date

7/19/22
