

OURAY COUNTY REGIONAL SERVICE AUTHORITY

2015 Board Members: President - Dick Gingery (dgingery@q.com), Vice-President – Linda Ingo (fisherranch@ridgwayco.net), Secretary - Richard Wojciechowski, Mike Boland (mikeboland@frontier.net), Jennifer Fedel (tm2trvl@hotmail.com); Medical Provider – Dr. Joel Gates (reception@ridgwaymountainmedical.com), Administrator – Diedra Silbert, ouraycountyrsa@gmail.com

February 19, 2015

Ouray County Regional Service Authority

REGULAR BOARD MEETING

12:30 PM – Alpine Bank Conference Room

MINUTES

1. **Call to Order:** Board President Dick Gingery called the meeting to order at 12:33pm. In attendance: Board members - Linda Ingo, Dick Gingery, Rich Wojciechowski, Jennifer Fedel, Mike Boland; Others – Dr. Joel Gates, Susie Blakney, Diedra Silbert; and Guests - past Board member Harvey Hudson; Patsy Boyle, Chief Operating Officer of the Center for Mental Health (CMH); Laura Ickes, Director of Integrated Care from CMH; and Melanie Hall, Executive Director of the Community Dental Clinic. A quorum was declared. Dick welcomed the guests and asked for introductions from all which were made.
2. **Review of Agenda:** Diedra requested to add discussion about the water heater under 6.c. Building Projects. There were no other changes.
3. **Approval of Minutes From 1/15/15:** Linda moved and Jennifer seconded to approve the minutes from 1/15 as submitted. The motion passed unanimously.
4. **Public Input:** None.
5. **Discussions with Medical Provider (Dr. Gates):**
 - **Hosted Server:** Dr. Gates reported that the transition to the hosted server took place as planned. The system is functioning a little more slowly with some printing delays. Allscripts has been responsive to the issues.
 - **Radiology:** The final number of x-rays taken in 2014 was 110. In January 2015, 22 were taken, about ¼ of the number taken in the whole last year just in one month. The nurse who is training to become MMC's second certified x-ray tech has completed 14 of 17 portions of her bookwork and 50 of 80 of her films necessary to sit for the exam. She should complete the training in April. The transfer of digital files to and overreads with Montrose Memorial Hospital radiologists is working well.
 - **Patient Portals:** MMC is currently deciding how much information will be accessible securely online to patients who access their own records. The patient portal implementation is about 2 weeks out.
 - **Vertical Files:** The vertical file structures in the front office were picked up yesterday by San Juan Construction. There is original building carpet underneath. A large space and a window are now accessible. An invoice for \$800, the negotiated value, has been emailed to San Juan Construction.
 - **Building Issues:** Dr. Gates emphasized that he and his staff feel absolutely fortunate to be in a building as awesome as this one. He noted that they bring up items that may need attention

at these meetings because the RSA is the steward of the building, and he wanted to be clear that he is very happy to be leasing the space.

- **New Provider:** Dr. Gates has received some applications, mostly from brand new mid-levels. He would really like to find someone with experience, if possible.
- **Tri-County Health Grant:** TCH was approved for the grant that includes a Patient Care Coordinator, 20 hours/week, at MMC for follow up with chronic care patients.

6. Old Business

- a. **Mental Health Access:** Dick opened the discussion by recognizing that mental health access has been an issue in Ouray County which is why the RSA invited guests to discuss it with the group. Patsy Boyle began by saying that the Center for Mental Health (CMH) provides a mental health provider in Ouray on Fridays, many Ridgway clients go to Montrose for care, and CMH is the safety net for mental health in six counties, primarily through Medicaid. There are also two therapists at the Olathe clinic and at the Uncompahgre Medical Clinic in Norwood. Melanie Hall explained the integrated setting model, used by Community Dental Clinic and elsewhere, including screening and cross-referrals between medical, dental, and mental health care in one setting. She also pointed out that the Colorado Health Foundation funds start-up costs for integrated health services, especially linking public and private providers, but they are expected to and do become self-sustaining. Melanie noted that starting up integrated health care services typically requires an infusion of funds, and Patsy explained that the behavioral health services portion of an integrated clinic is not self-sustaining. It is extra time to include a behavioral health consultant as a go-between with the prescriber. At the start of a referral, providers can offer a warm hand-off to a behavioral health consultant (a.k.a. “therapist,” though this is perceived now as less of a consumer-friendly title due to stigma of mental health). Proximity and collaboration between providers is what makes integrated care work since these help to minimize obstacles to accessing care. The visitors emphasized that success depends in large part upon full integration of medical, dental, and mental health under the same roof with screening in the medical part being important for early intervention.

The group discussed possible options for additional therapeutic care in the schools, more efficient collaboration with joint clients referred from MMC, issues with initial CMH appointments which are not patient friendly, where referrals come from (medical providers, crisis team hotline, CMH emergency services clinicians, self-referrals), and relationships with primary care providers. The process to set up integrated care takes time, lots of meetings and communication, funding, space, supervision, double documentation, contracts, and billing procedures. It took 11 months of preparation to get Community Dental’s integrated care services implemented. It also helps to have an identified and relatively neutral leader for the process. The space needs are minimal - one exam room per provider. CMH has a full-time grant writer, and funding currently seems stable for integrated care. Local match would likely be required. Per guests, Medicaid health care is moving toward integrated care. Rich stated that there are only 5 beds on the Western Slope for inpatient mental health care.

Dick thanked the guests for coming and sharing their perspectives on the topic. After they left, discussion continued and recognized the challenges of getting something like this off the ground and the complex issues around perceptions of access to care.

- b. Legal Questions:** In response to Rich's legal questions over the past couple of months, Dick invited Harvey to the meeting to help with responses. Harvey researched State statutes and regulations in order to respond. On the question of Open Meeting laws, Harvey noted that the statute is written very broadly but it (and the relevant court cases) identify three elements: (i) if there is a gathering, for purposes of the RSA that is 3 or more board members; (ii) if the discussion is a policy making process, (meaning, discussing or undertaking a rule, regulation, ordinance, or formal action); (iii) if it results in formal action. The first combined with one of the two other elements trigger the Open Meetings rules. The Open meetings law only applies to discussions over which the organization (the RSA, in this case) has control; it would not apply to a discussion over which the organization does not exert control such as a law or regulation because the RSA does not pass laws or enact regulation. E-mails between board members can be considered a gathering if board members are gathering for a policy making process and the courts have ruled that e-mails, even several hours apart, are considered contemporaneous and thus a "gathering." Harvey explained that the RSA does take formal action within its purview, and so this would apply. However, minutes, agendas, drafts, proposals, and general information can be circulated by e-mail to all, without involving policy-making. The courts are clear that a deliberative process during a gathering (such as, "I think, I suggest") is part of policy making and would be less OK to engage in over e-mail. It is possible to "cure an error" when in violation of the Open Records Act by re-doing the action with public input or whatever was required to be in compliance.

Rich asked whether Colorado Revised Statutes Title 32, Article 1 or Article 7 governs the RSA. Harvey responded that Article 1 does NOT apply. He also explained that nothing in the Regional Services Act refers to Title 32, so the rules surrounding it may just have been placed there and could move in the next re-codification of statutes. He pointed out that an annual notice of boundaries would not be required since it is not part of Article 7, and the regulation on inventory does apply since it is mentioned in Article 7. As for the need for bylaws, Harvey said that the RSA could have bylaws but it is not required to do so. Larger and more complex organizations would have them. The RSA could write specific bylaws to clarify what is not covered by Article 7. He also noted that the remedy for malfeasance by a board member would be removal from the board.

The group thanked Harvey for his presence and assistance. Diedra gave to Mike a new jump drive with Michelle Nauer's 2013 RSA Board Orientation on it for his review and asked that he pass it on to Jennifer or Rich when he is done with it. Diedra will check the insurance file for the status of Directors and Officers liability insurance.

c. Building Projects (Flooring, Exit Door, plus Water Heater):

- **Water Heater:** Dr. Gates reported that minor plumbing items led to calling a plumber who ended up spending more time than expected dealing with issues while replacing faucet in bathroom near kitchen and discovering hot water heater problems (lack of quick hot water access in building). He invoiced MMC for 6 hours labor plus materials. Jennifer moved to approve the purchase and installation of a new hot water heater as recommended by the plumber. Linda seconded. Discussion included whether the water heater could be natural gas, instead of electric, or instantaneous for efficiency. The motion passed unanimously.

The group also discussed the hot water circulating pump installed in 2013 and systems for notifying the RSA when building issues occur. Susie typically contacts Diedra to let

- her know of any issues, but in this case, she thought the plumbing repairs would be minor and covered by MMC under its first \$2,500 of maintenance expenditures (below \$400 each) per lease contract. Susie will create a spreadsheet of annual expenditures by MMC on maintenance and share it with the RSA via the Administrator. The Board agreed that pre-approval is not necessary for these expenditures when they are less than \$400 each. Diedra asked Gig Henry if he could service the HVAC system, but he does not service air systems, only plumbing. Linda will check with others who may be able to service the HVAC system. Jennifer asked if the Source Gas rebate for insulation had been received. It had not. Dr. Gates mentioned that a number of fluorescent light bulbs are not working well now. Linda noted that replacement ballasts were found during attic clean-up and are in the hot water heater closet. A service technician will be needed.
- **Exit Door and Flooring:** A new bid from Pinyon Mesa to replace the sliding glass door control switch was received for \$696. Dr. Gates remarked that the door sensor works intermittently, plus the computer screen placement is a privacy/HIPPA issue. The Board discussed deferring a decision on the door until a plan is created to address all the issues, including flooring. Mike noted that the glare of light through that door is an obvious issue at the desk. Jennifer suggested implementing all three changes at the same time—door, desk remodel, and new flooring—to minimize disruption. Rich said that if an integrated care system were to be implemented, that might require a different office setup. Dr. Gates responded that he thinks it is within the RSA’s purview to decide about integrated care, but that the changes involved with it would certainly affect the relationship with MMC, and he’s not sure he would want to be part of that, given all the time required. Linda suggested putting in a slider window in the office where Susie is now for check out. She wondered why a decision on the exit door had become so important at this time. It was pointed out that sometimes there are challenges related to having enough quiet and relatively private spaces. Dick said there needs to be a plan for the most efficient long-term use of the space before making a decision.
 - d. **Bank Signer Updates:** Diedra reviewed a letter asking Alpine Bank to update RSA signers and a resolution requesting the same for Citizens State Bank, as those are the prior formats used with each. Rich said that resolutions need to be introduced 6 days prior to Board approval. After discussion, Rich moved and Mike seconded to amend the January minutes to reflect discussion at that meeting about updating the list of bank signers and the need for a letter and resolution to be prepared. The motion was approved unanimously. The letter to Alpine Bank and the resolution for Citizens State Bank were signed. The Citizens State Bank resolution neglected to clarify the removal of Christen Williams as a signer. Diedra will send a copy of the January minutes with the resolution to clarify.

7. **Report from Administrator**

- a. **Invoice Review:** The Board reviewed the checks and invoices for the past month. Linda moved and Jennifer seconded to approve the checks for signature as presented. The motion was approved unanimously, and checks were signed. Discussion ensued about the history of RSA paying for electronic health records systems. Rich and Mike also confirmed that the financial statements and the budget need to be corrected to show the same line item numbers.
- b. **Correspondence:** Diedra reported that the only mail correspondence received was a letter of invitation for Dick from CMH which she gave to him.
- c. **Financial Statements:** The Board reviewed financial statements. There was no discussion.

- d. **Inventory Project:** Diedra reported that a new scanner was purchased for the project, and Joey can now move forward. She will ask how many hours he has spent on the project. The Assessor's office also e-mailed asking for a copy of the inventory as soon as it is available.
 - e. **CPA for Audit Exemption:** Donald Moreland, CPA, has agreed to complete the RSA's Exemption from Audit paperwork for at least \$850, a decision Diedra made in consultation with Linda and Jennifer. Diedra has sent him the documents he requested. The Board asked Diedra to let Don know the meeting date in March and to send a copy of the form to members electronically a few days prior to the meeting. Diedra will prepare a resolution for next month's meeting to approve the filing of the audit exemption request.
8. **New Business**
- a. **New Business from Floor:** Jennifer announced that the Mount Sneffels Education Foundation is holding its **fundraiser** this Saturday night to fund projects for children in Ouray County. Mike asked if the "**additional insured**" **copies** of MMC's insurance paperwork are current on file and whether MMC has named the RSA as additional insured on his policies, as required by contract. Diedra will check with Dr. Gates about this and obtain copies of insurance certificates, if they are not already in the RSA files. Rich volunteered to take the **minutes** as Board Secretary, starting in March. Diedra agreed to this, as did the rest of the Board. Linda noted that this would not be expected of future Board secretaries.
 - b. **Strategic Planning:** Rich noted he had sent out a first draft of a strategic plan, and Dick had added a table regarding medical aspects. Rich noted a work session would probably be required in the future but requested members bring their comments for the March meeting. Diedra reported that she had learned the name of the trainer for the Rural Philanthropy Strategic Planning workshop. (It will be Kelleen Zubick.) Diedra will publicly notice the workshop taking place on April 28 from 2-5pm in Ridgway, as more than 3 Board members plan to attend it. Jennifer will send the information about the workshop to the rest of the Board. A workshop session will be needed to fully discuss strategic planning. Rich reviewed a timeline for strategic planning which he distributed. For next month, members will review the strategic planning draft in preparation for discussion at the meeting.
9. **Other/Next Meeting:** The next meeting will be **Thursday, March 19, 2015** at 12:30pm.
10. **Adjournment:** Rich moved and Jennifer seconded to adjourn the meeting at 4:08pm.

Minutes Approved at March 19, 2015 RSA Board Meeting

Dick Gingery, President