

## OURAY COUNTY REGIONAL SERVICE AUTHORITY

2016 Board Members: Mike Boland ([mikeboland@frontier.net](mailto:mikeboland@frontier.net)); president; Dick Gingery ([dgingery@q.com](mailto:dgingery@q.com)); Joey Huddleston ([jvridgway@gmail.com](mailto:jvridgway@gmail.com)); Coleen McElroy ([rubicanyon@yahoo.com](mailto:rubicanyon@yahoo.com)), vice-president; Richard Wojciechowski ([RichardRSA4@OurayHorsefeathers.org](mailto:RichardRSA4@OurayHorsefeathers.org)), secretary.  
Laura Liccardi, ([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 160125a)**

**January 25, 2016, 2:30 PM** – Alpine Bank, Ridgway, Colorado

(Note: Items recorded in accordance with adopted agenda notwithstanding sequence of discussion)  
This meeting was called as a rescheduling of the regular meeting scheduled for January 21 which did not have a quorum.

Present: Board members: Boland, McElroy and Wojciechowski, joined after appointment by new board member Huddleston, and administrator Liccardi.

1. **Call to Order** at 1430 by Richard Wojciechowski.
  
2. **Introduction of new administrator.** Laura Liccardi was introduced to those who had not met her already. Laura is the new administrator who has been meeting with Diedra Silbert to familiarize her with RSA administration. Recommendation made that as Laura performs functions for the first time she take notes, and Richard will help turn those into documented procedures for future use.
  
3. **Review of Agenda:** Agenda originally planned for January 21 was expanded to include recent developments, and District board membership moved to the front.
  
4. **District 5 board memberships.** (This could have been considered under new business, but was considered early to allow for full participation during the meeting.)
  - Dick Gingery on January 14, 2016 e-mailed board members stating that Linda Ingo had resigned her position.
  - **MOTION:** Mrs. Ingo's resignation was accepted, motion by Mike, second by Coleen, motion passed.
  - Richard introduced Joey Huddleston from District 5 who had agreed to serve the balance of Mrs. Ingo's term, and provided the witnessed nomination form to Laura. Joey's company has done work for Mountain Medical Center and successfully performed the inventory project for RSA in 2015.
  - **MOTION:** appoint Joey Huddleston as the District 5 board member by Coleen, second by Mike, motion passed. The board members welcomed Mr. Huddleston.
  - Board procedures, constraints (open meetings, transparency and meeting posting requirements) and schedules was held, as well as tentative identification of documents that need to be accomplished by new board members (oath of office, HIPAA acknowledgment, ethics/code of conduct acknowledgment). Suggestion the RSA files should have a folder for each board member.
  - Summary of HIPPA constraints discussed with examples relevant to RSA and MMC, and application to RSA contractors. Summary of Open Meetings constraints was presented and discussion of optimal manner of public notice, including a posting of planned meeting dates/times for the year at the court house, including notice that agendas are posted on the web site

- Laura advised deadline for transparency notice had been met, but the information was not up to date with the changes in board members; Laura will update this.
- Laura provided a board member binder to Coleen. RSA has not received Linda's board member binder back as yet.

#### 5. Minutes approval and discussion:

- **MOTION** to approve the minutes of December 10, 2015 minutes as presented, by Mike, second by Coleen; motion passed with Joey abstaining as he had not been at the meeting.
- **MOTION** by Mike, second by Coleen, to approve minutes of December 17, 2015; motion passed with Joey abstaining as he had not been at the meeting.
- Discussion that it is the firm objective that all RSA meetings take no longer than two hours, and preferably less time.
- Comment that if someone cannot make a meeting to let Laura know, and she can be the central information on anticipated attendance and availability of a quorum.
- Discussion that the action items from meetings that Richard has been producing continue, and that each meeting review the action items from the prior meeting(s) as an agenda item.

#### 6. Public Input: None.

7. **Discussions with Medical Provider:** None. Neither Dr. Gates nor Susie was available for this meeting.

#### 8. Old Business:

##### a. Building projects: Check out station door.

- Mike summarized the history of the check out station: that RSA had advised MMC to come up with their preferred solution; that MMC would be responsible for implementing it and the cost other than fixing the issue with the door up to a set cost.
- Mike stated the door has been serviced with new belts and installed remote operation at a cost of \$800. Kudos to Susie who kept the cost down to \$800.
- MMC has requested the door windows be tinted to mitigate bright sunlight making it difficult to work at the checkout station. Mike explained the value of this. Estimated cost is \$403.75.
- Discussion of sales tax exemption and related necessary procedures for the benefit of new board members, specifically that sales tax exemption is not permitted in a reimbursement process, as it applies only with direct payment by RSA check or credit/debit card, not cash. Coleen suggested a record be kept of which vendors have been provided the RSA sales tax exemption number.
- **MOTION:** approve tinting of door windows with cost up to \$450 by Mike, second by Coleen, motion passed. Mike will advise Susie at MMC to proceed.

##### b. Building Projects: Lighting Project:

- Mike summarized the project concept and actions to date for new board members, including using existing fixtures but replacing of bulbs with LED bulbs, repair or replacement of "tombstone" fixtures, unknown final quantity of items requiring

- repair/replacement and thus per unit pricing, prior board decision to award to E3 Insight.
- Demonstration phase included purchase of 25 LED bulbs in three different color temperatures. Sample fixtures have been modified by E3 Insight and MMC has evaluated which colors/types are best suited for the different types of work areas.
  - Mike has finalized the contract document, which is largely a release from a myriad of potential liability situations. The contract includes a one year warranty on tombstones. Contract includes a price per element basis, with a total estimated price of \$8,700 with an estimated potential addition of \$150 for quantity changes, with \$1,900 payable up front on account of 50% of the cost of materials.
  - Reasons for installing automatic light switches were discussed. MMC has been asked to carefully consider where such switches are needed, but has not responded yet. One consideration is the effect on LED bulbs of being constantly turned on and off. This effort is separated from the replacement/repair contract.
  - **MOTION:** to approve award of the presented contract and pay the \$1,900 up front cost of 50% of materials by Coleen, second by Joey. Motion passed.
- c. Building Projects: Flooring
- Mike summarized the history of the flooring project for the new members. Western Slope Floors' bid had been previously selected subject to a successful pre-award conference. The conference went well, and included MMC staff participation.
  - At the conference MMC staff was consulted on flooring material selection and changes were made accordingly. Changes made include using vinyl instead of carpet in the laboratory, in recognition of potential spillage, and including the leveling of the kitchen floor, thus having one single party responsible. This also improves project coordination. The border between the vinyl and carpet was also upgraded. Total price as adjusted is \$20,643.66.
  - Draft contract language was originally obtained from attorney Mike Hockersmith, has been modified, the modifications were reviewed by Hockersmith as well. The payment process has been simplified. Completion requirement is by May 1. The contract includes disposal of removed material. A 50% deposit is to be made upon award.
  - **MOTION** to approve the contract as presented by Joey, second by Mike, motion passed.
  - Mike had a very positive response in debriefing the unsuccessful bidders. Mike will deliver the award and deposit to the contractor.
  - Comment that the art in the "manipulation room" has been donated by Coleen McElroy.
- d. Telephone headsets: Mike reported he had seen MMC staff testing the telephone headsets MMC had discussed at a prior meeting.

## 9. Reports from Administrator:

- a. Invoice Review:
- Checks prepared for January 21<sup>st</sup> meeting were presented, and several additional invoices received since then, e.g. the \$800 for alteration and servicing of the exit door and the balance of the insurance premium, were presented, with checks to be drawn in the next

several days. **MOTION** by Mike, second by Coleen, to approve invoices as presented; motion passed.

- Explanatory discussion was provided of how purchased items, e.g. the tympanometer, need to be entered into the inventory, and the form contained in the inventory policy is to be submitted by MMC to the administrator, and that it is better to do this at the time of purchase/receipt rather than later. Joey mentioned that adding property requires generating a label, and offered his assistance to Laura with regard to inventory.
  - Richard stated he had requested Diedra give him the inventory computer and scanner so that Lazy Kats could perform the year-end inventory that should have been accomplished in November or December, but had not yet received the equipment. The board had previously decided to hire Lazy Kats to do the year-end inventory.
  - Question of the status of the old audiometer in the inventory was repeated.
- b. Correspondence: Only correspondence was a Christmas card addressed to Dick.
- c. Financial Statements: Richard requested one apparent anomaly be researched (rent received) and the large office supply expenditure identified.
- d. Business insurance: This item had been resolved at the prior meeting. Brief discussion of insurance was held. As stated at a prior meeting, Mike will research alternatives.

#### 10. New Business:

- a. 2015 audit exemption process: Requirement was discussed. Board directed Laura to contact Don Moreland to identify documentation he needs to accomplish the audit exemption application, but to also seek his counsel on the charter of accounts for the 2016 and future, as well as his opinion on whether the QuickBooks software should be updated.
- b. Administrator transition: Laura reported she had met with Diedra several days going over RSA business, prior administrator contractor, and at this point believes the optimal approach will be to proceed to perform the work and call on Diedra with questions as necessary. Building procedures documentation is appropriate at this time as requirements are accomplishments.
- c. Financial document signatories:
- Discussion that signature cards with financial institutions need to be updated to reflect the change in board membership and that authorizing all the board members to sign would preclude RSA inability to pay invoices, as occurred the prior week.
  - **MOTION** to adopt the resolution naming board members authorized to sign financial documents by Mike, second by Coleen; motion passed.
  - Board determination that the RSA debit card needs to be changed to reflect the change in administrator. RSA also needs to obtain the debit card that was issued to Diedra.
  - **MOTION** to change debit card from Diedra's name to Laura's name by Joey, second by Mike; motion passed.
- d. Board member orientation: Discussion of actions required to provide appropriate orientation for new board members. Due to current press of other work, the old orientation documents can be used, and those will need to be updated in the future as well as coming up with a procedure listing what items should be provided to new board members. Laura provided Coleen with the electronic copy of the orientation prepared years ago by Michelle Olin Nauer.
- e. Payroll procedure. Richard summarized prior board discussion of processing payroll by having Laura send her hours directly to ASAP payroll, and provide a summary of her time expenditure/efforts at the next board meeting, thus avoiding disruption in payroll should a

board member be unavailable. Brief discussion ensued of why an outside payroll vendor is being utilized and the possibility if appropriate of bringing payroll in house. Richard went over the history of how ASAP had been selected and noted that Dick has already signed the contract with ASAP.

- f. Workmen's compensation insurance: Richard ran through the premium payment methodologies apparently available. Richard indicated ASAP's partner had been requested to contact us, and one telephone call had been received, but discussion is still pending.
- g. Election of officers:
  - Dick Gingery's January 14 e-mail indicated he is not in a position to serve as an officer in 2016.
  - Nominations for officers were as follows: Mike for president, Coleen for vice-president, Richard for secretary. No other nominations were received. Vote was held on the slate of officers as nominated; vote passed unanimously.
- h. Designation of Election Official:
  - Discussion of the requirement for the RSA to have an election official to accept nominations and to coordinate the election with the county election official. The contractor administrator has been the designated election official in the past. Discussion of the necessity for the election official to contact the county election official, Michelle Nauer, to become familiar with the election process.
  - **MOTION** to designate Laura as the RSA election official by Mike, second by Joey; motion passed.

#### 11. Other/Next Meetings

- Action to be taken to update signature cards so checks can be signed and to obtain an appropriate debit card.
- Need to verify 2016 availability of the Alpine Bank conference room for regular meetings.
- Next regular board meeting is scheduled for Thursday, February 18, 2016 at Alpine Bank at 12:30.
- Board workshop to resume discussion of an RSA strategic plan is scheduled for February 11, 2016 5:30-7:30 p.m. at the Land Use conference room.

12. **Adjourned** at 1642 pursuant to **MOTION** by Mike, second by Coleen.

Submitted by:

*Richard Wojciechowski*, secretary

Approved by the Board on February 18, 2016.

*Michael Boland*, president