

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, April 23, 2020 – via Zoom conference call due to COVID 19

I. CALL TO ORDER- Approximately 8:30AM

II. ROLL CALL

III. WORKSHOP

A. Executive Director Report

1. Financial (Michael M., Lynn, Dr. Carr, Jessica)- Review financials
2. Business Development (Mike A., Michael M.)-
3. Community Relations (Julie, Jerry)- Blood drive update.
4. Personnel (Dr. Carr, Jessica, Lynn, Jerry)-
5. **Confirm change of Mission Statement to read:** The mission of the Lake Fork Health Service District is to enhance the quality of life in our community by **compassionately** promoting wellness and providing quality health services.
6. **Confirm change of Vision Statement to read:** Your rural destination for quality, compassionate, professional healthcare & **education**.
7. Review capital authorization 20-002, parking lot maintenance.
8. Updates on Medical Director position and advertising.
9. Review Medical Director job description for any needed updates.

B. Presidents Report-

C. Medical Director Report-

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- 03/26/2020 and 03/31/2020.

C. Consider approval of capital authorization 20-002, parking lot maintenance.

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.

Job Title **Medical Director/Physician Member**

Department: **Certified Rural Health Clinic – Lake City Area Medical Center**

I. Basic Job Summary

The Medical Director/Physician member provides the medical direction for the clinic's healthcare activities and consultation for and medical supervision of the nurse practitioner and/or physician assistant and other healthcare staff unless otherwise delegated. In conjunction with the physician's assistant and/or nurse practitioner member(s), the physician participates in developing, executing and periodically reviewing the clinic's written policies and the services provided to Federal program patients. The Medical Director/Physician member is responsible for providing backup and support for the midlevel providers as well as leadership and guidance for the clinic staff, in order to continue to provide 24/7 top quality healthcare in a remote, rural area.

II. Responsibilities:

1. Provide physician services to patients of the clinic
2. Be available for consultation, assistance with medical emergencies and referral by the clinic's physician extender member(s)
3. Provide medical supervision of all clinic medical staff including mid-level providers
4. Assist with the development, carrying out and periodic review of clinic policies, protocols and collaborative practice agreements
5. Comply with all appropriate requirements for clinic quality assurance and certification
6. Review and co-sign all patient records containing orders for prescription drugs and others as stipulated in the clinic policies and procedures
7. Maintain current DEA certificates in clinic personnel file
8. Participate in chart audits as requested
9. Maintain MD/DO licensure and board certification/eligibility
10. Must maintain current PALS, ACLS, ATLS
11. Must have clear written & verbal communication skills

III. Hours

Medical Director/Physician member will provide direct primary patient care, office based care, as well as urgent and critical care, and stabilization for patient transports. Hours will be established and agreed upon between the Medical Director and Board of Directors.

Minimum "Rural Health Clinic Guidelines" require that the Medical Director/Physician member of the clinic be present for sufficient periods of time, a minimum of once in every 2 week period (except in extraordinary circumstances) to provide the medical direction, medical care services, consultation and supervision of clinic staff.

IV. Supervision

To the extent that this certified rural health clinic employs a Family Nurse Practitioner or Physician Assistant, the Medical Director will:

1. Insure maintenance of an appropriate set of standing orders.
2. Provide on-site consultation on a daily basis.
3. Generally be available or arrange for telephone consultation during all of the medical clinic's office hours, after hours, weekends, and holidays.

V. Education Requirement

Doctor of Medicine or Doctor of Osteopathic Medicine will have a degree from an accredited medical school. . Medical Director must be licensed to practice medicine in the State of Colorado prior to beginning employment.

VI. Experience

Completion of accredited family practice residency program required. At least five years' experience in Primary Care/Urgent Care practice preferred. Applicant may not have any unresolved malpractice suits pending against him/her and shall not have any unresolved complaints on file in any state where he/she has license to practice medicine.

Updated 09/2017

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

Today's Date is Thursday, March 26, 2020.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:31 a.m.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance by phone were board members: Lynn McNitt, Jerry Johnson, Mike Schell, Michael Mines and Julie Stephens. Jessica Whiddon, Gina Carr and Bob Downs were also present by phone. Malinda McDonald is the recording secretary.

Board of Directors:

President: Lynn McNitt

Vice-President: Jerry Johnson

Secretary: Mike Schell

Treasurer: Michael Mines

Board Member: Julie Stephens

III. Workshop

A. Executive Director Report-

For the month of January 2020-

Medical patient counts for the month of January 2020 were 217 vs 209 during 2019. Dental patient counts were 52 vs 71 during January 2019.

1. **Business Development-** None
2. **Community Relations-** Community education sessions on hold for now.
3. **Personnel- Retirement plan-** Discuss adding retirement info into employee guidelines. There will be no cost to the district for the retirement plan.
4. **Discuss resolution 2020-04, cancellation of the 2020 election-** Jess has done all the paperwork to cancel the election. The board will need to make a motion during the meeting.
5. **Strategic Planning Update-**
 - District recruitment and retention- Working to get team building workshop setup.
 - Retirement plan started- Jess will work to finish setup process.
 - Community connection- Jess sent old marketing plan as a guide to start process.
 - Patient satisfaction- Jess sent old surveys out.
 - Technology- Will meet after virus stuff is done.
 - Capital Lists- Jess sent current equipment list out.

B. President

Reports: Thank you to everyone working during pandemic & volunteers. Thank you Dr. Carr for working on the retirement plan information.

C. Medical Director

Reports: COVID-19 Information: A lot of time has been spent communicating protocols with staff. Staff is monitoring self-temperatures when they arrive in the morning per CDPHE recommendations. If they travel to any of the high risk counties they need to wear a mask during patient care for 14 days following their return. If staff becomes symptomatic at all they will be sent home for at least 7 days.

We are increasing our ability to do tele-health visits. Thank you Jess for make sure the Zoom platform is up and showing the staff how to use it.

We are keeping track of triaged patients in a spreadsheet which is shared with First Responders so if they get called to any addresses of persons under investigation or presumed positive they can make sure they are taking the proper precautions with appropriate PPE.

We also have a spreadsheet shared with public health and EMS to track community wide PPE. We have 3 calls a week with the county commissioners and other agencies involved with the *state of emergency*.

Health Fair is cancelled based on recommendations from the CDPHE. Jess will work on re-scheduling that.

Dr. Carr's Resignation-

Setup meeting with personnel to discuss position moving forward.

D. Dental Director- Dr. Uchida is here March 25th and 26th to take care of emergency dental patients. He will return in May.

Dental clinics everywhere are closed for routine dental procedures.

IV. MEETING

A. Consider any updates to the meeting agenda: None

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

Motion: To approve the February meeting minutes.

Motion: Jerry Johnson

Second: Julie Stephens

Vote: All vote yes.

Motion Carries

C. Consider approval of adding retirement information into Employee Guidelines:

Motion: To approve the retirement information for employee guidelines.

Motion: Julie Stephens

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

D. Consider approval of resolution 2020-04, Cancellation of Election:

Motion: To approve the resolution 2020-04.

Motion: Michael Mines

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR:

None

VII. Adjourn

Meeting is adjourned at 9:09 am. Next meeting will be April 23, 2020 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

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS- SPECIAL MEETING

Today's Date is Thursday, March 31, 2020.

I. The special meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 4:30 p.m.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance by phone were board members: Lynn McNitt, Jerry Johnson (via phone), Mike Schell, Michael Mines and Julie Stephens. Jessica Whiddon was also present. Malinda McDonald is the recording secretary.

Board of Directors:

President: Lynn McNitt

Vice-President: Jerry Johnson

Secretary: Mike Schell

Treasurer: Michael Mines

Board Member: Julie Stephens

III. Workshop

- A. Discuss Medical Director Position:** Jess suggests hourly not salary for the new medical director. Ideally the new medical director would be here 2 days a week. One day seeing patients and the other day doing admin/lab duties. A committee needs to be formed to interview for the new position. The committee will consist of 2 board members, 1 P.A, 1 Endowment member, 1 community member, Jess, and Dr. Carr.
- B. Discuss Resolution 2020-04, Addition of Retirement Plan to Employee Benefits-** Move forward with resolution. The Colorado Retirement Association has requested a resolution be approved by the board so that they may have that in their file.
- C. Any other items:** None

IV. MEETING

- A. Consider any updates to the meeting agenda:** None
- B. Consider approval of Resolution 2020-04, Addition of Retirement Plan to Employee Benefits:**
Motion: To approve resolution 2020-04.
Motion: Mike Schell
Second: Jerry Johnson
Vote: All vote yes.
Motion Carries

V. CITIZEN COMMENTS FROM FLOOR:

None

VII. Adjourn

Meeting is adjourned at 5:36 p.m. Next meeting will be April 23, 2020 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

Capital Authorization Request Lake Fork Health Service District

Date: 04/23/2020

Control Number (year plus project# i.e. 06-001): 20-002

Project: Parking Lot Maintenance

Project Description: Crack seal and asphalt resurface entire parking area

Estimated Cost (Please itemize):

- **Equipment cost**
- **Installation cost** **\$6700.00**
- **Training cost**
- **Other**
- **Total cost** **\$6,700.00**

**Rationale for Project (include annualized cost savings or revenue generation):
Parking lot asphalt resurface due every other year to maintain good condition.**

**Estimated Start and Completion for Project with key steps:
May-June 2020**

**Requested by:
Jessica Whiddon**



TOLL FREE:
877.9.SealCo

WWW.SEALCOINCORPORATED.COM

LAKE CITY MEDICAL CENTER
JESSICA WHIDDON
P.O. BOX 999
LAKE CITY, CO.
81235

PROJECT LOCATION
700 HENDERSON

1/30/2020

PROPOSAL

ESTIMATOR: STEVE	P.O.#	BID # 19494
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DESCRIPTION	QNTY	UNIT	TOTAL:
CLEANING OF ASPHALT SURFACE. UNIT PRICE PER MAN-HOUR OR ANY PART THEREOF.	8	75.00	600.00
CRACK SEALING OF CRACKS AND JOINTS 1/4" & WIDER (EXCLUDES ALLIGATOR AREAS): APPLICATION OF HOT APPLIED CRACK SEALANT. CUSTOMER IS RESPONSIBLE FOR WEED MITIGATION. %EXCLUDES PERIMETER JOINT AT BUILDING+ SealCo Spectrum Sealī - Deepest Black Color ~ Extended Longevity SealCoat	1	2,100.00	2,100.00
OUR PROPRIETARY, CUSTOM BLENDED ASPHALT SEALER SUPPLEMENTED WITH BLACK AGGREGATES, POLYMER ADDITIVES, AND DARK COLOR ENHANCERS. SPOT PRIMING OF OIL SPOTS - IF ANY. APPROXIMATE ASPHALT AREA TO BE RESTORED: 17,412 SQUARE FEET.	1	3,000.00	3,000.00
RE-STRIPING OF EXISTING PARKING AREA MARKINGS.	1	1,000.00	1,000.00
ADDITIONAL CLEANING RATES: \$75/ MAN HOUR. \$200/HOUR WITH SKID-STEER AND SWEEPER.. MINIMUM CHARGE \$1000. **** CUSTOMER TO HAVE ALL DEBRIS CLEARED. ****			
SealCo™ - Highest Quality Products Best Customer Service - Before and After the Sale.			

TOTAL:	\$6,700.00
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READ BEFORE SIGNING - TERMS OF SALE - ESTIMATE VALID FOR THIRTY DAYS. THIS IS AN ESTIMATE ONLY. FINAL COST IS DETERMINED BY ACTUAL QUANTITY OF EACH PRODUCT CONSUMED. 50% OF ESTIMATE REQUIRED FOR DOWN-PAYMENT. FULL BALANCE DUE UPON COMPLETION. ACCOUNTS ARE DUE AND PAYABLE WITHIN FIVE DAYS OF PURCHASE. A FINANCE CHARGE OF 2% PER MONTH (ANNUAL PERCENTAGE RATE OF 24%) WILL BE ADDED TO ALL ACCOUNTS NOT PAID WITHIN FIVE DAYS FOLLOWING PURCHASE. IF PLACED FOR COLLECTION PURCHASER AGREES TO PAY ALL ATTORNEY AND COLLECTION COSTS. CONTRACTOR SHALL NOT BE HELD RESPONSIBLE FOR SAFETY VIOLATIONS OF OTHERS. ALL DIMENSIONS AND QUANTITIES ARE APPROXIMATE. ADDITIONAL COSTS WILL BE INCURRED DUE TO INTERFERENCE FROM VEHICLES AND/OR HINDRANCES FROM ANY SOURCE DURING AND/OR PRIOR TO APPLICATION. THE ABOVE TERMS AND COSTS ARE ACCEPTED, I UNDERSTAND THAT ADDITIONAL CHARGES MAY APPLY, YOU ARE HEREBY AUTHORIZED TO COMPLETE THE WORK, AND ANY ADDITIONAL WORK AS NEEDED.

SIGNATURE & DATE: _____

PAYMENT MAILING ADDRESS: P.O. BOX 778 GUNNISON, COLORADO 81230

MONTROSE 970.249.8612 GRAND JUNCTION 970.263.4260 GLENWOOD SPRINGS 970.945.4260 GUNNISON 970.641.4260