

## Regular Board Meeting Minutes

September 20, 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 1233 by Michael Boland.
2. **Review of Agenda:** Noted that item 9, next meetings, should reflect the October meeting as a public hearing on the proposed 2019 budget.
3. **Minutes: MOTION** by Joey second by Coleen to approve the minutes from August 16, 2018. Motion carried.
4. **Public Input.** None.
5. **Discussion with medical provider, Dr. Gates:**
  - Dr. Gates said things are going pretty good.
  - MMC is taking about 30 x-ray images (“films”) per month.
  - Things have been steady throughout the summer.
  - MMC has experienced problems with computers and printers and fax machines, has purchased three computers plus a monitor screen, now looking at replacing fax machine and printers.
  - Coleen gave an RSA printer (one that had been used by Laura, prior administrator) to Susie. Board discussion that such actions require changes to the inventory. Coleen stated the printer had been in her way as she was rearranging things and Susie had a printer problem so she just gave it to her. Joel noted MMC is using it regularly. Board agreed to donate the printer to MMC as it was not currently in use by RSA.
  - Toilets still are not working properly.
  - Joel noted it would be more convenient for him to make the annual report presentation to RSA in the evening not during a day-time board meeting, and asked how much historical background the RSA wanted this time around. Richard commented that Karla was not at the last presentation, and would benefit from the background. Joey suggested the annual review presentation may be more useful early next year when new board members are attending; board agreed. Richard suggested the January agenda include setting a date for the annual presentation that works for everyone then involved.
  - Extensive discussion of the “Topaz” signature capture unit which Susie noted is not operating correctly. Susie postulated this is a requirement of Allscripts, thus an RSA responsibility, not part of the business operations of MMC. Joe, who has done the inventory for many years, does not remember ever inventorying it. Coleen postulated this is part of Allscripts. Karla was unable to find any listing for the Topaz unit in the detailed Allscripts invoices. Joel noted that at one time MMC took a number of items off the Allscripts contract that were not cost effective to rent from Allscripts. The Topaz unit was deleted from inventory in 2011, prior to any of the current board members tenure, and the reason is unknown. Joey postulated that deletion can be reversed in the FATS software; it may have been deleted if the person doing the inventory had not found it. Discussion that the unit needs to be replaced; Susie agreed that Josey would research appropriate replacement units, and whether or not it has to be procured from Allscripts with their high prices, or whether units have standard interfaces, and recommend a source. Mike noted the budget line for replacement of equipment has sufficient funds for this. **MOTION** by Coleen, second by Joey, that

RSA purchase a replacement signature capture unit. Discussion that RSA should make the purchase to take advantage of tax exemption. Motion carried.

**6. Old Business:**

a. Election status:

- District 4 had only one nominee, MaryAnn Jackson, who will therefore be considered elected; district 2 did not have any, so Karla as RSA's Designated Election Official canceled the election and made all the necessary notifications including the county election official and DoLA. This also has to be published in the newspaper of record. Karla will provide the required oath of office to MaryAnn Jackson to meet the deadline for signature.
- Several board members will continue reaching out to potential district 2 residents.

b. Budget development:

- Richard suggested the supporting rationale for the 2019 proposed budget could use some additional explanation, and offered to edit the current draft, and to clean up the spread sheet showing the budget without changing the effect. Board discussion agreed as that can be valuable for future reference.
- Karla noted a possible change due to SDA correspondence (see below), but this was not believed to affect the proposed 2019 budget.
- **MOTION** by Richard, second by Vonnie, to adopt the preliminary budget submitted by Karla as the proposed budget for purposes of the public hearing in October. Motion carried.

c. Facility issues:

- Toilets: Coleen stated no action had been taken. The plumber had said scoping the pipe may have to include scoping the vents by climbing up on the roof. Coleen expressed her concern that prior board approved budget was for replacing the toilets and the desired scope examination of the exit pipe might cost more than the board contemplated. Mike expressed concern that this process was dragging on far too long, and was ignoring the board policy of establishing an effective working relationship with a vendor and using that vendor. It is time to take action. **MOTION** by Richard, second by Mike, that RSA contact Benjamin Franklin plumber, tell them what the problem is, have them install two new toilets and fix any problem. Benjamin Franklin can figure out whether scoping needs to be done or not; they can figure it out and fix it. Motion carried. Coleen said she would contact Ben Franklin tomorrow.

d. Action item review.

- Karla accomplished all 2018 budget amendment related actions.
- Toilets: action not taken.
- Roof heat tape: action not taken. Coleen reported John Kropuenske keeps saying he will show up and do it.
- Inventory update: Karla has done some preliminary work, procedure calls for inventory to be done not earlier than October (so it will be readily updated in December to a year-end inventory).
- Notice board has been received; Mike installed it utilizing the holes from some prior attachment.
- Recycling old EKG computer: this remains on the action list until the next electronics recycling opportunity.
- Mike dismantled and took the old electronic sign to Recla Metal. The landscape crew cleaned up the mess left behind without being asked.
- Richard turned in the District 4 Microsoft Surface computer with cover, charger and pen to Joey; Joey will get with Tim Stewart to figure out the issues with Mike's and Richard's Surface.

- Karla finalized the election IGA with the county.
  - Karla has not yet gotten with Josey to understand the Allscripts invoicing.
  - Coleen has reached out to several potential sources (Skip Houston; Charlie Scoville; United Companies) for estimates on both parking lot and sidewalk repair but has not received any useful responses. Skip Houston e-mailed to say he would respond later.
  - Coleen turned off the sprinklers for the season. Grass is thick and green, does not need any more water. The sprinkler support vendor has to be contacted to clear the system out for the winter.
7. **Report from Administrator.**
- a. Calendar review.
    - Karla went through the calendar.
    - Richard suggested Karla start developing the 2019 calendar.
    - Roof tape and winterizing the sprinkler need to be done.
  - b. Correspondence:
    - Alpine bank CD matures the end of September. Discussion that CD maturity dates on financial statements should be updated, but it appears that at least one CD will mature in the first half of 2019 and thus will be available should a total or partial transfer be required for operating funds given current checking account and savings account balances. The Alpine CD maturing end September should be renewed for a one year period at this time.
    - Form letter received from county treasurer that disbursements may be late due to a computer problem. This will have no effect on RSA.
    - Certification of values received from county assessor.
    - SDA advised that an adjustment may be in order on insurance premium for 2018. Discussion that this was most likely triggered by amended budget as premium is based upon budget. Mike suggested Karla explore this with SDA, but noted that budget will be returning to normal after the emergency expenditures this year, so the likely premium increase may require an adjustment this year but should not affect next year.
    - ASAP payroll service passed on IRS request for information on 2015 employees; Karla has advised them there were no employees in 2015, and ASAP will respond to the IRS.
  - c. Financial statements: noted.
  - d. Invoices/checks.
    - Karla still has not received the go ahead for the one invoice that was submitted to RSA for payment but was told by MMC to hold onto it and not pay it until the issue is resolved by Josey.
    - Karla received two Allscripts invoices from June 29 that had not been forwarded to RSA previously which Susie discovered when looking at Allscripts accounts.
    - Karla is to contact Josey to obtain information on Topaz replacement.
    - Mike noted that one A&B Mechanical invoice for thermostat repair was simple replacement of a battery; many batteries could be purchased for the \$85 cost of that repair call. MMC could easily check their batteries rather than incurring expensive service calls. It may behoove RSA to add annual battery replacements for thermostats rather than incurring service calls.
    - **MOTION** by Coleen, second by Joey, to approve and pay the invoices presented. Motion passed.
    - In an attempt to keep Allscripts payments clear and avoid repeating the experience of Allscripts losing RSA's payments, Karla will purchase more stamps and send each individual invoice payment separately. The USPS "Forever" stamps make purchasing a large quantity cost effective.
8. **New Business**
- a. Topaz signature capture system. Discussed above. Question as to who is paying for annual fee. Has not been visible in invoicing, but if part of Allscripts, RSA is paying 90% of it.
  - b. Other:

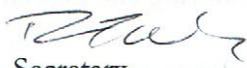
- Vonnie noted there are two new pharmacies in town.
  - One of them suggested the RSA board may want to invite them in to address the RSA board. Discussion indicated no interest in a presentation from the two pharmacies.
  - Coleen noted that she tried them both and neither was able to obtain her prescriptions in a timely manner and her prescriptions are time critical. Mike noted that small pharmacies have problems getting medications.
- Clarification of absence of a district 2 board nomination: it is now too late for the election, so the board can appoint a member for the full term in January.

**9. Next meetings:**

- a. Regular meeting on October 18, 2018 at 1230, the Alpine Bank, Ridgway which is to include a public hearing on the 2019 proposed budget. After the public hearing the board discusses and may adopt the hearing, or defer the question to the next month.

**10. Adjourned** at 1350 pursuant to **MOTION** by Joey, second by Richard; motion passed.

Submitted by:

  
Secretary

Enclosures: Agenda; Action items

Approved by the Board on October 18, 2018

  
President