

OURAY COUNTY REGIONAL SERVICE AUTHORITY

2016 Board Members: Mike Boland (mikeboland@frontier.net); president; Dick Gingery (dgingery@q.com); Joey Huddleston (jvridgway@gmail.com); Coleen McElroy (rubicanyon@yahoo.com), vice-president; Richard Wojciechowski (RichardRSA4@OurayHorsefeathers.org), secretary.
Laura Liccardi, (Ouraycountyrsa@gmail.com), administrator
Dr. Joel Gates (reception@ridgwaymountainmedical.com), medical provider

REGULAR BOARD MEETING Minutes (file 160317)

March 17 2016, 12:30 PM – Alpine Bank, Ridgway, Colorado

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

Present: Board members: Boland, Gingey, Huddleston, McElroy and Wojciechowski, and administrator Liccardi. Medical provider Dr. Joel Gates and MMC staffer Susie Blakney.

1. **Call to Order** at 1231 by Mike Boland.
2. **Review of Agenda:** Dates of the next meetings in item #9 were corrected.
3. **Minutes approval. MOTION** by Richard, second by Dick to approve minutes from February 18, 2016; motion passed.
4. **Public Input:** None.
5. **Discussions with Medical Provider:**
 - a. Susie requested clarification on process for MMC requests to purchase items at RSA expense. Discussion concluded continuation of prior practice, for MMC to bring up desires at board meetings with discussion, providing further information if needed, and board motions to approve, remains appropriate.
 - b. MMC requested RSA purchase “blue tooth” telephone headsets. Trial period with one headset purchased by MMC indicates MMC staff wishes to purchase more. Susie requested RSA reimburse MMC for the one headset already purchased (\$203.83) and purchase three additional headsets (\$611.49). MMC purchased these from Amazon and did not have to pay sales tax.
 - c. Susie requested RSA reimburse MMC for purchase of two “privacy screens” for the new wide screen desktop monitors that limit visibility of computer monitor screens to operator sitting directly in front of screen (\$75.30 each, total of \$150.60).

MOTION to reimburse MMC for one telephone headset and two privacy screens and purchase three additional telephone headsets by Dick, second by Joey; motion passed. Susie to purchase these, coordinating with Laura. Laura can set up a sales-tax exempt with Amazon.
 - d. Discussion that “Amazon Smile” program provides benefits to selected charities without additional cost to RSA. Request that Laura look into the Amazon Smile program for RSA purchases.
 - e. X-ray report: MMC processed studies as follows: January 13; February 20; March 7 to date. Clarification that these numbers reflect imaging studies, not individual views. One study, such as of a perhaps fractured bone, may include more than one image (view).
 - f. Joel reported continuing frustration with AllScripts, as meaningful use credits were not allowed for some work logged by Dr. Homer because one box was not checked on the reports as they were transitioned to the cloud and retroactive changes are not permitted. This may affect amount of “meaningful use” reimbursement.
 - g. Joel and Susie noted the floor tile removal is aggravating being extremely noisy.

h. Susie protested the flooring contractor wanting to work until midnight with the resulting requirement an MMC staffer come back to lock up at midnight. Discussion concluded that

- The contractor could use one door that can lock without a key when swung shut but MMC fears contractor could be locked out inadvertently and would then be calling MMC staff late at night to re-enter, and that would not secure the alarm system.
- Contractors were specifically tasked with performing some work outside of MMC operating hours to accommodate MMC and minimize disruption to MMC patient care, but that requires MMC to cooperate with the contractor.
- It is MMC's choice whether to provide the contractor access by lending the contractor a key or having an MMC employee come to close up at night and weekends.
- Contractor has been providing several days to a week's notice of planned after-hours work schedule, but better communication between the contractor and MMC with RSA liaison is desired. Communication got cross wired because contractor spoke with MMC staff before Mike had the opportunity to coordinate with MMC.
- Point was made that MMC should advise the Ridgway marshal's office when the flooring contractor is expected to be working late to avoid unnecessary calls to Joel late at night.

i. Joel indicated there are old Fujitsu computer tablets piling up in storage which are not functional with current operating systems and requested direction on how to get rid of them, as MMC has gone through two generations of computers. They are not usable within the practice. He stated there is no data on these but that in effect they are computers, not iPad like devices.

- Discussion that these are not suitable as reading devices for board member use as contemplated under different agenda item.
- Discussion that the inventory policy and associated form provides for MMC to recommend disposition of equipment no longer needed.
- Discussion concluded that Ridgway school should be queried whether the school would have any use for them, and if not Mike is familiar with a charity that may want them to take to Africa. Joey to contact Rich at the school and Mike will look at them for suitability to donate to Africa.

6. Old Business:

a. Workmen's Compensation insurance.

- Richard reviewed the insurance documents, submitted report to the carrier that RSA does not have a certified risk management program, and that RSA has not designated medical providers, which would restrict employee's choice of medical providers.
- Joel agreed the mandated worker safety posters may be posted in the cubicle with the RSA filing cabinet.
- Mike was told ASAP is sending him documentation which needs his input, but that is part of the unemployment insurance, not worker's compensation.

b. Inventory project:

- This was anticipated to have been accomplished last week, but has been delayed. It will be completed this month.

- Joey reported the accountant advised appropriate life for depreciation purposes is seven years for equipment and 31.5 years for the building. The FATS inventory software does not permit entering a life time but requires entry of an end date for each item as well as a salvage value. Joey will enter “drop dead” dates for equipment which is less than seven years old to parallel the depreciation taken, with advice from Joel on salvage values
- c. 2015 Audit Exemption Application: Board members signed the application and provided to Laura to submit. Laura noted that the application must be received by the appropriate state officials prior to end-March; postmarks do not suffice.
- d. Building projects:
 - i. Lighting:
 - Mike reported the lighting project is completed. San Miguel Power Association representative inspected the work and approved it. The rebate application has been filed. The rebate check will be made out to MMC as the electric utility account holder; it will need to be transferred to RSA which made the investment.
 - Mike will validate his map of where MMC desires to have occupancy sensors control lights. Given the small size of this project the cost of materials and labor is expected to come in below \$1,000.
 - **MOTION** by Richard, second by Joey, to authorize up to \$1,000 for occupancy sensor light switches; motion passed.
 - ii. Flooring:
 - Mike reported the contractor started work this past Tuesday. Removing the old tile is much more difficult than he anticipated - being chipped up in little pieces in a noisy process. All work is anticipated to be completed in early April, but it may require working on one or more weekends.
 - Mike reported contractor wants to schedule the out-of-operating hours work. Contractor wants to pull out water heater and toilets at night to avoid water disruption to MMC operations, having plumber come in at 6 a.m. to reinstall them. MMC voiced concern that contractor is scheduling work to minimize plumber trips to site and thus cost rather than accommodating MMC operations (see discussion with medical provider, above). Joel stated MMC is not willing to shut down for a day to avoid late night work on the flooring project.
 - MMC agreed to resolve the issue by providing the contractor a key thus obviating the need for MMC staff to come in late at night to lock up.
 - Coleen complained about the visibility of seams between the sheets of vinyl and the placement of the seams. Mike will inspect those.
- e. Ratification of resolutions. Richard noted that legislation requires certain types of resolutions be published a number of days prior to adoption, thus the ratification process, but it is not clear whether all resolutions require such advance notice or not. Discussion noted it is easier to treat all resolutions the same way and ratify in each case.
 - i. **MOTION** to ratify resolution 2016-02, Ethics and Code of Conduct, by Richard, second by Dick; motion passed.

- ii. **MOTION** to ratify resolution 2016-03, Certificate of Deposit signatory authority, by Richard, second by Dick; motion passed.
- f. Roof leak at MMC. There has not been any recent rain or snow so no leakage has been visible.
- g. Tablet review and recommendations.
 - Laura provided the results of her considerable research and ranking of systems and devices and summarized her recommendations that a Windows platform with a professional “DropBox” cloud storage contract would most efficiently meet the board’s requirements, using a Microsoft “Surface 3” tablet. These have USB ports, are keyboard compatible. While the Apple board member applications have advantages, overall the Windows platform can well meet the requirements. The Surface 3 is the least expensive of the applicable devices. The DropBox application allows for standardized folders and several approaches do sharing documents, as well as read-only access for on-line QuickBooks access for research purposes. DropBox would allow cleaning out laptop and freeing up space.
 - Joey recommended the purchase include extended warranty on the tablets.
 - Laura recommended she sign RSA up for a 30 day free trial of the DropBox application.
 - **MOTION** by Joey, second by Dick, to authorize up to \$4,000 for purchase of six Surface 3 systems (one for each board member and one for the administrator) to include an extended warranty; motion passed. Laura will research the best pricing, potentially including any government purchase contract that DoLA may have, New Egg, etc.
 - Mike requested Laura drop him a note once she determines the optimal pricing.
- h. Charter of accounts:
 - Richard had forwarded a draft description of how the financial accounts had been used to date for Laura’s discussion with the CPA.
 - Laura’s discussion has been put off until the CPA’s staffer most familiar with QuickBooks is available in early April.
- i. Expenditure policy. February meeting authorized a standing expenditure authorization for the administrator and the board requested a policy be drafted to document the decision. **MOTION** to adopt Policy 2016-01, Expenditure Authority by Joey, second by Dick; motion passed.
- j. Action item review. The vast majority of the action items from the February 2016 board meeting have been accomplished.
 - item 6.f. - motion sensor light switches, Mike will verify locations with Joel. Mike indicated that Cam Electric had been very helpful in the lighting project even though they were not the successful bidder on replacing the lighting system, and he intends to obtain a proposal from Cam for the light switch replacement project.
 - item 6.f. - discussion to defer development of a procurement policy at this time.
 - items 7. - charter of accounts and related corrections await meeting with CPA’s staff.
 - item 8.d. - Mike is waiting for rain or snow to check operation of roof heat tape.

7. Reports from Administrator:

- a. Invoice Review: Laura presented invoices and checks to be issued. **MOTION** by Richard, second by Joey, to approve the invoices presented; motion carried. Susie noted that one check needs to be redone, as MMC has already paid Joel’s daughter for landscaping work, and reimbursement needs to go to MMC. There are two invoices for the lighting project

because RSA purchased the materials directly, and is paying the contractor for labor separately.

b. Correspondence:

- Donation was received from RRL ranch.
- Contract received for sprinkler system operation/maintenance.

c. Financial statements: Improved financial statements await meeting with CPA staff.

8. New Business:

a. AED. MMC has not discussed AED with Ouray County EMS after our February meeting. MMC would like to have an AED, is willing to have one mounted in the reception area accessible to the public. MMC prefers RSA handle this. Richard will discuss with OCEMS purchase options and coordinated maintenance.

b. 2016 elections.

- Michelle Nauer, county elections official, in a telephone call to Richard responding to his e-mail verified the dates for election related deadlines Richard had sent, other than the deadline for self-nominations, which probably falls in August, but the requirements could not be identified. Several hours of research failed to identify the specific requirement, more research is required.
- Joel stated the RSA has only hosted an open house if sitting board members do not wish to run for re-election, otherwise only the required announcement is run in the paper, as open house and other publicity is a waste of resources.
- Discussion included consideration of not stifling interest, the open houses in the past have been minimal cost/effort affairs with cookies and lemonade and a presentation on the role of the RSA. Some visitors had no interest in running for the board but wished to become more familiar with the RSA (e.g. candidates for elected office such as county commissioner). Further, with the upcoming major decisions on RSA in the next several years bringing the RSA's role to the public attention is beneficial.
- Conclusion that a schedule of publicity type events is not needed quite yet, but that an overall election calendar needs to be determined and Richard will continue working on an updated information presentation on the RSA. The calendar needs to consider the deadline for the agreement with the county election official for a coordinated election. Richard action.

9. Other/Next Meetings

- Workshop focused on strategic planning scheduled for April 14, 2016 (5:30 p.m. - 7:30 p.m.) at the Ouray county Land Use office conference room.
- Regular board meeting on April 21, 2016 at 12:30 at the Alpine Bank in Ridgway.

12. Adjourned at 1436 pursuant to **MOTION** by Richard, second by Dick; motion passed.

Submitted by:

Approved by the Board on April 21, 2016

R. Wojciechowski, secretary

Michael Boland, president