

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

Today's Date is Tuesday, March 28, 2023.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:34 a.m.

II. Roll Call: In attendance were board members Lynn McNitt, Jerry Johnson, Hector Gomez and Katie Elkins. Jordan Kaminski is excused. Also present were Jess Whiddon, Hunter Lear and Robert Downs. 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. February patient counts & P&L
 - i. Feb 2023 Medical Pts: 148 Feb 2022: 185
 - ii. Feb 2023 Dental Pts: 44 Feb 2022: 38
- b. Marketing ad in Silver Thread Publication: do we want to change the ad information, the size, the picture? *The board looked over the ad made several corrections which will appear in the 2023 Silver Thread. Rachel is going to work with Grant on meeting the payment deadline for the discount.*
- c. The clinic was asked to take on the Snowshoe race. This is a February Ice Festival event and can be a marketing fundraiser or just a fun event. *The board is interested in hosting this event for 2024.*

2. Business Development-

3. Community Relations-

- a. Health Fair is Saturday May 6, 2023, 8am-12pm: Rachel is still looking for volunteers. *Hector and Jerry have agreed to help along with most of the medical center staff.*
- b. The clinic will resume Sunday hours beginning Sunday, May 21st through Sunday September 17th.
- c. Katie is meeting with Public Health following today's board meeting. This is to discuss the medical centers goals and gather opinions and ideas to improve and open doors for communication.
- d. Hwy clean-up day. Rachel is going to bring it up at next staff meeting. April looks good because there is less traffic on the highway.

4. Personnel-

- a. Rachel will start sharing with the BOD days throughout the year to celebrate staff:
 - i. March 30th is Doctor's Day
 - ii. April 26th is Administrative Assistant Day
 - iii. Start thinking now for the Volunteer of the Year for the BOD, last year seemed to be thrown together at the last minute.
- b. Nursing Update
 - i. Friday, the Personnel Committee will interview Roxanne Loper, a seasonal resident, to be a part time RN from May -November

5. SDA Manual Review- Chapter V Service Plans (see attached Service Plan 2002)

LFHSD is required to prepare and receive approval for a service plan from the county or municipality within which the district is located. This plan is our controlling document and contains information specific to the District, including the proposed services, a boundary map, general description of the facilities and any proposed indebtedness, among other items.

Conformance: LFHSD must conform, so far as practicable, to its adopted service plan.

Amendment & Modifications: the service plan may be amended to conform to changed circumstances or conditions of the District. Material modifications of the plan may only be made by petition to, and approval of, the BOCC or governing body of the municipality that approved the original plan. See the partial list of what may constitute a material modification in the SDA manual.

Transfer of Authority to Annexing Municipality: this applies if LFHSD petitions the Town of Lake City to accept designation as the approving authority of the District. Upon approval, all powers and authority would be transferred from the BOCC to the governing body of the municipality.

B. Board Members Report-

- a. Lynn
- b. Jerry
- c. Katie
- d. Hector
 - i. Apartment Refresh- met with Cindy Rae and electrician, Cindy has ordered furniture. A radiant heater will be added.
 - ii. Generator Repair- the stator is in and will be installed Thursday.
 - iii. Security – we have a quote for the same security window that the S.O. has, it can be retro fitted for the clinic. \$4687.00 includes the window with shipping. Installation is not included.
- e. Jordan

C. Medical Director Report-

- D. Dental Director-** I would report that it has been a successful first year. The level of care I can offer has improved significantly with the addition of the electric handpiece system. I hope to continue to gradually add other equipment over the coming year to bring our clinic into the digital era. I also wanted to thank the board for encouraging and covering some of the costs of continuing education. I recently returned from a three-day course, gaining valuable insight into treating our dental issues more holistically. It is my goal to offer a safe way to remove mercury-containing fillings. This would offer protection to our patients being treated, our dental team, and the overall environment of our clinic, as well as our waterways by reducing mercury exposure in our dental clinic.

E. Strategic Planning Update-

- a. Review the information presented in the strategic plan to ensure Janice has not mis-represented our work.
- b. Identify those tasks you would be willing to be the lead person for implementing.
- c. Identify those tasks you have some expertise in or interest in being a part of the group working on that item.
- d. Participate in turning the red to black and filling in any blanks [put in the minutes]

After review the board made some notes of changes that Rachel will go over with Janice to be corrected..

F. Any other items-

- a. Tech Support Status as of 3/28/2023
 - i. Website and logos: after the last meeting, Rachel reached out to Kate Hopson, and she wondered why we were not using the logo that has been used on hardcopies.
 - ii. Security cameras install: as of 3.27.2023, 8 new cameras have been installed; Rachel has an app to view activity and there is a monitor at the front desk
 - iii. Hardware & Software install: this is in process; all hardware has been installed but the software has been an issue due to the different programs used in x-ray, dental, and providers' dictation
 - iv. Phone System: new phones were installed, and the follow-up and support has been helpful.
 - v. The board would like to have secure email accounts set for each of them.
- b. Rachel discovered that the medical center does have a logo. It was agreed that it might look nice if it is handed over to Kate Hopson to add color.

IV. MEETING-

- A. Consider motion of any updates to and approvals of the meeting agenda:** To remove agenda item B, website logo.

Motion: Jerry Johnson

Second: Hector Gomez

Vote: All vote yes.

Motion carries

- B. Consider motion for approval of LFHSD/LCAMC website logo:**

Motion:

Second: REMOVED

Vote:

Motion

- C. Consider motion for approval of minutes from prior board meetings 2/28/2023:** To approve minutes from February 2/28/2023 meeting.

Motion: Hector Gomez

Second: Katie Elkins

Vote: All vote yes.

Motion carries.

- V. **CITIZEN COMMENTS FROM FLOOR:** Hunter Lear expressed interest in filling the upcoming opening on the board. He is passionate about making sure the communities access to quality health care is maintained.

VII. Adjourn.

Meeting is adjourned at 11:11 a.m. Next meeting will be on Tuesday, April 25, 2023 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

Lynne McBitt

4-25-23

(Secretary)

Date

Heather Young

5/30/23

(Recording Secretary)

Date
