

Regular Board Meeting Minutes (file 170316)

March 16, 2017 – Alpine Bank, Ridgway, Colorado

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

Present: Board members: Michael Boland, Joey Huddleston, Vonnie Kuijvenhoven, Coleen McElroy and Richard Wojciechowski.

Mountain Medical Center: Dr. Joel Gates, Susie Blakney

1. **Call to Order** at 1232 by Michael Boland.
2. **Review of Agenda:** No changes requested.
3. **Minutes: MOTION** by Richard, second by Joey, to accept the minutes from the February 16, March 2 and March 9, 2017 meetings. Motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider:**
 - Re potential UMC transition, following the prior meeting Joel contacted UMC. The UMC board is taking a very conservative wait and watch approach. HRSA, the federal agency controlling UMC funding cannot provide assurances of funds availability at this time. UMC's funding may not be known even in September.
 - Richard noted that the RSA board is not likely to want to permit automatic renewal of the contract with MMC without negotiating some changes in the contractual arrangement, and with the current contract running to April 2018, and a 180 day termination lead time, RSA and MMC will need to have a clear vision of the road ahead by the September 2017 time frame. Neither MMC nor RSA is well positioned to conduct dual negotiations simultaneously. Joel indicated he is amenable to starting discussions with RSA earlier than September, with the possibility that the course forward could change.
 - MMC has signed a contract with Allscripts for the new version of "Meaningful Use" that facilitates "MIPS reporting." Joel reported the new Allscripts sales representative indicated there would be no problem including retroactive actions for this year despite the delayed implementation. MMC negotiated the contract to a three year term rather than a five year term as originally proposed, at a onetime cost of \$2,000 upon installation plus an annual cost of \$718 (\$59.83/month) for three years. Susie provided a copy of the contract, signed by Joel 3/8/2017 [Client Order 231432-1]
 - IT support was discussed as follow-on to Josie's prior recommendation and the presentation at the February meeting. Alternatives discussed included continuing with the current approach of calling for assistance when required, or contracting for a technical tune up of all computers once or twice a year. Board members were not enthusiastic about the Networks Unlimited proposal to take individual RSA/MMC computers off-site to be serviced on a time-available basis to fill technicians' unscheduled time. Richard mentioned that if this were to be a significant effort, a statement of work needed to be developed and other sources considered, not just the one that had made the sales pitch. Susie commented that in one of her calls for assistance, while Networks Unlimited stated they could come out later the same day, as an alternative they connected her with the company's Grand Junction office which provided extensive telephone support at no charge.
 - IT backup alternatives were discussed as follow-on to last month's presentation. A number of alternatives are available, and none were fully assessed at this time. Allscripts offers an application that works with iPhones. Using a hot-spot via cellular phone is another option. Board suggested that if MMC desires a backup system, MMC should explore alternatives, identify the strengths, weaknesses and costs, and then present optimal solutions desired by MMC to RSA.

- Possibility of purchasing a spare computer for use should a computer go down was discussed. Joel commented MMC can obtain a new Dell in two days. Joey commented that computers become obsolete rapidly even when not used. Consensus that a spare computer is not an optimal approach for MMC operations.
- Susie noted that Alpine Bank sponsors an annual document shredding and prior to that also sponsors a program for disposal of electronic equipment, with a discount. MMC has several computers and monitors it is proposing to dispose of. Insufficient details are available, but it appears this may be scheduled for later this month. Discussion identified several other options for disposing of electronic equipment, including Montrose and Grand Junction locations. Any hard drives with patient information would need to be cleaned or destroyed.
- **MOTION** by Richard, second by Coleen, that Joey be authorized to review the list of items MMC proposes for disposal and decide whether trashing these is in RSA's best interest. Motion passed.
- **MOTION** by Mike, second by Richard, that Joey determine whether taking advantage of the Alpine Bank sponsored disposal is the most practicable and cost effective manner and take action accordingly. Motion passed.

6. Old Business:

- a. Election of officers. **MOTION** by Vonnie, second by Joey, that the current slate of officers be elected for 2017. Motion passed. [Mike Boland as president; Coleen McElroy as vice-president; Richard Wojciechowski as secretary.]
- b. Asset report to county assessor.
 - Richard noted the county assessor stated she had met with Diedra, at the time the RSA administrator, and an MMC representative, and had been promised a detailed RSA inventory but was disappointed that the inventory had never been provided to her. Joel commented that MMC at the time took the position it should not have to pay property taxes on property it didn't own, and RSA had taken the position it is exempt from taxation as a government entity. Richard relayed the county assessor's position that MMC's leasing of government property presents a "possessory interest" similar to ranchers who lease federal grazing lands and pay possessory interest property taxes on such land. Possessory interest tax rates are lower than individual property owner tax rates. Also, the state depreciates on a different schedule than does the IRS, for example, computers are depreciated in three years, not seven.
 - Richard summarized the category reports generated by Joey in the inventory software, FATS, and noted several adjustments need to be made because prior book keeping did not differentiate hardware from related services procured at the same time on the same order.
 - Discussion focused on three items in the computers category with high initial costs recorded:
 - Inventory ID 00020017, Dell precision T3500, initial cost reported as \$11,205. This is part of the digital upgrade to the x-ray suite, but the cost is a bundled cost, not just the server.
 - Inventory ID 00023001, Fujitsu primergy TX15057 server, initial cost reported as \$55,000. Joel believes the \$55,000 number was what RSA paid for a server MMC already had, plus the entire suite of software and the associated infrastructure, when MMC first implemented electronic medical records. That original server became obsolete shortly thereafter and was replaced by the Dell Power Edge (below). This Fujitsu was originally a fax server but was not doing much. With the transition by MMC to using "the cloud" this server was upgraded and is being used as the domain server. However, the initial cost attributed to this included a host of computer services, much more than the piece of hardware itself. Discussion that the initial cost needs to be adjusted to reflect only the hardware.

- Inventory ID 00023002, Dell Power Edge 2900 server, initial cost reported as \$22,500. The inventory report shows this item as being in storage. Joel believes this was the original server for Electronic Medical Records (EMR). MMC is not currently using it and this is one of the items recommended for disposal. Furthermore, it is believed that the recorded initial cost also included related software and various services far beyond the cost of the hardware.
 - Joey noted that MMC is proposing to dispose of inventory item 00020020 which has not been fully depreciated, with a current value of \$243.
 - Richard said he would look through the old files to see if an invoice there would shed light on the relative costs, and he had also sent an e-mail to Susie asking whether MMC had relevant records.
 - The board agreed that the inventory records require adjustment prior to submission of the required report to the county assessor.
- c. Action Item Review.
- Most action items from the February meeting had been accomplished.
 - 6.a. Defining computer support requirements really belongs with MMC, not RSA. A key question is whether this addresses a real problem currently being handled by “self-insuring” and occasionally purchasing a new computer for \$700, instead of the proposed solution which has a \$400/month fee just for a back up communication line as one component.
 - 10.b.i Rainmaker contract has been terminated; Mike is contacting other potential sources.
 - 11.c.ii Joey will help individuals who want to have Microsoft Office functions on the tablets.
- d. Procedures review/adoption (agenda; budget; elections; audit; [list of] procedures development.
- Procedures previously proposed but not necessarily formally adopted were discussed, with board consensus that procedures should be placed in Drop Box with the understanding that they will likely be modified with experience, but with a new administrator it is important to provide at least some guidance on the more complicated processes.
 - Discussion that policies and procedures should be consolidated in Drop Box, with a consolidated index.
 - Draft policy on financial reviews to be amended to include requirement that the memo field on checks include the RSA account being debited, as prior financial reporting problems are due in part to incorrect coding of expenses.
7. **Report from Administrator.** Karla was not at the meeting.
- a. Calendar review.
- The next several months were reviewed on the generic calendar.
 - Report to assessor needs to be added to the calendar.
 - Comment that publishing the results of the audit exemption, due by end April, should await any comments from the state auditor received prior to that time. Timing may be difficult relative to scheduled regular meeting in April.
- b. Correspondence: No correspondence. Richard noted the request for audit exemption was mailed the day after the special meeting.
- c. Financial statements:
- Richard passed around a balance sheet and budget v. actuals report from QuickBooks.
 - Board noted that while some February financial activity had been entered, not all had, and the debit card account needs to be corrected as noted in an e-mail Richard had sent out. Joey has items that need to be entered into QuickBooks and Karla will be requested to make the entries.

- Discussion about the pros and cons of different methods of entering data concluded the discussion needs to include Karla, and Karla will need to figure out what works best for her.
- d. Invoices/checks.
- Joey presented invoices obtained from the post office box and from MMC and checks he had written to cover those.
 - Joey is holding a deposit until Karla returns to avoid upsetting the sequence in the recently purchased deposit record book.
 - **MOTION** by Richard, second by Coleen, to approve and pay the invoices presented by Joey. Motion passed.
- 8. New Business**
- a. Ratification of Resolutions 2017-01 and 2017-02: **MOTION** by Richard, second by Joey, to ratify these two resolutions. Motion passed.
- b. Ratification of Resolutions 2017-03 and 2017-04: **MOTION** by Richard, second by Joey, to ratify these two resolutions. Motion passed.
- c. Update of inventory policy to include depreciation support. After brief discussion, **MOTION** by Coleen, second by Richard, to amend the policy as proposed. Motion passed.
- d. Financial review committee, proposed policy:
- Board discussed benefits of periodic oversight to assist in ensuring accurate financial records.
 - Mike recommended the proposed policy include a requirement that RSA account being debited be written on each check and board members signing the checks ensure the correct code is on the check. Discussion of how the account code is entered when an invoice is first entered but board members signing should double checked. **MOTION** to adopt the policy as presented with the additional requirement for account code in the memo field by Richard, second by Coleen. Motion passed.
 - Noted that keeping the review committee to two board members does not require the committee's meetings to be publicly noticed. Comment also made that the review committee will probably want to be meeting with the administrator.
 - **MOTION** by Richard, second by Coleen appointing Vonnie and Joey to the review committee. Motion passed.
 - Discussion that board need not set review committee meeting dates, as that is properly the purview of the committee, and it need not be a set date each quarter.
 - Mike and Joey requested the charter of accounts be posted to Drop Box.
- e. Ratify MMC procurement of replacement computer for Josie and update inventory: This had been discussed at a prior meeting. Susie had already provided the inventory tracking form to Joey. **MOTION** by Joey, second by Coleen, to ratify the procurement. Motion passed.
- f. Other:
- MMC had previously brought up purchase of replacement chairs for the staff. Discussion that MMC staff needs to identify appropriate chairs, with the suggestion MMC staff actually try chairs out as different individuals may find different chairs comfortable. It is up to MMC to investigate appropriate chairs and bring their conclusions and request to the board, including which chairs, how many and for which functional desk, with prices. Joey noted high quality chairs that will last a number of years should be procured, even if that means fewer chairs can be afforded in a given year. Budget development included \$3,000 for replacement chairs in 2017.
 - Follow-on to above, Mike noted that RSA requested MMC provide its "wish list" for the following year in time for RSA budget formulation and needs MMC to respond with detailed requests, as RSA will limit its approvals to remain within budget.

- Joey reported Karla has been unable to get into the administrator's RSA Surface tablet due to the password. Mike was requested to contact Laura and obtain the password.
- Joey reported that according to Laura, Dick Gingery had lost the RSA Surface stylus for the tablet issued to him and Laura had given him the stylus she had. A replacement stylus costs about \$50. Richard said he would contact Dick to see if the stylus could be found.

9. Next meetings:

- a. April 13, 2017, 1730, had been set aside from a workshop at Land Use, but at this time it appears a workshop or special meeting is not required. Unless a board member identifies a requirement for the work shop, unless Karla wishes to meet with the board, or unless the report to the assessor requires a special meeting, the meeting will not be held.
- b. April 10, 2017, 1230, regular meeting at Alpine bank.

13. Adjourned at 1438 pursuant to **MOTION** by Coleen, second by Vonnie; motion passed.

Submitted by:
Richard Wojciechowski
Secretary

Approved by the Board on _____, 2017
President

Enclosures:
Action items
Financial report

Ouray County Regional Service Authority

Regular Board Meeting - March 16, 2017

12:30 PM – Alpine Bank Conference Room, Ridgway

AGENDA

1. Call to Order
2. Review of Agenda
3. Approval of Minutes
 - a. From February 16, 2017
 - b. From March 2, 2017
 - c. From March 9, 2017
4. Public Input
5. Discussions with Medical Provider (Dr. Gates)
6. Old Business
 - a. Election of officers
 - b. Asset report to county assessor
 - c. Action item review
 - d. Procedures review/adoption (agenda; budget; elections; audit; procedures development)
7. Report from Administrator
 - a. Calendar review
 - b. Correspondence
 - c. Financial statements
 - d. Invoices/checks
8. New Business
 - a. Ratification of Resolutions 2017-01 and 02.
 - b. Ratification of Resolutions 2017-03 and 04.
 - c. Update of inventory policy to include depreciation support.
 - d. Financial review committee, Policy 2017-xx
 - e. Ratify MMC procurement of computer for Josie; update inventory
 - f. Other
9. Next meetings
 - a. Special Meeting/Workshop April 13, 1730, Land Use office.
 - b. Regular Meeting April 20, 1230, Alpine Bank.
10. Adjourn

Action Items from March 16, 2017 board meeting

- 5.i Identify alternative IT support approaches, e.g. full time support contract, periodic servicing of all computers, or call as required, assess cost benefit and present to RSA board. [MMC]
- 5.ii Assess alternative backup approaches to permit continued operations in event of power/communication outages, assess risk, impact of outages, identify potential approaches, present to board. [MMC]
- 5.iii Review list of equipment MMC proposes for disposal, approve or reject individual items. [Joey]
- 5.iv Assess cost benefit of alternative electronic equipment disposal, arrange for disposal. [Joey]
- 6.b.i Check to see if invoice in RSA files provides equipment cost breakdown for identified servers. [Richard]
- 6.b.ii Check to see if invoice in MMC files provides equipment cost breakdown for identified servers. [Susie]
- 6.b.iii Adjust inventory to reflect (a) equipment not used, and (b) actual cost of hardware rather than bundled cost. [Joey]
- 6.b.iv Use adjusted inventory to prepare property report to assessor, submit property report to assessor. [Joey and Richard]
- 6.c. Secure alternate source for sprinkler activation, deactivation, and maintenance. [Mike]
- 6.d. and 8.c. Update and post policies and procedures to Drop Box. [Richard]
- 7.a. Edit generic calendar per discussion. [Richard]
- 7.c.i Update QuickBooks with lagging entries. [Karla with assistance from Joey and Richard]
- 7.c.ii Correct QuickBooks debit card record. [Karla]
- 7.c.iii Discussion with Karla regarding QuickBooks relationship to Alpine bank electronic records. [Joey, Richard, Karla]
- 8.d. Post charter of accounts to Drop Box. [Richard]
- 8.f.i Investigate desired chair replacements, present options to board. [MMC]
- 8.f.ii Obtain password from Laura for administrator's Surface tablet. [Mike]
- 8.f.iii Contact Dick Gingery regarding missing Surface tablet stylus. [Richard]
- 9.a. Identify whether a meeting of the entire board with the new administrator in a work session is necessary. [Karla]