

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS–SPECIAL MEETING

Today's Date is Thursday, October 17, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Jami Scroggins 8:30 am.

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. Jessica Whiddon, Nancy Zeller, Dr. Carr and Ashley Mines were also present. Malinda McDonald is the recording secretary.

Board of Directors:

President: Jami Scroggins, Acting President

Vice-President: Jami Scroggins

Secretary: Mike Schell

Treasurer: Lynn McNitt

Board Member: Jerry Johnson

III. Workshop

A. Executive Director Report– Medical patient counts through August 2019 were 2,102 vs 2,369 through August 2018. A difference of 267 patients. Dental patient counts through August 2019 were 501 versus 530 through August 2018. A difference of 29 patients.

➤ **1. August 2019 Financial Review–**

Profit and loss for the month of August– Medical income is up by \$6,040.15 despite patient numbers being down. You will notice that there was a 3 pay day month in 2018. Net income for the month of August is up by approximately \$48,000 over August 2018.

Profit and loss YTD through August–

Dental income is around \$7,000 less than August 2018. Medical patient income is up about \$10,000 through August. Dental expense is up about \$5,600 due to an extra pay roll in July. Computer expense is down approximately \$6,500. Personnel expense is up about \$14,000. Repairs and maintenance is down about \$6,000. Donation income is up about \$8,000. Legal fees are down about \$7,500. Net income is up about \$8,500 over August 2018.

Budget vs actual through August– Dental income is about \$8,700 better than budget. Medical income is right on budget. Total patient income is about \$8,000 less than budget. Accounting fees are above budget about \$7,000. Computer expenses are below budget about \$7,500. Repairs and maintenance is below budget about \$5,000.

Donation income is better than budget about \$10,700. Net income shows us about \$13,000 over budget.

2020 Budget

Notes:

Discussed a possible payment by employees of a portion of health insurance premiums and everyone agreed that they would prefer to work on increasing revenues in lieu of placing partial health insurance premium responsibility on employees.

You will note a slight increase on patient fee expectancy due to the fact that we will host group education sessions for certain populations such as diabetics.

Since beginning to use Athena, July medical patient income was \$8,166.10 more than July 2018. August medical patient income was \$6,040.15 more than August 2018.

You will notice a decrease in payroll due to two less positions, billing and laboratory and also a reduction in nursing hours.

Midlevel providers were offered the opportunity to possibly spend one day per week working out to the clinic similar as we did with Sherry Huisman and the Crested Butte clinic. This could potentially save us around \$25,000 per year. Both have declined as of this time.

We are planning group education sessions e.g. Diabetes Education. These sessions will be billable as a provider will be hosting them.

Jess will discuss additional budget ideas with providers and present the updated 2020 proposed budget in November.

➤ **Business Development**- None.

➤ **Community Relations**- There was an ad in the paper letting everyone know we are having a flu vaccine clinic on 10/19/19. There will also be an ad letting the women in town know that all they have to do is call and we can send in an order for a screening mammogram. A $\frac{1}{4}$ page ad in the paper once monthly it is \$164.00. We're looking for sponsors for these "preventive health" ads.

➤ **Personnel**- Nursing staff hours have been reduced to a minimum for winter.

2. President

Reports: The board accepted Janel Warrens resignation and are sorry to see her go.

3. Medical Director

Reports: The recent Lab Survey went well, there were no deficiencies. Certification will continue for two years.

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: Mike Schell

Second: Lynn McNitt

Vote: All vote yes.

Motion Carries

C. Consider approval of: Revision of Administrative Policies 1-11 (10/17/2019 revised date)

Motion: To approve Revision of Administrative Policies 1-11 (10/17/2019 revised date)

Motion: Lynn McNitt

Second: Mike Schell

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR: Nancy Zeller wanted to let the board know that in all her years with the Medical Center she has never seen a budget that is as complete as the preliminary 2020 budget.

Letter from Bernie Krystyniak:

Please share the following in advance with the Board and read this short note into the meeting minutes during the Citizen Comments or appropriate agenda topic. I have also included some historical documents from prior boards on strategic planning and marketing plan development.

My comments are intended to be constructive, not critical.

With regard to the growing concern over budget and financial performance, I suggest the Health District Board consider three important actions:

Develop a Strategic Plan – All successful businesses have Strategic Plans to insure there is clarity of direction, consistency of operations with vision, and alignment of work effort. Budget and operational planning can then be linked to the Strategic Plan. The last Strategic Plan for the Health District was done in 2016 and is attached.

2. Develop a Marketing Plan – The current emphasis on costs and the expense side of the budget will not save the enterprise. You cannot save your way to prosperity. Revenue must be addressed and a Marketing Plan is a primary tool to address growth. A Marketing Plan was attempted in 2015, but not finished. A copy of the draft is attached.

3. Engage the staff in developing solutions – Struggling financial performance and emphasis on cost-cutting is seen by the staff as a threat and will weaken morale. Engagement in the process will result in more ideas than you can come up on your own, improve the relationship, and naturally improve communications.

I'm happy to provide additional discussion on any of these at your convenience.


Respectfully submitted,
Bernie Krystyniak

VI. Adjourn

Meeting is adjourned at 9:40 am. Next meeting will be November 21, 2019 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Vice
(President)

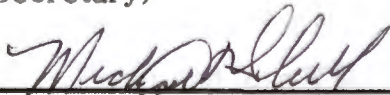
Date



11-21-19

(Secretary)

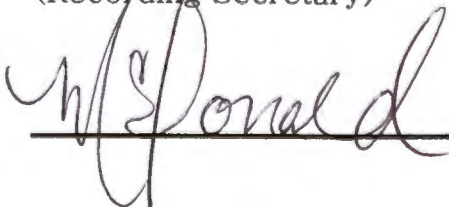
Date



11-21-19

(Recording Secretary)

Date



11-21-19
