

Regular Board Meeting Minutes

January 18, 2018 – Alpine Bank, Ridgway, Colorado

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

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

1. **Call to Order** at 1231 by Michael Boland.
2. **Review of Agenda:** Noted that one version of the published agenda indicated an incorrect date for the meeting, although the Transparency Notice indicates the correct date, therefore suggested any actions today be ratified at the next meeting.
3. **Minutes: MOTION** by Joey, second by Vonnie to approve the minutes from December 14, 2017. Motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider:**
 - The Cloud is down stopping functioning as laboratory results and other patient information not on the local computers is not accessible and cannot be transferred. Laboratory work has had to be rescheduled.
 - MMC has been experiencing a glitch in data compatibility between Quality Health Networks (QHN) and Allscripts for the past six months.
 - Planned MMC payments of their 10% of cost to Allscripts is a problem for Allscripts accounting as they cannot handle partial payments; MMC will simply reimburse RSA for its 10%.
 - MMC is continuing its search for a mid-level provider.
 - Flu season is serious; Saint Mary's Hospital in Grand Junction is diverting patients.
 - National shortage of intravenous fluid bags does not affect MMC, as they seldom provide fluids.
6. **Old Business:**
 - a. 2017 inventory has been completed. Board requested Karla print out a set of 2017 end-year inventory reports, file hard copy in cabinet as well as post on Drop Box, as pulling up reports with "as of date" selected does not appear feasible.
 - b. Update **Policy 2015-01**, Inventory and Valuation: Board edited draft presented, adopted policy as amended.
 - c. RSA 2018 calendar: Richard presented modified calendar for 2018.
 - d. Building maintenance/repair: Coleen reported that the two men previously contacted to repair the roadside sign and wainscoting have not been responding to her calls. Coleen is deferring requesting estimates for sidewalk repair until spring weather.
 - e. Action item review: other than ordering of Welch-Allen wall units for vital signs, and sidewalk repair/maintenance issues, actions accomplished.
7. **Report from Administrator.**
 - a. Calendar reviewed.
 - b. Correspondence:
 - The Workmen's Compensation has been shifted to the SDA, with two medical providers listed as the RSA's providers: MMC and Randal Shelton Mountain Peaks Family Practice (Montrose).

- Presentation received from West Central Health Public Partnership has been placed on DropBox.
 - c. Financial statements:
 - Karla reported the problem with Allscripts payments, noted that cyber insurance term ends in July, asked whether the previously paid premium should be prorated under terms of the new contract. Board consensus to not invoke the premium share until the renewal of the cyber insurance policy.
 - Several members had problems with printing out the financial statements from Drop Box.
 - Joey noted an anomaly in the 2017 budget number.
 - Check for tax receipts from last quarter 2017 received.
 - d. Invoices/checks. **MOTION** by Richard, second by Joey to approve and pay the invoice presented. Motion passed.
- 8. New Business**
- a. Election of officers: Nominations were made as follows: president, Michael Boland; vice-president Vonnie Kuijvenhoven, secretary Richard Wojciechowski. **MOTION** by Joey, second by Coleen to elect slate; elected unanimously.
 - b. Designation of Election Official, **Resolution 2018-01**. Resolution adopted. District 2 and 4 seats are up for election this year. Karla can prepare ahead of time for this. **MOTION** by Richard, second by Joey, to adopt resolution.
 - c. Financials package for auditor: Karla has been in contact with the auditor, has almost completed the financials package. Karla and Richard to meet to finalize.
 - d. 2018 procurement action plan: Only items identified at this time are the Welch-Allen vital signs units and the pads and battery for the AED. Richard noted he checked on AED battery and learned the unit was calling for replacement of pads despite their expiration date of May 2018. Karla requested to place order.
 - e. AED battery and pads: Richard checked on these, will clarify ordering data for Karla.
 - f. Other:
 - Joey noted the funds in the checking account exceed short term needs, should be placed in account earning interest. Board accepted Joey's offer of moving \$100,000 to a CD. Special District Association may have resources available to RSA.
 - Coleen noted her Microsoft Surface tablet still is not working despite the Office Depot repair.
- 9. Next meetings:** Regular meeting on February 15 at 1230, the Alpine Bank, Ridgway.
- 10. Adjourned** at 1318 pursuant to **MOTION** by Joey, second by Coleen; motion passed.

Submitted by:
Richard Wojciechowski
Secretary
Enclosures: Agenda; Action items

Approved by the Board on February 15, 2018
Michael Boland
President

**Ouray County Regional Service Authority
Regular Board Meeting January 18, 2018**

12:30 PM – Alpine Bank Conference Room, Ridgway

AGENDA

1. Call to Order
2. Review of Agenda
3. Approval of Minutes from December 2017
4. Public Input
5. Discussions with Medical Provider (Dr. Gates)
6. Old Business
 - a. 2017 Inventory final
 - b. Update Policy 2015-01, Inventory & Valuation
 - c. RSA 2017 calendar
 - d. Building maintenance/repair
 - e. Action item review
7. Report from Administrator
 - a. Calendar review
 - b. Correspondence
 - c. Financial statements
 - d. Invoices/checks
8. New Business
 - a. Election of officers
 - b. Designation of Election Officer - Resolution 2018-01
 - c. Financials package for auditor
 - d. 2018 Procurement action plan
 - e. AED battery & pads
 - f. Other
9. Next meeting: Regular meeting 12:30 February 15 at Alpine Bank in Ridgway.
10. Adjourn

ACTION ITEMS

- 6.a. Generate and file full set of 2017 end-year inventory reports, hard copy and post to Drop Box. [Karla]
- 6.b. Inventory policy: publish adopted policy to Drop Box. [Richard]
- 6.d. Follow up discussion with MMC regarding selection of ice-melt for sidewalk. [Coleen]
- 6.e. Order four Welch-Allen vital sign wall units. [Coleen]
- 7.c. Review and correct 2017 budget in financial statement prior to sending to auditor. [Karla and Joey]
- 7.c. Load 2018 budget data into QuickBooks. [Karla]
- 8.c. Finalize financials package depreciation input for audit exemption package. [Karla and Richard]
- 8.d. In addition to 6.c. above, Karla to order replacement pads for AED. [Karla]
- 8.e. Clarify ordering data for AED battery/pads. [Richard]
- 8.f. Investigate whether SDA offers investment assistance ; move funds from checking to CD. [Joey]