

**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, September 26, 2023.

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

II. Roll Call: In attendance were board members Lynn McNitt, Katie Elkins, Hunter Lear, and Jordan Kaminski via zoom. Also in attendance were Rachel Moore, Sherry Huisman, Dan McGee, and Bernie Krystyniak. Also in attendance via Zoom were Meadow Didier, David Green, Dr. Gattis and Bob Downs. The recording secretary is Rachel Moore. Hector Gomez was absent.

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. Meadow Didier with Non-Profit Finance Fund: Meadow presented an informative slide show of the past financials with a workable spreadsheet for future expenses related to the capital budget. This was a Team Based Care Initiative from the 2-year CRHF grant with a one year extension.
- b. Audit Review: David Green expressed his concerns for the way adjustments are being made without understanding of the discrepancies, outstanding checks are not being voided or posted to a vendor and the billing register is not being tied back to the general ledger. Lynn, Katie and Rachel will work on this with the CPAs at Value Enhancement Group. David will file the Audit with the State. He also noted that LFHSD was over budget and Lynn will help Rachel and Katie with an amendment in December.

2. **Business Development-** Katie expressed concerns for lack of accountability and policy around the cash box and handling of finances. Lynn will work on policies around the cash and handling of finances in January.

3. Community Relations-

- a. Dan McGee: Community Coordinator with Region 10. Dan is looking for "Stations" in the community to help support training and education of volunteers to help with the Region 10 Senior program. He requested a contact (Katie and Lynn) to sit down and talk in more detail and create an MOU.

4. Personnel-

- a. Review Job Descriptions & Employee Guidelines MOVED TO OCTOBER
- b. Gattis' annual review- Dr. Gattis sent a resignation letter to Lynn on Sunday, September 24. Effective date is Dec 31, 2023.
- c. Celebrate PA Day Oct 6th- Bobb will return from vacation Oct 16th.
- d. Rachel's annual review next month
- e. Recruiting Report

- i. FT Medical Assistant: Amanda Hagen will be coming from LA for a visit on October 12th.
- ii. Weekend Reception: one application; offered her the position Monday, September 25th.
- iii. Janitor/Facility Maintenance: will train Shana Liddell to do thorough cleaning with a check off list when her time frees up in October; will rely on Jasper for most facility maintenance.
- iv. APP: renewed post on ENP, on CAPP, in Silver World; will add the MD position.
- v. New position: posted Administrative Assistant position in Silver World for FT or PT; budgeted for FT.
- vi. Dental Assistant position is still open; will need to be re-posted.

Board discussion: Rachel needs to reach out to NFF and CRHF to get a general idea of regional wages for positions to try to compete; suggestion to offer tuition reimbursement or other incentives; reach out to Create CO; discussion a tax increase- get data first and everyone will need to be on the same page.

- f. John Bonner appreciation party tonight at 6:00pm here in the conference rooms.

5. SDA Manual Review-

B. Board Members Report-

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

C. Medical Director Report –

D. Dental Director

E. Strategic Planning Update

- a. Review action plan MOVED TO OCTOBER

F. Any other items-

IV. MEETING-

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

Remove items B consider motion to approve Job Descriptions and C Consider motion to approve Employee Guidelines. Add item E Consider to accept Dr. Gattis' resignation effective Dec. 31, 2023.

Motion: Katie

Second: Hunter

Vote: all yes

Motion carries

~~B. Consider motion to approve Job Descriptions.~~

Motion:

Second:

Vote:

Motion

~~C. Consider motion to approve Employee Guidelines.~~

Motion:

Second:

Vote:

Motion

D. Consider motion to approve minutes from prior meeting- 08/29/2023.

Motion: Hunter

Second: Katie

Vote: all yes

Motion carries

E. Consider motion to approve Dr. Gattis' resignation effective December 31, 2023.

Motion: Katie

Second: Hunter


Vote: all yes

Motion carries

VI. CITIZEN COMMENTS FROM FLOOR: Bernie shared that the BOD has some tough issues to handle, but not to be discouraged, be patient and work together.

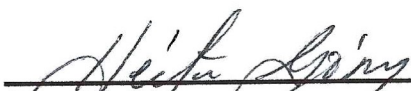
VII. Adjourn.

Meeting is adjourned at 11:05 a.m. Next meeting will be on Tuesday, October 31, 2023, at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.



(President)

10/31/23

Date


(Secretary)

Date


(Recording Secretary)

Date