

## LAKE FORK HEALTH SERVICES DISTRICT

### BOARD OF DIRECTORS- REGULAR MONTHLY MEETING

*The mission of the Lake Fork Health Services District is to serve the community with compassionate quality healthcare.*

Today's Date is Tuesday, January 28, 2024-2025.

**I. The regular monthly meeting of the Lake Fork Health Services District was called to order by Lynn McNitt at 8:31am.**

**II. Roll Call:** In attendance were board members Lynn McNitt, Katie Elkins, and Greg Olson. Also in attendance were Sherry Huisman, Rachel Moore, Bob Downs, and Bernie Krystyniak and via zoom Kay Vossler. The recording secretary is Rachel Moore.

#### **Board of Directors:**

**President:** Lynn McNitt

**Vice-President:**

**Secretary:**

**Treasurer:** Katie Elkins

**Board Member:** Greg Olson

#### **III. Workshop**

##### **A. Strategic Plan-**

###### **1. Financial (Lynn, Katie)-**

- a. See attached JSF Reports: Rachel will reach out to Kelly to determine if doing an audit every year is more cost effective than every other year and are we required to do an audit every year as we have been doing; Kelly suggested a review then and audit and has a firm set up to do our audits. She also has a firm set up to do our cost report so that we can actually get paid what we are supposed to; previous cost reports were not done correctly, and we lost money.

###### **2. Personnel:**

- a. Review and update Strategic Plan: Rachel attended the Endowment Fund meeting, and both Katherine Heidt and Malinda McDonald are interested in joining the Recruitment & Retention Committee. We will need to set up a time to meet. Greg Olson also would like to join.

###### **3. Marketing Plan (Greg)**

- a. Review and update Strategic Plan: see attached packet: planning FB posts for upcoming events, snowshoe race planning is going well, jut need to stay on top of everything as Kate transitions out of her role with HC/LC Chamber.

##### **B. Resignations & Letters of Interest**

###### **1. Hector Gomez resignation**

###### **2. Bob Downs letter of interest**

- a. Able to help with staff recruitment and retention and staff training having been an employee, active in the policy and legislative sessions through CRHC, wants to remain involved in rural health

###### **3. Kay Vossler Letter of interest**

- a. Focus and experience is in Behavioral and Mental Health (since 1987, now retired), interests are in addiction and telemedicine; board discussed skill set and LFHSD BOD needs and all agreed that her skill set may not be the right fit at this time.

###### **4. Total Program Evaluation**

- a. Board-Lynn McNitt: See attached
- b. Dental-Dr. John Quigley -NA
- c. Compliance- Rachel Moore: See attached
- d. Facility- Rachel Moore: See attached

- e. Financial- Katie Elkins: See attached; add dollar sign to monetary amounts
- f. Staff- Rachel Moore: See attached

**C. Board Member Committee Reports**

1. Finance (Katie, Lynn, Ann, John, Rachel)
  - a. December Financial Report: See attached December Budget v Actual, P&L and Balance Sheet.  
December Patient Counts  
December 2023 Dental 54                      December 2023 Medical 239  
December 2024 Dental 53                      December 2024 Medical 188
2. Personnel (Lynn, Rachel)
  - a. We should be sending relatable articles about or staff to Silver World so the community knows who we are; consider an open house.
  - b. Review Employee Guidelines: Rachel went through and suggested some changes and will go over with attorneys before sending staff new guidelines to staff. Also, will be going over changes in email and at staff meetings.
3. Business Development (Lynn, Greg): see report; it was suggested that we use Silver World more to introduce, update and keep community looped into clinic.
4. Community Relations (Katie, Greg):
  - a. 2025 Snowshoe Race: see attached planning spreadsheet; it was suggested to make signage for people to know how to get to lake, Bob has talked with Darrin about a new out and back course, new 1 mile 'fun' loop will be added, Holly Shepard is taking over the events portion of the Chamber Director's position.
5. Facility Maintenance (Rachel, Danny)-
  - a. Look in the EMS contract to see if the county would be charged a part of the generator grant
  - b. Katie reported that Kelly Elkins took the building plans for the snow roof over the main electrical box, he said he could do it much cheaper and will be putting in a bid.
  - c. Rachel is looking into ice/snow melt mitigation to improve safety concerns around the EMS barn, parking lot, and dumpster.

**D. Executive Director's Report:**

1. IT: On Jan 21, the lmedcener email was hacked. It sent out an email every minute until MSO365 shut it down and locked the account. Jim was able to reset the password and fix settings in the account. Rachel notified the attorney and nobody has come back to report an issue from receiving the email.
2. Recruiting Report:
  - a. APP: Jady Anderson required 40 clinic hours for her scholarship. We can't accommodate that need.
  - b. Administrative Assistant position: two strong applicants

**E. Medical Director Report: NA**

**F. Dental Director: NA**

**G. Any other items: NA**

**IV. MEETING- recessed workshop at 9:39am to vote on items B-D and swear in Bob Downs; meeting recessed at 9:49am and back into workshop; workshop closed at 10:42am**

**A. Consider motion of any updates and approve the meeting agenda. Fix year**

**Motion:** Greg Olson

**Second:** Katie Elkins

**Vote:** all vote yes

**Motion carries**

**B. Consider motion to approve Hector Gomez's resignation.**

**Motion:** Greg Olson

**Second:** Katie Elkins

**Vote:** all vote yes

**Motion carries**

**C. Consider motion to approve Bob Down's letter of interest.**

**Motion:** Greg Olson

**Second:** Katie Elkins

**Vote:** all vote yes

**Motion carries**

**D. Consider motion to approve Kay Vossler's letter of interest.** *Kay's comment "I'm not sure if I'm the right person" elicited need for further conversation, also BOD agrees they need to better define needs for LFHSD, behavioral health is not the need, someone more business oriented may be a better fit.*

**Motion:** Greg Olson

**Second:**

**Vote:** all vote

**Motion dies**

**E. Consider motion to approve Employee Guidelines.**

**Motion:** Katie Elkins

**Second:** Greg Olson

**Vote:** all vote yes

**Motion carries**

**F. Consider motion to approve minutes from prior meetings- 12/10/2024.**

**Motion:** Greg Olson

**Second:** Katie Elkins

**Vote:** all vote yes

**Motion carries**

**VI. CITIZEN COMMENTS FROM FLOOR:**

**VII. Adjourn.**

Meeting is adjourned at 10:53am. Next regular Board meeting will be on Tuesday, February 25, 2024, at approximately 8:30am in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Yvonne McNeill  
(President)

2-25-2025

Date

Katie Elkins  
(Secretary) ~~treasurer~~

2-25-2025

Date

Rachel  
(Recording Secretary)

4/2 1/30/25

Date