

**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, May 28, 2024.

**I. The regular monthly meeting of the Lake Fork Health Services District was called to order by Lynn McNitt at 8:31am.**

**II. Roll Call:** In attendance were board members Lynn McNitt, Jordan Kaminski, Hector Gomez, Katie Elkins, & Greg Olson. Also in attendance were Bob Downs, Greg Levine, Rachel Moore, & Sherry Huisman. The recording secretary is Rachel Moore. Those in attendance via Zoom were John Quigley and Katherine Heidt.

**Board of Directors:**

**President:** Lynn McNitt

**Vice-President:** Jordan Kaminski

**Secretary:** Hector Gomez

**Treasurer:** Katie Elkins

**Board Member:** Greg Olson

**III. Workshop**

**A. Executive Director Report-**

**1. Financials-**

- a. Review of March financials & patient Counts:
  - i. Dental    Mar 2023 63      Apr 2023 42      Mar 2024 78      Apr 2024 89
  - ii. Medical   Mar 2023 226    Apr 2023 207    Mar 2024 221    Apr 2024 201
- b. Capital Authorization 2024-004 Lab Fridge: When I found out from Shawna that the fridge has been having issues for at least 10 years, I decided to have Jasper look into t replacement. It needs to be able to consistently hold a certain temp for lab draws and controls. It currently does not hold a consistent temperature. Controls are being kept in the dispensary fridge.
- c. Review Directors approval for purchases: currently, there is not an official policy, just a word-of-mouth agreement that the ED can make purchases around \$1,000. There are some things that require a decision sooner than the next BOD meeting that are over \$1,000. This doesn't happen often, but it does happen. I suggest a written policy for joint approval with the ED, MD, DD and the Treasure be reported at the next BOD meeting for purchases up to \$2,000. Lynn will work on a new policy to be approved at the next meeting.

**2. Business Development-**

- a. **Review EMS Agreement:** some of the dates may need to be changed to correspond to BoCC the meeting. Rachel will change the budget submission date to September and add the annual amount to be paid.
- b. **Review Coroner's agreement:** *see attached agreement from attorney*; Lynn will change the effective date to July 1<sup>st</sup>, 2024, send this to the HC attorney for review, and will have it ready for approval by the County Commissioners at the June 5<sup>th</sup> meeting.

### 3. Community Relations

- a. Health Fair May 13-17: This was overall a successful event! We will debrief at the next staff meeting on June 12<sup>th</sup>. There was a total of 39 patients; all but one were in for labs. We should determine the most frequently asked questions and communicate with staff better to help schedule and streamline the event.

### 4. Celebrate LC: Mark your calendars for June 11th 5-7pm at Town Park for the 2024 Celebrate LC

### 5. Personnel-

#### a. Recruiting Report:

- i. APP: Sherry is reaching out to an APP candidate who had done a rotation here last year. The current APP student is very interested in working here, but requires the HPSA designation.
- ii. Nursing: Amy Eckert has been very helpful to fill in some of the gaps. Without another FT RN, we will be unable to open on Saturdays this summer. We've had too many staff leave, and new things introduced in a very short time.
- iii. Reception: Drew Stevens will start June 4<sup>th</sup>. He will work reception on Fridays through August 1<sup>st</sup>. He will come with his Medical Assistant certificate, so we may be able to plug him in to help nursing on other days.

#### b. Review Compensation Incentives:

- i. Staff are taking on more responsibilities; it was suggested that we have some sort of incentive like student loan payment or an increase in pay. We've offered a \$2 increase for certifications. The Employee Guidelines state: *"If budgeted, employees are reviewed for an increase in pay along with their performance evaluation on an annual basis. Additional consideration for pay increases will be given to employees who start and/or attain additional certifications beyond the role in which they were originally hired for at LFHSD. To be eligible for a pay increase, an employee must be a regular full-time employee or a regular part-time employee working twenty (20) hours or more weekly and actively employed."* This applies to 5 of our 12 employees (10 medical and 2 dental). I'm suggesting a mid-year bonus for all **regular** FT, PT, and PRN employees now. There are 6 FT and 6 PT, this will be about \$9,000 not including payroll fees.
- ii. Move all evaluations to September and do increases then; include all forms of compensation received in the review as staff sometimes forget the bonuses and other incentives given throughout the year
- iii. We need to consider a way to pay out Ann's final year at Montrose to get her here more often in 2025 if it's not too late.

- c. Rachel is working on the HPSA (healthcare professional shortage area) application that will allow APPs to apply for federal student loan repayment. This requires a "Clinical Recruitment and Retention Plan & Policy. Rachel suggests re-wording OPER-15 3. to mention the plan in the appendices binder and then creating that plan as Appendix Q.

### B. Board Members Report-

- a. Hector: replaced the wiring harness and will test with Andrew today; housing is available in the fall for LCAMC staff; Rachel will ask Regina if this would be a short term option for them.
- b. Lynn: "thank you to everyone who came to do the HWY clean-up"
- c. Katie:
- d. Jordan:
- e. Greg:
- f. Special Committees Report
  - i. Financial Viability (Lynn & Katie): this discussion needs to be at another meeting
  - ii. Marketing Plan (Greg): employee/BOD spotlights in Silver World and FB; have a consistent presence in Silver World; have a BOD coffee hour to meet with the community
  - iii. Employee Environment (Jordan & Bob): Jordan is aware the next staff meeting is June 12<sup>th</sup> at 0800



**C. Medical Director Report:**

- D. Dental Director:** 2 year review: good (91%); scanner needs more time for training, hope to be using it by July; Cay has been a great addition as well as Grace; no patient comments on fee increases thought it's only been about 2 weeks; Malinda was very helpful in resetting fees/codes; AR seem high so possibly look at outsourcing Dental Billing; overall Dr. Quigley enjoys working with the LCAMC & LCDC staff and the LC community; the call with John dropped as soon as Lynn asked about his compensation request.

**E. Any other items-**

**IV. MEETING- 10:35AM**

- A. Consider motion of any updates and approve the meeting agenda.** *Add items G. Consider motion to approve mid-year staff bonuses and H. Consider motion to make changes to OPER 15 to reflect Recruitment and Retention Plan*

**Motion:** Hector Gomez

**Second:** Jordan Kaminski

**Vote:** all vote yes

**Motion** carries

- B. Consider motion to approve Capital Authorization 2024-004 Lab Fridge.**

**Motion:** Greg Olson

**Second:** Hector Gomez

**Vote:** all vote yes

**Motion** carries

- C. Consider motion to approve Executive Director's approval for purchases.** *Moved to June meeting to review new policy*

**Motion:**

**Second:**

**Vote:** all vote

**Motion**

- D. Consider motion to approve EMS Agreement.** *With changes to include annual amount due and LCAMC budget to be submitted to HC by September.*

**Motion:** Katie Elkins

**Second:** Hector Gomez

**Vote:** all vote yes

**Motion** carries

- E. Consider motion to approve Coroner's Agreement.** *With effective date of July 1, 2024; contingent on BoCC approval June 5<sup>th</sup>, 2024*

**Motion:** Jordan Kaminski

**Second:** Greg Olson

**Vote:** all vote yes

**Motion** carries

- F. Consider motion to approve minutes from prior meeting- 4/30/2024.**

**Motion:** Katie Elkins

**Second:** Hector Gomez

**Vote:** all but Lynn and Jordan vote yes

**Motion carries**

**G. Consider motion to approve midyear staff bonuses. PT \$500 FT \$1,000**

**Motion:** Hector Gomez

**Second:** Greg Olson

**Vote:** all vote yes

**Motion carries**

**H. Consider motion to approve changes to OPER 15 to reflect Recruitment and Retention Plan.**

**Motion:** Jordan Kamionski

**Second:** Hector Gomez

**Vote:** all vote yes

**Motion carries**

**VI. CITIZEN COMMENTS FROM FLOOR:**

**VII. Adjourn.**

Meeting is adjourned at 10:42AM. Next meeting will be on Tuesday, June 25, 2024, at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Lynn D McNitt

(President)

6/25/24

Date

Heidi Spring

(Secretary)

6/25/24

Date

Rachel

(Recording Secretary)

6/24/24

Date