

## 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, June 25, 2024.

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

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

#### **Board of Directors:**

**President:** Lynn McNitt

**Vice-President:** Jordan Kaminski

**Secretary:** Hector Gomez

**Treasurer:** Katie Elkins

**Board Member:** Greg Olson

#### **III. Workshop**

##### **A. Strategic Plan-**

###### **1. Financial (Lynn, Katie)-**

- a. Review and update Strategic Plan: all topics can be addressed by JSF
- b. Review JSF Proposal: They provide CFO consulting services and resources for specific needs (i.e. Cost reports, Billing...), they quick look they took at our financials revealed that we are not getting the reimbursements we should and there are many ways they can help us generate revenue. Phases II and III are dependent on Phase 1; they will be able to propose the next phase rate half way through phase 1.

###### **2. Personnel (Jordan):**

- a. Review and update Strategic Plan: Jordan was unable attend the last staff meeting due to work duties; Rachel and Sherry updated him on the change for all evaluations to be in September; he clarified the need to have either Sherry and or Bob as committee members; Rachel explained the current EAP; Bob shared that the staff meetings are a good place to communicate and get feedback; Greg suggested an internal newsletter or email to keep staff apprised of opportunities, dates, events...next staff meeting is July 17<sup>th</sup> at 8:00am.

###### **3. Marketing Plan (Greg)**

- a. Review and update Strategic Plan: Greg is asking providers and Rachel what needs to be marketed and what options are best use for marketing; he plans to meet with Dr. Treisman in July; suggested an email newsletter; discussed signage; working on employee and BOD highlights for Silver World; would like to have better control of the website; Katie suggested Greg to met with JSF at some point.

##### **B. Board Member Committee Reports**

###### **a. Finance (Katie, Lynn, Ann, John, Rachel)**

###### **i. Review May financials and Patient Counts**

May 2023 Dental 50    May 2024 Dental 38    May 2023 Medical 251    May 2024 Medical 270

- ii. Review Executive Director's new policy approval for purchases: moved to July to discuss Delegation of Authority; last updated 2018
- b. Personnel (Lynn, Jordan, Rachel)
  - i. Rocky Mountain Health Foundation Workforce development Grant Award: see attached letter
    - 1. Review Grant allocation: see attached spreadsheet
- c. Business Development (Lynn, Greg)
  - i. Review Coroner's Agreement: see attached final attorney approved draft; Lynn will come by to sign the agreement and it will be delivered to the County Commissioners for their meeting next week; Rachel will need to send a bill to Hinsdale County for the rental
  - ii. Admin Policies were sent via email and reviewed prior to the meeting. No questions, concerns, or changes were brought up.
- d. Community Relations (Katie, Greg)
  - i. Katie is discussing fundraising ventures with the school; they are interested in selling food at the Snowshoe race in 2025
  - ii. Greg mentioned the employee highlights
- e. Facility Maintenance (Hector, Danny, Rachel)
  - i. Hector is still working on the generator, will work on the heat tape in the fall, and will help Danny as needed on the asphalt.

**C. Executive Director's Report:**

- a. SealCo sent their bids for the paving and painting and for the asphalt patches; Danny also sent a bid for the asphalt patches; additional packets were distributed at the meeting
- b. Health Fair Follow Up: as of today, there was a financial loss because of the two Vitamin D options on the order form, Rachel chose the one that costs \$230 and almost every patient chose this lab. Malinda is waiting to hear back from Quest because it is unclear on the fee schedule they gave us; there is not a Vitamin D for \$230; there's a slim possibility we made money instead of lost money. Rachel still hasn't heard back regarding the \$1,000 Seed Grant Request; it's due date was after the health fair.
- c. Recruiting Report: Sherry is reaching out to other candidates; Drew is working out very well and is filling gaps; Jacqui's last day is tentatively July 5<sup>th</sup>; Ann suggested that Rachel reach out to Regina (RN that we would love to hire FT) and set a deadline on the job offer; she has declined the job because she does not know when they can move here.
- d. HPSA Application Report: the state and federal applications were submitted two weeks before the deadline thanks to the hard work of Malinda, Amanda, Camp (Amanda's husband), and Rachel.

**D. Medical Director Report:** I would like to report that we are hopeful about getting HPSA designation and being able to hire Amanda but considering other candidates in the meantime; We are well-staffed for summer from a provider perspective; We have a plan to provide COPIC for PRN providers at around \$400 per provider per year to eliminate malpractice as a barrier to PRN work (Bob, Mary Sawyer, Mallory etc); when we are more staffed from a nursing perspective we will be making efforts to have the clinic open or an on-call provider to go in for calls during special events. (e.g. the solstice run, wine festival, etc); the BOD also discussed what the future looks like; Ann is not interested in being bought out of her job at Montrose Memorial, she really enjoys that job; we may just continue to fulfill the minimum requirements having her here 4-6 days per month.

**E. Dental Director:**

**F. Any other items-**

#### IV. MEETING- 10:07AM

- A. Consider motion of any updates and approve the meeting agenda.** *Remove item C. Add item H. Consider motion to approve Seal Co Asphalt and repaving and line painting bids and item I. Consider motion to approve Danny Oge's General Store asphalt patching bid.*

**Motion:** Hector Gomez

**Second:** Greg Olson

**Vote:** all vote yes (Lynn was not available to vote)

**Motion** carries

- B. Consider motion to approve JSF Proposal.**

**Motion:** Hector Gomez

**Second:** Greg Olson

**Vote:** all vote yes (Lynn was not available to vote)

**Motion** carries

- ~~C. Consider motion to approve Executive Director's approval for purchases.~~**

**Motion:**

**Second:**

**Vote:** all vote

**Motion**

- D. Consider motion to approve RMHF Grant Allocation.**

**Motion:** Greg Olson

**Second:** Hector Gomez

**Vote:** Katie abstained; all vote yes (Lynn was not available to vote)

**Motion** carries

- E. Consider motion to approve ADMIN Policies.**

**Motion:** Greg Olson

**Second:** Hector Gomez

**Vote:** all vote yes (Lynn was not available to vote)

**Motion** carries

- F. Consider motion to approve Coroner's Agreement.**

**Motion:** Greg Olson

**Second:** Hector Gomez

**Vote:** all vote yes (Lynn was not available to vote)

**Motion** carries

- G. Consider motion to approve minutes from prior meeting- 5/28/2024.**

**Motion:** Hector Gomez

**Second:** Katie Elkins

**Vote:** all vote yes (Lynn was not available to vote)

**Motion** carries

- H. Consider motion to approve Seal Co Bid for the paving and painting only.**

**Motion:** Hector Gomez

**Second:** Greg Olson

**Motion carries**

**Motion:** Hector Gomez

**Vote:** all vote yes

**Motion carries**

**VII. Adjourn.**

Lyndal McNeill

(President)

7-30-24

Date \_\_\_\_\_

Heidi Gray

(Secretary)

July 30, 2024

Date \_\_\_\_\_

(Recording Secretary)

Date \_\_\_\_\_