

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, July 25, 2019 – Moseley Health Care Complex, Zeller Wellness Center

- I. CALL TO ORDER-** Approximately 8:30AM
- II. ROLL CALL**
- III. WORKSHOP**
 - A. Executive Director Report
 - 1. Financial-(Lynn McNitt, Dr. Carr, Jessica) Review May 2019 financials; Discuss winter Sunday's.
 - 2. Business Development-(Jami, Mike)
 - 3. Community Relations-(Janel, Jerry)
 - 4. Personnel-(Dr. Carr, Jessica, Janel & Jami)
 - B. Presidents Report
 - C. Medical Director Report
 - D. Dental Director Report
 - E. Any other items
 - 1. Appointment reminder calls
- IV. MEETING AGENDA ITEMS**
 - A. Consider any updates to the meeting agenda
 - B. Consider approval of minutes from prior board meetings- 06/27/2019
- 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, June 27, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 9:14 am.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren, Jami Scroggins, Mike Schell, Lynn McNitt and Jerry Johnson. Jessica Whiddon, Gina Carr, Nancy Zeller, Bernie Krystyniak and Ashley Mines 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 April 2019 were 829 vs 959 through April 2018. A difference of 130 patients. Dental patient counts through April 2019 were 214 versus 221 through April 2018. A difference of 7 patients.

➤ 1. April 2019 Financial Review–

Profit and loss YTD through April 2019– Dental income is around \$3,500 more than April of 2018. Medical income is around \$3,000 more than 2018. Total income is around \$10,000 less than 2018 mainly due to the fact that we are not receiving incentive funding from the ACO group this year.

Accounting fees are down by approximately \$9,600 due to the changes with the billing position. Contract labor is at zero this year. Personnel expenses are up about \$29,000 due to full time MD and it looks like we also paid work comp earlier this year. Repairs and maintenance are down about \$4,000. Supplies are up approximately \$3,500. Health service district expenses are down about \$4,000 due primarily to no legal expenses.

Net income is about \$20,000 less as of April 2019.

Budget vs actual through April– shows us about \$9,000 over budget primarily due to write-offs, staff education, and supplies being higher than expected.

- We've been working on comparing pharmacy expenses vs revenues and are making adjustments as needed there.
- We advertised the medical and dental clinic in the Silver World a few weeks ago.
- Athena implementation is going well (new medical records system). We are having weekly meetings to discuss any questions that staff may have. We are receiving payments from all of our payers including Medicare, Medicaid, and BCBS.
- **Business Development**- Heights is back in our conference area.
- **Community Relations**- None
- **Personnel**- We will have the weekend reception position posted in the paper over the next couple weeks since Storm will be leaving for LPN classes.

2. President

Reports: None

3. Medical Director

Reports: Gina has been going over the Emergency Preparedness Plan. We will be adapting parts of the Counties plan as well as the plan Public Health has in place.

Public Health is working on a symbol for the purpose of recognizing entities that would be considered a "safe zone" this symbol will be unique to Lake City.

4. Dental Director- *None*

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-

Motion: Janel Warren

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR:

VI. Adjourn

Meeting is adjourned at _____ am. Next meeting will be July 25, 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

June 2019 Executive Director Report

- ❖ Review A/R log to identify that old claims are being resubmitted/need attention.
- ❖ 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 June 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 June staff meeting. Record minutes.
- ❖ Setup/take down conference area for meetings.
- ❖ Assist with evaluations and quarterly staff meetings.
- ❖ Monitor schedules.
- ❖ Assist with billing over weekend.
- ❖ Assist with medical student arrangements.
- ❖ Communicate with Athena.
- ❖ Communicate with Nina, Malinda ref to billing items.
- ❖ Meet with RMHP and send documentation for quality improvement work.
- ❖ Speak with LPC.
- ❖ Assist with coordination for conference space and apartment space.
- ❖ Investigate and send messages to providers in regards to different billing items.
- ❖ All other tasks as assigned.

Sunday Numbers	Total	Average	Avg Wkly Revenue	Avg Wkly Cost(Not Incl Provider)
July 2018	24	4.8	\$432	\$220
August 2018	16	4	\$360	\$220
September 2018	15	3	\$270	\$220
October 2018	8	2	\$180	\$220
November 2018	10	2.5	\$225	\$220
December 2018	8	1.6	\$144	\$220
January 2019	4	1	\$90	\$220
February 2019	7	1.75	\$156	\$220
March 2019	10	2	\$180	\$220
April 2019	11	2.75	\$248	\$220
May 2019	14	3.5	\$315	\$220
June 2019	15	3	\$270	\$220

Proposed Months Closed on Sunday WITH provider/nurse on call