

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

Today's Date is Tuesday, February 28, 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, Jerry Johnson, Hector Gomez, Katie Elkins and Jordan Kaminski. Also present were Jess Whiddon, Sherry Huisman, William Gattis, Robert Downs and Buffy Witt. Recording secretary is Malinda McDonald

Board of Directors:

President: Lynn McNitt

Vice-President: Jerry Johnson

Secretary: Hector Gomez

Treasurer: Katie Elkins

Board Member: Jordan Kaminski

III. Workshop

A. Executive Director Report-

1. Financials-

- a. January patient counts & P&L
 - i. Jan 2023 Medical Pts: 242 Jan 2022: 215
 - ii. Jan 2023 Dental Pts: 46 Jan 2022: 39
- b. Capital Authorization 23-004 Unifi 48-port POE Switch- Rachel accidentally left this out of last month's packet and was approved by Lynn so Jim could install before the new phone system arrives.
- c. Grant Updates: see spreadsheet; Jim would appreciate if two people could help him remove old hardware and replace stations with new ones on Sunday, March 5th; what would be the best way to dispose of the old hardware? One staff member has already approached me about taking one computer if allowed. *The board is fine with letting them go to staff members once they are wiped clean of any information.*
- d. Grant requests need to be created for generator, heat tape and reception security
- e. Putting it on the table to investigate solar and how that may be beneficial in the future

2. 2023 Election Update-

- a. Term Limits: the 2002 election at the formation of LFHSD term limits were removed
- b. As of 2.24.2023 we have received 4 Self-Nom forms: Lynn McNitt (4yr term), Hector Gomez (4yr term), Katie Elkins (4yr term) and Jordan Kaminski (2yr term)
- c. Resolution 2023-03 Cancellation of Election: Rachel prepared this due to the lack of self-nomination forms at the time of preparation of the meeting packet

3. Business Development-

4. **Community Relations-** Katie has reached out to EMS, Public Health and the School to open the door to communication, inviting them to meetings and being more transparent with community.

Health Fair is Saturday May 6, 2023.

5. **Personnel-**

- a. Rachel will start sharing with the BOD days throughout the year to celebrate staff; March 30th is Doctor's Day
- b. Nursing Update
 - i. Full time RN position was offered to Bonnie Gandy-Roman of Pueblo; she declined the offer
 - ii. Part time Medical Assistant was offered to Katelyn Cunningham; she accepted the offer and came in yesterday for orientation

6. **SDA Manual Review-** Chapter IV Public Records

The Open Records Act applies to most levels of CO governmental entities and requires records to be available to the public.

Public Right of Access: all public records should be open for inspection by any person at reasonable times, except as provided by law. The official custodian (the District's keeper of records) may establish rules regarding inspection procedures for records. The SDA manual says that typically the District will adopt a policy; ours is ADMIN-16; there are special rules that apply to records that are kept digitally.

Fees: copying fee not to exceed 25 cents per page unless actual cost exceeds that amount; a reasonable fee that does not exceed \$38.58 may be charged for research & retrieval only if this is adopted & posted on the website (the adopted fee in ADMIN-16 is \$30/hour, but none of the P&P are published on the website); within three days of the request, the custodian shall notify the requestor that the records are available and will be released AFTER payment is received

Transmission of Records: upon request, the custodian will transmit the requested records by US mail, other delivery service, fax or email (no fee can be charged for email)

Response Time: records must be provided within three working days, or the custodian needs to provide a written notice of extenuating circumstances exists and the records cannot be provided within three days; extenuating circumstances extends the response of the request seven working days can be due to the request is broad without sufficient specificity, the request encompasses a large category of records or the request involves such a large volume of records.

Denial of Access: there are several (15) documents that can be denied access to.

Reasonable Attorney Fees & Costs: a court order may overturn the denied access policy

Email Policy: there must be a written policy regarding use of electronic communications, this must include a statement that employee emails may be a public record and may be subject to public Inspection.

B. **Board Members Report-**

- a. **Lynn**
 - i. Strategic Planning revision of LFHSD mission statement- *Serving the community with compassionate quality healthcare*
 - ii. *Thank you Endowment Fund for the workshop!!! It was great*
- b. **Jerry**
- c. **Katie**
- d. **Hector**

- i. Apartment Refresh- the Endowment Fund is donating a large amount towards the apartments which will be paid directly to vendors vs. running the donation through the medical center.
- ii. Generator Repair- The repair team plans on being here around March 9th if all of the components are in. Once the generator is repaired there will be remote access from and app for testing.
- iii. Security – there is a laminate that can be put on the glass in reception that would make it bulletproof. For the laminate to work the current glass would have to be replaced to just one piece of glass. The cost for this service is around \$15,000 for the reception area and the 3 windows. They also have Kevlar that can be installed in the walls.

e. **Jordan**

C. **Medical Director Report-** The Medical Centers radiology capacity is being threatened. The director of radiology needs to see improvement in the films being sent. Brett Bruce, whom is the director of radiology at GVH is going to meet with Dr. Gattis to come up with a game plan for quality radiology operations for the medical center.

D. **Dental Director-**

E. **Strategic Planning Update-**

- a. Clarification to the discussion regarding Sponsoring the Snowshoe race: it was meant as a suggestion to take this on as the host not as in donating money to the event, Kate Hopson would continue to advertise, we would be responsible to mark the course, set up registration and provide volunteers for the day of, there are a couple of things to consider- does the LFHSD BOD want to sponsor an established, fun, healthful, winter event and break even or does the BOD want to make it a fundraiser for the clinic and or another organization? *The board is receptive to taking on this event. It will be decided on at the next meeting.*

F. **Any other items-** Tech Support Status as of 2/28/2023

- Power outage fall out- wreaked havoc on the IT equipment.
- Internet service provider (ISP) switchover is 100% complete.
- Core networking and firewall upgrades are 100% complete.
- Comcast will be installing the new phone system on March 14th and 15th.
- New website – ready for launch pending board approval
- Security Camera System- cameras are ordered and being shipped.
- End-User equipment and operating systems-new PCs are ordered and on the way.
- Back Office-Office 365 has been procured with 20 end-user seats.
- Access control system-lower priority topic at this point.
- Ethernet drop for Buffy's new hire is 100% complete.

IV. MEETING-

A. Consider any updates to and approvals of the meeting agenda: No updates

Motion: Hector Gomez

Second: Katie Elkins

Vote: All vote yes.

Motion Carries

B. Consider approval of Resolution 2023-03 Cancellation of Election 2023: This resolution will cancel the election. There are four declarations for candidates and May 2, 2023 the new terms will begin.

Motion: Katie Elkins

Second: Hector Gomez

Vote: All vote yes.

Motion Carries

C. Consider approval of revision of LFHSD mission statement: " *Serving the community with compassionate quality healthcare* "

Motion: Hector Gomez

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

D. Consider approval of new website logo: Top line, blue colored logo from choices presented.

Motion: Katie Elkins

Second: Hector Gomez

Vote: All vote yes.

Motion Carries

E. Consider approval of Minutes from prior board meetings 1/31/2023: To approve the Minutes from 1/31/2023 meeting.

Motion: Jordan Kaminski

Second: Hector Gomez

Vote: All vote yes.

Motion Carries

V. CITIZEN COMMENTS FROM FLOOR: Jess Whiddon - CMS oversees facilities to be able to bill insurances. They have random surveys that can happen at any time. Make sure the annual signature page is complete and be sure to fill out the building maintenance log.

VII. Adjourn

Meeting is adjourned at 10:06 a.m. Next meeting will be on Tuesday, March 28, 2023 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

Lynn McNitt

3/28/23

(Secretary)

Date

Hector Gomez

March 28, 2023

(Recording Secretary)

Date