

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, September 24, 2024.

I. The regular monthly meeting of the Lake Fork Health Services District was called to order by Lynn McNitt at 8:55am.

II. **Roll Call:** In attendance were board members Lynn McNitt, Jordan Kaminski, & Katie Elkins. Also in attendance were Sherry Huisman & Rachel Moore & Bob Downs via phone. The recording secretary is Rachel Moore. Zoom capabilities were not usable due to audio and visual difficulties. Greg Olson was away on business and Hector Gomez had notified the BOD of his absence.

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 & update Strategic Plan
- b. JSF Update: see report after informational meeting with Cindy, Malinda and Rachel with evaluation, overview & next steps. Rachel will reach out to Kelly to begin next steps.

2. Personnel (Jordan):

- a. Review and update Strategic Plan: Jordan is enjoying attending the staff meetings; September meeting the staff discussed all the issues they are having with FlexScanMD and Rachel was going to reach out to try to expedite fixing the issues or moving on to another vendor by the end of the year; Jordan suggested calling/emailing and not waiting until the end of the year; Lynn suggested documenting any phone calls.

3. Marketing Plan (Greg)

- a. Review and update Strategic Plan: See packet; snowshoe race is either Feb 22 or 15; ski team showed up last year to sell handwarmers and LCCS was pre-invited to sell food; we need to make sure this does not become a market of sorts, that the community, LCAMC, and LCCS benefit from the event.

B. Board Member Committee Reports

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

- i. August Financial Report: CPA did not have these ready because they were working on the extended audit.

August Patient Counts

August 2023 Dental 56

August 2023 Medical 384

August 2024 Dental 88 (Cay here more frequently)

August 2024 Medical 321

Katie suggested looking at pre-covid numbers; Rachel will email these.

- ii. Discuss 2025 COLA: the BOD agreed to leave it at 4% for 2025; will have a workshop to discuss the eval process, merit raises, and COLA.

- b. Personnel (Lynn, Jordan, Rachel)
 - i. Review Employee Guidelines; sent via email and reviewed prior to the meeting. This was moved to next month.
 - ii. Annual Reviews
 - 1. Ann Treisman: postponed to next month
 - 2. Rachel Moore: staff had good remarks, overall pleased with Rachel's work; Rachel will update hers and all provider's contracts with new rates.
- c. Business Development (Lynn, Greg)
 - i. Review Fitz Ilias Contract: postponed to next workshop/special meeting
- d. Community Relations (Katie, Greg): NA
- e. Facility Maintenance (Hector, Danny, Rachel)- Phil Graham is going to revisit the BRIC grant in 2025 to try to get the generator replaced; so far, it has started when Hector turns it on, but it has not been fully tested by a power outage or a forced outage.

C. Executive Director's Report:

- a. Recruiting Report:
 - i. APP: Bree was unable to commit to the FT position due to her family's schedule, offered PRN work and will begin mid-November; BOD suggested to make it clear that this is a temporary position, when we hire a FT APP, she will not be needed.
 - ii. Admin Assistant/Reception: at the September staff meeting, Danny Oge offered to help cover the front desk on Fridays; the job will be reposted in Jan or Feb.

D. Medical Director Report: nothing

E. Dental Director: nothing

- F. **Any other items-** Rachel will email the BOD the 2025 Budget for review prior to the October meeting, request to move October meeting from the 29th to the 22nd, and schedule a workshop for merit raises, eval process and COLA discussion as well as Fitz Ilias contract.

IV. MEETING- 10:19AM

A. Consider motion of any updates and approve the meeting agenda. Remove items C & D to be put on future agenda

Motion: Katie Elkins

Second: Jordan Kaminski

Vote: all vote yes

Motion carries

B. Consider motion to approve 2025 COLA. 4%

Motion: Katie Elkins

Second: Jordan Kaminski

Vote: all vote yes

Motion carries

C. Consider motion to approve Employee Guidelines.

Motion:

Second:

Vote: all vote

Motion

D. Consider motion to approve Fitz Ilias Contract.

Motion:
Second:
Vote: all vote
Motion

E. Consider motion to approve minutes from prior meeting- 8/27/2024.

Motion: Jordan Kaminski
Second: Katie Elkins
Vote: all vote yes
Motion carries

VI. CITIZEN COMMENTS FROM FLOOR:

VII. Adjourn.

Meeting is adjourned at 10:22AM. Next meeting will be on Tuesday, October 22, 2024, at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

Lynne McNitt 10.22.24

(President) Date

Hilda Sping 10/22/24

(Secretary) Date

Rachelle 10/22/2024

(Recording Secretary) Date