

**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.*

**Monday, July 16, 2018 – Moseley Health Care Complex, Zeller Wellness Center**

- I. CALL TO ORDER- Approximately 9:00AM
- II. ROLL CALL
- III. WORKSHOP
  - Discuss addition of email policy, Admin-22
  - Discuss carrying over of PTO/PTO Cap
  - Review 2017 draft financials
  - Any other items
- IV. MEETING AGENDA ITEMS
  - A. Consider any updates to the meeting agenda
  - B. Approval of minutes from prior board meetings- 06/01, and 06/08/2018.
  - C. Consider approval of email policy, Admin-22
  - D. Consider approval of revised PTO policy for employee guidelines
- V. REPORTS
  - A. President
  - B. Medical Director
  - C. Dental Director
  - D. Executive Director
    1. Financial (Scott, Dr. Carr, Jessica)
    2. Business Development (Jami, Mike)
    3. Community Relations (Janel, Jerry)
    4. Personnel (Janel, Jami, Dr. Carr, Jessica)
    5. Volunteer Hours
    6. Strategic Work Plan
- VI. CITIZEN COMMENTS FROM THE FLOOR
- VII. 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 Monday, July 16, 2018.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 9:05am.

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, Tina Coniglio, Bernie Krystyniak, Dan Wampler, Jerry Gray and Jess Whiddon 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

- **David Green–Audit Report**–Auditors Report is on file in medical center for anyone to view. David did state that the Value Enhancement Group which is the CPA we are currently using was not helpful to him. He also wanted the board to know that Jess was very knowledgeable and helpful to him during the audit
- **Discuss addition of email policy, Admin-22**– Typo–In third sentence under Statement of Policy, the word *use* needs to be changed to *used*. To be added–  
*Email is never to be used for patient discussion.*
- **Discuss carrying over of PTO/PTO Cap**–Leave as is.

## A. Consider any updates to the meeting agenda:

**Motion:** To remove item D, possible approval of carrying over PTO.

**Motion:** Jami Scroggins

**Second:** Janel Warren

**Vote:** All vote yes.

**Motion Carries**

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

**Motion:** Approval of Minutes for the meetings- 06/01/2018, and 06/08/2018.

**Motion:** Janel Warren

**Second:** Jerry Johnson

**Vote:** All vote yes.

**Motion Carries**

Consider approval of Email policy, Admin 22:

**Motion:** To approve Email Policy, Admin 22 with corrections applied this morning.

**Motion:** Scott Beedy

**Second:** Janel Warren

**Vote:** All vote yes.

**Motion Carries**

V. REPORTS

A. President

*Reports:* Janel commented that with all of the changes in the clinic everything seems to be running smoothly based on discussions she has had outside of board meetings. Janel wanted to thank Tina and Jess for all the effort they have put in to improve operations at the medical center.

B. Medical Director

I am attending a rural leaders program today. Thank you to all board members and staff who completed the 360 feedback assessment that was part of this program. I look forward to developing skills to better lead the clinic over the years to come! PA, Jason Morgan begins seeing patients today on a 90 day trial period while we finish interviews for the permanent mid-level position. We have had a good applicant pool including experienced and new graduate PA's and NP's and look forward to making a decision about which provider will be the best for the community for the long-term by August 2018.

I have officially taken over as lab director and have been busy getting the lab up to standards, including staff training, in preparation for any upcoming inspections that may happen at any time. In process of updating policy/procedures manual and QA plan.

We are trialing a new care coordination program targeting chronic disease patients and beginning with diabetes and depression as our target diagnoses. If successful, this could be a new income stream for the clinic with potential income of \$62.28/patient per month.

Bob is nearing completion of his CDL certification and we should be able to offer this service again by September.

I am working with staff to develop protocols for pharmacy expiration dates and crash cart maintenance.

We have a 2<sup>nd</sup> year CU rural track medical student here until 08/03/2018 then a 4<sup>th</sup> year medical student from University of Cincinnati will be here 07/30-08/24/2018.

**C. Dental Director**

None

**D. Executive Director**– Medical patient counts through May 2018 were 1197 vs 1537 through May of 2017. A difference of 340 patients. Dental patient counts through May 2018 were 289 versus 311 through May of 2017. A difference of 22 patients. Please see attached report.

A report for employee hours is attached. You will note that the hours for April and May did increase due to the x-ray training course, PTO taken in April, and also the addition of billing personnel and behavioral health personnel to our staff.

There is also a new report which shows total patient count for the month including the breakdown of visitor visits compared with local visits as well as the number of annual wellness visits that Dr. Carr has conducted over the summer. These annual wellness visits have not been offered throughout the summer during previous years.

The last report, “statistics summary”, shows the medical days in AR which have reduced from 178 in February to 87 in May. This indicates a great job being done within the billing department as far as getting claims filed and following up on denied claims in a timely fashion. Dental AR days have also decreased from 241 down to 148. You will also note that our average claims payments have increased since February from \$125 to \$132 in medical. Also, dental average claims payment has increased from \$151 per claim to \$268 per claim.

**1. Financial** – (Scott, Dr. Carr, Jessica)

**Jan-May of 2018**

We adjusted property tax income to span over the entire year per Mike’s request, so you will note significant changes in the tax income but it will balance out by years end. This will also effect monthly net income for this year.

We also adjusted the patient services income to resemble recent year’s activity for budget comparisons.

Looking at the YTD P&L, Medicare ACO incentive payments are up by approximately \$12,000 over 2017. Dental adjustments are right at \$500 less than last year. Dental income is approximately \$1,600 less than 2017. Medical adjustments are approximately \$6,300 less than 2017. Total patient services revenue is down by approximately \$50,000 through the month of May due to only having 2 providers seeing patients. Total income is down by approximately \$40,000. The cost report will bring in around \$37,000. The cost report funds were received at the end of June. Dental expenses are down by \$800. Contract labor is up by about \$6,000 due to lab supervision. Insurance costs are down by approximately \$6,000. Personnel expense is down by \$6,000. Repairs and maintenance are down by approximately \$4,000. Supplies are down by approximately \$7,000. Utilities are down by about \$6,000 due to less propane usage and EMS utilities payment received earlier than last year.

Patient service fees minus expenses gives us a net ordinary income which is down by approximately \$22,000 over Jan-May of 2017.

Colorado Trust interest is up by \$700.00. Sales tax is showing as up by about \$40,000 due to amortization. Property tax is showing as down by about \$109,000 through May due to the amortization of the property tax to a monthly schedule. Legal fees are up by almost \$5,000.

Net income is -\$49,753.82 due to amortizing the property tax monthly.

Actual property tax received through May 2018 is \$238,671.67. If we were to show that entire amount on the P&L our net income for May would be positive.

I've included a budget vs actual by month in the packet. Looking at the budget for January through May of 2018, total patient service income is approximately \$46,000 below budget. Personnel expenses are about \$15,000 below budget. Total expenses are around \$31,000 below budget. Total other income (tax income) is about \$1,600 above budget. Net income is -\$20,451.47 compared to budget.

**2. Business Development** – (Jami, Mike) Physical therapy continues. Dr. Elfeinbein has 2 days scheduled.

**3. Community Relations**– (Janel, Jerry)

**4. Personnel**– (Janel, Jami, Dr. Carr, Jessica)

**5. Volunteer Hours** – All board members turn in your volunteer hours to Jessica Whiddon.

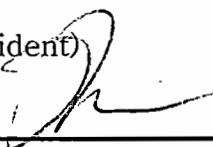
6. Strategic Work Plan- Postpone scheduling until fall.

V. CITIZEN COMMENTS FROM FLOOR:

Adjourn

Meeting is adjourned at 9:43 A.M.. Next meeting will be August 20th at approximately 9:00 a.m.in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

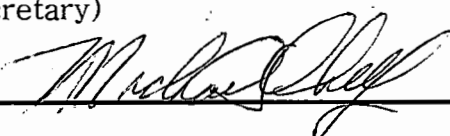
(President)



Date

10.25.18

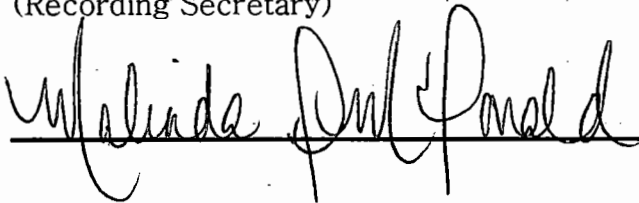
(Secretary)



Date

10/2/18

(Recording Secretary)



Date

8/21/18