

## Regular Board Meeting Minutes

October 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:** No changes.
3. **Public Hearing on 2019 Budget.**
  - MMC staff were provided an opportunity to review the budget. They had no questions or comments.
  - **MOTION** to close the public hearing by Vonnie, second by Richard, motion passed.
  - After a brief discussion, **MOTION** by Richard, second by Vonnie to approve the budget as presented. Motion passed.
4. **Public Input.** None.
5. **Minutes:** **MOTION** by Vonnie, second by Richard to approve the minutes from September 2018. Motion passed.
6. **Discussion with medical provider, Dr. Gates:**
  - Dr. Gates said he had no issues to bring up.
  - Dr. Gates indicated the clinic's workload has come back down from the summer peak to baseline, but did not have quantitative data handy on baseline work load and whether the baseline is the same or different than prior year. Dr. Gates refers to baseline not only as patient workload but professional rather than contentious interactions at the front desk.
  - Dr. Gates noted there are always peaks and valleys, with summer residents of second homes and summer tourist patient load dropping but then replaced by start of school physicals and fall-color tourists.
  - Dr. Gates attributed part of the summer peak to patients who had been MMC patients, had preferred Dr. Sherwood's style of practice and followed him when he left, who had come to MMC as a temporary measure when the Sherwood practice closed but have since moved on to other providers, as Dr. Gates' style of practice has not changed.
  - The behavioral health professional, Cat Korndorfer, has left and a replacement, Sally Blevins, funded by a Tri-County Health grant, is now at the clinic. This makes it much easier to get patients to see a mental health professional rather than a referral to an outside provider.
  - The Topaz electronic signature capture device is on back order from Allscripts.
  - X-ray equipment was used to make 24 films in September and 23 in October to date.
  - Clinic treated a walk-in patient with a head laceration this morning, a hunter who tripped.
  - In response to a question, Dr. Gates indicated he does see patients with cyclic vomiting syndrome, a symptom of chronic marijuana overuse, and treats teenage patients with obvious symptoms of recreational drug use who lie about their use of drugs in the presence of their parents making it difficult to address the problem. Dr. Gates noted there has been an increase in recreational drugs being laced with other compounds.

- Susie explained an Allscripts invoice for \$2,000 for an Allscripts feature which had been presented to the board many months ago and she believed had been approved by the board, but Allscripts did not invoice until the feature was fully implemented.

**7. Old Business:**

a. Inventory update:

- Karla has completed the first pass on the inventory, Joey has offered to generate a report of those items not located on the first (during which Karla attempted to avoid disrupting MMC operations and didn't search for items not obvious). Locating those items will be the next step.
- Karla needs board member's Microsoft Surface tablets to check inventory. (Joey already has 4 of the 6 tablets.)

b. Building maintenance:

- Coleen reported that new toilets have been installed. Karla noted she paid for those with the debit card.
- Coleen stated the ceiling tile in Exam Room #3 is dry since the rain stopped. This suggested to the board the water leak is related to the recent rain, not a pipe leaking. To identify the source of the leak will require observing the attic during or after a rain.
- Coleen stated the electrician did an extensive job of labeling all electrical switches for the roof heat tape, and did find one switch with an unknown function. Coleen will be updating the reference book.
- AquaTech blew out the sprinkler system.
- Coleen presented a sketch of the parking lot showing locations of low spots.
  - Coleen didn't believe filling in the low spots would solve the drainage issue because some other areas were higher and would block drainage even if low spot were filled in.
  - Coleen was primarily concerned about a low area adjacent to the handicap ramp access.
  - She showed the board a list of contractors whom she is contacting to obtain advice and cost estimates on correcting low spots in the parking lot, and a list of contractors she is contacting regarding the sidewalk.
  - She had asked Skip Houston what he could do with the parking lot for \$4,000 (the budgeted maximum amount) and he responded that there was nothing he could do.
  - Richard reiterated that a road construction professional recommended about one ton of material (for a nominal 10'x20' low spot) but it requires a roller to compact it down.
- Coleen noted a window frame has buckled making it impossible to lock that window, which is a security issue. Coleen will call a maintenance man to see what can be done about it.

c. Action item review.

- Most action items completed.
- Joey decided to defer taking the Microsoft Surface tablets to Tim Stewart until the new year when new board members are on board, so tablets can be totally wiped.
- Coleen is in process of obtaining recommendations and cost estimates on sidewalk and parking lot repair.
- Coleen noted MMC did not want to turn on the roof heating tape because MMC did not want to incur the associated electric bill. Discussion noted that heating tape typically is thermostatically activated, will not go on during the day with temperatures in the 60's, but Richard has already noted

early morning temperatures in Ridgway 12 degrees. Coleen will ascertain whether or not the installed heat tape is thermostatically controlled.

- Karla checked with SDA regarding premium increase, she will provide SDA a report regarding next year's premium.
- Karla has yet to purchase additional rolls of stamps. Richard noted the USPS is apparently planning another postage rate hike.
- Karla still to talk with Josie regarding where Allscripts has been billing for Topaz use.

## 8. **Report from Administrator.**

### a. Calendar review.

- Karla requested Mike and Richard review the 2019 draft calendar.
- Richard and Mike both suggested the December meeting date needs to be prior to the 15<sup>th</sup> to accommodate state deadlines and recognize board member availability during holidays.

### b. Correspondence:

- The Intergovernmental Agreement regarding elections was signed by the county and has been posted to Drop Box.
- RSA received an insurance package from Liberty Mutual. Karla called our agent as we are no longer obtaining insurance from Liberty Mutual, and the agent acknowledged that and said it was a simple mistake.
- Announcement/invitation received for a February 21 "Community Conversation - Caring for Colorado" event related to assistance in grant applications. Richard suggested this be placed on the January 2019 agenda to ascertain whether RSA would want to send a representative.

c. Financial statements: Had been posted and available for board member review. No discussion.

### d. Invoices/checks.

- During discussion of the invoices Vonnie noted the board in March had not actually approved the Allscripts feature for which we were now being billed \$2,000. Karla noted that one Allscripts invoice is for shipping the replacement Topaz signature capture unit which is on back order.
- **MOTION** by Richard, second by Vonnie, to approve and pay the invoices presented including the Allscripts delayed invoice but excluding the invoice for shipment of the Topaz unit on backorder. Motion passed.
- Extensive discussion that, contrary to prior extensive discussion and direction by the board, two invoices, one for electrical work, one for plumbing, instead of being mailed to the RSA post office box and thus directly to the administrator, had been accepted by a board member and posted to Drop Box, and had not come to the administrator's attention. This is a recurring problem that damages our relationship with vendors.
- There is a continuing problem with vendors, such as the newspaper and plumber, who continue to send correspondence or invoices to the wrong address. It may be appropriate to have Karla contact them again to request they update the RSA address.
- Mike reminded everyone that if any board member receives an invoice, such invoice has to be provided to the administrator, and it should not be buried in an e-mail. Nor should the administrator be expected to have items sent the morning of a board meeting ready for action.
- **MOTION** by Richard, second by Joey, to have Karla obtain copies of the plumber's and electrician's invoices and approve them and pay them. Motion passed.

## 9. **New Business**

a. Window: discussed above.

b. Leaky ceiling: discussed above.

c. Other: none.

**10. Next meetings:**

- a. Regular meeting on November 15 at 1230, the Alpine Bank, Ridgway.
- b. December meeting scheduled for December 13.

**11. Adjourned** at 1332 pursuant to **MOTION** by Richard, second by Vonnie; motion passed.

Submitted by:

*Richard Wojciechowski*

Secretary

Enclosures:

Agenda

Action items

2019 Budget spread sheet

2019 Budget rationale

2019 Budget 2<sup>nd</sup> tier summary

Approved by the Board on Nov. 15<sup>th</sup> 2018

*Michael S. Slaw*  
President