

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

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

**Today's Date is Tuesday, August 29, 2023.**

**I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:30 a.m.**

**II. Roll Call:** In attendance were board members Lynn McNitt, Jordan Kaminski, Katie Elkins, Hunter Lear and Hector Gomez via zoom. Also in attendance were Bob Downs, Rachel Moore, Sherry Huisman, Bernie Krystyniak, Buffy Witt and Dr. Gattis. The recording secretary is Malinda McDonald.

**Board of Directors:**

**President:** Lynn McNitt

**Vice-President:** Jordan Kaminski

**Secretary:** Hector Gomez

**Treasurer:** Katie Elkins

**Board Member:** Hunter Lear

**III. Workshop**

**A. Executive Director Report-**

**1. Financials-**

**a. July Financials & Patient Counts**

June 2023 Medical Pts: 418                      July 2022: 451

July 2023 Dental Pts: 52                      July 2022: 32

**b. Bank Accounts as of 08/28/2023**

i. COLO Trust: \$572,292.91

ii. Community Banks LCAMC General Operating: \$312,738.11

iii. CB LCDC: \$58,189.64

Katie reminded the board that in the past the decision was made to transfer funds over \$250,000 out of the general operating account into savings. Katie is suggesting keeping more in the account at this time to cover current and upcoming recruiting expenses.

**c. Donation of stained-glass panel**

**d. Mosely Health Care Complex building update:**

i. Rachel has reached out three times to Legacy Electric and twice to Ardent Electric to come out to give quotes on the heat tape repair/replacement, hood vents in the apartment, an infrared scan, a surge suppression device installation on the main and distribution panels and replacement of the AC unit in the electrical equipment room.

ii. Foundation will not be covered by insurance because they do not cover ground settlement.

iii. Rachel asked Jasper to look at the Electrical closet AC because it is leaking. When he went into the Boiler Room, he found that there was a blown gasket or part that allowed the glycol tank to run out. He will fix the part, fill the tank, put some sort of monitor on the pressure valve and unclog the condensation line to the AC unit.

**2. Business Development-**

a. Non-emergent medical transportation. – Possible option through Region 10's Senior Companion program. Public Health is currently working on details.

- 3. Community Relations-** Make sure the word is getting out in every social outlet regarding the new on call change. Website, Facebook, Newspaper. You name it. It needs to be everywhere.

**4. Personnel-**

- a. 2024 COLA
- b. Gattis' annual review is next month. He will have been here for three years on 08-18-2023.
- c. Recruiting Report
  - i. FT & PT Medical Assistant: one interview last week went well
  - ii. FT or PT RN, LPN
  - iii. Weekend Reception
  - iv. Janitor/Facility Maintenance
  - v. APP
  - vi. New position
  - vii. All but the new position and the APP have been advertised on our website, in Silver World, Gunnison Shopper, Gunnison Times and posted on FB. Rachel will reach out to Crested Butte, Southfork, Creede, Delta and other FB sites.
- d. Staffing issues related to clinic hours and after hours on call. We have one FT RN, one PT MA and one PT RN. We are critically low on staff. With Weekend reception also now available, Rachel will be working reception Fridays and Saturdays until the position is filled. This means that she will not be able to help with nursing.
- e. John Bonner will be retiring as our faithful EMT Volunteer after 10 plus years.
- f. Maggie McIntosh from Crested Butte was hired as a contract dental assistant last week. She came in and worked with Dr. Quigley the 23<sup>rd</sup> – 25<sup>th</sup>. At this time, she is unable to commit, but would like to help when she can.

**5. SDA Manual Review-**

**B. Board Members Report-**

- a. Lynn
- b. Jordan
- c. Katie
- d. Hector
- e. Hunter

- C. Medical Director Report** – because of difficulty for providers we need to consider the model being used all over the country of “telephone triage” versus expecting staff to be available in person all hours of the night. Katie Elkins pointed out that 24 hours on call is financially a loss for the clinic. The other thing to consider is that we are running on a skeleton crew. Katie suggested that based on staff shortages we change operating hours to Monday through Friday, 9 am to 5 pm.

**D. Dental Director**

**E. Strategic Planning Update**

- a. Capital Improvements
  - i. Rachel has attempted to get electrical quotes from multiple businesses.
  - ii. Hector stopped in and the flooring company had forgotten to call Rachel back. She called them and one other place and they will both be coming in the next couple of weeks to give a quote.
  - iii. Still waiting on the painting quote; it's a big job that will need to be divided for completion on multiple Sundays.
  - iv. Regarding marketing, Rachel has not been able to get hold of the intern from Western State, so it has been suggested that the board reach out to members of our own community that may have a background in business/sales.
  - v. Katie has suggested a 3 to 5 year plan of what the providers would like staffing to look like.

**F. Any other items-**

#### IV. MEETING-

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

To add item C, COLA increase for 2024. Add item D, foundation repair. Add item E, capitol authorization of ram sticks from HP. Add item F, changes to clinic on call.

**Motion:** Katie Elkins

**Second:** Jordan Kaminski

**Vote:** All vote yes.

**Motion carries.**

**B. Consider motion to approve minutes from prior meeting- 07/26/2023.**

**Motion:** Hector Gomez

**Second:** Hunter Lear

**Vote:** All vote yes.

**Motion carries.**

**C. Consider motion to approve COLA increases for the staff effective 1/1/2024.**

**Motion:** Hector Gomez

**Second:** Hunter Lear

**Vote:** 3 vote yes. 2 vote no.

**Motion carries.**

**D. Consider motion to approve foundation repair for no more than \$55,000.**

**Motion:** Jordan Kaminski

**Second:** Katie Elkins

**Vote:** All vote yes.

**Motion carries.**

**E. Consider motion for capitol authorization for ram sticks to increase the memory of the HP computers in the clinic that have an out of date processors for \$2,255.00.**

**Motion:** Jordan Kaminski

**Second:** Hunter Lear

**Vote:** All vote yes.

**Motion carries.**

**F. Consider motion for provider on call triage by phone only.**

**Motion:** Katie Elkins

**Second:** Hunter Lear

**Vote:** All vote yes.

**Motion carries.**

## VI. CITIZEN COMMENTS FROM FLOOR:

### VII. Adjourn.

Meeting is adjourned at 11:05 a.m. Next meeting will be on Tuesday, September 26, 2023, 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