

**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, October 31, 2023.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:33 a.m.

II. **Roll Call:** In attendance were board members Lynn McNitt, Katie Elkins & Hector Gomez. Also in attendance were Rachel Moore and Bob Downs. Also in attendance via Zoom were Jordan Kaminski, Bernie Krystyniak and Jessica Whiddon. The recording secretary is Rachel Moore. Hunter Lear was absent (excused).

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. September Financials & Patient Count
 - i. Medical 2023 307 2022 319
 - ii. Dental 2023 59 2022 51
- b. Katie walked through the Budget v Actuals and discussed the possibility of doing an amendment with Lynn at the end of the year.
- c. Foundation repair update: Because Rachel failed to mention to Ground Works that the patio is heated, they claim no fault. Marvin, the Production Manager, said we could submit receipts for purchases (space heaters, repair of the line, glycol replacement) and he can see what sort of help they could offer. After talking to a builder, he said this sort of thing is common. Even looking at the schematics won't show where the line is. He also asked what will happen now that not all of the building is shored up.
- d. 2024 DRAFT Budget: Income line-item Space rental incudes \$12,000 for space rental from the county for a body cooler. However, Greg sent Rachel a text Friday afternoon saying that the cooler is 40" and our doorway is 36". Rachel walked through a few line items and discussion was had around increasing fees in 2024 and marketing the conference rooms to increase revenue.
- e. ~~23-008009~~ Horiba Capital Authorization: The promotion includes a new machine and laptop, and their engineer installs and sets up the system at no charge. The engineer is also able to assist with linearity on the new analyzer if we choose. This is also at no charge. The only startup cost would be 1 linearity kit if you would like us to assist. After the 5-year term we could replace it with a new Micros 60 and go another 5 years with the same plan. You will own the analyzer outright after 5 years so you could elect to just pay the annual service agreement which runs about \$2,995.
Correction to the capital authorization was the completion date: should read December 2023.
- f. 2024 Property & Liability Coverage: Rachel made no changes to the plan from 2023.

2. Business Development-

- a. Tax Increase Initiative: none of the board of directors felt confident in starting this process because the clinic has had to pull back on services provided; Janice Wellborn can assist with the process when the clinic is able to return to full service.

3. **Community Relations-** Katie will be meeting with Dan McGee about how Region 10 can partner with the clinic to assist the community.

4. **Personnel-**

- a. Review Job Descriptions & Employee Guidelines: Rachel will generalize the hours rather than have specific hours to be worked as the staffing shortage has made it impossible to be open during all times noted on the job descriptions; Administrative Assistant can report to the Office Manager; Rachel will take out the two-year experience required to *preferred* in all the descriptions; Rachel and Dr. Quigley will update the Dental Director and Dental Assistant positions. The Employee Guidelines will be corrected to reflect NO matching retirement and NO required covid shot.
- b. Nurse Practitioner Day November 12th
- c. Rachel's annual review: the evaluations that were turned in were all "amazing, pretty much 5 stars all around"; Lynn read the comments, and all were encouraging and positive. No raise was requested or offered.
- d. Recruiting Report (see spreadsheet)
 - i. MD position: posted in various classifieds including Lake City, Gunnison, Delta, Montrose, Grand Junction, South Fork, CO Springs, & Denver as well as 3RNet; Lynn reported the meeting with Dr. Ann Treisman, she is interested in being the Medical Director for the first year while she finished out her contract with Montrose, she is also working at GVH, we will try to get her here part time in 2024 and then try to negotiate getting her here full time in 2025, the board will review a contract at the November meeting.
 - ii. New Administrative Assistant position: Rachel had removed it, but after working with Lynn on the budget and adding the county space rental into the income, we put it back. It is a two day a week position at \$19/hr. Jacqui Kambish accepted the job and will start Nov 7th.
 - iii. FT Medical Assistant: Amanda Hagen from LA was not able to come and pulled out; Sherry and Rachel interviewed two more applicants. Rachel offered a part-time job to Sarah DeCristino and she will start November 20th.
 - iv. Roxanne Loper has requested going FT in January. Rachel is going to try to make that work as we had two FT position, just not two RNs up until August this year.
 - v. APP: renewed listing on ENP, CAPA, in Silver World; and other sites
 - vi. Dental Assistant position is still open; has been posted in multiple classifieds.
 - vii. Rachel spoke to Spencer Britt with Britt Medical Search for help with recruiting the MD and APP. The only costs outlined in the agreement are expenses related to travel, lodging & meals for interviews and the placement fee if we hire one of their candidates.

5. **SDA Manual Review-**

B. **Board Members Report-**

- a. **Lynn:** there is a grant Phil Graham is working on for full generator replacement through BRICK, a building resilience grant.
- b. **Jordan**
- c. **Katie**
- d. **Hector:** generator is still not working.
- e. **Hunter**

C. **Medical Director Report**

D. **Dental Director**

E. **Strategic Planning Update**

- a. Review action plan: Lynn is still meeting with Janice, and she suggested a few things to message to the public- employee of the quarte plaque and picture frame with newspaper article. Katie has gone to many of the community board meetings. Rachel will be meeting with Kate Hopson to discuss the Snowshoe race details and will need to add it to the budget. Look at other options for a Health Fair because 365Health went out of business.

F. Any other items-

- a. ~~Greg Levine~~

IV. MEETING- 10:15am

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

Motion: Hector Gomez

Second: Katie Elkins

Vote: all yes

Motion carries

B. Consider motion to approve 23-008009 Horiba Capital Authorization. *Corrected date of completion to December 2023, Rachel will check on elevation issue.*

Motion: Katie Elkins

Second: Hector Gomez

Vote: all yes

Motion carries

C. Consider motion to approve 2024 Property & Liability.

Motion: Katie Elkins

Second: Hector Gomez

Vote: all yes

Motion carries

D. Consider motion to approve Job Descriptions.

Motion: Hector Gomez

Second: Katie Elkins

Vote: all yes

Motion carries

E. Consider motion to approve Employee Guidelines.

Motion: Katie Elkins

Second: Hector Gomez

Vote: all yes

Motion carries

F. Consider motion to approve minutes from prior meeting- 09/26/2023.

Motion: Jordan Kaminski

Second: Hector Gomez

Vote: all yes

Motion carries

