

**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.*

**Thursday, April 25, 2019 – Moseley Health Care Complex, Zeller Wellness Center**

- I. CALL TO ORDER-** Approximately 8:30AM
- II. ROLL CALL**
- III. WORKSHOP**
  - A. Executive Director Report
    - Financial-(Treasurer, Dr. Carr, Jessica)
      - 1. Review February 2019 financials
    - 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- 03/26/2019
- 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 Tuesday, March 26, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 8:36 am. The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren (by phone), Jerry Johnson (by phone), Mike Schell, Jami Scroggins and Lynn McNitt. Jessica Whiddon was also present. Malinda McDonald is the recording secretary.

## Board of Directors:

**President:** Janel Warren

**Vice-President:** Jami Scroggins

**Secretary:** Mike Schell

**Treasurer:** Lynn McNitt

**Board Member:** Jerry Johnson

## III. Workshop

**A. Executive Director Report–** Medical patient counts for January 2019 were 209 vs 258 for January 2018 for a difference of 39 patients. Dental patient counts for January 2019 were 71 versus 52 for January 2018 for a difference of 19 patients.

➤ **1. 2019 Amended Budget Review–** 2018 actual numbers have been inserted. 2019 numbers were updated in a few areas for which there are notes.

➤ **2. Financial Review– January 2019**

### **Profit and loss YTD through January 2019–**

Dental patient income is around \$7,000 more than January 2018. Patient services revenue is down by approximately \$1,100. Write offs were up in the month of January. Total income is around \$14,000 less than January 2018.

Dental expense is up by approximately \$1,400. Computer expenses are down about \$6,000. Insurance expense is down about \$7,000. Personnel expenses are up around \$11,000. Supplies costs are down approximately \$3,000.

Net ordinary income is around \$7,000 less than January 2018.

**Budget vs actual for January 2019** shows dental income about \$2,800 better than budget and medical patient revenue about \$12,700 better than budget. Dental expenses are right on budget, with total expenses being approximately \$16,000 below budget. Net income is approximately \$32,000 better than budget.

**EMR update-** We are currently in the process of having staff trained on the new electronic medical records as well as setting up all of the details of the system. We are aiming to go live mid-May.

**Bank Account Updates-** B. Scott Beedy will be removed as a signer from all Community Banks of Colorado Accounts. Lynn McNitt will be added as a signer to the Community Banks of Colorado Accounts.

Signers for the Colorado Trust capital account shall be: Janel Warren, Jami Scroggins, Gerald Johnson, Michael Schell, and Lynn McNitt. Any other signers should be removed.

**Celebrate Lake City-** The Medical Center along with the Medical Board had a plaque made in honor of Scott Beedy to present to Becky Beedy during “Celebrate Lake City” on April 9, 2019

- **Business Development-** None
- **Community Relations-** None
- **Personnel-** Malinda has decided to accept the billing position and has started training for medical billing. We are working on reducing staffing hours where able. Susan and Laura have scheduled their x-ray tests in May. Krista is about  $\frac{1}{4}$  complete with the required x-ray views.

**B. President**

*Reports:* None

**C. Medical Director**

*Reports:* Our first student rotation for the year is complete.

**D. Dental Director-**

*Reports:* 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 meeting 02/26/2019-

**Motion:** Mike Schell

**Second:** Jami Scroggins

**Vote:** All vote yes.

**Motion Carries**

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

Motion: To approve 2019 amended budget and resolution 2019-02.

Motion: Mike Schell

Second: Lynn McNitt

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR:

VI. Adjourn

Meeting is adjourned at 9:06 am. Next meeting will be Thursday, April 25th at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

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(Secretary)

Date

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(Recording Secretary)

Date

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## March 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 March 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 March 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 including March health corner.
- ❖ Communicate with Athena. Finish training. Monitor other training. Setup information as needed. Weekly conference calls X 2. Work EFT and insurance tasks.
- ❖ Send reference letter for LS for LPN program.
- ❖ Communicate with CMH in ref to various items.
- ❖ Communicate with LS in ref to x-ray inspections and servicing.
- ❖ Arrange for med disposal.
- ❖ Communicate with LK in ref to various items.
- ❖ Communicate with QHN regarding interface issues.
- ❖ Send out insurance update information.
- ❖ Proctor JB MA exam.
- ❖ Communicate with EMS in ref to various maintenance projects.
- ❖ Send endowment requests.
- ❖ Setup various items for Lynn McNitt's board engagement. Submit info to paper.
- ❖ Coordinate agreements and reservations for medical students.
- ❖ Communicate with WHS and new company in regards to health fair 2019 and 2020.
- ❖ All other tasks as assigned.