

OURAY COUNTY REGIONAL SERVICE AUTHORITY

2015 Board Members: Dick Gingery (dgingery@q.com); Secretary – Linda Ingo (fisherranch@ridgwayco.net), 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

January 15, 2015

Ouray County Regional Service Authority

REGULAR BOARD MEETING

12:30 PM – Alpine Bank Conference Room

MINUTES

1. **Call to Order:** Vice-President Dick Gingery called the meeting to order at 12:37pm. In attendance - Board members Linda Ingo, Dick Gingery, Rich Wojciechowski, and 2015 incoming Board member Jennifer Fedel; Others – Dr. Joel Gates, Susie Blakney, Diedra Silbert. A quorum was declared. Introductions were made as this was Jennifer’s first meeting. Discussion took place regarding the increasing difficulty of accessing medical specialty services, catchment areas, and possible communications to other agencies about this.
2. **Review of Agenda:** Diedra asked to add discussion about the Mountain Medical sign and Insulation Project Follow-Up under Building Projects.
3. **Approval of Minutes From 12/18/14:** Linda noted that the Year End Profit and Loss statement indicated a negative income of \$4,000. In light of this, she suggested adding the word “November” to the minutes under the last item on the list of accomplishments, to avoid any confusion. Linda moved and Rich seconded to approve the minutes from 12/18 as amended. The motion passed unanimously.
4. **Public Input:** None.
5. **Discussions with Medical Provider (Dr. Gates):**
 - **Hosted Server:** Dr. Gates reported that the migration to the hosted server is scheduled to take place this weekend, and he has been assured it should work this time. The current server will be disabled, though it could still be accessed. Mountain Medical Center (MMC) will scan documents for a time until the new hosted server is fully functional. Meaningful Use and Patient Portals upgrades should happen in 2015.
 - **Rocky Mountain Health Plans Practice Transformation Process:** MMC is looking at their systems related to patient care and administration as part of this process.
 - **Digital Radiography Data:** In 2014, 101 x-rays were taken. (For 6 weeks the equipment was not functional.) In December, 16 were taken. So far in January, there have been 10. Dr. Gates’ sense is that the number taken is up from prior months. Linda requested that MMC provide the RSA with a monthly and year-end summary of these numbers.
 - **MMC Staff Change:** Dr. Gates said that Sarah Lauderdale, FNP, will be gone in a couple of weeks. He has not had much response yet to ads and will fill in the gaps by working more until he finds someone.

6. **Installation of New 2015 Board Members:** Mike Boland had indicated he could not be present at this meeting. The Oath of Office and Code of Conduct were read and signed by Jennifer who officially began her term as an RSA Board member representing District 1, with her term of office expiring in 2016. In the reading of the Code of Conduct document, the Board recommended removing the last six words which do not apply. Diedra will get with Mike to sign his Oath of Office and Code of Conduct paperwork.
7. **Election of Officers:** Dick asked for nominations for President. Linda moved and Rich seconded to nominate Dick for President. The motion passed. Linda moved and Jennifer seconded to close nominations and cast a unanimous ballot for Dick. Motion passed.

Dick opened the floor to nominations for Vice-President. Rich nominated Linda, and Jennifer seconded the nomination. Rich moved and Jennifer seconded a motion to close nominations and cast a unanimous ballot for Linda. Motion passed. This left the Secretary position open, so Dick opened the floor to nominations for Secretary. Jennifer nominated Rich for Secretary and Linda seconded the nomination. Linda moved and Jennifer seconded a motion to close the nominations and cast a unanimous ballot for Rich. Motion passed with one abstention (Rich). Discussion took place with no decision about the terms of office, whether they are for 2 years, rotate annually, or the board member remains in that office for their entire term on the board.

8. **Old Business**

• **Building Projects (Flooring, Exit Door)**

- **Insulation Project Update:** Diedra reported that she has been in communication with the Building Inspector who said he would inspect the attic insulation today. Rich had noticed that the walkway wasn't present, and Diedra asked Gary from Silverleaf to correct this which has been done. However, Rich reported that only one walkway was installed to one HVAC unit, not to both HVAC units. He wants a second plank installed. After checking, it was noted that the contract only mentioned "a" walkway. Linda suggested contacting Jake Coulter to put in this second walkway, instead of Silverleaf. She also wondered whether the HVAC units need to be serviced in case blown-in cellulose entered the units during the installation. The filters need to be serviced anyway. Keenan's had reported in the past that there were some voltage issues with the HVAC unit motors. Diedra will check for the unit serial numbers from old invoices in order to try to print owner's manuals and learn what the maintenance schedule is. Linda suggested asking Gig Henry if he would be interested in maintaining the HVAC units, changing the filters, cleaning the ducts and servicing/evaluating the motors. Both rebates from SMPA and Source Gas should come through, thanks to Linda's work on this. The one from SMPA for \$1,000 has already been deposited.
- **Exit Door:** Susie reported that she contacted John at Pinyon Mesa who had originally installed the sliding glass door about the possibility of installing an open/close button. He said this was possible but she had not received an estimate on costs yet. The group discussed that this door should only be used for exit and wouldn't need an outside button to open the door. He had emphasized that the motion sensor on the door would still operate and cannot be bypassed "per code."
- **Flooring:** Discussion took place about carpet dealers, samples, and vinyl vs. linoleum. The group agreed that the next step in this process is to learn more about the quality, types, durability and prices of materials. Then, the group should decide which materials and publish a bid for what is desired with the correct specs and materials. Linda found extra pink tiles from the x-ray room that she found in the attic and said there may be enough tiles

to repair the chemical room and not have to change out the x-ray room. Dr. Gates really liked that idea. Linda asked if the Emergency Room floor needed to be replaced, and Dr. Gates said he thinks there are some holes in the flooring. Linda is willing to work on this project. It was pointed out that the newer carpet is brown, and the original carpet is blue. Susie measured out the areas in the Nurses Station where staff would like to have linoleum and carpet. The carpet could be left everywhere with a chair protector mat in the blood draw area. Susie distributed a small map of the building. Dr. Gates thanked Linda for her communication about Dr. Sherwood's shelving in the front office which he plans to pick up.

- **MMC Sign:** Diedra reported that the Building Inspector told her that there had been complaints about the MMC sign staying lit beyond when it should be on. Dr. Gates responded that it is on a timer and should go off at either 8 or 9pm and then back on again at 5am. The timer is adjustable. Rich wants to see a copy of the Town ordinance related to this.

9. Report from Administrator

- a. **Invoice Review:** The Board reviewed the checks and invoices for the past month. Diedra noted that she is still holding the check for final payment for Silverleaf, though she is uncomfortable holding it much longer. Rich moved and Linda seconded to approve the checks for signature as presented. The motion was approved unanimously, and checks were signed. The list of signers at each bank needs to be updated to include 2015 RSA officers as signers and to remove past board members, such as Christen Williams. Diedra will prepare a resolution for Citizens State Bank and a letter for Alpine Bank requesting these updates.
- b. **Correspondence:** Diedra reported that the only correspondence arrived addressed to Dick from the Center for Mental Health regarding their upcoming "friendraiser."
- c. **Financial Statements:** The Board reviewed and discussed the financial statements. Rich asked why the RSA does its bookkeeping on an accrual basis instead of a cash basis, which he would prefer.
- d. **Inventory Project:** Diedra explained that there are still some challenges with the project. The new (refurbished) computer purchased for the inventory project is not compatible with the inventory scanner. A new scanner may need to be purchased. Joey Huddleston will research what needs to happen to get all the technology working together. Rich moved and Jennifer seconded to authorize up to \$250 to purchase the appropriate scanner for the project. The motion was approved unanimously.
- e. **DLG Packet:** The Division of Local Government of the State Department of Local Affairs requires budget forms to be submitted by the end of January. Diedra brought the ready-to-send packet of paperwork to the meeting for the Board to look at to be familiar with the documents that must be filed.

10. New Business

- a. **New Business from Floor: Budget Workshop** - Linda and Jennifer reported on the excellent Financial Management seminar they both had attended, given by Cathryn Peterson and sponsored by the Western Colorado Nonprofit Council. It was helpful and clearly laid out the fiscal responsibilities of board members. Jennifer inquired about RSA's liability coverage for Board members which will be verified. They suggested that Mrs. Peterson could be a possible resource to help the Board with long-term planning in light of the 2020 sunseting of the RSA mill levy. **Mental Health** – Rich reported that he had learned about a clinic located at a Delta school which provides dental and mental health services. He wanted

to know more about this in order to potentially help the Board figure out how to increase access to mental health services in Ouray County. He had been referred to Melanie Hall for more information. After discussion about teen suicides in the county, RSA's mission, and the contract with Dr. Gates, it was agreed that Linda would contact Melanie (her daughter) about coming to a Board meeting for further discussion. **Strategic Planning** – The prior discussion led to Rich communicating that he wants a strategic plan or blueprint identifying what needs to be accomplished over the next several years leading up to 2020. Jennifer added that this might also be helpful during Board member transitions. The plan would need to be reviewed and revised on a regular basis. Dick offered to work on writing the medical side of that plan, and Rich will draft a proposal. A strategic planning workshop will be given in Ridgway by the Western Colorado Nonprofit Council which the whole Board may want to attend together (requiring public notice). Diedra will find out who will be presenting. It was suggested that the topic of Strategic Planning be added to the next several agendas.

- b. **Executive Session to Evaluate Administrator:** This session was moved to the end of the meeting.
- c. **Shed Behind MMC:** Linda reviewed that MMC wants a shed built on the north side of the building to hold the Gates' lawn mowing equipment. One was begun but never finished. A bid was received to build it totaling \$850.23. Fluorescent bulbs, carpet pieces, a ladder, a floor buffer could also be stored in it. The building has very little storage space per Linda. Diedra will ask the Building Inspector if a permit would be necessary. The Board recognizes the need for additional storage, the current availability of contractors who might not be available later for a small job, and the unknown costs of the flooring project. They agreed to consider this later in the year.
- d. **Preparation for Audit Exemption Filing:** Diedra explained this annual requirement, the steps involved, and the search for a new CPA to do it. After discussion, it was agreed that Diedra will contact Cindy Groskopf to ask if she works with nonprofits/government, what her rates would be, if she'd be willing to do a presentation to the Board on planning and budgeting, and possibly other Board business as well. Linda moved to authorize Diedra to contract with Cindy Groskopf to do the RSA audit exemption, if she does this, and if she doesn't, to get recommendations from Cindy and Cathryn Peterson and contract with the most appropriate CPA in consult with two board members. Jennifer seconded the motion, and the motion passed unanimously. The group discussed Cathryn Peterson's potential conflict of interest in working with the RSA, due to her firm's current work for MMC and the Gates, and decided to stick with the decision just made. Diedra will contact Cathryn to let her know the outcome of this meeting.

Executive Session: The Board went into executive session to discuss personnel matters, per §24-6-402(4)(f), C.R.S, as read, at 4:13pm. The executive session ended at 4:25pm.

- b. **Administrator Evaluation:** In light of compliments given by Board members to the Administrator and her exemplary work over the past year, Linda moved to raise Diedra's pay rate to \$26/hour effective 1/1/2015. Rich seconded the motion. The Board thanked her for her service. The motion carried unanimously.

11. **Other/Next Meeting:** The next meeting will be **Thursday, February 19, 2015** at 12:30pm.

12. **Adjournment:** Dick declared the meeting adjourned at 4:28pm.

Minutes Approved at February 19, 2015 RSA Board Meeting

Dick Gingery, President