

Regular Board Meeting Minutes

March 15, 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: Susie Blakney and “Cat” Korndorfer, new mental health counselor who is MMC employee funded by Tri-County Health.

1. **Call to Order** at 1226 by Michael Boland.
2. **Review of Agenda:**
3. **Minutes: MOTION** by Joey second by Vonnie to approve the minutes from February 15, 2018. Motion passed.
4. **Public Input.** None.
5. **Discussion with medical provider:**
 - A number of patients who lost their provider and are now going to MMC desiring to establish care are quite stressed and difficult, not understanding their prescriptions cannot be refilled without a new assessment, history, laboratory blood tests, dosage reviews, etc. The process of accepting new patients and scheduling them causes frustration exhibited in verbal abuse of MMC staff. Patients are angry at the wrong target.
 - MMC is averaging 10-12 patients per day, appointments are being booked 6 weeks to 2 months out for new patients; Joel is currently seeing 20-23 patients some days.
 - Ralph Lauren sent a donation of \$2,500.
 - Praised Coleen’s actions in stopping water leaks and getting on top of the damage.
6. **Old Business:**
 - a. Audit exemption request: Mr. Moreland provided replacement pages with corrections. Board members signed 3 copies, two to be sent by certified mail return receipt to the state auditor. Signed copy to go into Drobox.
 - b. Sidewalk and parking lot data: Richard passed around the survey results of the parking lot. Data shows that correction of the low area at the south-western portion in front of the entrance door, probably involving tearing out broken up pavement and replacing it while raising level slightly would correct drainage. There is a drain along the eastern side of the parking lot, which is full of dirt and debris that could use cleaning out. Due to cost, damage repair deferred until other maintenance costs are fully known.
 - c. McKesson invoice: Both Karla and Susie have communicated with Michelle at McKesson who is to communicate with Cassandra at McKesson, have requested that penalties for late payment be withdrawn as McKesson had not provided invoice to RSA. No response has been received.
 - d. Action item review.
 - Coleen will research which ice-melt product is best for sidewalks and address that with MMC.
 - Welch Allen vital signs units: clarification that only the blood pressure cuffs, not the entire units as previously understood, were being replaced, therefore this is repair of existing units not replacement with new units, and inventory does not need to be changed, although it would be helpful to note on inventory which units received replacement cuffs.

- Karla and Richard will get together to develop updated inventory to provide to assessor.
- Coleen will have wainscot repaired after she decides on the type. This is not affected by the water damage project.
- Dent in exterior wall remains to be repaired, Coleen action.
- Coleen's Surface remains to be serviced.

7. Report from Administrator.

- a. Calendar review.
- b. Correspondence: Received a credit refund from the former Workmen's Compensation insurance provider; another refund is due for January charges. Similar issue with Mountain West when cancelation of policy didn't get to all departments. SDA insurance deductible is \$5,000.
- c. Financial statements:
 - Need to add Karla to on-line information access for the recently purchased certificate of deposit.
- c. Invoices/checks. **MOTION** by Joey, second by Coleen, to approve and pay the invoices presented. Motion passed.
- d. Other: Karla listened to the SDA webinar on elections, understands how complicated that is.

8. New Business

- a. Water damage:
 - Coleen recapped the water damage. Exam Room#6 leak in the wall. Work required cutting into the wall in all rooms to access pipe, which requires repairing and painting the wall board cut out for access. Center island of building (where lab is) remains to be done. Only the hot water recirculatory pipe was involved, due to the constant circulation of hot water debris/sediment eroding pipe. Have replaced that outside of the wall with PEX (plastic) pipe at eye level, and covered the three manifolds (mud room, exam#1, and lab) with access panels to avoid having to cut into wall board in the future. All new pipe was run in ceiling, which can be done because it is hot water which won't freeze.
 - Also installed new shut off valves at eye level so any leakage would be obvious and moved the recirculating pump off the floor.
 - Replacing shut off valves at each sink remains to be accomplished as does crossing hallway which is to be done during non-operating hours.
 - Painter has been following the plumber. Balance of work to be done weekend of April 7 when MMC is closed (in Mexico!) with painter and plumber team work together.
 - Carpet has to at a minimum be professionally shampooed to remove water stain. Coleen recommends the entire building be professionally shampooed – last done in December.
 - Costs thus far are \$18,194 for plumbing, \$1,800 for painting.
 - Board noted invoices need to be carefully collected in event an insurance claim is filed, that normal wear and tear will not be covered and should not be comingled in invoices.
 - Noted MMC has obtained Business Associate agreement signatures from companies and their personnel.
- b. Rain gutters, exterior woodwork and other work:
 - Some carpet seams need to be repaired. The firm that installed the carpet is no longer in business. Coleen will find a firm to repair it, which may involve installing a decorator strip.

- Sprinkler is to be blown out in April.
 - Coleen had the heat tape hard wired with a monitoring light on the panel to indicate when it is on so staff might notice if it is off. Problem thus far was that GFI was cutting off power to heat tape, staff did not know, and once gutters froze heat tape could not thaw them out.
 - Coleen has arranged for Whitey to clean out gutters, replace damaged sections, move downspout so it isn't flooding exit walkway. Part of gutter needs to be replaced, will then assess whether woodwork only needs to be painted or replaced.
 - Coleen said she will meet with Speedy regarding the sidewalk. Board comment that sidewalk may need to wait given expenditures on water damage.
- c. Insurance: Discussion that only the water damage, not routine wear and tear and other repairs that have nothing to do with the accident should be considered in any insurance claim. None of the exterior repairs discussed fall under a potential insurance claim. Karla will need proper separate invoices for repairs subject to insurance. Mike indicated we should fill out the insurance claim form and submitting it to get the adjustor started.
- d. Other:
- Coleen reported MMC is requesting a new computer for the EKG system at a cost of \$1,500. Discussion that it makes sense to have a computer technician see if cleaning up the computer fixes any issues prior to just going out and purchasing a new computer. Mike will call Gary Blakely, a computer technician who works successfully on cleaning up Mike's computers.
 - Coleen suggested to MMC that MMC request from RSA another wheeled cart to move vital signs equipment around, MMC did so. Cost is \$335. **MOTION** by Joey, second by Coleen to approve the request; Motion passed.
 - Coleen championed MMC's request (Joel's e-mail) for RSA to fund upgrades to telephone system. Discussion included:
 - Wiring inside building are not compatible with new systems and the new telephones MMC wants.
 - RSA has already funded \$5,000 to bring fiber optic line to the building.
 - MMC has requested reimbursement for \$1,948 for Deeply Digital work to figure out what needs to be done.
 - MMC is responsible for communications system under recently executed lease.
 - MMC request includes 15 telephones (\$3,750) (in discussion estimated to currently have about 10) plus control panel (\$1,155,97 as well as a number of other items for a full system, at an estimated cost of \$7,267.97 after a credit of \$850 for existing equipment which had been given to MMC by RSA.
 - Contract provides that communications system is responsibility of MMC, but MMC can request assistance from RSA on major expenditures. Discussion that the facility needs to have the wiring to support a telephone system, but the actual handsets, and for sophisticated systems the computer controls are separate and may differ with each tenant. Discussion noted costs vary significantly with how sophisticated a system is installed as well as how many handsets.
 - **MOTION** by Vonnie, second by Richard, to reimburse MMC the \$1,948 for assessing the communications system. Motion passed.

- **MOTION** by Richard, second by Joey, to contribute \$3,000 toward upgrading of the telephone system including permanent wiring and other items in the Deeply Digital proposal. Motion passed.
 - Coleen and Joey raised the possibility of RSA somehow assisting MMC in attracting new personnel. Noted that many potential applicants wanted to interview but expected their travel to interview would be paid for by MMC and Joel did not wish to do that. Ideas floated included RSA leasing or purchasing living quarters and making them available at a discount to MMC employees. Coleen reported that there is a potential employee resident on Log Hill who is considering a higher paying job in Montrose. Idea of subsidizing such an employee's remuneration to make up the difference between what MMC wants to pay and Montrose pay floated. Major concern that RSA should not get involved in paying MMC staff nor in selecting MMC staff.
- 9. Next meetings:** Regular meeting on April 19 at 1230, the Alpine Bank, Ridgway. Possibility that there will not be a quorum for the June meeting.
- 10. Adjourned** at 1410 pursuant to **MOTION** by Richard, second by Joey; motion passed.

Submitted by:

Richard Wojciechowski

Secretary

Approved by the Board on _____, 2018

President

Enclosures: Agenda; Action items

Ouray County Regional Service Authority
Regular Board Meeting March 15, 2018
12:30 PM – Alpine Bank Conference Room, Ridgway

AGENDA

1. Call to Order
2. Review of Agenda
3. Approval of Minutes from February 15, 2018
4. Public Input
5. Discussions with Medical Provider (Dr. Gates)
6. Old Business
 - a. Audit Exemption Request
 - b. Sidewalk & Parking lot data
 - c. McKesson invoice issues
 - d. Action item review
7. Report from Administrator
 - a. Calendar review
 - b. Correspondence
 - c. Financial statements
 - d. Invoices/checks
8. New Business
 - a. Water damage/repair/replacement of plumbing
 - b. Rain gutters and exterior woodwork
 - c. Other
9. Next meeting: Regular meeting 12:30 April 19, 2018 at Alpine Bank, Ridgway.
10. Adjourn

ACTION ITEMS

- 6.a. Audit exemption request dispatched and posted to Dropbox. [Karla]
- 6.c. Follow up with McKesson re. invoice. [Karla]
- 6.d. Research benign ice-melt products. [Coleen]
- 6.d. Note in inventory which Welch Allen units received new cuffs. [[Karla]
- 6.d. Karla and Rich work up response to assessor. [Karla & Rich]
- 6.d. Repair wainscot. [Coleen]
- 6.d. Repair dent in exterior wall. [Coleen]
- 6.d. Service Coleen's Surface. [Coleen]
- 7.c. Give Karla access to on-line information for latest CD. [Rich]
- 8a. Organize invoices, with separate invoices for accidental water discharge and subsequent damage provided to Karla for insurance claim. [Coleen]
- 8.b. Repair unravelling carpet seams. [Coleen]
- 8.b. Clean and repair gutters.
- 8.b. Scrape and repaint wooden portions under gutters. [Coleen]
- 8.c. File insurance claim for damage from broken piping. [Karla]
- 8.c. Have computer technician assess EKG computer. [Mike]
- 8.d. Order wheeled cart. [Karla]