

**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 9, 2024.

I. The regular monthly meeting of the Lake Fork Health Services District was called to order by Lynn McNitt at 8:37AM.

II. Roll Call: In attendance were board members Lynn McNitt, Katie Elkins, Hector Gomez, & Jordan Kaminski. Also in attendance were Bernie Krystyniak, Rachel Moore, and Bob Downs. Also in attendance via Zoom were Janice Welborn, Greg Olson, Kate Hopson, and Melody Crump. The recording secretary is Rachel Moore.

Board of Directors:

President: Lynn McNitt

Vice-President: Jordan Kaminski

Secretary: Hector Gomez

Treasurer: Katie Elkins

Board Member:

Lynn thanked Bernie for his work in securing the generous donation from Tom and Jeanne Russell that will allow us to get the dental scanner.

III. Workshop

A. Executive Director Report-

1. Financials-

- a. Review of 2024 Budget Packet: Katie noted that the budget information states that the BOD will prepare monthly reports comparing actual revenue and expenditures to budgetary amounts under the operations budget policies section. The BOD will look at the P&L and Balance Sheet quarterly.
- b. Total Program Evaluation: Rachel has not received the Dental or Board Evaluations
- c. Grant Update: CRHF \$15,000 plus \$1,000 for staff wellness; CGF \$25,000 we are looking at replacement of an exam chair in trauma and or exam room 2. Rachel will be asking at the staff meeting tomorrow what other items need to be replaced for quality patient care.
- d. Capital Authorization 23-011 TriNet Supply Inventor: upon further investigation and with the help of Karen Gorman, we found a much more affordable option that meets our needs. FlexScan info is separate from packet.
- e. *Capital Authorization 2024-001 All-in-one printer for the nurses station*

2. Business Development-

- a. We need to ask Community Banks to remove Dr. William Gattis and add Dr. Ann Treisman as signers to all accounts.

3. Community Relations-

- a. Snowshoe Race: Kate Hopson has been asked to do the design and sent several options. The BOD reviewed the options and agreed on the design with the white stethoscope. Katie will send color options once those are confirmed, and she will set up the Eventbrite registration with a deadline to receive a T-shirt. This will help reduce overbuying of shirts.

4. Personnel-

- ~~a. Review By Laws: these are in the BOD binders Rachel gave each director.~~
- b. Recruiting Report:

- i. Grace Poet is going to start as the new dental assistant later this month; we do not have any interest in the Dental hygienist position yet. Cay is looking for a place to live; her housing in CB sold. She is willing to live in LC and work more frequently.
 - ii. Rachel let our weekend receptionist go and will coordinate reception coverage between Malinda, Jacqi, Sarah, and herself. *Malinda will need to watch that she does not go into overtime.*
 - iii. Susan is no longer working and a FT RN, LPN, EMT or MA job was posted. Two resumes have been received and one other person is interested.
 - iv. We have not solidified the PRN APP schedule, but still have one interview and one in-person meeting. One person was interested in the FT position but is new and concerned that there will not be a physician to help with training.
- c. Policy Review:
 - i. OPER 8: Drugs & Biologicals: remove SupplyPro as the inventory management software and add that 2 people will be doing inventory on a regular (weekly) basis of controlled substances.
 - ii. OPER 10: Removal of Expired Drugs & Biologicals: no changes
 - iii. OPER11: Storage, Handling & Administration of Controlled Drugs: add "by two people" to the physical inspection of narcotics, update Appendix J with authorized personnel list, and remove Supply Pro as the inventory management software. *Add OPER 9 to February meeting agenda.*
 - iv. A new narc box is going to be purchased; each provider and nurse will have their own code and there will be a time stamp for each time it is opened.
 - v. A security camera will be installed in the pharmacy.

B. Board Members Report-

- a. **Lynn:** \$100K BRICK grant for generator has been submitted; we're just waiting now.
- b. **Jordan:** inquired about the vacancy, need to fill by the end of the month or the BOCC may fill the spot, Rachel to confirm again with attorney, Ann terry about he policy of a BOD also being an employee or receiving payment form LFHSD.
- c. **Katie:**
- d. **Hector:** Rene will install the new alternator and the generator should be fully functional, will meet with Rachel to go over the final Reliable Electric bill, will inspect the heat tap outlets to confirm power, put snow melt in the gutters, and may replace heat tape in better weather.

C. Medical Director Report:

- D. **Dental Director:** Bernie secured an \$18K donation for the scanner that Dr. Quigley inquired about a year or so ago.

E. Any other items-

- a. Resolution 2024-03 Designation of meeting day, time & place. *Every last Tuesday of the month at 0830 in the Zeller Wellness Rooms.*

IV. MEETING- 10:29AM

- A. Consider motion of any updates and approve the meeting agenda.** *Add Kestrel Inc Inventory Software program, Bank signers and all in one printer to meeting.*

Motion: Jordan Kaminski

Second: Katie Elkins

Vote: all vote yes

Motion Carries

B. Consider motion to approve 2024 Budget:

Motion: Hector Gomez

Second: Katie Elkins

Vote: all vote yes

Motion Carries

C. Consider motion to approve Operation Budget Resolution 2024-01 and Resolution 2024-02 for 2024

Mill Levy.

Motion: Katie Elkins

Second: Jordan Kaminski

Vote: all vote yes

Motion Carries

~~D. Consider motion to approve By Laws.~~ Move to February's agenda

Motion:

Second:

Vote:

Motion

E. Consider motion to approve Resolution 2024-03 Designation of Meeting Day, Time & Place.

Motion: Jordan Kaminski

Second: Katie Elkins

Vote: all vote yes

Motion Carries

F. Consider motion to approve minutes from prior meeting- 12/19/2023.

Motion: Katie Elkins

Second: Hector Gomez

Vote: all vote yes

Motion Carries

G. Consider motion to approve Kestrel Software Inc, FlexScan Inventory Management Software this is a more affordable option than the Capital Authorization 2023-011 for TriNet Supply Inventory

Motion: Katie Elkins

Second: Jordan Kaminski

Vote: all vote yes

Motion Carries

H. Consider motion to approve bank signers Add Ann Treisman and remove William Gattis

Motion: Hector Gomez

Second: Katie Elkins

Vote: all vote yes

Motion Carries

- I. Consider motion to approve Capital Authorization 2024-001 All-In-One Printer** Rachel will request a 50% match from the Endowment Fund for a total not to exceed \$3,500 for an all-in-one printer that will meet the needs of the nurses.

Motion: Hector Gomez

Second: Katie Elkins

Vote: all vote yes

Motion Carries

VI. CITIZEN COMMENTS FROM FLOOR:

- a. Bernie emphasized the importance of the strategic planning meeting on February 16th; stay focused on the most important goals future sustainability; send him a formal request to assist with payment to Janice Welborn for her service.
- b. ~~George~~ Greg Olson thanked the BOD for allowing him to join the meeting and expressed interest in becoming a board member.

VII. Adjourn.

Meeting is adjourned at 10:45AM. Next meeting will be on Tuesday, February 27, 2024, at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Lynn McNitt 2-27-2024
(President) Date

Hilda Gray 2/27/2024
(Secretary) Date

Rachel 2/27/24
(Recording Secretary) Date