

Regular Board Meeting Minutes

August 17, 2017 – Alpine Bank, Ridgway, Colorado

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

Present: Board members: Michael Boland, Coleen McElroy, Vonnie Kuijvenhoven and Richard Wojciechowski; RSA administrator Karla Cline
Mountain Medical Center: Dr. Joel Gates, Susie Blakney

1. **Call to Order** at 1230 by Michael Boland.
2. **Review of Agenda:** Agenda amended to add Social Event under Old Business.
3. **Minutes: MOTION** by Richard second by Coleen to accept the minutes from July 20, 2017. Motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider:**
 - Susie passed a copy of the MMC wish list for the balance of 2017 and 2018, noting that Dr. Gates had already approved MMC purchase of some items should RSA not approve them. Board requested Susie provide cost estimates for those items for which they had not been provided or were out of date and prioritize the list, separating 2017 from 2018 requested items.
 - MMC requested RSA authorize installing a fiber optic high speed communication line. Deeply Digital, the company installing those lines to the school and other businesses locally is finishing up other installations, has offered to install a line for \$3,500 while they are in the area, a decrease from their prior offer of \$6,000.
 - Joel indicated the computer communication connections are intolerably slow, and that MMC is currently obtaining all its communication (telephone, internet) from Century Link. MMC's Century Link bill is currently approximately \$800/month. Moving to a voice over internet protocol communication system would increase communication speed from about 10 mgb to 300 Mgb and decrease the total monthly bill to about \$450/month, saving MMC about \$4,200 annually as well as increasing computer internet connection speed.
 - Joel is currently negotiating with Century Link to terminate his annual contract early (it currently runs through July 2018). The fiber optic firm has offered to defer monthly charges until next year or until MMC switches over from Century Link to using their system.
 - During the meeting it could not be ascertained how long the offer of a decreased installation charge would be held open. Josie (MMC staff) had told the company the offer could be considered at today's meeting. The company stated it is finished other work yesterday, it would take three days to obtain locator services anyway from date of approval.
 - Mike noted MMC has the greatest incentive to do this as it would save MMC considerable operating costs. Mike asked how the RSA's investment to save MMC money might be reflected in contract discussions. Joel responded he is quite happy with how things are going, he has no angst as to the contract; he has no desire to be elsewhere, and his discussion with Montrose and Norwood entities were aimed at improving his position and ability to respond to government mandates, reporting, etc.
 - Richard noted based on preliminary work on the budget that the \$3,500 could fit into this year's budget, and that such investments can be considered in developing the contract.
 - In response to Richard's question, Coleen volunteered that her experience the previous day at the clinic indicated the slowness of the connection added at least ten minutes to her visit with the clinic staff as they waited for computer connections. Based on that, faster internet service could allow more patient visits during any given day.

- o **MOTION** by Coleen, second by Vonnie to approve installation of the fiber optic connection at a cost of \$3,500. Motion carried.

6. Old Business:

- a. LED lighting comparison: Noted that Susie had sent out information some time back on this topic. In short, RSA's replacing building lighting with LED lighting significantly decreased the MMC electric bills. As examples, that April 2015, 2016, 2017 electric bills were \$649, \$510 and \$453, respectively, and the May 2015, 2016 and 2017 electric bills were \$778, \$477 and \$415, respectively. Thus MMC is benefiting on the order of \$200 - \$350/month in lower electric bills as a result of the change to LED lighting.
- b. Budget development preparation: Richard noted he and Karla have been working on the work packet for the budget preparation, much progress has been made, but they wanted to see the MMC wish list and see how that fits into the budget work package before sharing it with the board. Richard plans on providing an early draft package to the board prior to the work session scheduled for September 14.
- c. Action item review
 - i. Most items have been resolved/accomplished.
 - ii. #5: Susie misunderstood action item, was requested to obtain an estimate for reconditioning the sign along the highway. Susie noted that Dave Drew is recovering from knee surgery and is retiring again, and recommended "Dane" for such work. Susie indicated Dane is interested and will follow up with him.
 - iii. Discussion of the budget policy board agreed with Mike's suggestion that as the process proceeds this year, copies of resolutions and other required documents be added as samples to the procedure.
 - iv. Insurance from the Special Districts Association (SDA) pool:
 - 1. Karla had obtained and posted the various forms but forms need to be submitted to obtain actual premium quotations.
 - 2. The current general liability and property policy with Liberty Mutual through Colorado West comes due November 28, 2017.
 - 3. Karla ascertained that RSA would have to be a member of SDA to procure insurance from the pool. Richard noted the SDA dues as stated about two years ago, based on the organization's budget, were in excess of \$500 annually.
 - 4. Karla was requested to pull up the premium costs with our current carrier for the budget meeting on September 14 to see whether the association dues would negate any advantage of lower premium costs.
- d. Social event: Vonnie reported the initially chosen date of September 8 does not work for the majority of the board, and the social committee has selected September 22nd at 6 p.m. for the event. As weather may be cool and dark by 7 p.m. that late in the year, the committee is considering the Ridgway Town Hall as a backup location.

7. Report from Administrator

- a. Calendar review - reviewed.
- b. Correspondence
 - Received slides from the health improvement meeting.
 - received notification of Colorado Rural Health Funding summit in Fruita (requested this be forwarded to Susie/MMC)
 - received SDA insurance information
- c. Financial statements
 - Alpine bank CD is maturing in September. Karla will advise Joey.
 - Perhaps due to the way the budget was entered, accounts which have not had entries do not appear, so that has to be considered when looking at the accounts.
- d. Invoices/checks. **MOTION** by Richard, second by Vonnie, to approve the invoices presented.

8. New Business

- a. Financial Review committee report: Vonnie reported the committee did not meet but she did review financial reports, the most difficult part is identifying the most useful report (the general ledger thus far). Vonnie's review indicated everything is in order.
- b. Regional health assessment meeting report:
 - Richard attended the rescheduled four hour session, conducted by the West Central Public Health Partnership in each of the counties in Region 10 (Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel). Both Joel and Linda from MMC attended.
 - The process divided participants into small groups, and each group separately identified strengths, weaknesses, opportunities and threats related to the top three topic area for the region: behavioral health, healthy eating/active living, and healthy housing.
 - Another participant queried why the process takes so long, as the prior meeting was last fall and the next one is foreseen for next year, and was told it is a long process to hold these meetings in each county and then compile results.
 - Richard's observation was that 95% of the same results could have been obtained by a much more efficient interview with one or two people.
- c. Preparation for Inventory: Richard stated this item had been placed on the agenda simply to ensure that preparations for inventory taking, including ordering of appropriate labels for the label maker be accomplished in sufficient time. Actual inventory is to be done not earlier than October and not later than December.
- d. Other - N/A.

9. Executive session to review issues subject to negotiation:

- a. **MOTION** by Coleen, second by Vonnie to enter into executive session to discuss issues subject to negotiation pursuant to C.R.S. §24-6-402(4)(e) at 1341. Motion passed.
- b. At 1442 regular board meeting resumed. Richard noted for the record that the executive session remained on the topic of issues subject to negotiation pursuant to C.R.S. §24-6-402(4) (e).

10. Next meetings

- a. Regular meeting September 21, 2017, at 12:30 at Alpine Bank, Ridgway.
- b. A workshop had been scheduled for September 14, 2017, 5:30 p.m. Land Use office, Ridgway, topic: budget development. A special meeting will follow the workshop for purposes of holding an executive session pursuant to C.R.S. §24-6-402(4) (e) to further discuss issues subject to negotiation.
- c. RSA/MMC social gathering September 22, 2017 at 6 p.m., location will be announced.

11. Adjourn: MOTION to adjourn at 1445 by Vonnie, second by Coleen. Motion passed.

Submitted by:
Richard Wojciechowski

Secretary

Enclosures:
Agenda
Action items
MMC wish list

Approved by the Board on September 21, 2017

Michael Boland

President

Ouray County Regional Service Authority
Regular Board Meeting August 17, 2017
12:30 PM – Alpine Bank Conference Room, Ridgway

AGENDA

2. Call to Order
3. Review of Agenda
4. Approval of Minutes from July 20, 2017
5. Public Input
6. Discussions with Medical Provider (Dr. Gates)
7. Old Business
 - a. LED lighting comparison.....
 - b. Budget development preparation
 - c. Action item review
8. Report from Administrator
 - a. Calendar review
 - b. Correspondence
 - c. Financial statements
 - d. Invoices/checks
9. New Business
 - a. Financial Review committee report
 - b. Regional health assessment meeting report
 - c. Preparation for Inventory
 - d. Other
10. Executive session to review issues subject to negotiation
11. Next meetings
 - a. Regular meeting September 21, 2017, Alpine Bank, Ridgway.
 - b. Workshop September 14, 2017, 5:30 p.m. Land Use office, Ridgway, topic: budget development
 - c. RSA/MMC social gathering - date/time to be announced - Pak-o-Chu-Pak
12. Adjourn

=====

ACTION ITEMS

5. i. Provide cost estimates and priority for MMC wish list items. [Susie/MMC]
5. ii. Notify Deeply Digital to install fiber optic line to building. [MMC]
6. c. Contact handyman for current work requirements. [Susie/MMC]
6. c. Pull up insurance premiums for budget session. [Karla]
6. d. Determine and announce social event location. [Social Committee]
8. c. Order appropriate property identification labels. [Karla/Joey]

=====

Mountain Medical Clinic Wish List - e-mail August 17, 2017

Good Morning Richard,

Please find below answers to your budget questions. Please remember this is MMC "Wish List", we appreciate your consideration of the items.

I have contacted Dave Drew several times, he was working on removing the water fountain and repairing the outside of the building. When I called him regarding painting the sign out front, he said he was retiring but would call someone he knew he thought might be interested in the project, but did not mention the other repairs. I will call him this morning and follow up and confirm whether or not he is going to do the other repairs and if he was able to contact his friend for the sign painting.

I will bring copies of the list below for everyone at the meeting today, I just thought you might like to have an electronic copy for your records.

Susie

From: Richard [<mailto:RichardRSA4@OurayHorsefeathers.org>]
Sent: Monday, August 14, 2017 6:32 AM
To: Susie Blakney
Cc: Joel Gates; Administrator-RSA
Subject: RSA: MMC minor budget input

Susie

In starting to work the budget we are attempting to project expenses through the rest of this year, not just for next year.

Would MMC have any input on the following?

1. Any additional furnishings expenses this year?
 - *Curtain rod & curtains for the window in Care Coordinator Office.
 - *Chair for Care Coordinator Office and New Physician Assistant
2. Any medical equipment procurement this year?
 - *Vital Sign Monitor for the ER with a Printer (can be auto-set to take BP readings every 3-5 minutes and print results out for Providers, used for both routine surgical procedures & emergencies)
 - *Flat Sheets for ER beds
 - *Towels for ER
 - *New Microscope
 - *Dermatoscope – Derma Lite DL3
3. Any major medical equipment maintenance this year?
 - *Digital X-Ray Machine Annual Inspection (\$320), Registration Fee - CDPHE \$50), and Badge Service (\$207)
 - *Annual Service for Microscope (\$95)
4. Any additional computer replacements/additions this year?
 - *Need a new computer tower (roughly \$700) & printer (perhaps the Dell Color Laser Printer C1760nw, \$119 on Amazon) for Susie, both are near end of life.
5. Any anticipated computer maintenance costs this year?
 - *Virus program renewal (Webroot – 10 licenses, expires March 6, 2018)
6. As I understand it, MMC moved to the annual subscription of Microsoft Office (and perhaps other) software. When does that (or do those) subscriptions expire and what is their annual cost?
 - *We currently pay for a 5 license subscription of Office 365 that is installed on 5 of the 10 computers in the office at a cost of \$99/year. A few of the older computers have regular office

installed on the desktops, but those are non-transferable and I believe 2 of the computers do not have Office at all at this point, so we will need to upgrade to a 10 computer license soon so that everyone can access Word/Office/etc.

7. Any known building maintenance/repair requirements?

*Damage to front of building, painting of sign, locating outside lights, repair or removal of water fountain in lobby (approved but not completed – no call back from Dave Drew)
*Fiber Optic line installation to building for 300 Mbps upload and 300 Mbps download speeds - \$3,500. Monthly connection fee would be \$300/month for internet, plus \$25 per phone line. We are still under contract with Century Link for another year (we are fighting to get out of it), but worst case scenario, Deeply Digital has agreed to do installation now and not move our connection to the main service with faster speed until the CL contract expires.

8. Please validate: The clinic currently utilizes:

- Laptops (providers & nursing staff):
 - o 1 laptop computer for Dr. Gates
 - § Dell Inspiron 15 5000 Series with Windows 10 Pro – purchased Dec. 2016
 - o 1 laptop computer shared between the other 2 providers, Haag & Silverman
 - § Dell Latitude 6430u with Windows 7 Pro – purchased Dec. 2013
 - o 2 laptops for the nursing station
 - § Dell Latitude 6430u with Windows 7 Pro – purchased Dec. 2013
 - § Dell Inspiron 15 Notebook with Windows 7 Pro – purchased Dec. 2013
 - o 1 laptop for the EKG machine in room 5
 - § Dell Inspiron 15 Notebook with Windows 7 Pro – purchased Dec. 2013
- Desktops (front office staff): All Dell Towers
 - o 1 desktop at check-in for Delight
 - § 5 or so years old
 - o 1 desktop at check-out for Peggy
 - § OptiPlex 7040 Micro Form Factor BTX, Windows 7 Pro, purchased July 2016
 - o 1 desktop for Billing/Admin/Reporting for Josey
 - § OptiPlex 7040 Micro Form Factor BTX, Windows 7 Pro, purchased Feb. 2017
 - o 1 desktop for Billing/Admin/Accounts Receivable for Susie
 - § (Very OLD! Needs replacement.)
- Additional Tri-County Health Network Laptop
 - o Purchased by TCHN for the Patient Health Navigator / Care Coordinator position. Not an RSA item.