

## OURAY COUNTY REGIONAL SERVICE AUTHORITY

2015 Board Members: Mike Boland ([mikeboland@frontier.net](mailto:mikeboland@frontier.net)); Jennifer Fedel ([tm2trvl@hotmail.com](mailto:tm2trvl@hotmail.com)); Dick Gingery ([dgingery@g.com](mailto:dgingery@g.com)), president; Linda Ingo ([fisherranch@ridgwayco.net](mailto:fisherranch@ridgwayco.net)), vice-president; Richard Wojciechowski ([RichardRSA4@OurayHorsefeathers.org](mailto:RichardRSA4@OurayHorsefeathers.org)), secretary.  
Diedra Silbert, ([Ouraycountyrsa@gmail.com](mailto:Ouraycountyrsa@gmail.com)), administrator  
Dr. Joel Gates ([reception@ridgwaymountainmedical.com](mailto:reception@ridgwaymountainmedical.com)), medical provider

### REGULAR BOARD MEETING Minutes

May 21, 2015, 12:30 PM – Alpine Bank Conference Room, Ridgway, Colorado

(Note: Items recorded in accordance with adopted agenda notwithstanding sequence of discussion)

Present: Board members: Boland, Gingery, Ingo and Wojciechowski, administrator Silbert.

Others: Dr. Joel Gates (medical provider, Mountain Medical Clinic (MMC)), Susan Blakney and Josie Scoville (MMC staff)

1. **Call to Order** at 1230 by Dick Gingery.
2. **Review of Agenda:** No changes.
3. **Approval of Minutes from 4/16/15:** Two drafts had been sent out by e-mail and comments incorporated. Linda objected to the latest draft. Approval deferred to June meeting.
4. **Public Input:** None
5. **Discussions with Medical Provider, Dr. Gates:**
  - New physician's assistant starts next week for three days per week.
  - Dr. David Homer will also be providing services a couple of days per week, so together this will equate to a second provider. This increased level of service reopens the clinic to the Medicare and Medicaid population.
  - Providers require individual licenses for All-Scripts access; this increases the costs of All-Scripts. Josie provided attached handout, showing an increase of \$5,469 in addition to the October contract costs; these costs are not all inclusive. Total All-Scripts cost is around \$1,761 per month including the additional license charges.
  - Joel commented that as requirements continue increasing, few software/computer costs drop away but additional costs keep coming. Diedra commented that the board had not budgeted for such increases and should review them.
  - Joel indicated while other electronic medical records (EMR) services break costs down differently, the net results are essentially the same.
  - Additional costs are projected but not yet known as electronic billing had not been planned but insurance firms are pressing practices to collect co-pays and deductibles at time of care, which requires electronic verification of eligibility and other cross-checks. An electronic clearing house that sends out bills, Payer Path in the All Scripts system, alone will be about \$100/month. Joel hoped amounts budgeted for training will cover the estimated 32 hours set up for Practice Manager (PM). These changes are required prior to transitioning to ICD-10 this fall.
  - MMC has to transition to ICD-10 this fall, but has already been coding using both ICD-9 (current version) and ICD-10, and cost of using ICD-10 was already included in prior upgrade.
  - MMC is in discussion with Tri-County Health for a grant to fund a 20 hour/week "navigator" starting in July to ensure patients understood directions, are taking medications, understand how to use the patient portal, etc.

- Joel noted that only two computers (lap tops) had been purchased previously to work with the new software, but now with two more providers coming on board, a third is required. Older laptops cannot be upgraded to work with the current system. The Dell laptops purchased to work with the EMR software cost about \$500 a year or so ago.
  - **MOTION:** Richard moved, Mike seconded, authorization to spend up to \$600 on an additional lap top computer. Motion passed.

## 6. Old Business:

### a. Building Projects

- Lighting: Susie indicated Richard Kersen checked all the lights and repaired as necessary. He replaced ballasts, using the ones from storage, but two additional ballasts are on order. Ballasts for T-12 type fluorescent lamps are no longer available; replacing with T-8 type (smaller diameter tubes) where necessary. T-8 not expected to be available much longer, but this is less expensive than replacing systems with LED type. Total switch to LED would cost around \$17,000, which San Miguel Power recommended. Discussion suggested using T-8 type as more cost effective, and costs of LED types are likely to come down over time. Apparently there are some rebates available from San Miguel Power Association.
- MMC indicated the floor is really ugly where the large filing cabinets have been removed; MMC procured a throw rug to cover the reception area floor.
- Susie has moved to the front office (behind receptionist) utilizing space where large filing cabinets had been installed. One area that had been used for storage has been cleaned out and is available to use as office space. Julie Castile is taking the back office Susie had to meet with patients. Susie needs a new desk with L-shaped extension and hutch.
  - Good desks (e.g. from Office Solutions in Grand Junction) cost on order of \$1,000; Office Depot has L-shaped desk (excluding hutch) on sale for \$230, for about \$270 with hutch plus \$90 delivery. Joel asked whether RSA wants to own a new desk.
  - **MOTION** by Linda, seconded by Mike authorizing up to \$400 for purchase of desk with hutch. Motion passed.
- Grounds:
  - Joel reported his team has already started working on the grounds, with Susie doing much of the work.
  - Linda suggested an alternate source.
- Flooring
  - Mike reported that in Linda's absence he had obtained a draft contract from the attorneys (Hockersmith & Mueller) who invoiced the RSA for \$450.
  - Mike met with the company that had submitted the sole bid, Western Slope Floors and More, but they withdrew their bid as they could not meet the schedule and required pre-payment for materials, about half the total bid price.
  - Mike suggested the project be accomplished in the fall, allowing time to develop a full package including a contract, specifications, time for firms to bid, time for delivery of materials and scheduling of work with regard to MMC operations, as well

as considering board meeting schedules. Discussion indicated while much of the work has been done, numerous issues have been identified that need to be addressed, including variations on access to job site.

- Richard asked Joel, for purposes of identifying an overall schedule of work that needs to be accomplished, whether October 1<sup>st</sup> remains the desired start date for flooring installation. Joel indicated that while he had considered closing the clinic for a week of vacation to accommodate the flooring work, with two additional providers he no longer wants to do that, and prefers November 1<sup>st</sup> as a start date.
- Linda objected to a November start date due to holidays and snow.
- Discussion revolved around different ways of accommodating flooring work with MMC operations. Various estimates of the time required for the job ranged from ten days to three weeks, potentially accomplished over a number of weekends and/or working separate portions of the building in phases. Mike suggested this is an area which needs to be discussed in detail with MMC in preparing a contract.
- If November 1<sup>st</sup> is used as a nominal start-work date, discussion concluded a contract should be awarded in August to allow the contractor sufficient pre-installation time, with the solicitation ready in July.
- Diedra asked how the project is to be executed. Board indicated this should be on the agenda for the June 18 board meeting with detailed descriptions of work, with final review at the July 16 board meeting.

b. HVAC Maintenance contracts update.

- Mike indicated he had met with Keenan's, went over their checklists, learned they had gotten away from using checklists with poor results are now back to using checklists, including both heating and cooling systems. Mike also inspected each unit, opening them up and obtained model and serial number information. Keenan's appeared to be doing a good job.
- Keenan's maintenance program proposed includes four service visits per year, one each to go over the heating and cooling systems at the start of each season plus mid-season services to change filters. The 2012 contract price was \$604; their proposed price now is \$985 for the year.
- Diedra said she had obtained on-line the service manuals for the two types of systems.
- Mike said his next steps are to meet with the three other identified potential service providers, obtain their recommendations on maintenance contracts, see whether they use checklists to ensure complete jobs, and obtain price proposals.
- Mike indicated Keenan's had, in addition to servicing the heating and cooling systems, also flushed the hot water heater to clear out sediment, and he had Keenan include that in their proposed maintenance contract price. Discussion speculated that not flushing in the past several years may have been the reason the water heater had to be replaced.
- Susie indicated a new trap door is needed for the access hatch.
- Linda raised concerns about turn-over of the companies' employees. Diedra checked the invoices and found that with few exceptions the same Keenan's mechanic had made the service calls. Discussion indicated use of checklists is adequate to ensure full service.

- Diedra said she would send Mike the list of past issues she had compiled, such as leaks.
- c. Mental Health Care Follow-up.
  - Joel clarified that MMC's discussion with Tri-County Health regards a "navigator" not a counselor. He did note MMC has started using a depression screening questionnaire for every patient (an annual requirement under "Meaningful Use II"), and noted about 50% have positive screens for depression and many are open to discussing their depression. This is raising awareness of depression.
  - Richard suggested that with the strategy work shop coming up this could be addressed in the work shop.
- d. Strategic Planning and June 11 Workshop
  - June 11 was verified and time set for the workshop. Richard arranged for the use of the county Land Use conference room on Jun 11 from 5 p.m. to 9 p.m. for a strategy work shop. Diedra will post the necessary notice of the meeting.
  - Joel identified areas the RSA should consider in developing a strategic plan.

## 7. Reports from Administrator:

- a. Invoice Review:
  - Diedra described each invoice, including the \$450 from the attorneys (\$75 for telephone consultation, \$375 for sample contract), \$50 for safety deposit box, \$220 for new checks, \$16 for advertising bid solicitation, Rainmaker for half annual service plus repair of sprinkler, and a number of checks for Allscripts.
  - Joel indicated that with the remote hosting of EMR data MMC is no longer using the safe deposit box. Diedra will consult with bank about closing safe deposit box and what payment is due.
  - **MOTION:** Linda moved, Mike seconded motion to pay all invoices presented other than the one for the safe deposit box. Motion passed.
- b. Correspondence: Diedra noted Congress extended legislation through 2020 with regard to insurance in event of terrorist actions, thus there is no change, and no impact on RSA.
- c. Financial Statements: The board had no questions or discussion.
- d. Inventory Project: Diedra reported that MMC has looked at the list of equipment not reconciled with the inventory, and has a few more items to locate. Diedra has located invoices from 2012 forward on equipment; older files are more difficult to go through. Susie indicated she and Joey will be getting together and resolving the items; does not expect a problem.
- e. Directors' and Officers' Liability: Diedra has made corrections to the application for a quotation for insurance, presented it to Dick for signature.
- f. Board signature card updates at Citizens State Bank: Richard's data is updated; Diedra will provide the bank with the remaining data.
- g. Transfer of funds to debit card: Diedra reported the debit card only has \$72 left on it, thus she had to write a check for \$220 to purchase new checks. The debit card generally has been

kept with about \$500 on it. **MOTION:** Linda moved and Mike seconded action to transfer \$500 to the debit card. Motion passed. Linda will effect the transaction.

**8. New Business:**

- a. New business from the floor: None.
- b. Highway 62 temporary easement:
  - Diedra reported Colorado Dept. of Transportation contacted her about the possibility of a temporary easement during construction work on Highway 62. This was an initial contact to identify the appropriate contact person, with no details of what CDoT desired. From Diedra's work for the town it appears that design is scheduled to be 90% complete in July, at which time more information should be known. At this time the plan indicates there will be no closures for businesses along Highway 62.
  - Discussion concluded that details of what CDoT desires, and the impact upon the parking lot and access to MMC, have to be identified before any decision on an easement.

**9. Other/Next Meeting - Thursday, June 18, 2015.**

- a. Linda requested the board take a position with the town to prohibit town sponsored activities (scavenger hunts, parties, races, art displays) in the dead-end alley on the west side of the building. No board action was taken.
- b. Linda requested the next board meeting be at the first floor conference room of the Citizens State Bank in Ridgway as she is having difficulty managing the stairs. Board concurred. Linda is to arrange with Citizens' State bank and Diedra is to arrange appropriate posting.

**10. Adjourned at 1433** pursuant to **MOTION** by Richard, seconded by Mike and passed.

**Attachment:** Handout of All-Scripts additional costs.

Submitted by Secretary

Approved at June 18, 2015 Board meeting

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