

OURAY COUNTY REGIONAL SERVICE AUTHORITY

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

REGULAR BOARD MEETING Minutes (file 071615a)

July 16, 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, Fedel, Ingo and Wojciechowski, administrator Silbert.

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

1. **Call to Order** at 1235 by Linda Ingo.
2. **Review of Agenda:** Added HVAC maintenance discussion as item 6.b.
3. **Approval of Minutes from 6/18/15:**
 - Linda and Joel requested some changes. **MOTION** to approve the minutes as amended by Rich, second by Jennifer, motion passed.
 - Discussion as to the level of detail in the minutes, as to whether board members should be identified in the minutes as to their positions. Linda requested a discussion of minutes be placed on the August agenda.
4. **Public Input:** None
5. **Discussions with Medical Provider, Dr. Gates:**
 - Joel indicated things are going well. No changes from last month in any big things.
 - Radiology: 28 images taken in June, 13 to date in July.
 - With two additional providers the clinic is again taking new patients. The proportions of new patients with Medicare and with Medicaid as the payer are much higher than previously. The degree to which the new Medicaid patients were previously receiving primary care is not known.
 - A computer virus hit the clinic on an old computer. Virus encrypted data on the computer with a ransom demand of \$500 to allow the data to be unencrypted. Patient records were not affected as they are on a different system. MMC is obtaining outside IT assistance.
 - First steps have been taken to convert to in-house billing operations.
 - MMC hired a new medical assistant, but she was unable to find day-care for children, thus withdrew. Another staff member is leaving, so the clinic is down to a nursing staff of one. Facebook has been the more effective recruiting tool. No applications were received from a detailed straight advertisement, but several applications received when training was offered.
 - Screening:
 - Screening for depression is being conducted on all patients with appropriate referrals to various agencies. If a positive result is obtained on PHQ9, referrals are made. Only the Center for Mental Health accepts Medicaid payer patients. 50% of patients are upset about the electronic records and mandatory screening.

- Coordinating with mental health providers can be challenging as well as frustrating for patients, especially if they are reluctant with regard to the referral. Patient portal is not a tool available for making appointments for referrals.
- Height and weight are also being documented so that Body Mass Index is collected on patients to meet federal mandates.
- Mandates for various screenings and documentation are increasing. Time spent on screening alone places billing in highest category based on complexity. It often takes up the time allotted for the particular chief complaint prior to getting to the chief complaint.
- Several sources indicated the lighted sign appears to be on all night. MMC staff will check the timer function on the sign.

6. Old Business:

a. Flooring Project

- Susie's brother-in-law provided advice. Susie clarified that his specifying Mohawk carpeting was not an exclusive specification, but intended as an example of appropriate quality/price and not intended to preclude equivalents.
- Linda indicated she is still not available to work on the project due to other commitments.
- Linda suggested that some of the flooring project could be split off and performed earlier to make the primary project less difficult and less costly.
- Linda suggested the shelving in the emergency room which presents a problem for flooring replacement and flooring maintenance could be replaced with different shelving.
- MMC requests any such work not interfere with operations; could be done in the fall after the flooring project or now if it can be done when the clinic is not open.
- Linda and Mike agreed to continue working the project.
- Linda questioned whether the board should request a refund from the attorneys for the draft flooring contract. The board had previously approved the bill which was paid in May.

b. HVAC Maintenance.

- Mike reported he met with the contractor, A&B, earlier in the day and the contractor brought up a number of issues:
 - A&B found an air (heat) exchanger that services the four rooms that do not have windows to the outside. Apparently this additional ventilation system was installed about eight or ten years ago. This ventilates those rooms while attempting to normalize the air temperature, minimizing loss of cooling or heating.
 - The heat exchanger has separate filters for air flow in each direction. Those filters were totally clogged, appeared to have never been changed. A&B cleaned those filters as best they could, but they need to be replaced. Cost of replacement filters is not known. A&B is researching the filter requirements for that unit, including ascertaining whether the filters can be cleaned or whether they need periodic replacement. A&B is willing to add servicing these filters for \$35/quarter.

- A&B found that retaining clips required to hold filters in place on the main Lennox units are missing. A&B is contacting Lennox to obtain replacement clips to mount filters properly.
- A&B reviewed the wiring situation, found incorrect wiring used on the outside units, did not correct it today, will plan out the appropriate correction first.
- A&B determined part of the temperature control problem is that the thermostat that controls a series of rooms is located at the back of the building at one end of the ducting. A&B will research whether installing a slave thermostat in a room at the other end of the ducting run would help average the temperature across the rooms serviced by that system.
- A&B stated they anticipate identifying more issues when they do the combustion analysis in the fall.
- Discussion noted that prior servicing agents had not noted these problems. Fresh eyes were a good investment.
- Susie expressed MMC's thanks to Mike for building the attic hatch cover, stating it makes a big difference.

7. Reports from Administrator:

a. Invoice Review:

- The invoice for cyber insurance included an unspecified tax. Diedra will pay the bills but investigate whether the tax applies to RSA and take any appropriate action if the taxes do not apply.
- Noted an additional \$240 is for setting up and training for the Quality Health Home system for the two new providers.
- Question arose as to exactly what the "cyber insurance" covers. Susie will check coverage to see if the virus issue might be covered.
- **MOTION** by Mike, second by Rich, to pay the bills presented; motion passed.

b. Correspondence:

- Response from Rocky Mountain Health to Dick Gingery's letter had been sent around by Diedra.
- Minutes to reflect the board's appreciation for Dr. Gingery's sending the letter to the Rocky Mountain Health.
- Diedra received agreement from Scott Middleton to meet with the board to provide historical perspective on financial planning. Scott had previously presented to another board an algorithm for long term budget planning.
 - Consensus of the board that (a) meeting with Scott could be beneficial and (b) there is no reluctance to share with Scott the RSA QuickBooks file.
 - Linda said she is available in July until the 26th, and then from August 6 to 30; not available September 1-3.
 - Jennifer is not available Mondays, nor the 2nd or 3rd Wednesday.
 - Another number of dates were not practical for a number of persons.

- Diedra is to determine when Scott may be available in August, and specifically whether available to meet at the board's planned meeting.
 - Scott Middleton has been searching unsuccessfully for the second key to the safe deposit box.
 - **MOTION** to pay the \$50 fee to Alpine bank for the lost key to the safe deposit box by Jennifer, second by Rich; motion passed.
- c. Financial Statements
- Diedra indicated she had not worked on an amended 2015 budget (brought up at June board meeting). Diedra said she had not talked with CPA Don Moreland about properly reflecting assets in financial statements.
 - Rich requested Diedra provide descriptions of the budget line items to the board in anticipation of working on next year's budget, as the allocation of costs to particular line items is not always apparent based upon line item nomenclature.
- d. Inventory Project:
- Diedra reported that Joey had met with Susie, and has been provided with data on newer purchases. New purchases information will be passed to him as well. Susie noted that Joey had agreed to produce labels for MMC as well, to label a small number of items purchased by and for MMC, and not RSA, to distinguish those.
 - Rich provided a rough draft inventory policy, requesting board members review it and that it placed on the agenda for the next meeting. A written policy would be easier to reference than to search old minutes to identify adopted procedures.
8. **New Business:** a. New business from the floor: None
9. **Other/Next Meeting -**
- Diedra and Mike will not be available August 20th. Regular meeting moved to August 13 at 5:30 p.m. Location to be determined. Joel will not be able to attend at that time. Will attempt to have Scott Middleton make a presentation at that meeting.
 - Schedule for strategic planning meetings was discussed. It is hoped that all board members participate but it is recognized that scheduling meetings to match each board member's calendar as well as Diedra's calendar is challenging and it may not be possible to accommodate all calendars all the time without unduly delaying action. Already established meeting for July 28, 2015 was not rescheduled. Diedra's offer to send out a Doodle calendar schedule request to ascertain when an August meeting can be held was accepted.
10. **Adjourned at 1409** pursuant to **MOTION** by Jennifer, second by Mike; motion passed.

Attachment:

Rough draft inventory policy to be considered at August meeting marked Draft 7-13-15.

Submitted by Secretary

Approved at August 13, 2015 Board meeting