

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.

Friday, June 8, 2018 – Moseley Health Care Complex, Zeller Wellness Center

- I. CALL TO ORDER- Approximately 9:00AM
- II. ROLL CALL
- III. WORKSHOP
 - Discuss adding Dr. Carr as a signer on all bank accounts
 - Discuss designation of board meeting day, time, and place
 - Discuss organizational chart
 - Discuss delegation of authority
 - Discuss changes to policy Admin-15, service complaints
 - Discuss addition of email policy
 - Discuss hiring a Human Resources consultant
 - Discuss updates to By-Laws
 - Any other items
- IV. MEETING AGENDA ITEMS
 - A. Consider any updates to the meeting agenda
 - B. Approval of minutes from prior board meetings- 05/21/2018
 - C. Consider motion to add Dr. Gina Carr as a signer on all bank accounts in addition to the board members who are currently signers
 - D. Consider approval of Resolution 2018-05 designation of meeting day, time, and place
 - E. Consider approval of revised organizational chart
 - F. Consider approval of revised delegation of authority
 - G. Consider approval of revised policy Admin-15, Service Complaints
 - H. Consider approval of email policy to be added to personnel handbook
 - I. Consider approval of updated By-Laws
- V. REPORTS
 - A. President
 - B. Medical Director
 - C. Dental Director
 - D. Business Manager
 - 1. Financial
 - 2. Business Development
 - 3. Community Relations
 - 4. Personnel
 - 5. Volunteer Hours
 - 6. Strategic Work Plan
- VI. CITIZEN COMMENTS FROM THE FLOOR

VII. Consider motion for executive session per C.R.S. 24-6-402(4)(e) Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators

VIII. 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 Friday, June 8, 2018.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 9:00 A.M. The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren, Jami Scroggins, Mike Schell, Scott Beedy and Jerry Johnson, Nancy Zeller, Jess Whiddon and Tina Coniglio were also present. Malinda McDonald is the recording secretary.

Board of Directors:

President: Janel Warren
Vice-President: Jami Scroggins
Secretary: Mike Schell
Treasurer: Scott Beedy
Board Member: Jerry Johnson

III. Workshop

- Discuss adding Dr. Carr as a signer on all bank accounts–Jess needs to have this noted in the minutes to make the official change with the bank.
- Discuss designation of board meeting day, time, and place–Third Monday of each month at approximately 9:00 a.m.
- Discuss organizational chart–Chart presented looks good.
- Discuss delegation of authority–The information Jami sent to Jess changed format when emailed. Those changes will be reflected when the motion is made.

Dr. Carr had a question regarding: **Subject**–*Personnel actions for employees or agents if Medical or Dental Director position is vacant or suspended.*

How about adding a line for when the Medical or Dental director is present?

Dr. Carr suggested adding: *When the directors are present it would be the responsibility of the Medical/Dental Director or Executive Director.*

Changes to be made as follows:

4. Personnel Changes remove the word Changes

5. Personnel Policy and Pay Issues

Subject

Overtime Authorization

Delegation

~~Medical and Dental Director, Nurse Practitioner,
Physician Assistant~~

Change to:

Subject

Overtime Authorization

Delegation

Senior medical or dental director on duty or member of Board of Directors for the Provider, Dentist on duty or Executive Director.

5. Personnel Policy and Pay Issues

Subject

Vacation use and deferral *remove entire line*

General paid leave – Staff *remove entire line*

General paid leave – Medical
Or Dental Director *remove entire line*

Administrative leave–duration
and pay status–Staff *remove entire line*

Administrative leave–duration
and pay status– Medical or Dental
Director *remove entire line*

Unpaid leave grants and renewals–
Staff *remove entire line*

Unpaid leave grants and renewals–
Medical or Dental Director *remove entire line*

Leave to seek protection *remove entire line*

Subject

Training and education
attendance and reimbursement
Change to:

Delegation

Medical or Dental
Director

Can be re-delegated?

NO

Subject

Training and education
attendance and reimbursement

Delegation

Medical/Dental or
Executive Director

Can be re-delegated?

YES

Education leave *remove entire line*

Addition to 5. Personnel Policy and Pay Issues

Subject

All leave requests

Delegation

Medical, Dental or
Executive Director

Can be re-delegated?

NO

- **Discuss changes to policy Admin–15, service complaints– Clean copy attached.** At the next staff meeting the staff will be informed that with verbal complaints the complainer should be asked if they would be willing to make a written complaint. This will be added to the Procedure in Admin–15. Jess also asked Dan Wampler to add the complaint form to the website.

At the bottom of the *Complaint Investigation Report* where it says:

Date report reviewed with Medical Director and Board Member_____

Change to –

Date report reviewed with Medical/Dental Director or Executive Director____

- **Discuss addition of email policy**–This will be added to the P&P after adding: harassment, language, manners, proper conduct, professional courtesy, HIPAA, prohibited content, reply all and forwarding with discretion.
- **Discuss hiring a Human Resources consultant**– *SHRM* is \$209/yearly and offers many services including weekly webcasts and the option to contact an HR expert.
- **Discuss updates to By-Laws**–

Section 10. Standing Committees

Current policy:

b. **Personnel Committee**: This committee shall work with the medical director and executive director to identify and recommend to the board any changes in Personal Policy which they may deem advisable per HR consulting representative.

Change to:

b. **Personnel Committee**: This committee shall work with the medical, dental or executive director to identify and recommend to the board any changes in Personal Policy which they may deem advisable. Contracted HR services should be utilized as needed.

- **Any other items**

A. Consider any updates to the meeting agenda:

Motion: Consider adding approval for HR consulting to the agenda

Motion: Janel Warren

Second: Jerry Johnson

Vote: All vote yes

Motion Carries

B. Consider approval of minutes from prior month's board meeting:

Motion: Approval of Minutes for the meetings– 05/21/2018.

Motion: Mike Schell

Second: Scott Beedy

Vote: All vote yes

Motion Carries

C. Consider motion to add Dr. Gina Carr as a signer on all bank accounts in addition to the board members who are currently signers

Motion: To add Dr. Carr to bank accounts

Motion: Scott Beedy

Second: Mike Schell

Vote: All vote yes

Motion Carries

D. Consider approval of: Resolution 2018-05 designation of meeting day, time, and place

Motion: To approve resolution 2018-05, meetings will take place on the 3rd Monday of each month at approximately 9:00 a.m.

Motion: Scott Beedy

Second: Jerry Johnson

Vote: All vote yes

Motion Carries

E. Consider approval of: Revised organizational chart

Motion: To approve organizational chart revision

Motion: Scott Beedy

Second: Mike Schell

Vote: All vote yes

Motion Carries

F. Consider approval of: Revised delegation of authority

Motion: To approve revised delegation of authority per changes made today

Motion: Jerry Johnson

Second: Scott Beedy

Vote: All vote yes

Motion Carries

G. Consider approval of: Revised policy Admin-15, Service Complaints

Motion: To approve revision of Admin-15 with approved recommendations

Motion: Mike Schell

Second: Jerry Johnson

Vote: All vote yes

Motion Carries

F. Consider approval of: Updated bylaws

Motion: To approve updated bylaws

Motion: Scott Beedy

Second: Mike Schell

Vote: All vote yes

Motion Carries

G. Consider any hiring an HR consulting contractor:

Motion: To subscribe with SHRM consulting and utilize them.

Motion: Janel Warren

Second: Mike Schell

Vote: All vote yes

Motion Carries

V. REPORTS

A. President

Reports:

None

B. Medical Director

None

C. Dental Director

None

D. Business Manager- Medical patient counts through April 2018 were 959 vs 1211 through April of 2017. A difference of 252 patients. Dental patient counts through April 2018 were 221 versus 239 through April of 2017. A difference of 18 patients. Please see attached report.

1. Financial – Jan-April of 2018

Dental patient income was down by about \$3,200 through the month of April. Patient service revenue is down by about \$38,000. Total patient income is down approximately \$25,000.00. Medicare cost report for 2017 will provide an income of \$38,877.00 soon. Dental expenses are down by \$232.00. Personnel expenses are down by about \$6,200.00. Computer expenses are up by about \$11,800.00. Repairs and maintenance are down by around \$4,000.00. Supplies are down by about \$2,600.00. Utilities are down by about \$4,700.00. Total medical/dental expense is down by about \$7,100.00. Donation income is up. Health district “other” income is down by about \$1,500.00. Health district “other” expenses are up by \$350.00. Cash in the bank is down by about \$36,000.00.

Net income Jan-April of 2018 is down by \$20,023.57 over Jan-April of 2017.

Janel would like to see how many clocked hours we have for staff and how many patients we have. In the end this will help budget for wages.

2. Business Development – Physical therapy continues. Dr. Beim will be here on Friday, June 22. Dr. Clifton will be here one day in July.

3. Community Relations– Stick horse committee donated \$1,500.00 to have exam room 1, the kid’s room painted.
4. Personnel– One interview scheduled for Monday with a sono/x-ray qualified person. In contact with 6 mid-level providers who are interested in the open position.
5. Volunteer Hours – All board members turn in your volunteer hours to Jessica Whiddon.
6. Strategic Work Plan– Postpone scheduling until fall.

H. Consider a motion for Executive Order Session per CRS 24-6-2-4E for Strategic Negotiations:

Motion: Executive Order Session per CRS 24-6-2-4E for Strategic Negotiations

Motion: Mike Schell

Second: Janel Warren

Vote: All vote yes

Motion Carries

I. Consider a motion to change the Business Manager job description to Executive Director effective 6/8/2018:

Motion: Change the Business Manager job description to Executive Director. The Executive Director will report to the Medical Director, Dental Director and Board of Directors. This description changes 6/8/2018. Under #10, Financial Services will be added detailed budget reporting to the board. The addition of #16. Required to attend all board meetings and workshops. Evaluations will be done 50/50 between board and providers. Under *Position Type/Expected Hours of Work* – This position will be full time, 4 days a week. Under Essential Functions #1. All duties per delegation of authority and organizational chart

Motion: Janel Warren

Second: Mike Schell

Vote: All vote yes

Motion Carries

J. Consider promotion of Jessica Whiddon to Executive Director on a 90 day probationary period. Starting Monday June 11, 2018. Starting salary to be increased to \$23.75.

Motion: To approve promotion of Jessica Whiddon to Executive Director on a 90 day probationary period. Starting Monday June 11, 2018. Starting salary to be increased to \$23.75.

Motion: Janel Warren

Second: Mike Schell

Vote: All vote yes

Motion Carries

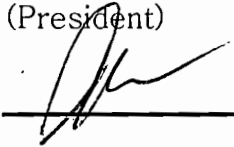
V. CITIZEN COMMENTS FROM FLOOR: Nancy Zeller is happy and pleased.

Adjourn

Meeting is adjourned at 11:32 a.m. Next meeting will be July 16, 2018 at approximately 9:00 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

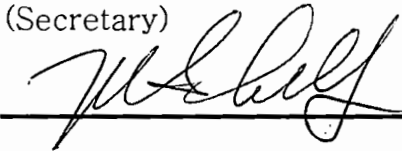
Date



9-17-18

(Secretary)

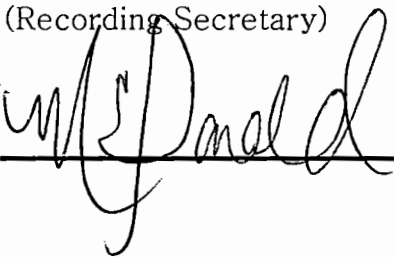
Date



9-17-18

(Recording Secretary)

Date



8/18/18
