

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, September 17, 2018 – Moseley Health Care Complex, Zeller Wellness Center

- I. CALL TO ORDER- Approximately 9:00AM
- II. ROLL CALL
- III. WORKSHOP
 - Executive Director Report-
Financial-(Scott, Dr. Carr, Jessica)
Business Development-(Jami, Mike)
Community Relations-(Janel, Jerry)
Personnel-(Dr. Carr, Jessica, Janel & Jami)
 - Any other items
- IV. MEETING AGENDA ITEMS
 - A. Consider any updates to the meeting agenda
 - B. Approval of minutes from prior board meetings- 08/20/2018
- V. REPORTS
 - A. President
 - B. Medical Director
 - C. Dental Director
- 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.

August 2018 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 and request new user access.
- ❖ Print Amex statement and attach appropriate documentation.
- ❖ Prepare and review AP documents for Cindy.
- ❖ Send provider on call schedule to Jerry Gray.
- ❖ Monitor cross check exceptions as well as unsigned/unsaved notes.
- ❖ Discuss updates to financials with Scott in regards to cost report.
- ❖ Prepare information for the 08/20 regular board meeting and post agendas.
- ❖ Attend 08/20 regular board meeting and provide reports.
- ❖ Communicate with Ashley Mines in ref to employee benefits, schedule, etc.
- ❖ Assist Project Hope with MOU.
- ❖ Assist with time clock as needed. Review timeclock records and submit to Cindy for payroll.
- ❖ Work with additional insurance companies on Dr. Carr/Ashley's credentialing.
- ❖ Request and record volunteer board hours.
- ❖ Prepare agenda and attend 08/15 and 08/29 staff meeting. Record minutes.
- ❖ Assist with evaluations.
- ❖ New hire packets.
- ❖ Assist Purdue University with Jennifer's MA clinical paperwork.
- ❖ Communicate with WSB in ref to computer program renewals.
- ❖ Communicate with ins company ref to employee ins changes.
- ❖ Coordinate apartment schedule.
- ❖ Communicate with QHN ref to provider updates.
- ❖ Submit endowment requests as requested.
- ❖ Communicate with Dan ref to fall risk template.
- ❖ Communicate with state in regards to CIIS vaccine program. Send info to nursing staff to obtain logins for state immunization site.
- ❖ Send Janel reminder about bank signature cards.
- ❖ Communicate with National HRSA program.
- ❖ Advertise for cleaning position.
- ❖ Communicate with CPA ref to JC Propane.
- ❖ Begin process of adding Ashley to computer systems.
- ❖ Coordinate meeting with RMHP.
- ❖ Reach out and read reporting.
- ❖ Communicate with CMH about providing behavioral health services and space rental agreement.
- ❖ Working to arrange meeting with Gunnison MD's and our providers.
- ❖ All other tasks as assigned.

	2018 MONTHLY							YEAR-TO-DATE		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	2018 ACTUAL	2018 BUDGET	2017 ACTUAL
680 · Lab - Hospital Processing	-	-	453	-	-	-	-	453		
681 · Radiologist Interpretation	-	-	-	-	-	-	-	-	1,167	
690 · Licenses & Fees	296	259	573	505	370	250	556	2,810	4,433	5,349
715 · Personnel Expenses	34,186	44,043	38,232	42,899	48,522	45,288	56,556	309,725	314,811	302,701
722 · Pharmacy Consultant	251	251	-	251	-	501	251	1,504	1,838	1,504
725 · Postage	119	320	178	262	231	287	7	1,404	1,750	1,328
734 · Recruiting	93	-	-	-	-	355	1,428	1,876	875	
735 · Repair & Maintenance	2,053	1,669	4,220	2,283	1,107	2,965	2,914	17,211	17,934	20,848
750 · Supplies	3,824	4,310	1,591	5,444	5,638	1,204	6,816	28,826	43,838	37,638
765 · Telephones	515	515	515	514	515	515	518	3,608	4,375	4,667
775 · Utilities	2,411	481	(718)	1,195	1,296	(2,856)	1,472	3,280	11,278	10,701
777 · Waste Management	971	1,181	190	1,761	993	280	1,732	7,107	7,992	8,721
999 · Suspense	(645)	-	15	-	-	-	318	(312)		109
Total Expense	78,106	70,916	70,430	86,166	74,445	80,356	99,554	559,973	567,886	550,912
Net Ordinary Income	(40,337)	(38,918)	(37,578)	(59,430)	(36,551)	(24,150)	(47,338)	(284,302)	(310,066)	(254,337)
890 · Donation Income	2,791	-	-	293	-	1,938	353	5,374	2,042	2,020
895 · Grant Income	-	-	1,099	-	-	-	-	1,099	204	312
896 · Interest Earned	238	231	279	298	324	326	-	1,695	627	1,098
900 · Health Service District Revenue	40,000	40,015	40,015	40,008	40,030	40,179	40,706	280,953	282,432	336,245
Total Other Income	43,029	40,246	41,393	40,599	40,354	42,443	41,059	289,122	285,305	339,675
950 · Health Services District Expens	1,518	5,680	3,685	1,789	6,995	1,676	1,699	23,043	15,262	26,260
Total Other Expense	1,518	5,680	3,685	1,789	6,995	1,676	1,699	23,043	15,262	26,260
Net Income	1,175	(4,352)	130	(20,621)	(3,193)	16,617	(7,978)	(18,222)	(40,023)	59,078

Adjustment needed to prorate sales tax, property tax,
and specific ownership tax to be consistent with
how we are doing it this year

2017 Net Income as adjusted

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Hours for Hourly Emp	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun
2018	1474.5	940.75	986.9	1421.61	1084.24	1180.26
	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec
	1302.48					

3 Payroll Month

Tina & Donna Sue Added, Susan X-ray Course

Corrected hours for Apr, May, Jun correcting on call to coorespond with 2017

Hours for Hourly Emp	17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun
2017	945.75	1020.75	1606.5	1217.25	997.25	1059.25
	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec
	1249.75					

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS–SPECIAL MEETING

Today's Date is Monday, August 20, 2018.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 9:00am.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren, Jerry Johnson, Jami Scroggins, Mike Schell and Scott Beedy by phone. Nancy Zeller, Bernie Krystyniak, Tina Coniglio, Jess Whiddon, Becky Campbell and Dr. Carr (via phone) 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 school physical charge**– In the future families will be encouraged to bring children in for an annual wellness exam. These exams are covered by insurance annually at no extra cost to the family and are more comprehensive than a *school physical*. *School physical* forms will be signed during these visits.
- **Discuss budget for CE and licensure for staff**–Dr. Carr was curious about some of the line items in the budget:

660.2 Travel & lodging	and	745.3 Travel & lodging
655.0 Dues & Subscriptions	and	690.0 Licenses/Fees

What is the difference between these items and could they be combined?
Jess is going to get with Dr. Carr and discuss the differences and possible changes.

- **Any other items**

Donna Sue Hudgins resignation– Donna Sue has retired her license. Currently there is not a Mental Health provider at the clinic. Jess has contacted Gunnison Mental Health about the possibility of contracting with them.

Executive Director Report– Janel would like to have Jess report during the workshop. In the event that action needs to be taken on something in the report it can be added to the agenda.

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 the meetings- 07/16/2018.

Motion: Janel Warren

Second: Mike Schell

Vote: All vote yes

Motion Carries

V. REPORTS

A. President

Reports: Janel reports that she is hearing good things in regards to the medical center.

B. Medical Director

Reports: The lab is in order and running well. We are having a special staff meeting to work on upcoming PDSA plans/ideas.

C. Dental Director

None

D. Executive Director- Medical patient counts through June 2018 were 1595 vs 1915 through June of 2017. A difference of 320 patients. Dental patient counts through June 2018 were 393 versus 336 through June of 2017. A difference of 57 patients. Behavioral health was here 3 weeks and saw 12 patients in June.

A report for employee hours is attached.

The statistics summary shows medical AR days have decreased to 75 days. Dental is up a little.

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

Jan-June of 2018

Reminder that we adjusted property tax income to span over the entire year, 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.

Looking at the YTD P&L through June 2018, ACO payments are up by about \$14,500, dental income is up by approximately \$5,700. Medical patient revenues are down by about \$24,000. Total patient income is down by about \$4,000. Dental expense is down approximately \$600. Staff education is up by about \$5,000 due to the x-ray courses and

out of town conferences. Personnel expense is up about \$5,000. Repairs and maintenance are down by about \$4,000. Supplies are down by approximately \$9,800. Utilities are down about \$6,000. Waste management is down about \$2,000. Total expenses are up by about \$2,000.

Net ordinary income, patient fees minus expense, is approximately \$6,000 less than last year as of June.

Donation income is up about \$3,000. Total other income is down about \$48,000 due to the tax adjustment reporting that was made. Net income Jan-June is down approximately \$53,000 due to the new tax reporting schedule. If you add the tax funds received back in, we would show a positive net income.

Month of June 2018 P&L, net income is up by \$4,647.65 over June of 2017.

Balance sheet- shows a decrease in cash of around \$26,000 over the end of June 2017.

Budget vs actual through June- Dental income is about \$3,000 above projections. Medical income is about \$2,500 above projections. Dental expense is around \$6,000 lower than projected, medical expense is around \$25,000 lower than budget projections. Net ordinary income is around \$17,000 better than expected. Net income is -\$8,960.55 vs a projected amount of -\$22,662.78 which indicates that we are around \$13,000 better than projected.

2. Business Development – (Jami, Mike) Physical therapy continues. Massage therapy also being offered on the weekends.
Dr. Carr and Jessica will be exploring behavioral health provider options. Donna Sue is no longer employed.
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:

None

Adjourn

Meeting is adjourned at 9:50 .m.. Next meeting will be September 17th at approximately 9:00 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

(Secretary)

Date

(Recording Secretary)

Date
