

LAKE FORK HEALTH SERVICE DISTRICT
BOARD OF DIRECTORS SPECIAL 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.

Friday, May 4, 2018 – Moseley Health Care Complex, Zeller Wellness Center

- I. CALL TO ORDER- Approximately 9:00AM
- II. ROLL CALL
- III. WORK SHOP
 - Discuss amended budget
 - Discuss possible x-ray position in relations to budget and salary allowance
 - Discuss thoughts and scheduling of a workshop to discuss board restructuring
 - Discuss board member roles
 - Discuss 1st quarter wages
 - Any other items
- IV. MEETING AGENDA ITEMS
 1. Consider any changes to meeting agenda
 2. Consider approval of Dr. Carr's contract
 3. Consider approval of Donna Sue Hudgins contract
- V. Any unscheduled business
- VI. ADJOURN

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

**LAKE FORK HEALTH SERVICES DISTRICT
AMENDED BUDGET
2018**

	ACTUAL				2018 Budget		NOTE INDEX
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>As Filed</u>	<u>Amended</u>	
<u>Income</u>							
Dental Income							
Adjustments	(25,114)	(36,061)	(33,022)	(32,182)	(30,617)	(26,930)	
Patient Income	75,897	118,890	124,593	147,335	133,000	145,000	
Dental Incentive				139	100	100	
Total Dental Income	50,783	82,829	91,571	115,292	102,483	118,170	A
Patient Income							
Adjustments	(207,321)	(168,073)	(172,259)	(256,610)	(185,436)	(185,436)	B
Incentvie							
Patient Service Income	513,902	475,902	569,627	583,193	560,000	580,000	C
Total Clinic Income	306,581	307,829	397,368	326,583	374,564	394,564	
Other Income	3,801	5,599	9,218	7,542	4,617	7,000	
Services				480	500	500	
Overpayment				(1,282)			
Medical Records Copy Fees			26	82	125	125	
Medicaid Incentive	20,276	23,561	22,278	15,075	10,000	25,000	D
Rental Income			3,994	4,325	3,000	4,000	
Medicare Cost Report	27,963	54,435	31,215		40,000	40,000	E
Total Other	52,040	83,595	66,731	26,222	58,242	76,625	
Total Income	409,404	474,253	555,670	468,097	535,289	589,359	

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<u>Expenses</u>							
Dental Expenses							
Billing	3,407	4,164	5,805	6,068	5,500	5,500	
Advertising				718	450	450	
Accounting	1,435	725	905	1,255	1,200	1,200	
Dental Payroll Taxes	803	2,961	3,290		4,626	3,392	
Utilities	98						
Repairs and Maint		761		126	1,300	1,300	
Dental Wages (Dentist)	10,118	37,243	41,386	49,285	39,900	39,900	
Dental Telephone							
Dental Office Supplies	535	382	151	138	350	350	
Software							
Dental Lab	5,637	5,175	5,307	5,957	5,500	5,500	
Dental Insurance	1,036	1,316	840	794	1,000	1,000	
Dental Contract Labor	300						
Dental Travel	3,245	2,422	2,720	4,645	5,424	5,424	
Dental Professional Pay(Hygiene)	22,830	11,625	13,720	16,005	13,080	13,080	
Dental Supplies	2,651	9,067	7,879	6,622	8,000	8,000	
Dental Dues and Subscriptions			569		500	500	
Denta Work Comp					500	500	
Dental License Fees				51	500	500	
Dental Tuition and Fees			100	(69)	100	100	
Dental Memberships			1,426	2,926	1,740	1,740	
Service Agreements					500	100	
Dental other	1,333	4,939	3,136	1,282	1,100	1,100	
Total Dental Expense	53,428	80,780	87,234	95,804	91,270	89,636	

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Accounting							
LCAMC	9,583	8,466	6,065	9,564	9,000	9,000	
LFHSD			2,469	2,714	2,700	2,700	
Billing Fees	18,412	18,632	25,090	19,262	26,000	6,000	F
Advertising	1,368	2,107					
LFHSD			491	30	1,000	1,000	
LCAMC			1,139	11,781	7,500	7,500	
Audit- LFHSD	3,900	4,000	4,100	4,250	4,200	4,200	
Bank Charges	2,869	2,448	2,943	206	700	700	
Bank Card Fees	1,271	1,631	1,680	4,547	3,500	3,500	
Books and Magazines					25	25	
Cash Over Short	(3)	25		1	5	5	
Computer							
Maintenance Contracts	16,428	17,885	29,454	27,440	5,000	12,000	G
Software	1,038	2,729	3,331	2,685	3,000	3,000	
Services	9,687	5,370	2,446	9,857	3,300	3,300	H
Hardware	231	1,350	242	1,327	1,200	1,200	
Internet	200	447	1,188	1,089	1,200	1,200	
Courier	2,140	2,140	2,310	3,542	3,500	3,500	
Dues and Subscriptions	5,401	4,875	2,247	5,414	5,150	5,150	
Entertainment/Meals	28				2,000	2,000	
Staff Training	2,532	9,861	13,114	10,825	12,450	13,450	
Insurance							
Employee Health	39,349	41,863	44,853	51,347	51,600	51,600	
Malpractice	9,560	9,444	8,889	15,165	12,300	12,500	
Property and Liability	6,357	7,014	7,885	7,930	7,300	7,300	
Lab	542	555			-		
Radiologist Interpretation	7,097	5,596	5,754		2,000	2,000	
Legal					1,000		
Licenses and fees	4,513	4,190	7,181	8,155	7,600	7,600	
Personnel Expense							
Payroll Tax	24,763	30,777	40,000	44,252	37,635	43,230	

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Wages	307,530	365,461	475,729	491,718	426,577	492,796	I
Workman's Comp	5,244	13,215	6,091	14,486	7,500	7,000	J
H S A	5,881	6,250	6,950	6,450	5,600	5,600	
Other (Contract & Other)	38,067	36,347		13,325	37,800	28,800	K
Pharmacy Consultant	3,155	2,757	3,155	2,506	3,150	3,150	
Postage	1,814	2,336	2,225	2,307	3,000	3,000	
Recruiting					15,000	1,500	L
Repair and Maintenance							
Building	7,497	13,450	6,809	15,168	7,000	7,000	M
Cleaning	10,925	15,378	15,861	16,022	15,530	16,244	
Equipment	7,825	11,608	4,605	3,251	5,000	5,000	
X-ray	317	5,128	1,200	773	1,500	1,500	
other				1,620	1,000	1,000	
Supplies							
Pharmacy	26,755	41,795	41,556	34,533	43,750	34,950	N
Lab	15,625	16,144	18,659	19,607	18,800	18,800	
Medical	7,935	2,455	10,228	9,285	10,000	10,000	
Office	6,758	10,986	9,117	10,387	10,200	10,200	
General	315	991	196	1,045	1,200	1,200	
Other				754			
Telephone	6,510	6,527	6,798	7,204	7,500	7,500	
Travel	1,862						
Utilities							
Cable	286	304	349	588	500	500	
Electric	14,435	14,607	15,775	13,218	14,500	14,500	
Propane	8,995	8,466	22,583	17,615	19,000	19,000	
Water Sewer	900	960	960	982	960	960	
EMS Reimbursement	(16,823)	(15,671)	(15,000)	(19,028)	(15,627)	(15,627)	
Waste Management	10,328	13,088					
Bio Waste			14,148	12,397	11,000	11,000	
Sanitation			2,465	2,732	2,700	2,700	
Other			4,740	(4,551)			

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Gifts				50			
Donations				700	750	750	
Interest Expense					150	150	
Total Clinic Expense	639,402	753,984	868,070	916,526	864,904	892,833	
Net Operating Income	(283,426)	(360,510)	(399,634)	(544,233)	(420,885)	(393,110)	

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<u>Other Income and Expense</u>							
Donation Income	3,635	7,137	3,865	4,741	3,500	3,500	
Grant Income	830	1,338	924	312	350	350	
Interest Income	114	104	850	2,295	1,075	1,075	
Health District Income							
1% Motor Vehicle	512	674	549	476	488	488	
Sales Tax	138,712	141,122	144,557	147,077	145,000	147,000	
Property Tax	150,410	319,648	331,656	333,706	313,181	313,181	O
Specific Ownership Tax	11,254	22,246	23,551	23,429	23,500	23,500	
Total Other Income	305,467	492,269	505,952	512,035	487,094	489,094	
District Expense							
Dues and Memberships					300	300	
5% Treasurer's Fee	7,521	14,832	17,512	16,685	15,593	15,593	
BOD Expense's	48	1,530	99	753	600	600	
BOD Training	30	30			1,000	1,000	
BOD Minutes	84				-		
Legal Fees	1,475	358	3,431	27,825	5,000	5,000	P
Public Officials Liability Ins				1,543	1,550	1,550	
Fund Raising Exp					-		
BOD Election Fees	6,714			20	10,000	20	Q
Advertising					1,100	1,100	
BOD Seminars			590		1,000	1,000	
Other	1,666	3,213	2,262	129			
Total Other Expense	17,538	19,963	23,894	46,955	36,143	26,163	
Net Income	4,503	111,796	82,424	(79,153)	30,066	69,821	

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Net Income PER FINL STMT	(184,845)	(76,494)	(103,051)	(249,803)	(130,934)	69,821
FUND BALANCE TOTAL						292,948
Total Net Revenue					1,022,383	1,078,453
Total Expenses					1,153,317	1,008,632
Net Income (Loss)					(130,934)	69,821
Total Expenses					1,153,317	1,008,632
Total Expenditures					992,317	1,008,632
Capital Expenditures					10,000	10,000
Contingency Expenditures					15,000	15,000
Total Appropriated Expenditures					1,017,317	1,033,632

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LAKE FORK HEALTH SERVICES DISTRICT

NOTES TO AMENDED BUDGET

2018

<u>REFERENCE</u>	<u>DESCRIPTION</u>
A	Increased prices slightly
B	2017 was an exception due to EMR issues. Should be back to normal this year.
C	Hopefully \$570,000 is low
D	Received additional \$10,000 tech fee repayment in January
E	2017 cost report amount unknown until filed
F	Moved biller to wages
G	Switched from WSB to Dan Wampler (contract labor)
H	Switched from WSB to Dan Wampler (contract labor)
I	Spreadsheet error - wages left out of total in original budget
J	Should be \$7,000 per year. 2 years paid in 2017.
K	No longer using County (decrease of \$9,000). Now using Dan Wampler (increase of \$28,800)
L	Not necessary as Dr Carr was hired
M	Had a couple major boiler issues in 2017. Also repaved parking lot \$5,000.
N	New ordering system. More conservative on orders.
O	Lower property tax received due to Gallagher amendment.
P	Unusual legal expenses in 2017. Should level out this year.
Q	No election needed

Medical Patient Counts for 2018				
PROVIDERS				
2018	Carr	Downs	Huisman	Total by month
JAN	0	155	103	258
FEB	1	110	145	256
MAR	6	83	116	205
APR	0	0	0	0
MAY	0	0	0	0
JUNE	0	0	0	0
JULY	0	0	0	0
AUGUST	0	0	0	0
SEPT	0	0	0	0
OCT	0	0	0	0
NOV	0	0	0	0
DEC	0	0	0	0
TOTAL for 2018	7	348	364	719

Medical Patient Counts for 2017				
PROVIDERS				
2017	Durmon	Downs	Huisman	Total by month
JAN	84	109	90	283
FEB	48	92	136	276
MAR	96	144	75	315
APR	80	96	161	337
MAY	43	106	177	326
JUNE	85	177	208	470
JULY	103	210	257	570
AUGUST	3	261	233	497
SEPT	5	225	180	410
OCT	11	119	167	297
NOV	9	147	111	267
DEC	13	70	131	214
TOTAL for 2017	580	1756	1926	4262

Medical Patient Counts for 2015				
PROVIDERS				
2015	Durmon	Downs		Total by month
JAN	125	126		251
FEB	103	105		208
MAR	123	126		249
APR	88	112		200
MAY	144	143		287
JUNE	182	254		436
JULY	182	374		556
AUGUST	215	232		447
SEPT	151	301		452
OCT	126	241		367
NOV	140	98		238
DEC	86	155		241
TOTAL for 2015	1665	2267		3932

Medical Patient Counts for 2016				
PROVIDERS				
2016	Durmon	Downs	Huisman	Total by month
JAN	72	121	76	269
FEB	63	104	72	239
MAR	108	166	21	295
APR	55	114	101	270
MAY	132	119	83	334
JUNE	97	197	214	508
JULY	78	253	258	589
AUGUST	62	239	296	597
SEPT	49	205	240	494
OCT	69	161	138	368
NOV	65	95	117	277
DEC	39	86	112	237
TOTAL for 2016	889	1860	1728	4477

Scenario

X-ray Full Time

	160	128	128	128	128	128	128	128	128	160	128	128	128
HRLY	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
TOTAL	\$4,480	\$3,584	\$3,584	\$3,584	\$3,584	\$3,584	\$3,584	\$3,584	\$3,584	\$4,480	\$3,584	\$3,584	\$3,584

\$44,800 PAYROLL
 \$3,808 PAROLLTAX
 \$9,828.00 INSURANCE & H S A
\$58,436 TOTAL

X-ray Summer

						128	128	128	160				
HRLY	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
TOTAL	\$0	\$0	\$0	\$0	\$0	\$3,584	\$3,584	\$3,584	\$4,480	\$0	\$0	\$0	\$0

\$15,232 PAYROLL
 \$1,295 PAROLLTAX
\$16,527 TOTAL

LAKE FORK HEALTH SERVICE DISTRICT

Payroll Summary

January through March 2018

	TOTAL		
	Hours	Rate	Jan - Mar 18
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary			48,632.06
Cleaning Rate	254.75		4,363.90
Dental Wages	127.25		2,466.75
Holiday	22.00		558.26
Hourly Overtime	1.75		61.70
Hourly Rate	2,567.75		54,663.67
On Call Back Up	121.40		2,428.00
Vacation Hourly	178.50		3,743.43
Loan Repayment			8,000.00
Total Gross Pay	3,273.40		124,917.77
Deductions from Gross Pay			
Health Insurance			-2,821.50
Total Deductions from Gross Pay			-2,821.50
Adjusted Gross Pay	3,273.40		122,096.27
Taxes Withheld			
Federal Withholding			-10,573.00
Medicare Employee			-1,811.29
Social Security Employee			-7,744.89
CO - Withholding			-4,316.00
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-24,445.18
Net Pay	3,273.40		97,651.09
Employer Taxes and Contributions			
Medicare Company			1,811.29
Social Security Company			7,744.89
CO - Unemployment Company			314.45
Health Svgs Acct (company paid)			1,500.00
Total Employer Taxes and Contributions			11,370.63