

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, May 23, 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 March 2019 financialsBusiness Development-(Jami, Mike)
Community Relations-(Janel, Jerry)
Personnel-(Dr. Carr, Jessica, Janel & Jami)
Discuss Hinsdale Emergency Operation Plan
 - B. Capital Authorization 19-002, replacement of air condition unit compressors
 - C. Presidents Report
 - D. Medical Director Report
 - E. Dental Director Report
 - 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- 04/25/2019
 - C. Consider approval of capital authorization 19-002
- 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 Thursday, April 25, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 9:12 am.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren, Mike Schell, Lynn McNitt and Jerry Johnson by phone. Jessica Whiddon and Nancy Zeller were 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 through February 2019 were 427 vs 514 through February 2018, a difference of 87 patients. Dental patient counts through February 2019 were 133 versus 108 through February 2018, a difference of 25 patients.

➤ 1. February 2019 Financial Review–

Profit and loss YTD through February 2019–

Total dental income through February is about \$5,000 more than 2018. Medical patient revenue is down approximately \$3,000. Total income is down about \$10,000 primarily due to no longer receiving funding from the Medicare accountable care organization. Dental expenses are up about \$3,000. Computer expense is down about \$9,000. Personnel expenses are up about \$19,000 due to adding Dr. Carr to payroll as well as 3 payrolls processed in January. Repairs and maintenance are down about \$2,800. Supplies are down approximately \$4,000.

Net income is around \$6,000 less than February 2018.

Profit and loss for the month of February 2019– net income is up by approximately \$2,600.

Budget vs actual shows us ahead of budget by approximately \$36,000.

- **Business Development**- Heights PT will be here beginning May 21st. We continue to have a massage therapist here weekly. We've reached out to the ortho docs to see if they have any interest in being in Lake City over the summer.

The medical board is very interest in integrating mental health in to the clinic. Janel and Jess have both been reaching out to organizations and professionals to make this happen.

- **Community Relations**- Health Fair is Friday May 10, 2019. Banners are going up today.
- **Personnel**- We are currently using a temporary biller for our old medical billing system. Our previous biller ceased operations on Monday, April 15. Once the new medical billing system is in place, Monday, May 13, Malinda McDonald will assume the billing position. Susan Bobb and Laura Kruthaupt will be taking X-Ray exams in early May.

2. **President**

Reports:

3. **Medical Director**

Reports: Please see the listing of regional SDA meetings available for anyone to attend. If you are interested, you can login to the SDA website to sign up.

4. **Dental Director**- Dr. Uchida is out this month but will be back in the office as of May 8th.

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- 03/26/2019

Motion: Mike Schell

Second: Lynn McNitt

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR:

VI. Adjourn

Meeting is adjourned at 9:18 am. Next meeting will be May 23, 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

Capital Authorization Request Lake Fork Health Service District

Date: 05/23/2019

Control Number (year plus project# i.e. 06-001): 19-002

Project: Air Conditioner Compressor Replacement

Project Description: Replace 2 compressors on conference room air conditioners

Estimated Cost (Please itemize):

- Equipment cost	\$2,665.00
- Installation cost	\$650.00
- Training cost	
- Other	\$50.00 Shipping
- Total cost	\$3,365.00

Rationale for Project (include annualized cost savings or revenue generation):

We have 2 a/c compressors that are out and need replacement in the conference center area.

Estimated Start and Completion for Project with key steps:

May 2019-June 2019

Requested by:

Jessica Whiddon

**Keenan's
Plumbing & Heating, Inc.**
2400 E. Main, Suite A, Montrose, CO 81401
PH: 970-249-3284 FAX: 970-249-6171

Proposal Submitted To Lake City Area Medical Center		Phone 970-944-2331	Date April 25, 2019
Street P.O.Box 999		Job Description Compressors	
City, State, and Zip Lake City ,Colo. 81235		Job Location Lake City Medical Center	
Attention Jessica	Date of Plans	Reference Work Order #	Fax

Keenan's Plumbing & Heating proposes hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

Two Thousand Six Hundred & Sixty Five Dollars and 00/100----- **\$2,665.00**

Payment to be made as follows:

50% down, the remainder is to be paid in full upon completion of work. Credit cards are not accepted as payment for contract jobs.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully bonded and covered by Workman's Compensation Insurance. All accounts 30-days past due will be assessed a finance charge of 2% per month (24% per year) plus attorney's fees and/or collection fees. All warranty work will be done during normal business hours. Customer will be responsible for additional labor charges if warranty work is done after hours, on holidays or weekends.

Authorized

Signature _____
Terry Sweetin

Note: This proposal may be withdrawn by Keenan's Plumbing and Heating Company if not accepted within 30 days.

Keenan's Plumbing and Heating, Inc. proposes to provide two compressors to be changed out by medical center maintenance personnel using the following:

- 2- Trane COM09281 Compressors

COMPRESSORS

\$2,665.00

Note: New compressors have a 5 year warranty on them.

Note :Medical Center will have to make arrangements to pick up compressors in Montrose

Thank you for inviting our bid.

**Keenan's
Plumbing & Heating, Inc.**

2400 E. Main, Suite A, Montrose, CO 81401

PH: 970-249-3284 FAX: 970-249-6171

Upon acceptance, please sign and return one copy to Keenan's Plumbing and Heating. Thank You.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

April 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.
- ❖ Prepare information for the April 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 April 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 April health corner & Health Fair.
- ❖ Communicate with Athena. Finish training. Monitor other training. Setup information as needed. Weekly conference calls X 2. Work EFT and insurance tasks. Order items needed for Athena setup.
- ❖ Communicate with Tina, Nina, Malinda ref to billing items.
- ❖ Submit reporting for RAE.
- ❖ Send documents to E. Cavit in ref to Scott Beedy. Pick up plaque.
- ❖ Communicate with county in regards to medical supply vendor and other items related to EMS.
- ❖ Communicate with various entities in ref to Health Fair including fire department.
- ❖ Respond to CO Rural Health with helpful information for a policy question.
- ❖ Begin sending needed cost report items to CPA.
- ❖ All other tasks as assigned.