

## 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 160519)**

**May 19, 2016**, 12:30 PM – Alpine Bank, Ridgway, Colorado

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

Present: Board members: Boland, 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:** Agenda accepted without changes.
3. **Minutes approval. MOTION** by Richard, second by Coleen to approve April 21<sup>st</sup> minutes as presented; motion passed.
4. **Public Input:** None.
5. **Discussions with Medical Provider:**
  - Joel thanks the board for the AED.
  - Joel indicated everything is going well.
  - Joel reported Suzanne Haag's Dell laptop needs a new battery as the current one doesn't hold a charge sufficient for the day's patient contacts. OEM replacement battery costs \$140. Discussion of different options for a replacement battery, poor history of off-brand batteries and different amp-hour ratings. **MOTION** by Coleen, second by Joey, to authorize up to \$150 for new battery; motion passed. Laura requested to take action.
  - Joey pointed out that MMC has not provided inventory information on most recent laptop replacements, requested the data for the inventory. Susie stated RSA had only reimbursed the first \$600 of Joel's lap top price which cost over \$1,000. Discussion that RSA would reimburse the balance of the price and Susie would provide the paper work.
  - Susie will also provide data on headset and printer warranties to Joey.
  - Noted that Susie was using an old inventory form; Richard will resend a copy of the inventory policy which includes an updated form with space for warranty information.
  - Susie noted that tracking same-day appointment statistics that Josie had offered would result in skewed data when Suzanne is out. Discussion of the benefit and work load. Susie indicated a preference to not doing this. Coleen and Joey expressed view that this would be a burden on MMC and RSA did not need this information.
6. **Old Business:**
  - a. Charter of accounts: Richard and Laura had finally managed to get together. Richard presented an overview of suggested organization of accounts to readily aggregate revenue and expense information with two criteria: matching state dictated line items for the exemption from audit application and collecting expense data in major categories of RSA operations, Facility costs and Medical Provider Support. Richard had posted proposed further detailed breakdowns in Drop Box for review. Next step is for Laura to get together

with the accountant to fine tune the charter of accounts. Discussion that the charter of accounts needs to be finalized immediately, and the 2016 data aligned so the 2017 budget process has current data.

- b. AED: The project to provide an automatic external defibrillator was completed with presentation and installation on May 12 (including pediatric key for use on children, cabinet with alarm, and sign). Richard pointed out he had not ordered spare pads or replacement battery as those have limited shelf lives and AEDs are not used frequently. Joel stated he had not used a defibrillator in his ten years of practice here. Battery can be used multiple times, but if shock used should be replaced. Replacement pads should be ordered either after use or as the current ones come up on expiration date. Joey indicated Plaindealer appears to be covering the presentation.
- c. Building projects:
- (1) Lighting: Mike reported the project will cost more than the authorized \$1,000.
    - Difficulty in installing a timer control for the rear outdoor light because the switch is in a double gang box which cannot accommodate both the programming timer and a second switch which controls lights inside.
    - The entire fixture outside rear door fixture appears to need replacing; the existing system has a separate sensor which would need rewiring, so a light fixture with integrated sensor makes more sense. Total cost is now above about \$1,170. Mike authorized the work to be accomplished.
    - Mike is handling the outside lighting at the front as a separate project. He checked out the programming system and it may only need new bulbs which are very high up. Discussion to replace those with LEDs.
  - (2) Flooring: Mike reported disappointment with the vendor.
    - Two weeks ago the vendor, Western State Floors, stated he was in Grand Junction picking up the threshold pieces, stated he would install them in the next few days, but has not installed them and has not returned Mike's multiple calls. RSA has only held back \$500 on payment, which may not be sufficient incentive to timely finish the job. Mike believed RSA may need to find another vendor to finish the work. Susie gave Mike the vendor's cell phone number.
    - Western State price included trimming of five doors in case the doors don't operate properly once new thresholds are installed.
    - Vendor claims no responsibility for damage to the drywall as result of removing edging, as vendor claims inappropriate fastener had been used to secure the carpets to the wall. Due to difference in how far up the wall carpet runs there is a strip of unpainted wallboard. Mike has absolved the flooring vendor on this count; discussion requesting Laura contact Jake Coulter for the wallboard patching and painting the uncovered area and touch up the wallboard patched areas.
    - The ripples/waves in the carpeting have been properly flattened out.
  - (3) Ceiling tile: Susie requested the water stained ceiling tile be replaced in the waiting room. Richard raised concern about replacing it before the roof leak had been located and repaired, but Mike said he found that no one had turned on the roof heat tapes this past winter and thus the roof leak was due to ice buildup.
- d. Ratification of resolutions:
- (1) **MOTION** to ratify **Resolution 2016-04** relating to taking several minor items off the inventory, by Joey, second by Richard, motion passed.

(2) Text of **Resolution 2016-05** had not been presented due to a misunderstanding; item deferred to June board meeting.

e. Action item review (see attached):

- Most of the items on the April 21, 2016 action item list have been accomplished, some are in process.
- 6.g. Inventory form had been modified and sent to MMC but Susie had not received it. Richard to resend.
- 6.g. Inventory still has about 14 items to locate and complete the inventory. Some computer towers do not have labels - perhaps the labels fell off. Expect to complete this prior to June board meeting.
- 8.a. Excess items were not disposed of as Susie had been out of town. Joey noted Ouray has town clean up with dumpster and electronic disposal this coming weekend, and Susie said she would dispose of items.
- 8.a. Resolution 2016-05 language had not been finalized; to be done.
- 8.a. Laura and Joey reported purchase of an ink cartridge was deferred with Laura doing most of the printing now, and drop box eliminates much of the need.
- 8.b. Richard noted that research determined the RSA has a few very different provisions from other public organizations and he has updated the draft accordingly. One question on the election procedure, duration of required residency, still needs resolution and he has contacted Colorado Secretary of State's office in this regard. Richard has developed drafts of notifications and those are part of the draft procedure which has been posted on Drop Box, as has a 2016 calendar. Richard suggested Laura as DEO notify the county prior to next meeting of RSA intention to hold elections this year.
- 8.c. Letter to MMC was finalized and sent after the April board meeting and Joel addressed the concept of expanding to provide urgent care at the workshop.

## 7. Reports from Administrator:

- a. Invoice Review: Laura presented invoices and checks to be issued. **MOTION** by Coleen, second by Richard, to approve payment of invoices; motion carried.
- b. Correspondence: None.
- c. Financial statements: Laura indicated she had sent out invitations to board members to access QuickBooks on line, and board members can generate whatever reports. Requests made that the access be directed to board member tablets not personal computers.

## 8. New Business:

- a. Sprinkler system leak: Mike investigated the sprinkler system leak:
  - Mike noted the system without backflow prevention does not meet current Colorado code requirements including annual testing. Mike indicated when replacing the broken valve and split outside pipe (wall into ground) RSA should upgrade to current code.
  - Joel indicated their water bills indicated significant leakage.
  - The sprinkler timer is in the building; the valves are located about 50' from the building; the pipe from the building to the valves is buried only about one foot deep.
  - Susie reported that Rainmaker, sprinkler maintenance contractor) did indicate this spring that the valve was difficult to operate and may not have closed off the water during the winter. Unfortunately they didn't bother to advise MMC of that last fall.

- Coleen reported good experience with Rainmaker maintaining public building systems in Montrose, but Richard and Mike expressed concerns with the company's performance.
- Mike reported the system does not have fittings allowing it to be blown out; Susie reported she had never seen Rainmaker blowing the system out. It is likely the underground pipe is broken as well.
- Discussion indicated a desire to have the broken pipe replaced, a backflow preventer and fittings for compressed air blow-out installed, the system pressure tested to determine whether the underground pipes are also broken, and the desire to find a more reliable vendor. Richard noted that backflow preventers require annual testing by a certified technician. Mike is taking on this project.

b. 2016 RSA elections:

- Richard suggested Laura review the calendar he had developed as part of the draft elections procedure and incorporate that into board operations as appropriate.
- The requirement that oaf of office be taken within 30 days of election potentially means new board members would be faced with adopting the budget for the following year at their very first meeting. Discussion suggested adopting the budget in November is the preferred approach, but that means the budget process needs to be accelerated.
- Richard expressed the view that given board meetings once per month, to avoid missing a deadline election related actions be taken ahead of time, with the first action being notification of RSA intent to hold elections for district 1, 3 and 5 board seats this year.
- Joel asked whether Richard's intent was to aggressively seek new board members this year; Richard responded his intent was to identify and document the requirements so that all requirements and deadlines are properly met without unnecessary restrictions.

## 9. Other/Next Meetings

- Richard asked Joel whether he would be willing to provide board members an overview of the business aspects of small medical practice for a common understanding of economic considerations, perhaps in a workshop. Joel agreed to do so; is not available June 9th.
- Suggestion that the first portion of the next workshop be devoted to further demonstration of tablet use, led by Laura.
- Workshop, tablet operations and strategic planning: Thursday, June 9, 2016 at 1730 - 1930.
- Regular board meeting Thursday, June 16, 2016 at 1230 - 1430.

## 10. Adjourned at 1423 pursuant to **MOTION** by Richard, second by Joey, motion passed.

Submitted by:

Approved by the Board on June 16, 2016

*Richard Wojciechowski*

*Michael Boland*

Secretary

President

Attachment: Action Items reviewed

**Action Items from RSA Board Meeting - April 21, 2016** (file Action Items 160421)

(Items are numbered based on agenda topic numbering)

- 6.b. Motion sensor- identification of tamper resistant sensors, ordering, installation. [Mike]
- 6.d. Flooring - resolution of seams between vinyl sheets. [Mike & Coleen]
- 6.e. AED - finalize selection of cabinet, place order. [Richard]
- 6.f. Tablets - purchase, install standardized set up [Laura]
- 6.f. Tablets - prepare/present dinosaur tutorial (written instructions?) [Laura]
- 6.f. Design tablet sign out form, acceptance of responsibility, linked to inventory data base. Decide which file (individual board member or equipment) those go into. [Laura & Joey]
- 6.f. Establish confidential central tablet password repository for backup use. [Laura]
- 6.g. From action item review:
  - Modify inventory form. [Richard]
  - Complete inventory clean up. [Joey]
  - Continue work on RSA presentation [Richard]
- 7.a. Identify appropriate manner of linking equipment purchase packets (invoice, warranty, etc.) with financial records, and any revisions desired to inventory policy and/or form. [Joey & Laura]
- 7.c. Financial statements - address charter of accounts, prepare account translation sheet, input associated budget. [Richard & Laura]
- 8.a. Excess items:
  - Dispose of items the board identified as excess. [MMC for furniture and other; Mike for computers]
  - Present resolution (2016-05) documenting April 21 disposal decision for ratification at May meeting. [Joey]
  - Present resolution 2016-04 removing minor items from inventory for ratification at May meeting. [Joey]
  - Place both resolutions on May agenda for ratification. [Laura]
  - Purchase ink cartridge for inventory report printing printer. [Laura]
- 8.b. Elections:
  - Clean up elections procedure [Richard]
  - Prepare correspondence from RSA DEO (Laura) to county election official notifying of intent to hold elections for RSA Districts 1, 3 and 5 board positions for May meeting. Specifically cite statutory assignment of obligation that county cover cost of elections. [Laura]
  - Place RSA election calendar schedule on agenda for all board meetings through the rest of the year. [Laura]
- 8.c. Strategy: Finalize letter to MMC requesting input on potential expansion of services to include "urgent care." [Richard]
- 8.c. Transparency: Josie offered to track and provide patient workload information, calling out walk-in v. appointment patients to help the board understand MMC operations. [MMC]