

**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, June 27, 2023.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:32 a.m.

II. **Roll Call:** In attendance were board members Lynn McNitt, Katie Elkins, Hector Gomez, Jordan Kaminski and Hunter Lear. Also in attendance were Jess Whiddon, Dr. Gattis, Robert Downs and Sherry Huisman. The recording secretary is Malinda McDonald.

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. May Financials & Patient Counts

May 2023 Medical Pts:251	May 2022:211
May 2023 Dental Pts: 37	May 2022: 57

b. Bank signers

i. Community Banks: adding/removing: Please remember to go by and sign the paperwork. We have one month from the time the process is started.

ii. COLO Trust: Rachel will make the changes with the signed paperwork

c. Conference rooms (EOC) upgrade

i. The County BOCC presented a grant request to upgrade the LCAMC EOC. See the request in your packet. Discussion as to a contribution amount.

d. Mosely Health Care Complex building update:

i. The Colorado Electric Invoice in the packet is for the generator repair. They did remove one trip from the bill due to improperly manufacturing the part.

ii. The Tiger Electric quote is for heat tape replacement. The first one is for full replacement, the second is for replacement around the EMS barn.

iii. The third Tiger Electric Quote is for the hood vents in the apartments.

iv. Our recent Loss

Prevention

Report recommends:

i. an infrared scan of the complete electrical system. This has not been done in 3 years and it is recommended every 3 years.

ii. a surge suppression device be installed on the main and distribution panels by a licensed electrician.

v. Rachel submitted a claim to Colorado Special Districts Pool. The latest update from them (Nella Rosales) on 06/21/2023: *"ProNet has been retained to have an engineer come over and inspect the damages to the building. They will reach out directly to you to coordinate inspection.."*

vi. Hector has been re-insulating the wiring between the AC units and building and will fix all the thermostat wiring that is sun damaged.

- vii. There are several items on a list of grounds keeping needs. We did not have a clean-up this year and it shows. There are weeds, the weed barrier has been pushed from snow plowing, and low hanging branches over the walkway up to the entrance, the fence needs to be stained as well as the stairs to the East apartment. Should we plan a clean-up day this late or ask George to add these items to his list?
- viii. Buffy is going to have maintenance done on the garage doors. Ballpark is around \$1,000.
- ix. The District received a Safety Grant reimbursement from Colorado Special District Liability Pool for the security window in the amount of \$890.34.

2. Business Development-

- a. LFHSD/LCAMC swag for sale: Rachel is looking into a website that manages the sale of products as well as reaching out to CRHC to make sure there are no regulations or restrictions to these sales.

3. Community Relations-

- a. Discuss financial donation to Stick Horse Rodeo- *The board is declining a donation this year and plan on creating a "community outreach" line item for these things in the future.*
- b. Discuss LFHSD Board member representation on Endowment Board- *Jordan Kaminski has agreed to fill this position.*

4. Personnel-

- a. Savannah put in her two weeks' notice Monday, June 26. Rachel put an ad in Silver World for a medical assistant as well as a dental assistant and PRN receptionist.
- b. Review OPER Policies
 - i. LCAMC staff met with Sheriff Chris Kambish to discuss Active Shooter policy in our EOP. In light of that meeting, does OPER 18 need to be more inclusive to add doors to remain locked and closed, do we need to add a gun free zone policy?
 - ii. OPER 14 limits us to using Stericycle. They are unreliable and very expensive. Susan has looked at another option: see information in the packet.

5. SDA Manual Review- Chapter VIII Financial Matters

Fees, Rate, Tolls, & Charges

The Board has the power to fix, and from time to time increase or decrease fees, rates, tolls, penalties, or charges for services, programs, or facilities furnished by the district. However, fees and charges must be justified either through internal evaluation, or the determination of an outside consultant hired by the district that the fees are reasonable.

Mill Levy

The Board shall fix a rate of levy of taxes, and shall certify that rate to the Board of County Commissioners by no later than December 15 of each year. Annual increases in general operating tax revenue are limited by both Article X, Section 20 of the Colorado Constitution ("TABOR") and the 5.5% statutory limitation, unless a greater increase is approved at an election or, in some cases, by the Division of Local Government.

Collection of Delinquencies & Assessment of Penalties

Refers to water & sanitation services.

Budget

A District must adopt an annual budget prior to certifying the district's mill levy. Adoption of the budget must be considered after the conduct of a public hearing. The Board must designate a qualified person who shall prepare the budget and submit it to the Board on or before October 15 of each year. The County Assessor shall certify the district's assessed valuation by August 25 of each year. Any changes to assessed valuation must be provided by the County Assessor by December 10 of each year.

A notice of the: (i) the date, time, and place of a budget hearing; (ii) that the budget is open for public inspection and location where budget can be reviewed; and (iii) that interested parties may file

objections any time prior to final adoption, must be published one time in a newspaper of general circulation.

A certified copy of the adopted budget, which includes the resolution to adopt the budget, set the mill levy rate(s) and appropriate funds, and the budget message must be filed with the Division of Local Government no later than 30 days following the beginning of the fiscal year of the budget (i.e. no later than January 30).

Appropriation

Adoption of Budget & Appropriating Funds:

Before the mill levy is certified, the District must adopt a resolution adopting the budget and making appropriations for the budget year. The amounts appropriated shall not exceed the budgeted expenditures. Notice of the date and time of the hearing at which adoption of the budget will be considered and where the proposed budget is available for inspection must be published one time.

Budget Amendments:

The amount of appropriated funds may be revised, supplemented, transferred, or adjusted during the year by adoption at a public hearing of a resolution amending the budget. For supplemental budgets and appropriations, the resolution explains the source and amount of the revenue being appropriated; the purpose for which the revenues are being budgeted and appropriated; and the fund or spending agency that will be making the supplemental expenditure. The notice provisions and requirements for adoption of budget amendments are the same as for adopting the budget. The resolution amending the budget must be filed with the Division of Local Government.

Donations or Gifts by Districts

Local governments are not permitted to make any donation or grant to, or in aid of, a private individual or entity without receiving value in return. However, "value" is a relative term and can be determined in many ways. A donation can have marketing and public relations value for a District.

Public Funds

Investments

A District may invest public funds in an authorized investment vehicle.

Public Deposit Protection Act (PDPA)

The PDPA requires that deposits of public funds in banks or savings and loan associations may only be made in "eligible public depositories" which have been designated by the State. This does not include credit unions.

Tabor

TABOR imposes tax, debt, revenue, and spending limitations. All increases in taxes and other revenue subject to the spending limit are limited to a "growth and inflation factor," unless otherwise approved by District voters.

Subdistricts & Special Improvement Districts

Does not apply to LFHSD.

Sales Taxes

Metropolitan Districts-Road & Transportation

Metropolitan Districts-Fire Protection

Health Service District:

With voter approval, a health service district may impose a sales tax throughout the entire geographical area of the district.

Urban Renewal/Tax Increments

Does not apply to LFHSD.

B. Board Members Report-

- a. **Lynn** – Hinsdale County has been working on a grant to upgrade the conference room ZOOM equipment. If approved, the grant will be for \$20,000 with a \$20,000 match. The board has agreed to contribute \$6,500 on behalf of the Medical Center.
- b. **Jordan**
- c. **Katie**-Met with EMS regarding strategic plan of organizations working together and they are on board.

- d. **Hector**- generator is running, working on a/c systems as old wiring is worn out. Hood vents have been purchased.
- e. **Hunter**

C. Medical Director Report – Working on getting radiology in order. RIA is the company that transmits X-rays to GVH and the problem lies with them. They are not motivated to fix the issue as they do not make revenue from us, their contract is with GVH. Will continue lighting fires.

- had a very good meeting with EMS to enhance working relationships.
- having more low-level staff to take care of day to day tasks with the overwhelming volume of summer would be good.

D. Dental Director

- a. Savannah put in her two weeks' notice as a dental assistant Wednesday, June 7th. Rachel reached out to a temp service site to cover the shifts on June 22-24. Dr. Quigley said their services are slim and there was no coverage. He was able to work one day by himself and then was not able to work the next two days for an unrelated reason.

E. Strategic Planning Update

- a. Capital Improvements
 - i. Air conditioner replacement in Electrical room as suggested by Jim.
 - ii. Floors need to be stripped and re-done in a couple of exam rooms
 - iii. Walls need painting.

F. Any other items-

IV. MEETING-

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

Remove agenda item C, add G to replace heat tape on EMS side of building, add E- will not be approving item 17 in Operational policy.

Motion: Katie Elkins

Second: Hector Gomez

Vote: All vote yes

Motion carries

B. Consider motion to approve match amount to EOC upgrade grant.

To contribute \$6500 to EOC upgrade.

Motion: Katie Elkins

Second: Hector Gomez

Vote: All vote yes

Motion carries

Lynn McNitt recused herself.

~~C. Consider motion to approve donation to Stick Horse Rodeo.~~

D. Consider approval of LFHSD Director to represent LFHSD on Endowment Board.

Jordan Kaminski will represent the LFHSD on the Endowment Fund.

Motion: Hector Gomez

Second: Katie Elkins

Vote: All vote yes

Motion carries

E. Consider motion to approve OPERATIONAL Policies.

Approve Operational policies except for policy 17.

Motion: Hector Gomez

Second: Hector Gomez

Vote: All vote yes

Motion carries

F. Consider motion to approve minutes from prior meeting- 05/30/2023.

To approve May 30, 2023 minutes

Motion: Jordan Kaminski

Second: Katie Elkins

Vote: All vote yes

Motion carries

G. Consider motion to approve heat tape work to the EMS garage side of the building, bid from Tiger Electric is \$15,265.17.

Motion to approve heat tape work for \$15,265.17.

TABLED

VI. CITIZEN COMMENTS FROM FLOOR:

VII. Adjourn.

Meeting is adjourned at 10:46 a.m. Next meeting will be on Tuesday, July 25, 2023, at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Lynn McBitt
(President)

7/25/23
Date

Heidi Sping
(Secretary)

7/25/23
Date

Malinda McFarland
(Recording Secretary)

7/25/23
Date