

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS–SPECIAL MEETING

Today's Date is Thursday, September 26, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Jami Scroggins at 8:35AM.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Jami Scroggins, Janel Warren, Lynn McNitt and Jerry Johnson. Mike Schell is absent. Jessica Whiddon and Ashley Mines were also present. Dr. Carr is present by phone. Jessica Whiddon 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 July 2019 were 1,747 vs 1,985 through July 2018. A difference of 238 patients. Dental patient counts through July 2019 were 425 versus 454 through July 2018. A difference of 29 patients.

Month of June 2019 financials shows net income at \$7,000 less than June 2018.

July 2019 Financials–

Profit and loss– Dental income is down about \$5,200. Medical patient income is up about \$4,300. Dental expenses are up about \$4,300. Dental supplies are up around \$2,500. Accounting is down approximately \$6,000. Advertising is down about \$3,400. Computer expenses are down approximately \$5,300. Staff education is down about \$3,300. Insurance expense is down about \$5,300 mostly due to change of employee health insurance company. Personnel expenses are up about \$46,000. Repairs and maintenance are down approximately \$6,300. Cleaning wages are down about \$4,500. Supplies are up about \$6,600. Utilities are up about \$6,900 due to the fact that we are paying for propane as we go versus at the time that the contract is signed. Donation income is up about \$2,800. Net income is down about \$14,000 compared to July of 2018.

Budget vs actual– Dental income is about \$3,000 more than budgeted. Write offs are much higher than budget due to medical records system change. Medical patient revenue is about \$2,000 less than budget. Dental wages are above budget by approximately \$5,500. Jessica will look into this to see why the cost of dental wages are up. Dental supplies are above budget about \$3,200. Computer expenses are about

\$5,300 less than budget. Personnel expenses are about \$11,000 over budget. Pharmacy and medications are about \$5,000 over budget. Dr. Carr/Jessica will work to figure out a process for getting this number where it needs to be. Propane is about \$4,300 over budget.

Jessica and providers have met to discuss the 2020 budget and will be meeting again to discuss ideas for improvement and hope to present this information at the next board meeting.

LCMC Endowment granted us around \$6,500 for new laptops for the providers and a lobby computer.

Ashley is working on a grant to replace our current cardiac defibrillator with a Life Pac. This system would easily integrate with the EMS Life Pac for transition and time saving.

- **Business Development**–Jessica and Dr. Carr met with Bob Brown, psychologist, and he does have interest in providing services in LC eventually. He left some of his cards with us so we can begin to refer patients to him. He currently only accepts cash pay but is working towards being able to accept insurance. He is hoping to be able to bill insurance by the end of 2019/beginning 2020. He will let us know when he is ready to move forward.
- **Community Relations**– None.
- **Personnel**– Phyllis Barrington has been hired as part-time receptionist, mostly weekends.
- **Policy and Procedure**– Administrative policies have been reviewed and requested changes are attached for board approval.

Jerry asked about removing the 25% discount for cash paying patients. It is difficult to make this happen within the new medical records system. They can still receive a discount but it will be discussed with the provider for an appropriate discount amount.

Most of the changes to the admin policies are grammatical and also revolve around the new medical records system.

Requested changes– Grammatical change of policy 1, 15, 16, 19, 20 change “insure” to “ensure”. Change receptionist to front desk personnel in all areas.

Policy 5– Procedure 5– Copay will be collected at the time of visit when possible. DELETE remainder of sentence.

Policy 7– Future services for accounts past 120 days in arrears or having a bad debt write off in the past will be cash only, sliding scale, or other arrangements approved by the ~~board treasurer~~ Executive Director.

Bad debt write offs will be approved ~~according to the delegation of authorities~~ by the Executive Director.

Policy 13- Procedure 9-Generally, all patients should be seen as soon as possible. ~~and preferably the same day~~

Procedure 14-~~Staff~~The receptionist shall assist to make sure the telephone inquiries ~~from patients~~ are processed ~~returned~~ in a timely manner.

Policy 14- Procedure 4 & 5- Update requirement to see patients within 12 months instead of 6 for prescriptions to be refilled.

Procedure 5 B- Explain that refills are **USUALLY** sent electronically ~~unless prohibited~~. Add usually.

Admin 19-Illegal use of controlled substances is not allowed on Health District property. ~~Alcohol use is governed by separate policy Admin-17. Exceptions to prohibition of legal alcohol use may be granted under Admin-17, and must in writing in the user agreement.~~ Alcohol use is not permitted unless an exception is made in writing by the Executive Director and Board of Directors. The event sponsor is responsible for appropriate control during the event.

- 2020 employee health insurance prices are increasing by 3.5%. This information has been shared with staff. Discussions are underway to have staff take a percentage of the responsibility for their own health insurance. This will be reflected in the 2020 proposed budget.

B. President-

Retirement plan- Currently in place is contact with Wells Fargo so each employee can setup their own individual plan based on their preferences. Dr. Carr is working on a possible plan that could be offered to employees. While it is the intent of the board to be able to offer some type of match for retirement, the current budget does not allow for any match. Dr. Carr/Jessica will provide updates on the new plan as they become available.

Strategic planning- Plan for a date sometime over the winter to setup a strategic planning meeting. Consider asking Bernie K. if he will be here over the winter and if he would be willing to facilitate the meeting.

C. Medical Director

Reports: October board meeting is moved to October 17th.

The lab survey will be conducted next week.

Pharmacy inspection - The inspection went well. We are not to compound medications going forward.

Dental medications- We've added Dr. Uchida in the pharmacy system so when pain medications are prescribed by him, they can be prescribed under Dr. Uchida's name/DEA number.

D. Dental Director- None

MEETING

A. Consider any updates to the meeting agenda: Remove item C from agenda.

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

Motion: Approval of Minutes for meeting-

Motion: Lynn McNitt

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR: None

VI. Adjourn

Meeting is adjourned at 9:34 AM. Next meeting will be October 17th at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Treasurer
(President)

Date

Lynn McNitt

10/17/19

(Secretary)

Date

Michael Luy

10-17-19

(Recording Secretary)

Date

J. Whiddon

10/17/2019