

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, August 22, 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 June 2019 financials

2. Business Development-(Jami, Mike)

3. Community Relations-(Janel, Jerry)- Advertisement for closure on Sunday's during winter

4. Personnel- (Dr. Carr, Jessica, Janel & Jami)

B. Presidents Report

C. Medical Director Report- Chamber Open House 09/03 from 5:00 pm –7:00 pm

D. Dental Director Report

E. Any other items

IV. MEETING AGENDA ITEMS

A. Consider any updates to the meeting agenda

B. Consider approval of minutes from prior board meetings- 07/25/2019

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, July 25, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Jami Scroggins at 9:13 a.m.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Jami Scroggins, Mike Schell, Lynn McNitt and Jerry Johnson. Janel Warren is excused. Jessica Whiddon, Nancy Zeller, Gina Carr and Frankie Jeney 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. Auditors Report – David Green, CPA. – 2018 audit went well. Jess was very helpful and timely meeting all requests for information. Everything looked good as far as financials. The following statement will be removed from page 6 of the auditor's report: *Though not currently forecast to be an issue, deterioration of the unrestricted cash position would require the District to materially change the operations or request a mill levy increase from taxpayers.*

B. Executive Director Report– Medical patient counts through May 2019 were 1,036 vs 1,197 through May 2018. A difference of 161 patients. Dental patient counts through May 2019 were 270 versus 289 through May 2018. A difference of 19 patients.

➤ **1. May 2019 Financial Review–**

Profit and loss YTD through May 2019– Compared to May 2018, dental income is down approximately \$2,500. Medical income is up about \$6,000. Accounting fees are down approximately \$8,500. Computer fess are down about \$3,400. Personnel expenses are up approximately \$31,000. Repairs and maintenance are down about \$2,100. Utilities are down approximately \$5,000. Grant income is up about \$3,700. Health district revenue is down approximately \$5,000 due to difference in property tax receivable. Legal fees are down about \$7,200. Net income is -\$24,828.49 compared to March 2018.

Looking at budget vs actual, dental income is around \$1,500 better than budget. Patient services revenue is about \$20,000 less than budget. Staff education is about \$3,000 more than budget. Personnel expenses are approximately \$7,500 below budget. Supplies are about \$4,000 over budget. Total budget vs actual shows us around \$34,000 over budget primarily due to billing staff changes in the month of April.

Athena implementation continues to go well (new medical records system).

Regarding Sundays October thru April, we are averaging 2 patients a day. The average cost for staffing is \$220.00 each Sunday with the income being less. The Providers are proposing that we have a provider on call for people that need to be seen, but do not have the clinic open. The board agrees with this change and will post an ad in the paper announcing sometime in September.

- **Business Development-** None
- **Community Relations-** Get the word out on new Sunday schedule for October thru April. Educate the public on the cost and reason for closing Sundays.
- **Personnel-** None

2. **President**

Reports:

3. **Medical Director**

Reports: Dr. Carr is currently taking over responsibilities of the lab technician.

Dr. Carr would like to apply for a *Business Rewards Card* instead of being reimbursed for classes licensing etc. The board agrees.

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: Lynn McNitt

Second: Mike Schell

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR:

VI. Adjourn

Meeting is adjourned at 9:18 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

July 2019 Executive Director Report

- ❖ Review A/R log to identify that old claims are being resubmitted/need attention.
- ❖ Prepare/send late notices to patients with past due accounts.
- ❖ Send monthly bank statements to CPA for reconciliation. Assist CPA with questions.
- ❖ Send website update information to Dan.
- ❖ Prepare and review AP documents for Cindy. Print Amex statement and attach appropriate documentation.
- ❖ Send provider on call schedule to EMS.
- ❖ Prepare information for the July regular board meeting and post agendas, attend, & provide reports.
- ❖ Assist with time clock as needed. Review timeclock records and submit to Cindy for payroll. Monitor schedules.
- ❖ Prepare agenda and attend July staff meeting. Record minutes.
- ❖ Setup/take down conference area for meetings.
- ❖ Assist with evaluations and quarterly staff meetings.
- ❖ Assist with medical student arrangements.
- ❖ Communicate with Nina, Malinda ref to billing items.
- ❖ Investigate and send messages to providers in regards to different billing items.
- ❖ Speak with Athena ref to reporting. Send training info out for Athena as needed.
- ❖ Coordinate advertisements for vacant positions.
- ❖ Speak with CM regarding personnel complaints.
- ❖ Work with PH on replacing vaccine refrigerator.
- ❖ Communicate with It Starts with Me, public health, and Dr. Carr ref to 2020 Health Fair.
- ❖ Answer auditors questions/provide information.
- ❖ Submit proposal letters to propane companies.
- ❖ All other tasks as assigned.