

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

**Today's Date is Tuesday, September 28, 2021.**

**I.** The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:32 a.m.

**II. Roll Call:** In attendance were board members: Lynn McNitt, Jerry Johnson, Mike Schell Julie Stephens and Katie Elkins. Jess Whiddon is available by phone. Dr. Gattis and Bob Downs were also present. Mike Schell is the recording secretary.

## **Board of Directors:**

**President:** Lynn McNitt  
**Vice-President:** Jerry Johnson  
**Secretary:** Mike Schell  
**Treasurer:** Katie Elkins  
**Board Member:** Julie Stephens

## **III. Workshop**

- A. Swearing in of Katie Elkins as board member.**
- B. Discuss board positions-** Katie has agreed to assume the treasurer position.
- C. Discuss any updates to committee member assignments-** All will remain as is with Katie assuming the previous treasurer roles for financial and business development committees.
- D. Discuss Executive Director job description in regard to adding resignation period-** Verbiage to be added under Position Type/Expected Hours of Work to include 4 weeks' notice when someone resigns from the position.
- E. Review Admin Policy 12: Termination of Care-** Change to reviewed 9/28/2021.  
Under statement of policy, dot 4- Add "offer" to provide resources and/or recommendations to help a patient locate another physician of like specialty.  
Under dot 1- Change to Give the patient written notice by certified mail, return receipt requested. Removing "preferably".  
Have red lined document ready for approval during next board meeting also updating "last revised date to date when the policy update is approved.
- F. Executive Director Report-**
  - 1. Financial-** Lynn McNitt, Katie Elkins, Dr. Gattis, & Rachel Moore are committee members.  
**Capital Authorization Request- EMS Garage Door-** It is clarified that this capital request is to repair one of the garage doors which has an emergency release that is broken and also perform maintenance on all of the doors.  
Buffy is also trying to find an electrician who could assist with adding the doors and some ambulance equipment to the back up generator so those items would work in the event of power outages. She will keep us updated on that.

**June 2021 P&L YTD-** Patient medical numbers are 2,039 as of July 2021 vs 1,583 as of July 2020. Dental income is up about \$14,700. Medical income is up around \$80,500. Dental expense is down about \$14,000 due primarily to COVID restrictions in 2020 and having the office closed for several months. Computer expenses are down around \$9,800. Dues and subscriptions are down about \$6,000. Employee health is down about \$15,000. Personnel expenses are down around \$6,000. Repairs and maintenance are down about \$13,000. Supplies are down about \$5,000. Sales taxes are up about \$18,000. Net income is around \$59,000 better than July 2020.

**2. Business Development-** Mike Schell & Katie Elkins are members of this committee.

**3. Community Relations-** Julie Stephens & Jerry Johnson are committee members.

**4. Personnel-** Lynn McNitt, Jerry Johnson, Bob Downs, & Rachel Moore are committee members.

**An interview committee is setup consisting of:** Rachel Moore, Dr. Gattis, Bob Downs, Mike Schell, & Julie Stephens. Rachel will contact the applicants to setup zoom interview times. Once those interviews are complete, the interview committee will recommend 3 to 4 applicants to the board of directors for onsite interviews.

**5. SDA Manual Review-** Chapter IV- Public Records- Board members to read this section at home.

#### **G. Board Members Report-**

**Julie Stephens-** Phyllis Barrington's article was in the paper. Asks to schedule an executive session soon to discuss personnel matters. This is set for Tuesday, 10/05 at 8:30am.

**Lynn McNitt-** Asks about DOT physicals going forward. It is suggested that the new hire be asked to complete the DOT course as well as the other providers also so these can be offered any day of the week.

#### **H. Medical Director Report-**

**Lab survey-** CLIA was here and reported to Dr. Gattis that everything looks good.

**X-ray-** Coverage of x-ray is discussed and Jess Whiddon mentions that you may want to ask the newly hired provider to participate in the x-ray course so they can work with Lynda Schell, certified x-ray tech, to learn everything they can to the best of their ability and be able to train future x-ray (nurse) students. If not, the students would have to travel to Gunnison, Montrose, and a possibly Grand Junction to obtain x-ray views needed to complete their course.

**Covid Vaccines-** Dr. Gattis mentions that some hospitals are now requiring staff to be COVID vaccinated. We as an RHC, should not have to require this. It is discussed and decided that Dr. Gattis will educate the staff on the benefits of having the vaccine but ultimately it is still up to each individual staff as to whether they have the vaccine or not.

I. **Dental Director**- None.

J. **Strategic Planning Update**- None.

K. **Any other items**- Each board member will need to sign the US Bank change of signer forms and go by Community Banks to sign. We will be removing Michael Mines and adding Katie Elkins

**IV. MEETING-**

**A. Consider any updates to the meeting agenda:**

None

**B. Consider approval of Minutes from prior board meetings 08/10/2021, 8/18/2021, and 8/31/2021:**

**Motion:**

**Second:**

**Vote:** All vote yes.

**Motion Carries**

**C. Consider approval of Capital Authorization 21-001, EMS garage door repair and maintenance:**

**Motion:**

**Second:**

**Vote:** All vote yes.

**Motion Carries**

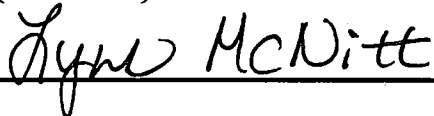
**V. CITIZEN COMMENTS FROM FLOOR:** None

**VII. Adjourn**

Meeting is adjourned at 10:05 a.m. Next meeting will be on Tuesday, October 5, 2021 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

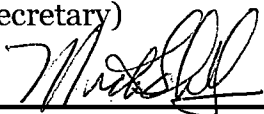
Date



10-07-2021

(Secretary)

Date



10-24-2021

(Recording Secretary)

Date

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