

RSA BOARD MEETING MINUTES

November 21, 2019

- 1) Meeting Called to Order at 12:34pm. Present: *Board Members* Joey Huddleston, Coleen McElroy, Craig Hinkson, Mary Ann Jackson *Staff* Karla Cline *Provider*: Susie Blakney Absent: Vonnie Kuijvenhoven, Dr. Joel Gates
- 2) Review of Agenda -No changes
- 3) PUBLIC HEARING- 2020 BUDGET
 - a) Presentation of revised 2020 Budget Summary.
 - i) Revenue is estimated. Final Notice of mill levy amount due Dec 10th
 - ii) Election expenses was rounded up to \$10k since October meeting
 - iii) Facilities Expenses increased slightly from October discussion in case gutter and snow fencing payment occurs in 2020. This depends on when project is completed.
 - iv) Expenses will exceed revenue, so reserves will be used to balance the budget

COLEEN MOTIONS TO USE BUDGET SUMMARY AS PRESENTED TO DEVELOP BUDGET RESOLUTION TO BE VOTED UPON AT DECEMBER BOARD MEETING. MARY ANN SECONDS. ALL IN FAVOR. MOTION PASSES.
- 4) Public Input: NONE
- 5) Approval of Minutes: Coleen moved to accept minutes as presented, Mary Ann seconded; MOTION TO ACCEPT OCTOBER 17, 2019 MINUTES. MOTION PASSED.
- 6) Discussion with Medical Provider : Susie reports. Dr. Gates absent.
 - a) Allscripts – still very problematic. Seriously considering changing providers. Board encourages MMC to explore Independent User Groups that might be available to reach out to for support/ideas. This could help voice common needs. Performance guarantee not being met. Work arounds are given but it is very time consuming. MMC feels like this is impacting patient’s confidence in MMC and the care they provide.
 - b) Client numbers have picked up. Clinic feels busy
 - c) Scales – considering buying individual scales for each room to protect patients’ privacy and improve “traffic flow”.
 - d) Fax Machine- and now server – will not be supported by Allscripts after December. This however, is the responsibility of MMC.
- 7) Old Business
 - a) Gutters & Snow Fence: Pro-Services is unresponsive. Whitey’s has provided a quote: \$2,280 material and labor. Craig motions to accept quote, Coleen seconds. MOTION TO ACCEPT WHITEY’S PROPOSAL. MOTION PASSED.
 - b) Website should be used to publicized projects and educate public.
 - c) Room 3 Odor: Rain came and smell is back after having dissipated for a time. Exhaust fan should be mounted by electrician. Coleen will contact Kropinsky.

- d) Inventory Updates: All board member attest to having RSA stylus and tablets in their possession. Joey has Coleen's stylus and tablet.
- e) Action Item Review List:
- i) JOEY WILL OBTAIN QUOTE FOR ONE COURSE OF SNOW FENCING: DONE
 - ii) JOEY WILL CHECK AED PADS EXPIRATION DATE: DONE
 - iii) VONNIE WILL INSTALL BACK SPLASH - CONTINUE
 - iv) ALL BOARD MEMBERS WILL GO TO CITIZENS BANK AND SIGN CD CARDS: COLEEN MUST CONTACT Citizens to arrange signature cards continued
 - v) JOEY WIL CLOSE ALPINE CD 42721 AND TRANSFER FUNDS TO CHECKING ACCOUNT: DONE
 - vi) JOEY &/OR VONNIE WILL TRANSFER 3% OF FUNDS INTO TABOR ACCOUNT: CONTINUE
 - vii) SUSIE WILL TURN ON ROOF HEAT TAPE: HEAT TAPE SHOULD BE TURNED ON AND OFF ACCORDING TO WEATHER. ELECTRICIAN MUST CHECK THAT THE TAPE IS WORKING NOW THAT THE ROOF HAS BEEN REPLACED.
 - viii) MMC WILL PURCHASE APPROVED 2019 ITEMS – IN PROGRESS
 - ix) COLEEN WILL CHECK THERMOSTAT BATTERIES AND SMOKE DETECTORS (Vonnie may have done this)
 - x) COLEEN WILL GET SCREEN FOR EXAM ROOM 3: HAVE WHITEY DO THIS
 - xi) COLEEN WILL INSTALL NEW SOLAR LIGHTS: JOHN KROPENSKY WILL INSTALL ON FACIA AND SEE IF IT WORKS
 - xii) COLEEN WILL INSTALL GASKETING ON EXTERIOR DOORS: DONE
 - xiii) COLEEN WILL INSTALL GASKETS ON EXTERIOR WALL OUTLETS: DONE
 - xiv) COLEEN WILL CONTACT PLUMBER RE PRESSURE TEST AND POSSIBLE SCOPING: DONE
 - xv) COLEEN WILL SELECT NEW SIGNS/KARLA WILL ORDER: CONTINUE
 - xvi) KARLA WILL WRITE SHORT 2020 BUDGET RATIONALE: DONE
 - xvii) KARLA WILL START INVENTORY: DONE
 - xviii) KARLA WILL ORDER NEW CHECKS: DONE
 - xix) Plaindealer article: CONTINUE
 - xx) Bookkeeping Adjustments Resulting from 2018 Audit Exemption- Vonnie/Karla

8) Report from Administrator

Calendar Review

- November
 - Public Hearing
 - PO Box Due – paid by debit card
 - Insurance Due – Renewal done on line
- December

- 10th is Last day to received county assessor's final revenue statement
- 15th Certify Mill Levy
 - Resolution: Approval of Budget
 - Resolution: Appropriation of funds
 - Resolution: Approval of Mill Levy
 - Budget Message
 - Adopted budget due to county
- Update contract Exhibit 2
- Upload 2020 budget into QB
- Set Meeting Calendar for following year: 3rd Thursday of the month HOWEVER IT IS PROPOSED THAT THE TIME BE CHANGED TO 10 AM
- Arrange for meeting space
- Prepare transparency notice for publication

Correspondence

- SDA insurance renewal
- CO Department of Labor: Unemployment Insurance Rate Notice – Send to ASAP

Financial Statements

- In Dropbox

Invoices/Checks

- Allscripts
- Alpenglow Publisher
- Silver Creek
- Mountain West Mechanical

9) New Business

- a) Resolutions will be presented and voted on at December Board Meeting Next Meeting:
- b) Website hosting: This Is True provides hosting service. Domain registration expires in June of 2021. ORG domains have been sold to for profit entity and prices are increasing. You can prepay to lock in at lower price. \$17.75per year, \$15.75 for each additional year. This Is True recommends going out 5 years to 2026 FOR \$80.75. Craig motions, Mary Ann seconds, MOTION TO PAY FOR WEBSITE HOSTING FROME JUNE 2019 THROUGH JUNE 2021 FOR \$450 PLUS ADDITIONAL 5 YEARS OF DOMAIN REGISTRATION FOR \$89.75 FOR GRAND TOTAL OF \$530.75. MOTION PASSED

10) Adjourn: Coleen MOTIONED to adjourn, Craig seconded, ADJOUNED AT 2:04pm.

Approved:

ACTION ITEMS

- i) COLEEN WILL CONTACT J KROPINSKY ABOUT INSTALLING EXHAUST FAN IN ROOM 3
- ii) VONNIE WILL INSTALL BACK SPLASH
- iii) ALL BOARD MEMBERS WILL GO TO CITIZENS BANK AND SIGN CD CARDS: COLEEN MUST CONTACT CITIZEN'S TO ARRANGE
- iv) JOEY &/OR VONNIE WILL TRANSFER 3% OF FUNDS INTO TABOR ACCOUNT
- v) COLEEN WILL MAKE SURE ELECTRICIAN CHECKS THAT THE TAPE IS WORKING NOW THAT THE ROOF HAS BEEN REPLACED.
- vi) MMC WILL PURCHASE APPROVED 2019 ITEMS
- vii) COLEEN WILL CHECK THERMOSTAT BATTERIES AND SMOKE DETECTORS (Vonnie may have done this)
- viii) COLEEN WILL HAVE WHITEY'S GET SCREEN FOR EXAM ROOM 3
- ix) COLEEN WILL HAVE J. KROPENSKY INSTALL SOLAR LIGHTS ON FACIA AND SEE HOW IT WORKS
- x) COLEEN WILL SELECT NEW SIGNS/KARLA WILL ORDER: CONTINUE
- xi) Plaindealer article: VONNIE
- xii) Bookkeeping Adjustments Resulting from 2017 Audit Exemption- Vonnie/Karla
- xiii) KARLA WILL UPDATE WEBSITE WITH SOME NEWS ABOUT THE NEW ROOF