

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 compassionately promoting wellness and providing quality health services.

Tuesday, April 27, 2021 – via Zoom

- I. CALL TO ORDER-** Approximately 8:30AM
- II. ROLL CALL**
- III. WORKSHOP**
 - A. Executive Director Report
 - 1. Financial (Michael M., Lynn, Medical Director, Jessica)- February
 - 2. Business Development (Mike A., Michael M.)
 - 3. Community Relations (Julie, Jerry)
 - 4. Personnel (Bob, Jessica, Lynn, Jerry)
 - 5. SDA Manual Review- Chapter II- Conflict of Interest
 - B. Board Members Report
 - C. Medical Director Report
 - D. Dental Director Report
 - E. Strategic Planning Updates
 - 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- 03/30/2021.

- 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
Profit & Loss Prev Year Comparison
January through February 2021

	Jan - Feb 21	Jan - Feb 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
850 - Rental Income				
850.1 - Space Rental	250.00	1,810.00	-1,560.00	-86.19%
Dental Income				
Total ADJUSTMENTS	8,626.79	-19,618.71	28,245.50	143.97%
Dental Income - Patient - Other	24,843.80	25,030.60	-186.80	-0.75%
Total Dental Income - Patient	33,470.59	5,411.89	28,058.70	518.46%
400 - Patient Services Revenue				
Medicaid	1,031.13	1,268.08	-236.95	-18.69%
400.8 - Bad Debt Recovery	107.85	0.00	107.85	100.0%
Total 400.9 - Patient Fee Writeoffs	-22,258.59	-45,937.41	23,678.82	51.55%
400 - Patient Services Revenue - Other	56,449.12	61,582.29	-5,133.17	-8.34%
Total 400 - Patient Services Revenue	35,329.51	17,288.46	18,041.05	104.35%
408 - Medical Records Copy Fee	22.00	0.00	22.00	100.0%
420 - Medicare Audit-Cost Report	10,000.00	10,000.00	0.00	0.0%
Total Income	79,072.10	34,510.35	44,561.75	129.13%
Expense				
626 - Behavioral Health	1,946.39	0.00	1,946.39	100.0%
Total 649 - Dental Expense	8,895.81	15,371.00	-6,475.19	-42.13%
Total 605 - Accounting	4,105.76	4,007.12	98.64	2.46%
Total 610 - Advertising	439.00	438.20	0.80	0.18%
625 - Bank Credit Card Fees	58.38	68.24	-9.86	-14.45%
Total 639 - Computer	3,509.50	6,460.61	-2,951.11	-45.68%
641 - Courier	225.00	300.00	-75.00	-25.0%
Total 655 - Dues & Subscriptions	2,059.97	2,713.22	-653.25	-24.08%
Total 660 - Education, Staff	1,459.95	1,481.41	-21.46	-1.45%
Total 670 - Insurance	11,982.46	12,880.62	-898.16	-6.97%
690 - Licenses & Fees	550.00	1,024.00	-474.00	-46.29%
Total 715 - Personnel Expenses	76,420.70	82,372.07	-5,951.37	-7.23%
Total 722 - Pharmacy Consultant	250.60	250.60	0.00	0.0%
725 - Postage	437.13	156.00	281.13	180.21%
Total 735 - Repair & Maintenance	1,198.29	2,320.38	-1,122.09	-48.36%
Total 750 - Supplies	4,582.19	6,932.36	-2,350.17	-33.9%
Total 765 - Telephones	952.60	914.18	38.42	4.2%
Total 775 - Utilities	4,300.87	4,007.63	293.24	7.32%
Total 777 - Waste Management	962.38	1,684.92	-722.54	-42.88%
Total 999 - Suspense	0.00	88.00	-88.00	-100.0%
Total Expense	124,336.98	143,470.55	-19,133.57	-13.34%
Net Ordinary Income	-45,264.88	-108,960.20	63,695.32	58.46%
Other Income/Expense				
Other Income				
895 - Grant Income	3,358.00	500.00	2,858.00	571.6%
Total 896 - Interest Earned	53.76	594.35	-540.59	-90.96%

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Prev Year Comparison
 January through February 2021

	<u>Jan - Feb 21</u>	<u>Jan - Feb 20</u>	<u>\$ Change</u>	<u>% Change</u>
Total 901 - 1% Motor Vehicle Sales Tax	139.20	11.61	127.59	1,098.97%
902.1 - Hinsdale County	37,315.12	24,000.00	13,315.12	55.48%
Total 904 - Property Tax	63,018.25	50,500.00	12,518.25	24.79%
905. - Specific Ownership Tax	3,982.33	3,830.00	152.33	3.98%
Total 900 - Health Service District Revenue	104,454.90	78,341.61	26,113.29	33.33%
Total Other Income	107,866.66	79,435.96	28,430.70	35.79%
Total Other Expense	3,881.75	4,489.61	-607.86	-13.54%
Net Other Income	103,984.91	74,946.35	29,038.56	38.75%
Net Income	<u>58,720.03</u>	<u>-34,013.85</u>	<u>92,733.88</u>	<u>272.64%</u>

LAKE FORK HEALTH SERVICE DISTRICT
Profit & Loss Prev Year Comparison
 February 2021

	<u>Feb 21</u>	<u>Feb 20</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
850.1 - Space Rental	0.00	100.00	-100.00	-100.0%
Dental Income				
Total ADJUSTMENTS	7,211.20	-8,449.47	15,660.67	185.35%
Dental Income - Patient - Other	9,506.80	15,738.50	-6,231.70	-39.6%
Total Dental Income - Patient	<u>16,718.00</u>	<u>7,289.03</u>	<u>9,428.97</u>	<u>129.36%</u>
400 - Patient Services Revenue				
Total Incentive Payments	358.00	376.00	-18.00	-4.79%
400.8 - Bad Debt Recovery	101.58	0.00	101.58	100.0%
Total 400.9 - Patient Fee Writeoffs	-10,203.41	-28,383.15	18,179.74	64.05%
400 - Patient Services Revenue - Other	27,455.98	31,843.30	-4,387.32	-13.78%
Total 400 - Patient Services Revenue	<u>17,712.15</u>	<u>3,836.15</u>	<u>13,876.00</u>	<u>361.72%</u>
420 - Medicare Audit-Cost Report	5,000.00	5,000.00	0.00	0.0%
Total Income	<u>39,430.15</u>	<u>16,225.18</u>	<u>23,204.97</u>	<u>143.02%</u>
Expense				
626 - Behavioral Health	1,539.95	0.00	1,539.95	100.0%
Total 649 - Dental Expense	5,221.48	11,430.82	-6,209.34	-54.32%
Total 605 - Accounting	2,483.91	1,888.23	595.68	31.55%
Total 610 - Advertising	439.00	438.20	0.80	0.18%
620 - Bank Charges	0.00	-0.01	0.01	100.0%
625 - Bank Credit Card Fees	18.89	13.11	5.78	44.09%
Total 639 - Computer	1,024.00	4,908.16	-3,884.16	-79.14%
641 - Courier	225.00	300.00	-75.00	-25.0%
Total 655 - Dues & Subscriptions	1,974.99	1,073.24	901.75	84.02%
Total 660 - Education, Staff	1,459.95	393.36	1,066.59	271.15%
Total 670 - Insurance	5,906.23	6,359.31	-453.08	-7.13%
690 - Licenses & Fees	0.00	851.00	-851.00	-100.0%
Total 715 - Personnel Expenses	43,558.15	44,915.38	-1,357.23	-3.02%
Total 722 - Pharmacy Consultant	250.60	250.60	0.00	0.0%
725 - Postage	46.75	0.00	46.75	100.0%
Total 735 - Repair & Maintenance	1,097.38	1,299.96	-202.58	-15.58%
Total 750 - Supplies	2,245.52	5,996.87	-3,751.35	-62.56%
765.1 - Centurytel	478.80	457.09	21.71	4.75%
Total 775 - Utilities	2,519.54	2,033.33	486.21	23.91%
Total 777 - Waste Management	962.38	210.00	752.38	358.28%
Total 999 - Suspense	492.00	120.00	372.00	310.0%
Total Expense	<u>71,944.52</u>	<u>82,938.65</u>	<u>-10,994.13</u>	<u>-13.26%</u>
Net Ordinary Income	-32,514.37	-66,713.47	34,199.10	51.26%
Other Income/Expense				
Other Income				
895 - Grant Income	3,358.00	0.00	3,358.00	100.0%
Total 896 - Interest Earned	23.32	280.70	-257.38	-91.69%
900 - Health Service District Revenue				

LAKE FORK HEALTH SERVICE DISTRICT Profit & Loss Prev Year Comparison

February 2021

	<u>Feb 21</u>	<u>Feb 20</u>	<u>\$ Change</u>	<u>% Change</u>
Total 901 - 1% Motor Vehicle Sales Tax	80.23	0.97	79.26	8,171.13%
902 - 1% Sales Tax				
902.1 - Hinsdale County	14,406.24	12,000.00	2,406.24	20.05%
Total 904 - Property Tax	56,799.25	25,250.00	31,549.25	124.95%
905. - Specific Ownership Tax	2,020.54	1,915.00	105.54	5.51%
Total 900 - Health Service District Revenue	73,306.26	39,165.97	34,140.29	87.17%
Total Other Income	76,687.58	39,446.67	37,240.91	94.41%
Total Other Expense	3,113.71	3,034.79	78.92	2.6%
Net Other Income	73,573.87	36,411.88	37,161.99	102.06%
Net Income	<u>41,059.50</u>	<u>-30,301.59</u>	<u>71,361.09</u>	<u>235.5%</u>

LAKE FORK HEALTH SERVICE DISTRICT
Balance Sheet Prev Year Comparison
As of February 28, 2021

	<u>Feb 28, 21</u>	<u>Feb 29, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
100 - Bank / Cash Assets				
110.02 - Behavioral Health	9,340.05	0.00	9,340.05	100.0%
110.01 - Medical Operating US Bank 8914	8,044.24	1,591.95	6,452.29	405.31%
109 - Petty Cash{49}	320.00	320.00	0.00	0.0%
110 - Operating Lake City 1511	179,643.36	5,692.29	173,951.07	3,055.91%
110.2 - Operating Dental	45,088.54	33,621.29	11,467.25	34.11%
113 - Tabor 11932	40,976.43	40,931.22	45.21	0.11%
115 - Colorado Trust - Capital	300,950.76	195,057.13	105,893.63	54.29%
Total 100 - Bank / Cash Assets	<u>584,363.38</u>	<u>277,213.88</u>	<u>307,149.50</u>	<u>110.8%</u>
Accounts Receivable				
120 - Accounts Receivable				
121.11 - Athena - Medical	37,551.93	41,372.39	-3,820.46	-9.23%
125 - Allowance for Doubtful Accounts	-13,252.79	-13,103.85	-148.94	-1.14%
Total 120.6 - Dental AR	<u>36,908.88</u>	<u>21,442.08</u>	<u>15,466.80</u>	<u>72.13%</u>
Total 120 - Accounts Receivable	<u>61,208.02</u>	<u>46,762.36</u>	<u>14,445.66</u>	<u>30.89%</u>
Total Accounts Receivable				
	61,208.02	46,762.36	14,445.66	30.89%
Other Current Assets				
127 - Receivable-Medicar Cost Report	34,337.17	38,989.00	-4,651.83	-11.93%
135 - Account Rec-County Sales/Prop	27,524.46	27,524.46	0.00	0.0%
Total 140 - Inventory	<u>62,965.05</u>	<u>48,486.52</u>	<u>14,478.53</u>	<u>29.86%</u>
Total Other Current Assets	<u>124,826.68</u>	<u>114,999.98</u>	<u>9,826.70</u>	<u>8.55%</u>
Total Current Assets	<u>770,398.08</u>	<u>438,976.22</u>	<u>331,421.86</u>	<u>75.5%</u>
Fixed Assets				
Total 161 - Building & Improvements	2,968,643.31	2,968,643.31	0.00	0.0%
162 - Xray Equipment	226,886.79	226,886.79	0.00	0.0%
171 - Accumulated Depreciation	-1,977,021.03	-1,896,700.81	-80,320.22	-4.24%
Total Fixed Assets	<u>2,328,463.15</u>	<u>2,397,356.03</u>	<u>-68,892.88</u>	<u>-2.87%</u>
TOTAL ASSETS	<u>3,098,861.23</u>	<u>2,836,332.25</u>	<u>262,528.98</u>	<u>9.26%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Total Liabilities	19,338.26	26,041.89	-6,703.63	-25.74%
Equity				
320 - Opening Balance Equity	3,371,566.71	3,371,566.71	0.00	0.0%
321 - Retained Earnings	-333,442.04	-512,307.36	178,865.32	34.91%
Net Income	<u>41,398.30</u>	<u>-48,968.99</u>	<u>90,367.29</u>	<u>184.54%</u>
Total Equity	<u>3,079,522.97</u>	<u>2,810,290.36</u>	<u>269,232.61</u>	<u>9.58%</u>
TOTAL LIABILITIES & EQUITY	<u>3,098,861.23</u>	<u>2,836,332.25</u>	<u>262,528.98</u>	<u>9.26%</u>

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

January through February 2021 TOTAL

	Jan - Feb 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
850.1 - Space Rental	250.00	971.50	-721.50
Dental Income			
Dental Income - Patient			
Total ADJUSTMENTS	8,626.79	-16,500.00	25,126.79
Dental Income - Patient - Other	24,843.80	20,000.00	4,843.80
Total Dental Income - Patient	33,470.59	3,500.00	29,970.59
400 - Patient Services Revenue			
Total Incentive Payments	1,031.13	1,418.00	-386.87
400.8 - Bad Debt Recovery	107.85	0.00	107.85
Total 400.9 - Patient Fee Writeoffs	-22,258.59	-23,332.00	1,073.41
400 - Patient Services Revenue - Other	56,449.12	61,000.00	-4,550.88
Total 400 - Patient Services Revenue	35,329.51	39,086.00	-3,756.49
408. - Medical Records Copy Fee	22.00	0.00	22.00
420 - Medicare Audit-Cost Report	10,000.00	10,000.00	0.00
Total Income	69,072.10	43,557.50	25,514.60
Expense			
626 - Behavioral Health	1,946.39	0.00	1,946.39
Total 649 - Dental Expense	8,902.78	16,102.00	-7,199.22
Total 605 - Accounting	4,105.76	4,601.00	-495.24
Total 610 - Advertising	439.00	427.00	12.00
612 - Audit, LFHSD	0.00	0.00	0.00
620 - Bank Charges	0.00	400.00	-400.00
625 - Bank Credit Card Fees	58.38	0.00	58.38
630 - Collection Agency Fees	0.00	0.00	0.00
Total 639 - Computer	3,509.50	6,155.00	-2,645.50
641 - Courier	225.00	620.00	-395.00
Total 655 - Dues & Subscriptions	2,059.97	1,300.00	759.97
656 - Entertainment/Meals	0.00	0.00	0.00
Total 660 - Education, Staff	1,459.95	1,630.00	-170.05
Total 670 - Insurance	11,982.46	11,575.00	407.46
681 - Radiologist Interpretation	0.00	330.00	-330.00
690 - Licenses & Fees	550.00	1,250.00	-700.00
715 - Personnel Expenses			
Total 715 - Personnel Expenses	76,420.70	89,855.00	-13,434.30
Total 722 - Pharmacy Consultant	250.60	500.00	-249.40
725 - Postage	437.13	350.00	87.13
734 - Recruiting	0.00	0.00	0.00
Total 735 - Repair & Maintenance	1,198.29	3,569.00	-2,370.71
Total 750 - Supplies	4,582.19	10,720.00	-6,137.81
Total 765 - Telephones	952.60	1,050.00	-97.40
Total 775 - Utilities	4,300.87	4,890.00	-589.13
Total 777 - Waste Management	962.38	1,890.00	-927.62

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

January through February 2021 **TOTAL**

	Jan - Feb 21	Budget	\$ Over Budget
Total 999 - Suspense	0.00	0.00	0.00
Total Expense	131,658.71	157,214.00	-25,555.29
Net Ordinary Income	-62,586.61	-113,656.50	51,069.89
Other Income/Expense			
890 - Donation Income	0.00	2,000.00	-2,000.00
895 - Grant Income	3,358.00	7,170.00	-3,812.00
Total 896 - Interest Earned	53.76	770.00	-716.24
Total 901 - 1% Motor Vehicle Sales Tax	139.20	55.00	84.20
Total 902 - 1% Sales Tax	37,315.12	29,170.00	8,145.12
Total 904 - Property Tax	63,018.25	48,420.00	14,598.25
905 - Specific Ownership Tax	3,982.33	3,240.00	742.33
Total 900 - Health Service District Revenue	104,454.90	80,885.00	23,569.90
Total Other Income	107,866.66	90,825.00	17,041.66
Other Expense			
Appreciation	183.34	0.00	183.34
Total 950 - Health Services District Expens	3,698.41	3,220.00	478.41
Total Other Expense	3,881.75	3,220.00	661.75
Net Other Income	103,984.91	87,605.00	16,379.91
Net Income	58,720.03	-16,051.50	

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

Today's Date is Tuesday, March 30, 2021.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:32 a.m.

II. Roll Call: In attendance were board members via Zoom: Lynn McNitt, Julie Stephens, Mike Mines, Jerry Johnson, and Mike Schell. Jess Whiddon, Bob Downs, and Ashley Mines were also present. Malinda McDonald is the recording secretary.

Board of Directors:

President: Lynn McNitt

Vice-President: Jerry Johnson

Secretary: Mike Schell

Treasurer: Michael Mines

Board Member: Julie Stephens

III. Workshop

A. Executive Director Report-

- 1. Review December financials-** 2020 Medical patient count was 3081, dental patient count was 609. Dental patient income was around \$12,000 less than 2019. Medical patient income was down approximately \$65,000. Advertising was up due mostly to advertising for the director positions. Computer expenses were down about \$20,000 primarily due to the change over to the new medical records system. Dues and subscriptions were up around \$10,000 due to adding Hipaa compliant zoom services for patient visits, computer security services, and a few lab dues. Staff education was down approximately \$6,000. Personnel expenses were down about \$14,000. Repairs and maintenance were up around \$12,000 mainly due to the parking lot resurface, EMS garage work, and fire panel replacement. Laboratory supplies were up approximately \$10,000 primarily due to orders placed for Covid testing supplies. Grant income was up about \$280,000 primarily due to Covid relief funds and also the Team Based Care grant. Sales tax was up about \$48,500 over 2019. 2020 net income is around \$269,000 more than 2019.

January 2021 medical patient count was 202 vs 217 in January of 2020. Dental saw 35 patients in January of 2021 vs 52 in January of 2020. Dental patient income was up around \$6,000 over January 2020. Medical patient income was around \$700 less than January 2020. Wages were down about \$5,000. Net income was around \$21,000 more than January 2020.

\$9,000 lab grant funding received. Thank you Ashley for all of your work on grants. This work has enabled us to sustain the practice with no disruptions.

2. Business Development- None

3. Community Relations- None

4. Personnel- Christian Gilstrap was hired for cleaning and is doing an excellent job. Behavioral Health- We continue to run advertisements for this position. Dr. Gattis will be out on leave over the next 6 weeks. We are looking for an immediate, temporary, PA supervisor. Storm Gozzola, LPN, will be leaving in August to continue to pursue her nursing career as planned. This position will be advertised soon.

5. SDA Manual Review- This manual is a good overview for how the board should function and a wealth of information for any questions you may have in regards to your responsibilities as a board member of a *special taxing district*. Parts of the manual will be reviewed and discussed in upcoming board meetings. On 3/30/2021 we discussed *Compensation, Bylaws, Rules, Regulations, and Policies, Recall, Inactive Status, and Filings & Postings*.

6. COVID Vaccines- Covid vaccine count of first dose given by public health is 354, second dose is 269.

B. Board Members Report-

Lynn- Thank you Ashley for providing the monthly online education sessions.
Julie- Rachel's article was in the paper and Julie will be reaching out to Storm to finish up her article.

C. Medical Director Report- None

D. Dental Director- None

E. Strategic Planning Update- Ashley is doing patient education webinars monthly.

F. Any other items- None

IV. MEETING-

A. Consider any updates to the meeting agenda:

None

B. Consider approval of Minutes from prior board meetings 02/23/2021:

Motion: Michael Schell

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR: None

VII. Adjourn

Meeting is adjourned at 9:06 a.m. Next meeting will be on Tuesday, April 27, 2021 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
