

REGULAR BOARD MEETING Minutes (file 160421)

April 21, 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 Josie Scoville.

1. **Called to Order** at 1230 by Mike Boland.
2. **Review of Agenda:** Dates in items #3 and #9 were corrected, item #9 broken out into items #9 and #10 and a corrected agenda passed out.
3. **Minutes approval: MOTION** by Dick, second by Coleen to approve minutes from March 17, 2016; motion passed. A spelling error was corrected.
4. **Public Input:** None.
5. **Discussions with Medical Provider:**
 - a. Joel indicated he did not have anything special to report, things are going well.
 - b. The flooring project has been silent recently as the contractor is understood to be waiting for backordered thresholds. The unfinished work is not interfering with operations.
 - c. Headsets have been received.
6. **Old Business:**
 - a. Lighting project: All the lights now work. Final inspection had been done with San Miguel Power Association. The rebate is expected to take about 60 days and will be payable to MMC as the electric utility account holder, but the funds will then be turned over to RSA.
 - b. Motion sensor location:
 - Mike met with CAM electric to go over sensor locations, and was advised of dissatisfaction by most business customers due to the ease of fiddling (tampering) with sensor settings. CAM is researching options to avoid that problem, prior to providing a quotation.
 - Joel and Josie emphasized that the main issue is the rear (employee) entrance, but Mike is addressing all desired locations at the same time including the front entry area as well as examination rooms, etc. Joel commented that patients awaiting care often fiddle with items in the examination rooms.
 - c. Workers' Compensation rates: Mike reported the state called him and identified two modes of payment, either a percentage of salary (around .3%) or actual costs, noting that the percentage of salary is recommended and typically chosen. Mike told the state RSA prefers to pay the percentage of salary. Our payroll operations vendor is making the actual payments.
 - d. Flooring project:

- As noted by Joel the flooring project is in quiet mode awaiting backordered materials. The required completion date is June 1st so there is still considerable time to complete the project which is largely done. Mike will check on the status with the contractor.
- Discussion of whether the seams in the vinyl flooring are properly installed. Suggestion that addressing this as a deficiency should wait until floors receive their first good cleaning and the contractor states the project is finished. Flooring has a year warranty.

e. AED project:

- Richard presented vendor data on the model that Ouray County Emergency Medical Services (OCEMS) uses and recommends. The Philips Heartstart FRx AED, which is suitable for both adults and children, has a list price of \$2,099, including a carrying case.
- Discussion concluded that mounting the AED in a cabinet in the reception area would make it reasonably available to someone running in from outside while still under the control of MMC staff, and would avoid unnecessary response delays.
- Richard has contacted the company but is awaiting more information regarding a suitable cabinet. Cabinet prices range from \$125 to \$440. Discussion concluded that a surface mount rather than recessed cabinet which includes an audio but not visual alarm would be best suited, with the desire that the audio alarm not turn off immediately on closing the door but does have a limited run time and that MMC staff can turn it off. MMC does not desire to wire the AED alarm into the central alarm system.
- Joel scanned the available AEDs and cabinets and concurred in the selection.
- Richard noted the RSA can piggy back its purchase on the OCEMS account, taking advantage of any discounts available, and pay with an RSA check directly to the vendor. Annual maintenance (e.g. software update) requirements appear lesser than prior models used, and OCEMS is willing to cooperate on those for nominal reimbursement.
- **MOTION** by Coleen, second by Dick, to purchase the AED and associated cabinet through OCEMS. Motion passed. Richard to take action.

f. Tablets for board:

- Laura reported that neither Microsoft nor other vendors were willing to accept a purchase order in lieu of a credit card. Laura negotiated a price-matching price with the local Office Depot for tablets including stylus, keyboard and cover at a good price around \$3,300 (lower than the projected \$4,000). She noted that none of the available warranties cover the most obvious (water) damage.
- Discussion that tablets are for board member use for RSA, not personal purposes, especially to avoid risk of virus contamination, and that board members should be required to sign for and take responsibility for the tablets. RSA needs to avoid past issues with departing members not returning board materials. A sign out document with responsibility to return these to RSA needs to be developed.
- Discussion that tablet access passwords need to be provided to Laura for central storage in event access is required in the future.
- Laura offered to set up the tablets for board members so they are all initially set the same way with rapid access to Drop Box. If not before, Laura will present tablets and user

instructions at the beginning of the next workshop. Laura noted financial reports and other documents will be available on Drop Box to pull down onto the tablets.

g. Action item review: Action items were reviewed, most have been accomplished. See attachment. Discussion noted that the inventory form needs a space for warranty period, action to be taken by Richard and provided to Josie and Susie.

7. Reports from Administrator:

- a. Invoice Review: Laura presented invoices and checks to be issued. Noted that the sprinkler clean out and activation was delayed due to the snow storm. HVAC spring maintenance not done yet. With signatures on check for tablets they can be available next week. Office Depot had no record of the RSA and its sales tax exemption, but Laura has processed the tax free documentation and from now on RSA purchases will be tax free. **MOTION** by Richard, second by Coleen to approve the invoices presented and make payments; motion carried. Discussion that correlating invoices with inventory system would make it easier to research in the future, e.g. for warranty purposes, e.g. via a tracking or inventory number.
- b. Correspondence: None.
- c. Financial statements: Laura still has not been able to meet with accountant, but has cleaned up statements partially. Richard noted some areas that still need to be cleaned up, will work with Laura on doing that. Laura intends to upgrade to the cloud current version of QuickBooks once the statements are corrected to start fresh.

8. New Business:

- a. Inventory items for disposal.
 - Joey presented MMC's packet of documentation for furniture and equipment which is of no further value or use. Excellent documentation by MMC using the inventory process. Not all items were in inventory data base.
 - Discussion that MMC/RSA should take advantage of Ridgway clean up days next week to dispose of items that have no further use/value, other than electronics (computer related items) which either need special disposal if a charitable organization is not interested in them. School is not interested; an organization sending laptops to Africa is interested in some of them. Other items are suitable for Ridgway clean-up this weekend.
 - **MOTION** by Richard, second by Dick to donate the excess old laptops to a charity which will take them to Africa and to dispose of (trash) the other items, with Joey to finalize the language of **Resolution 2016-05** describing the items. Motion passed. Resolution to be placed on May agenda for ratification.
 - Separate discussion of minor medical equipment items of low value and removing them from the inventory data base while retaining ownership. **MOTION** to adopt **Resolution 2016-04, Removal of minor patient care items from inventory**, by Richard, second by Coleen; motion passed. Resolution to be placed on May agenda for ratification.
 - Discussion that inventory project has Joey printing out reports; appropriate for him to request ink cartridges for his printer at RSA expense from Laura.
- b. 2016 Board elections:

- Clarified that Mike as District 2 board member was appointed to the board as the sole nominee in the 2014 election cycle, was not appointed to an unfinished term, thus is not up for election until 2018 [same for Richard as District 4 board member].
- Richard and Laura met with county election official Michelle Nauer to go over election process and requirements. Based on that and other research Richard drafted election procedure for use this year and in the future (sent out prior to the meeting). Michelle Nauer has indicated the procedure looked good. The one item that needs to be added is the self-nomination form, now available in the Drop Box. Richard made minor changes to the DoLA web site forms to reflect RSA specific elements.
- One item that was a surprise to Michelle Nauer was the statutory requirement that the county pay election expenses for the regional service authority.
- Discussion that board (especially Laura) needs to be proactive in reviewing deadlines to take action at board meetings prior to the various deadlines. RSA District 1, 3 and 5 seats are up for election this year.
- First upcoming deadline is July 29 to provide notice to the county election official (Michelle Nauer, county clerk and recorder) that RSA intends to hold election this year. Ms. Nauer clarified that notice of intent does not require RSA to hold an election, i.e. if there are not multiple candidates for a district seat, that seat does not require an election. Next deadline is August 10 to publish legal notice of board seats up for election.

c. Strategy comments:

- Based on April 14, 2016 workshop discussions Richard presented a draft letter to MMC requesting input on the ramification of potentially expanding Mountain Medical Center operations to include “urgent care” operations.
- Discussion with Josie focused on the fact that this is not a criticism of the family practice operations of MMC, but a request to open a dialogue as to how RSA might be able to fill the perceived gap between medical care provided in a family practice environment and that provided by emergency services of the ambulance service and emergency department at Montrose Memorial Hospital.
- Josie pointed out that MMC does take in a number of no-appointment walk-in patients, although RSA may not be aware of that, and in fact set aside a few short appointment slots every day for walk-in patients. However, as MMC is not licensed as an “urgent care” center, reimbursement by insurance companies is problematic and typically has to be provided as cash at the time of care.
- Discussion focused on exploring what it would take to expand the operation to include an adjunct urgent care capability, with dedicated personnel who, when not occupied by urgent care patients would be available to assist in the family practice care. Initial ideas included modifications to the facility, perhaps a separate entrance and reception area, additional equipment (e.g. ultrasound, carbon monoxide assessment), and making equipment such as the digital radiography available to other providers in the county as part of the urgent care concept.
- No changes were suggested to the draft letter which shall be finalized and delivered.

9. Other: A reprint of “Resolution to Update Signers at Citizens Bank of Ouray” was signed by board members to replace the original copies that had been submitted to the bank, and the resolution number “2016-03” added to it to assist in tracking board actions.

10. Next Meetings (dates were corrected from the initial published agenda):

- Workshop, scheduled for May 12, 2016 (5:30 p.m. - 7:30 p.m.) at the Ouray county Land Use office conference room. Agenda items include (1) tablet introduction and (2) strategic planning.
- Regular board meeting on May 19, 2016 at 12:30 at the Alpine Bank in Ridgway.

12. Adjourned at 1430 pursuant to **MOTION** by Dick, second by Coleen; motion passed.

Submitted by:

Approved by the Board on May 19, 2016

Richard Wojciechowski, secretary

Michael Boland, president

Attachment: Action items reviewed

Action Items from RSA Board Meeting - March 17, 2016 (file Action Items 160317)

(Items are numbered based on agenda topic numbering)

- 5.b/c. Reimbursement for privacy screens and one headset; purchase of 3 additional headsets.
[Susie & Laura]. *Done*
- 5.d. Investigate "Amazon Smile" program [Laura] *Overly complicated to sign up with sales tax exemption on Amazon.*
- 5.h. Coordination of out-of-hours flooring work schedule [Mike & Susie] *Continuing process.*
- 5.i. Submit disposition forms to Laura for old computers [Susie] *Done*
Ascertain whether excess computers are desired by Ridgway school [Joey] *Deferred to the Africa charity.*
Ascertain whether charitable organization would like excess computers for Africa [Mike] *Done. Going to a village which is bringing in solar generated electric power.*
- 6.a. Post Workers' Comp mandatory poster in cubicle [Laura] *In process*
Execute unemployment insurance forms [Mike] *Mike never received forms, but this is done.*
- 6.b. Complete inventory project [Joey] *Joey developed missing item list (down to one page about 20 items) is working with MMC to locate items and resolve mysteries.*
- 6.c. File audit exemption application [Laura] *Done*
- 6.d. Finalize occupancy switches [Mike] *In process*
Obtain proposals for occupancy switch installation [Mike] *In process*
Inspect seams in flooring [Mike] *In process*
- 6.f. Check roof leak [Susie advise Mike whenever leaking] *Despite heavy snowfall last weekend no leakage noted by MMC staff*
- 6.g. Research [tablet] pricing options; advise Mike; take appropriate action [Laura] *Done*
- 6.h. Put together draft revised charter of accounts [Richard & Laura] *In process*
Consult with accountant's office on charter of accounts in QuickBooks *Accountant has not been available due to tax season*
Correct QuickBooks entries for office equipment for RSA use as opposed to MMC use [Laura] *Will be done with corrections to accounts*
- 7.a. Issue replacement payment for landscaping work [Laura] *Done*
- 8.a. Discuss AED options with OCEMS [Richard] *Done*
- 8.b. Assemble election year election related events schedule [Richard] *Done*
Survey/taste test chocolate chip cookies [Laura] *Interrupted by illness; others available*
Prepare RSA overview/introduction presentation [Richard] *Started months ago, no recent progress*