

## 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 (file 081315)**

**August 13, 2015**, 5:30 PM – Ridgway town hall, Ridgway, Colorado

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

Present: Board members: Boland, Fedel, Gingery, Ingo and Wojciechowski, administrator Silbert.  
Others: Dr. Joel Gates (medical provider, Mountain Medical Clinic (MMC) came early for a portion of the time. Planned presentation by Scott Middleton on financial planning has been deferred again. Linda brought supper for those who wanted to eat considering the evening meeting.

1. **Call to Order** retroactively at 1745 by Dick Gingery.
2. **Review of Agenda:** Added future work shop meeting schedules to Item 9. Discussion of lap top and interior lights to be included under #6, Old Business.
3. **Approval of Minutes from 6/18/15:** Richard sent out draft and followed up with second draft after receipt of comments. **MOTION** to approve latest draft of the minutes by Jennifer, second by Mike, motion passed.
4. **Public Input:** None.
5. **Discussions with Medical Provider, Dr. Gates:**
  - Joel indicated interior lighting has become a major problem with some work areas without light, does not have a preference between T-8 and LED, but needs working lights; the problem is getting worse as more fixtures fail. Discussion about prior \$17k estimate from electrician Richard Kerson to change to all LED lighting v. upgrading to T-8 type lights. Diedra had previously requested MMC provide an inventory of out of commission lights. Clarification that recent “fix” by Kerson was not expected to be total resolution but sufficient to allow failures to identify those lighting units which will require replacement.
  - MMC staff has trained on Practice Management system, started processing its own billing this week. Staff will now field questions regarding past and present billing locally.
  - Still seeking nursing staff to hire.
  - New providers are reasonably busy. Summer has more walk-in traffic, clinic getting many new patients but dual coverage is not always necessary. Joel is pleased with the work flow and dynamics of the team.
  - In response to Jennifer’s questions about mental health referral process, Joel indicated that much is resolved in-house by further discussion with patients. Depression screen scores may reflect non-depression issues such as insomnia induced fatigue. If patients wish to obtain counseling, MMC provides referral. Center for Mental Health is only mental health provider available for Medicaid patients; MMC does not receive feedback on referrals as separate waivers are required for information release. Patients find intake process at Center for Mental Health burdensome, frustrating and discouraging.
  - Joel verified outside lights do turn off. Discussion indicated lights are on at the incorrect times during the night. Joel suggested documenting when the lights are on at inappropriate times.

- MMC rebuilt files affected by computer virus, did not pay ransom.
- RSA approved purchase of new lap top computer for new providers with a \$600 limit. Joel found that business level computers cost about \$1,400 and that was the cost of prior purchase. Consultation with sales personnel concluded that due to use of cloud data storage and no longer attempting to maintain a centrally controlled network configuration a consumer level computer would suffice. Joel's primary criterion is size and weight as lap top is carried from room to room. Joel purchased a Dell for \$649 plus a two year no-questions warranty for \$179, with a total price of \$881.65. Joel offered MMC would pay the overage beyond \$600 if RSA does not wish to pay total amount.
- **6. Old Business:**
  - a. Flooring Project
    - Linda reported that no progress had been made on the flooring project.
    - Linda repeated her recommendation that certain work, e.g. leveling of the floor in break room, replacement of shelving in trauma room, and refinishing (cleaning/ waxing/ buffing) of floor in radiology room be separated out and contracted for separately and sooner from the rest of the project.
    - Discussion that (1) separating these out may not be efficient and (2) that stripping, waxing and buffing of floors is a normal routine periodic maintenance function, for which MMC is responsible. It has not been performed. MMC has an RSA owned buffer. Conclusion that lack of adequate maintenance of floors needs to be addressed with MMC and this will be especially important if new flooring is to be installed. Once new flooring is installed, manufacturer's maintenance recommendations will be passed on to MMC. Dick will take this up with Joel.
  - b. Board minutes:
    - Diedra had requested discussion as current level of detail in minutes is far greater than the instructions she had received on being hired, which were to not identify board members with discussion points and to record only decisions and not discussion points.
    - Several opinions that providing a level of detail is useful to a board member who misses a particular meeting, serving as a reminder of relevant aspects that were discussed, or when attempting at a later time to understand a particular decision.
    - One board member raised concern that identifying a board member's positions could influence voters in the upcoming election.
    - Board meetings are audio-recorded, and therefore everything stated is public record, however it is unusual for a member of the public to request those audio recordings.
    - While Richard has been sending out draft minutes earlier than prior practice, making corrections based on input and sending out a second draft prior to the board meetings, one member did not feel comfortable requesting changes from the secretary and stated Diedra had been hired specifically to take minutes for the board, and had been amenable to changing minutes to reflect what a board member had intended to say.
    - **MOTION:** Motion by Mike that Richard continue to prepared minutes. second by Jennifer. Discussion that level of detail could be diminished; there are multiple

- opportunities for corrections; administrator was hired to prepare minutes. Motion passed 3:1:0, Linda opposed, Dick abstaining.
- Diedra pointed out there is a conflict between two board members and suggested this needs to be resolved.
- c. Additional computer:
- Board needs to resolve additional expense of computer (see provider discussion). Discussion raised points that board had approved expenditure of \$600 based upon MMC estimate of \$500, but that MMC estimate was inaccurate if prior computers had cost \$1,400 each. Board needs to have sound estimates for both budgeting purposes and decision making.
  - This purchase was another example of MMC purchasing an item and paying sales tax when RSA is exempt from sales tax, in this case about \$50. Proper procedure of MMC providing sound estimate, advising RSA of need, and having RSA make the purchase (or at least the payment) exempts RSA from needlessly paying sales tax. This has been discussed with MMC before, needs to be discussed again. Board feeling that RSA should not be liable for sales tax when MMC fails to follow procedure.
  - Discussion of purchase of two year extended warranty. RSA has not been purchasing such warranties. Board is opposed to purchasing such warranties as generally not cost effective. In this case the lap top is continually carried from one examination room to another increasing probability of damage, e.g. being dropped.
  - Issues of good written estimates, extended warranties and sales tax need to be discussed with MMC again. Request made to have requirements on agenda for next meeting.
  - **MOTION** by Richard, second by Mike, to increase the authorized cost of the lap top to include the price of the lap top (\$649) and the service warranty (\$179) but not the sales tax (\$51) imposed on it. Motion passed 4:1 with Linda opposed.
- d. Interior lighting:
- Board recognizes existing lighting will become obsolete; question is whether to upgrade to still available T-8 ballast system or new LED system. Costs of LED systems are still high and still decreasing.
  - Kerson estimated \$14k for 77 LED fixtures, including labor to remove existing but excluding cost of disposal of fluorescent bulbs, plus series of wall and ceiling mounted dual technology occupancy sensors to turn lights off, totaled \$17,793 in September 2013.
  - Occupancy sensor desire driven by MMC desire to have interior lights turned off after hours; MMC staff apparently fails to turn off lights on leaving building (cleaning crew works in early morning, thus apparently not the culprits). MMC is responsible for utility bills, so MMC should have sufficient incentive to have last person in building turn off the lights.
  - Ken Haines of SMPA provided a cost analysis in the same time frame as Kerson indicating about a 9 year pay-back period for LED lights, with a total cost estimate for an LED retrofit projected cost around \$17.5k.
  - Desire to obtain an estimate of the life of a T-8 upgrade when comparing alternatives.

- Agreement that RSA should obtain proposals for both alternatives from multiple vendors. This should be an RSA not an MMC project. Rebates need to be investigated.
- Linda pointed out that replacing light system is not in the 2015 budget.
- Discussion that MMC (Susie) had already been requested to provide inventory of which lights are failing but has not yet done so; Diedra will now perform inventory of lights. Once extent is identified, RSA can determine whether shorter term fix makes sense and when total overhaul is necessary.
- Comment made that power fluctuations have been causing light fixture failures. May need surge protection.
- Mike offered to lead the effort on overhauling the interior light system once a decision is made.

## 7. Reports from Administrator:

### a. Invoice Review:

- Lawn care bill of \$503 for mid-May to mid-July drew comments as to high cost. This apparently included weekly mowing of lawn (\$35) plus weed eradication (\$10/hour) an average of about \$50 per week. Diedra noted the board had approved the expense.
- Quality Health Maintenance cost is up to \$250/month with new providers.
- First bill for HVAC maintenance was in packet; we are now under contract for maintenance and the additional air exchangers are included.
- **MOTION** by Mike, second by Linda, to pay the bills presented; motion passed.

### b. Correspondence:

- Richard passed around a copy of the Special District Association's Board Member Manual he had learned about and borrowed, as well as several pages printed from the SDA's web site and two e-mailed letters from SDA regarding membership. Advantages of membership would include an organization identifying relevant legislative changes and availability of insurance programs. Membership cost for RSA was estimated by SDA at \$545 after the first year 50% discount. The SDA manual appears to have a lot of good reference information. Discussion indicated prior consideration concluded the benefits did not justify the expense. Diedra indicated she has access to SDA's newsletters, can pass those around.

### c. Financial Statements:

- Richard asked why the Profit and Loss statement for July does not reflect the monthly rent payment from MMC. Diedra stated some months reflect two payments, some none, and the overall budget-to-date shortfall for rent may reflect that a payment was made in December and recorded in the prior year.
- Linda requested reimbursement for the dinner she provided.
- Richard brought up the issue of correcting the financial statements again. Diedra stated she had inherited the bookkeeping as is. Diedra stated she had spoken with Scott Middleton, who acknowledged the problem, stated the RSA had always intended to correct the presentation of assets, had just never gotten around to it. Diedra stated Scott said there were two ways of reflecting fixed assets: using original acquisition cost is

simpler, while using market value would require annual updating of value. Scott recommends using original purchase price. Discussion that original acquisition cost is the preferred approach.

- Richard asked about the prior request to provide written descriptions of each element in the charter of accounts, as the element titles are not always clear. Diedra acknowledged the request, stated she had not yet accomplished that, considered that a topic for 2016 budget discussions.
- Discussion that financial account categories for budget and financial reports needs to use consistent nomenclature and numbering. Diedra stated the budget needs to be developed by October 15.
- Extensive discussion about Scott Middleton's unavailability and whether a different accountant should be consulted as Mr. Middleton has been unavailable to the board for an extended period of time, about two years. Diedra indicated she has been able to consult with Scott by telephone recently, that his availability appears to be improving, and she is comfortable working with him because of his extensive earlier involvement with RSA and that he had established the bookkeeping accounts.
- Discussion that RSA needs to ascertain whether Scott Middleton will be available to consult with RSA or whether RSA needs to find an alternative.

d. Inventory Project:

- Diedra reported she met with Joey of Lazy Kats and the project is completed. She now has a book with photographs of equipment by room, lists with descriptions, bar codes, and acquisition information where available. Diedra has yet to run off reports. Inventory has 225 assets listed. Forty three assets were not found, primarily older computer equipment, including the old server which was valued at \$22,000. Diedra will be checking with MMC on several items. Diedra noted a better tracking system is needed within MMC; can be addressed as part of inventory policy.
- Need to reconcile items not found, draft resolution describing disposition of items not located, to extent necessary incorporate inventory into end-year financial statements.

**8. New Business:**

a. Budget preparation

- As discussed above and in prior board meeting, written definitions of each of the accounts utilized in budgeting and financial reporting are to be provided by Diedra.
- Input from MMC will be obtained by Diedra prior to next board meeting, including staffing projection. RSA should request MMC prognosis on All Scripts costs which keep increasing.
- Linda pointed out that the parking lot sealing is not working well and wondered if one of the contractors working on the Ridgway renewal could work on it. Discussion that underlying drainage issue is the problem and one source advised to wait until the hole is larger before attempting remediation.
- Richard asked whether the 2015 analysis of the necessity to amend the budget has been accomplished; Diedra responded it has not.

b. Inventory Policy Proposal

- Richard on 8/11 sent out a revision to the proposal presented at the July meeting with minor corrections, with data inserted into blanks and left open to debate frequency of updating the inventory data base.
- Mike suggested that a form be used, to be filled out whenever an item is purchased, moved to another locations, or disposed of, which would document the item concurrently and provide a trail for inventory purposes. Discussion concluded that monthly update of the inventory software would be more effective and less onerous than less frequent updates, and would take advantage of fresh information as invoices are filed. Conclusion that an appropriate form be developed and made part of the inventory policy, with MMC responsibility for filling in the form and providing it to Diedra in a timely manner.
- Discussion of minor items, some of which are not even susceptible to having labels attached because they must be cleaned (e.g. metal bowls, suture kit instruments) suggested that these clog the inventory and are not worth keeping in the inventory. Some other low value items, such as depreciated chairs, while they are of low value there is a benefit to having them listed as they are part of equipment the medical provider depends upon (either current or potential future provider) and providing visibility for such items is helpful in budgeting for replacements. Dick pointed out that some of the descriptions of minor items, e.g. “suture kit,” are meaningless as suture kits may consist of different instrument combinations. Discussion that such minor items should be the medical provider’s responsibility rather than RSA’s.
- Richard requested Diedra send out a list of fields used by the inventory data base and a copy of the report to assist in developing such a form. Richard will revise the draft policy to include above requirements for consideration at the September meeting.

#### 9. Other/Next Meeting -

- Next regular board meeting on September 17 at the regular time and place, 1230 p.m. at Alpine Bank. Question of whether board members preferred an evening time concluded the regular time that has been used, 12:30 p.m. suits more members and is easier for Dr. Gates.
- Strategy work session is scheduled for August 26 at 5:30 p.m. at the Ridgway Town Hall.
- Setting a standard meeting date and time for workshops, whether strategic planning, budget or other topics concluded the **second Thursday** of each month at 5:30 p.m. presents minimal scheduling conflicts. Preferred location is the Ridgway town hall. Diedra will ascertain whether the Ridgway town hall can be scheduled in advance for those days. There will not be a work session in September. Next work session will be October 8.

#### 10. Adjourned at 2040 by Dick Gingery.

Submitted by:  
*Richard Wojciechowski*, Secretary

Approved by the Board on September 17, 2015  
*Dick Gingery*, President