

RSA BOARD MEETING MINUTES

JULY 18, 2019

- 1) Meeting Called to Order at 12:36pm. Present: *Board Members* Joey Huddleston, Coleen McElroy, Mary Ann Jackson *Staff* Karla Cline *Provider* Dr. Gates, Susie Blakney Absent: Vonnie Kuijvenhoven, Craig Hinkson
- 2) Review of Agenda – Public Hearing regarding Amending 2019 Budget is moved to later in the meeting because NO public is present and Armando from Pro Services is present to give Roof Project update.
- 3) Approval of Minutes: Mary Ann moved to accept minutes as presented, Coleen seconded; MOTION TO ACCEPT JUNE 20, 2019 MINUTES. MOTION PASSED.
- 4) Public Input: None
- 5) Roof Project Update/Review
 - a) Dr. Gates concerned about snow falling/ice melt freezing on pathways thus causing a safety hazard. Armando of Pro Services says snow retention can be added at any time. Board requests a quote on adding snow retention in “valleys”. Gutters and roof heat tape may also need to be added. Wires might be able to be fed over roof and wired in for heat tape. MMC will monitor situation, documenting water paths during heavy downpours. Decision made to “watchfully wait” on gutters. Quote needed on snow retention rails.
 - b) Dr Gates asked about vent holes. They have wire mesh to protect against insects.
- 6) Discussion with Medical Provider (Dr. Gates & Susie)
 - a) Great clean up after roof project. Thank you!
 - b) Exam room 3 continues to have an offensive odor. Cause is unknown. Roto-Rooter suggests smoke test. Will this show us the SOURCE of the leak??? Coleen will continue to investigate. Exam room 3 needs a screen
 - c) Allscripts continues to be problematic. EPIC is not an option as it is sold only to providers with 300k patient visits or more. ECW (E Clinical Works) is another possibility.
 - d) MMC 2019 is 25% down from last year. Lots of challenges and changes in medicine.
 - e) Discussion around ROOF ARTICLE in paper. RSA needs to “tell its story” to the County, as to who/what/why it is and does.
- 7) Old Business
 - a) Zero scaping- Town encourages this but they currently have no rules/guidelines around it. Drainage is the major issue. This could be a 2020 project.
 - b) Review of HVAC Annual Maintenance Proposal: tabled until Vonnie returns
 - c) Parking lot –
 - i) Third proposal needed. Armor Pro Seal, Mike the owner is recommended. 970/901-2986.

- ii) Ben from Seal Co came to present to board. Proposal given for patching with IR asphalt. Ben felt that the parking lot structural integrity is good and that there is “a ton of life” left in current parking lot. Encouraged maintenance.

- d) Action Item Review List:
 - i) Roof replacement line item in Quickbooks– Karla & Vonnie
- 8) Report from Administrator
 - a) Calendar Review
 - i) August begins 2020 budgeting
 - b) Correspondence
 - i) Citizen Bank CD Maturity- (Joey will deal this)
 - ii) Sam’s Club – gift card on line at Walmart too
 - iii) Office of the State Auditor- approval letter received and letter must be forwarded to Moreland. Results to be published in paper
 - iv) SDA Handbook
 - c) Financial Statements- In Dropbox
 - d) Invoices/Checks
 - i) Allscripts
 - ii) Silver Creek
 - iii) Cyber Insurance
 - iv) Ridgway Hardware
 - v) RSA Invoice to MMC tbd

Mary Ann moves, Coleen seconds: MOTION TO PAY INVOICES AS PRESENTED. MOTION PASSED.

- 9) Public Hearing Regarding Amending of 2019 Budget
 - a) Presentation of Budget vs. Actual and discussion points
 - b) Public Input - none
 - c) Board Deliberation- Discussion of roof and parking lot patch expense. Also consider possible HVAC expenses. Decision made that a Work Session was necessary in order to develop a complete and comprehensive Budget Amendment.
- 10) New Business
 - a) CD signature cards need to be updated
- 11) Next Meeting: August 8, 2019 Budget Work Session/August 15, 2019 Board Meeting
- 12) Adjourn: Mary Ann MOTIONED to adjourn, Coleen seconded, ADJOUNED AT 2:56pm.

ACTION ITEMS

- Citizen Bank CD renew for 1 year (JOEY)
- CD signature cards (ALL Board)
- Schedule Budget work session at Alpine (Karla)
- MMC will document/photograph where water drains during heavy downpour
- Pro Services will provide quote on snow retention
- Exam room 3 needs screen (COLEEN)
- Exam room 3 odor ongoing investigation (COLEEN)
- Upload Certificate of Completion from Town of Ridgway (KARLA)
- Send Moreland DOLA letter re Audit (KARLA)
- Publish results in paper (KARLA)
- Find DISINTERESTED party to look at parking lot and give us an idea of current lifespan and possible lifespan with patching
- Armor Pro Seal contacted and bid requested (COLEEN)