

OURAY COUNTY REGIONAL AUTHORITY
PO Box 1262
Ridgway, CO 81432

Regular Board meeting Minutes
January 17, 2019 - Alpine Bank, Ridgway CO

Present: Board members: Joey Huddleston, Coleen McElroy, Vonnie Kuijvenhoven, Mary Ann Jackson, Craig Hinkson; RSA administrator Karla Cline
Mountain Medical: Dr. Joel Gates

1. **Call to Order** at 12:31 pm by Vonnie
2. **Review of Agenda:** Karla requests adding Ratifying Resolutions 2018-05, 2018-06, 2018-07
3. **Public Input:** None
4. **Minutes: MOTION** by Joey, seconded by Mary Ann to approve the minutes from December 13, 2018 Board Meeting as presented. **Motion passed.**
5. **Discussion with Medical Provider**
 - Dr. Gates MMC Report scheduled for Tuesday January 29 6:30pm at MMC. Dr. Gates asks for specifics needed for Report. Basic data/stats requested. Vonnie highlighted reporting on how MMC is servicing the county. Gates wants to educate the board on how the medical landscape is changing.
 - Ice build up at back door. Gutter situation needs to be addressed.
 - Happy with lighting issues that Yankee Boy fixed
 - Solar lights still need to be mounted
 - Radiography - average over 20 a month. December had 15, 11 so far in Jan
 - All scripts being problematic
 - Up in terms of volume for 2018 but things have calmed down and MMC is now in "new normal". Gates is closed to taking new patients but the PAs can take new patients. Of course PAs are still under Dr. Gates
6. **New Business**
 - A. New Board Member Questions
 - Budget Process explained. Mention of how Quickbooks is now more organized and therefore budgeting is easier
 - Defining relationship with Dr. Gates - RSA owns building, thus in a landlord position. RSA contracts with Dr. Gates to provide medical services. Explanation of Electronic Medical Record evolution, RSA had custodianship of all paper records and these were transferred to electronic form. Therefore we pay for Allscript services. Some explanation around what RSA is financially responsible for. Somethings are just negotiated as contract issues.
 - B. RSA Board member email and DropBox setup
 - Accounts transferred from former board members to Administrator and new board members set up per instructions of RSA Board and Dropbox prompts
 - C. Election of RSA Officers

- Coleen **MOTIONED TO NOMINATE** Vonnie for President, Joey for Vice President and Mary Ann for Secretary. Craig seconded. **MOTION PASSED**
- D. Board Resolutions
- Joey **MOTIONED TO ACCEPT Resolution 2019-01** Officers and Authorized Signers , Craig seconded, **MOTION PASSED**
 - Joey **MOTIONED TO RATIFY Resolution 2018-05 Adopting Budget 2019**, seconded by Coleen, **MOTION PASSED**
 - Joey **MOTIONED TO RATIFY Resolution 2018-06 Appropriation of Funds** seconded by Coleen, **MOTION PASSED**
 - Joey **MOTIONED TO RATIFY Resolution 2018-07 Certification of Tax Levies**, seconded by Coleen, **MOTION PASSED**
- E. Ethics Policy and Training and Signatures
- Karla reviewed/read Ethics Policy adopted in April 2017
 - New board members signed policy.
- F. New signature cards at Alpine and Citizens Bank
- To be dealt with after meeting
- G. RSA Administrator Wage and Additional Responsibilities
- Discussion of minute taking, which should include general information and actions taken only, we should keep recording of meetings for a year *if board requests it*.
 - Joey presented second recorder
 - Mary Ann will explore Voice Recorder option on computer and capability of uploading recording to Dropbox
 - Karla has been with RSA for almost 2 years. She has taken on more responsibilities. Joey **MOTIONED** to increase Administrators pay from \$20 per hour to \$22 per hour, Craig seconded, beginning January 1, 2019 **MOTION PASSED**
 - Vonnie must contact ASAP to raise wage
- H. HIPPA Training Consult
- Review on line courses - Joey will check with Kim/Glenn re what EMS uses
 - Karla needs to find/create HIPPA form for file
7. **Report from Administrator**
- A. Calendar Review
- Certified budget to be received by DOLA DUE JAN 31ST. Karla will develop tier two budget for submission
 - Elect Officers
 - Finalize books
 - Final Inventory approved per Inventory Policy
 - Mary Ann **MOTIONED** to accept FATS report presented as Final Inventory for 2018. Joey seconded, **MOTIONED PASSED**
 - Update Contract exhibit 2 listing of RA property under lease
 - Karla must send FATS report to Joel
 - Board Resolution on Officers & Authorized Signers of Checks and Bank docs
 - New signature cards for all accounts at Alpine & Citizen Bank
 - Ethics policy training and signatures - in January
 - Set date for 2019 MMC Annual Report

- Engage CPA for Audit Exemption
- prepare and send financials for Audit Exemption to CPA
 - Karla will work on this in February
- 1099s sent to contractors paid more than \$600
 - Must determine who has been paid over \$600 AND IS NOT a corporation
 - DUE JANUARY 31, 2019

B. Correspondence

- Alpine CD Renewal - 1/23/19
 - Agreed that we should keep RSA money local
 - on the basis that our other CDs mature in a few months Joey **MOTIONED** that we do not renew CD and put the money in our checking account or some other account which makes the money easily accessible. Coleen seconded. **MOTION PASSED**
 - Vonnie will take care of the above
- Ouray County Assessor - Personal Property Declaration Schedule
- + RSA Invoice of MMC re QHN & Allscripts July-Dec 2018

C. Invoices/Checks

- Allscripts - invoices
- 550 Publishing - \$22.62
- Yankee Boy Electric - \$280.00
- **MOTION** by Joey to pay all invoices prepared, seconded by Coleen, **MOTION PASSED.**

8. Old Business

A. Final Inventory

B. Alpine CD 54604 matures 1/23/19

C. Action Item Review

- Plumbing issues resolved
- ice melt ordered and they are using it
- Rich sent Karla budget in excel
- Aquatech invoice not received, unknown if they will even invoice
- Whiteys will get on gutters when weather is better
- Certification of Mill Levy has been added to calendar
- Reviewed year end requirements policy
- W2 letter sent to ASAP
- Inventory Updated
- **Carpet repair in progress, remains on list**

D. Building Update

- leak in Exa Room 3 is not getting worse

E. Other

- **MOTION** by Joey for Karla to spend up to \$2,000 on new laptop, Coleen seconded (laptop is already in budget), **MOTION PASSED**
- Vonnie will get a Debit card

MOTION: Joey moves to adjourn meeting at 2:56pm, seconded by Joey, **motion passes**

ACTION ITEMS

- Gutters- to be dealt with when weather is better (Coleen)
- Solar Lights (Coleen)
- Carpet Repair (Coleen)
- Signature Cards (Whole Board at Alpine, Vonnie and Mary Ann at Citizens)
- Voice Recorder App (Mary Ann)
- ASAP (Vonnie)
- On line HIPPA training/Contact EMS (Joey)
- HIPPA signature form (Karla)
- FATS reports needs to be sent to MMC (Karla)
- 1099s (Karla)
- CD termination and reinvestment (Vonnie)

Submitted by:

Approved by the Board on _____, 2019

Karla Cline
Administrator

President