

REGULAR BOARD MEETING Minutes (file 161020a)**October 20, 2016, 12:30 PM – Alpine Bank, Ridgway, Colorado**

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

Present: Board members: Boland, McElroy, Huddleston and Wojciechowski. Medical provider: Dr. Joel Gates and MMC staffer Josie Scoville.

1. **Call to Order** at 1232 by Mike Boland.
2. **Review of Agenda:** Richard requested addition of Resolution 2016-08 and the Standard Agenda format under item 6 and Drop Box organization under item 8.
3. **Minutes approval: MOTION** by Richard, second by Joey, to approve September 15, 2016 minutes as previously posted; motion passed.
4. **Public Input:** None.
5. **Discussions with Medical Provider:**
 - Joel indicated things are going pretty well with no major issues to report.
 - Joel indicated he has no intention of replacing Dr. Homer, that Suzanne Haag is now on full time (4 days/week instead of 3) so MMC has two providers.
 - Joel indicated preliminary assessment of switching to a different Electronic Medical Records (EMR) system may cost as much as \$50,000 for payment of full hosting contract, conversions from the current system and contractual buy out, \$20,000 for activating with another system, and \$10,000 for converting/loading data into another system. He said he is providing those maximum amounts for RSA budgeting purposes. Server based solutions have higher up-front costs due to licenses.
 - MMC's current annual cost Allscripts is about \$27,000, but Allscripts and other systems require 60 month contracts with each service on its own 60 month term. With Medicare requirements changing for 2017, i.e. the shift from "Meaningful Use" to MACRA, MMC anticipates additional requirements to purchase services with new 60 month contract periods, so the system is designed to continually move the contract obligation another 60 months into the future.
 - Joel is not expending effort on contractual issues until the future is better known, but he still projects an organizational shift as of January.
 - Josie described a visit by Networks Unlimited of Montrose which surveyed MMC computers (RSA owned). Networks Unlimited recommended some computer system changes and a maintenance package (business computer cleanup) in which they would pick up, service, then drop off, one computer at a time for clean up, tune-up, optimization etc., at a cost of \$75/computer. Josie would plan on doing this with one computer per month, using the computer RSA purchased for the departed Dr. Homer as a "floater" to substitute for each other computer while it is being serviced. With ten RSA/MMC computers, this would cost \$750/year. The service simply cleans up, it does not necessarily resolve actual problems, which may incur additional charges. The service does not include emergency issues such as ransom-ware. In the past MMC has been reactive rather than proactive, and Josie has done much of the trouble shooting. Networks Unlimited is trying to obtain work for the time their staff is not busy in the shop. Josie indicated MMC staff does not include an IT person, and she does not have the time to fill that role.
 - Joel indicated the shed is great, they have already filled it.
 - Joel noted that water had been pouring off the roof over the gutter by the ER. Discussion indicated RSA had the gutters cleaned out this week.
 - In response to discussion, Josie checked with Susie and advised the sprinkler system had been turned off and blown out this past Tuesday.

- In response to questions, Josie checked with Susie and disclosed that Peggy, who was supposed to have accomplished the touch up painting in September, had come by October 19 and indicated she would try to get to it in the next “couple of weeks.”
- Board and Joel agreed that communications between MMC and RSA, e.g. Laura and Susie, need to be improved with regard to work being done, or not being done.
- There was some discussion of providing Joel access to RSA minutes on Drop Box, as access can be provided on a document or folder basis. Joel does not wish to set up a separate e-mail account just for communications with RSA so the e-mail doesn’t get lost.

6. Old Business:

- a. Quick Books status: Richard had reviewed the general ledger, tweaked the proposed 2017 charter of accounts at the detail level, and annotated it for Mike and Laura with suggested corrections and questions as to some expenses for which the appropriate account was not clear from the ledger entry. In Laura’s absence, Mike reported that Deb Smith, the QB expert in Grand Junction had been tied up, and Laura is still waiting for an estimate on what it would take to clean up QB. Mike indicated Deb Smith charges \$45/hour. Richard brought up that Laura had wanted to go over the books with Richard and Mike first to better understand all the issues before getting together with Deb Smith. That meeting, rescheduled to earlier today, did not take place as Laura had to go out of town. Mike expects a cost estimate from Deb in the next several days.
- b. Action item review.
 - Some items accomplished.
 - 6.b.i - Rainmaker discussion: Mike reported a very disappointing meeting with Rainmaker’s owner. It is clear the owner does not care to advise clients their system has problems and noted that the reason the pipes froze was that Rainmaker did not turn off the system until late December 2015 when the pipes had already frozen.
 - 6.b.ii - Identify sprinkler contractor for 2017: Mike has identified two potential sources, and Coleen suggested that Ridgway Plumbing and Heating installs, and therefore may also service, sprinkler systems. Mike will check with the three regarding 2017 servicing of the system. Discussion indicated the current Rainmaker contract calls for notification of non-renewal prior to April; the board does not consider Rainmaker reliable and will not contract with them again. Mike will draft the appropriate discontinuation letter.
 - 6.c.i - Register the District 3 Surface computer: Dick’s Surface computer and the appropriate bar codes have not been in the same room at the same time. Remains to be accomplished.
 - 6.c.ii- Inventory system orientation for Laura. Joey did this.
 - 6.c.iii- Traveler’s Insurance quotation: Mike had no information from Laura on this.
 - 8.c.i - Quick Books reference sources: Laura has identified a potential source, is planning on purchasing it.
 - 8.c.ii - Quick Books boot camp: Mike indicated this is awaiting an assessment of the effort to clean up QB. Richard was under the impression this is teaching/seminar training, not specifically cleaning up our accounts.
 - 8.c.iii - Quick Books clean up: Awaiting Laura’s return and review of the general ledger markup.
 - 8.d. - Coleen’s Surface charger issue: This issue self-resolved.
- c. **Resolution 2016-08:** Resolution was adopted at the August meeting, September minutes do not reflect ratification. **MOTION** by Richard, second by Coleen, to ratify; motion passed.

- d. Standard agenda format: The format sent out with the draft September minutes was an earlier draft. The template now attached to the September minutes is the correct one that has the adjournment after announcement of upcoming meetings.

7. Reports from Administrator

- a. Calendar review: Laura had been populating the RSA calendar with required actions so we do not miss deadlines, but Richard had not been able to find the calendar in Drop Box. Board needs to review upcoming calendar actions at each meeting.
- b. Correspondence: Mike gave Richard a Colorado Department of Labor reporting requirement. Richard contacted ASAP payroll during the meeting, will forward the report requirement to ASAP.
- c. Financial statements: Quick review suggests not all expenses may be logged and the categories still need to be corrected. Discussion of concern with lack of currency.
- d. Invoices/checks: Mike presented the checks prepared by Laura, but did not have the associated invoices. **MOTION** by Coleen, second by Joey, to approve the checks presented for signature; motion passed. Josie took the check for Allscripts to send to them as Mike did not have the address.

8. New Business:

- a. 2017 Budget:
 - The November scheduled work session date/time will be used as a special meeting with public hearing on the budget. Laura was to research the exact public notice requirements involved.
 - Mike suggested that account 52130 have an additional \$1,000 added to reflect additional assistance likely to be required with Quick Books.
- b. Executive Session to discuss issues subject to contract negotiation: It was decided an executive session was not required at this time, but the notice for the November 10 meeting should include an executive session after the public hearing. Board members should look at the contracts and bring concepts to the November 10 session.
- c. Drop Box organization: Joey agreed to undertake proposing a reorganized scheme for DropBox. Mike commented that he has been totally unable to use DropBox due to problems with his Surface tablet. Mike will ask Laura to obtain the necessary service for his Surface tablet.
- d. Other: No other topics were raised.

9 Next meetings

- a. Nov 10, 5:30 p.m. at Land Use conference room: Special Meeting: Public Hearing on Proposed 2017 Budget; Executive session regarding contracts subject to negotiation.
- b. November 17, 2016 at 12:30 pm at Alpine Bank Conference Room, regular meeting.

10. **Adjourned** at 1344 pursuant to **MOTION** by Joey, second by Coleen; motion passed.

Submitted by:
Richard Wojciechowski
Secretary

Approved by the Board on November 17, 2016
Michael Boland
President

Attachment:

1. Action Items from September meeting reviewed;

Action Items from RSA Board Meeting - September 15, 2016

(file Action Items 160915)

- 6.b.i Rainmaker discussion [Mike]
- 6.b.ii Identify sprinkler contractor for 2017 [Mike]
- 6.c.i Register the District 3 Surface computer [Dick & Joey]
- 6.c.ii Inventory system orientation for Laura [Joey]
- 6.c.iii Traveler's Insurance quotation [Laura]
- 8.c.i Quick Books reference sources [Laura]
- 8.c.ii Quick Books boot camp [Laura]
- 8.c.iii Quick Books clean up [Laura]
- 8.d. Coleen's Surface charger issue [Coleen & Laura]