

# LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS-REGULAR MEETING

Today's Date is Monday, October 16, 2017.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Shawna Shidler at 8:03am.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Shawna Shidler, Mike Schell, Janel Warren, Becky Campbell, and Jerry Johnson. Jerry Gray, Rick Hernandez, Nancy Zeller, Grant Houston, Janet Potter, Erin Cavit, Walter Potter, Lonnie Sweet and Melanie Merrill were also present.

Malinda McDonald is the recording secretary.

## Board of Directors:

**President:** Shawna Shidler

**Vice-President:** Janel Warren

**Secretary:** Mike Schell

**Treasurer:** Becky Campbell

**Board Member:** Jerry Johnson

## III. Workshop

- **Discuss bylaw updates-** Jessica Whiddon updated the address of meeting location. Shawna added one other update to board vacancy section. Will review changes at next meeting.
- **Update from medical director search committee-** 4 resumes have been received. The first candidate cannot be here due to student loans, etc. One plans to visit when his wife returns from vacation. Third candidate who is familiar with Lake City could be ready in 2 to 3 years to transition to Lake City. Dr. Nicholson is going to be here on Wednesday for a site visit; agenda for Dr. Nicholson's visit is shared.
- **Discuss Community Advisory Committee-** The committee will setup its functions externally and report to the board of directors on findings periodically.
- **Discuss purpose statement for each committee-**
  - a. **Business Development-** To organize, explore, and identify business opportunities, negotiations, and marketing that would benefit the community, specifically the Lake Fork Health Service District. The Business Development Committee shall include 2 standing board members as well as others to be chosen by the representing members. The Business Development Committee shall explore rural health outreach and the Lake Fork Health Service Districts special needs. **(Approve Today)**

- b. **Community Relations**– The Community Relations Committee’s role is to ensure the board builds strong and strategic relationships with the community and taxpayers through the integration of the organization’s education, public relations, and public policy activities. (Approve Today)
  - c. **Policy**– Consists of the medical director, nurse practitioner/physician assistant, business manager, and one person that is not a member of the clinic staff. The group will review policies and present changes to the board periodically for approval. It needs to be noted that the committee described here is the policy committee as defined in the Policy and Procedure Manual and is the committee that will NOT be dissolved. We voted to dissolve the Board Policy Committee. (Dissolve Committee)
  - d. **Finance**– Board treasurer, medical director, and business manager will be members. The president may appoint one additional board member to the committee. Committee will be involved with budget and audit. (Approve Today)
  - e. **Personnel**– This committee will work with the medical director and business manager to identify and recommend to the board any changes in personnel policy. The committee will review job descriptions. Committee will work in conjunction with the medical and dental director on employment agreements. Committee will also establish salary or hourly rate based on budget allowance in conjunction with the treasurer. (Will have a workshop to discuss further)
- **Discuss having Gudrun Durmon contract to do sonography on a PRN basis**– Janel Warren has not had a chance to speak with Gudrun.
  - **Discuss addition of policy to change door codes when there is any change in staff or board members. Add computer access restrictions when employment/volunteer leaves facility.**
  - **Discuss sign in log for visitors that are not patients, family, or staff. Log is in place.**
  - **Review and discuss organizational chart**– Organizational chart is reviewed and discussed. Business manager job description and organizational chart positions are discussed. Discussion to be continued during next workshop.
  - **Jerry Gray and Becky Campbell attended emergency management meeting regarding disaster response.**
  - **Advertisements to be added to newspaper as needed.**
  - **Preliminary budget went to county.**
  - **Team building workshops will be discussed after October.**

#### IV. REGULAR MEETING: 10:11am

- A. Consider approval of minutes from prior month’s board meeting 09/18/2017, 09/25/2017, and 10/02/2017:

Motion: Approval of Minutes for the September 18, September 25, and October 2, 2017 board meetings.

Motion: Becky Campbell

Second: Mike Schell

Vote: All vote yes.

Motion Carries

B. Consider approval of community relations, finance, and business development committee purpose statements:

Motion: To approve purpose statements as amended in meeting.

Motion: Janel Warren

Second: Shawna Shidler

Vote: All vote yes.

Motion Carries

C. Consider approval to dissolve policy and procedure committee and have policy ORG-11 state that committee will report recommended changes to board quarterly and also strike LCAMC and replace with LFHSD:

Motion: To dissolve policy and procedure committee, and update policy ORG-11.

Motion: Janel Warren

Second: Mike Schell

Vote: All vote yes.

Motion Carries

V. REPORTS

A. President

*Shawna Reports:*

VPN access- Only have 2 VPN's available.

B. Interim Medical Director

NONE

### C. Dental Director

NONE

### D. Business Manager

Medical patient counts through September 2017 were 3,484 vs 3,595 for 2016, a decrease of 111 patients.

In 2015 we saw 3,086 medical patients through September.

Dental patient counts through September 2017 were 607 vs 539 for 2016, an increase of 68 patients.

In 2015 we saw 501 dental patients through September.

#### 1. Financial

Patient counts for month of September- 410 for 2017, vs 494 in 2016.

Patient counts for month of August- 497 for 2017, vs 597 in 2016.

Dr. Durmon scheduled 103 patients in July, 3 patients in August, and 5 patients in September 2017.

Bob scheduled 210 patients in July, 261 in August, and 225 patients in September 2017.

Sherry scheduled 257 patients in July, 233 in August, and 180 patients in September 2017.

January through August comparison up \$10,000- 2% in dental income. Medical patient revenue is up \$20,000- 4%.

#### 2. Business Development

Bob Downs would like to get more involved with the community concerning the medical center.

Consider massage therapy or acupuncture for Lake City.

Dr. Griggs would like to come back to Lake City.

### 3. Community Relations

NONE

### 4. Personnel

Krista Moore, RN, will begin limited scope x-ray training soon.

Bob Downs, plans to attend an emergency ultrasound course over the winter. It's a one week course.

Dr. Nicholson has had ultrasound experience. (Dr. to be interviewed)

### 5. Policies

Will report quarterly.

### 6. Volunteer Hours

All board members turn in your volunteer hours to Becky.

### 7. Strategic Work Plan

Postpone scheduling for a few meetings.

## V. CITIZEN COMMENTS FROM FLOOR:

Thank you board members for all of your hard work.

## Adjourn

Meeting is adjourned at 10:24am. Next meeting will be **Wednesday, October 25, 2017** at 6:00p.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Shawna Shidler (President)

Date

S Shidler

12-11-17

Mike Schell (Secretary)

Date

Mike Schell

12-11-17

Malinda McDonald (Recording Secretary)

Date

Malinda McDonald

12/18/17