

RSA BOARD MEETING MINUTES

December 12, 2019

- 1) Meeting Called to Order at 12:32pm. Present: *Board Members* Vonnie , Kuijvenhoven, Joey Huddleston, Coleen McElroy, Craig Hinkson, Mary Ann Jackson *Staff* Karla Cline *Provider*: Josey Scoville, Susie Blakney, Dr. Joel Gates
- 2) Review of Agenda -Discussion with Medical Provider will be done in Executive Session
- 3) Public Input: NONE
- 4) Approval of Minutes: Mary Ann moved to accept minutes as presented, Coleen seconded; MOTION TO ACCEPT NOVEMBER 21, 2019 MINUTES. MOTION PASSED.
- 5) Discussion with Medical Provider: EXECUTIVE SESSION
- 6) Old Business
 - a) Gutters & Snow Fence: Contract with Whitey's has been signed and scanned and is in DB. Follow up with Whitey's needed to ensure job completion. (Joey)
 - b) Room 3 Odor: Door open and room in use. Issue seems to be weather related. Item will be moved to Action Item List for monitoring.
 - c) Inventory Updates: Completed except for adhering a few of labels.
 - d) Action Item Review List:
 - i) COLEEN WILL CONTACT J KROPINSKY ABOUT INSTALLING EXHAUST FAN IN ROOM 3: ON HOLD. SCRATCH OFF LIST
 - ii) VONNIE WILL INSTALL BACK SPLASH: ON HOLD
 - iii) ALL BOARD MEMBERS WILL GO TO CITIZENS BANK AND SIGN CD CARDS: COLEEN MUST CONTACT CITIZEN'S TO ARRANGE. **NOW: AT FEBRUARY MEETING VONNIE WILL BRING CD CARDS FOR BOARD SIGNATURES**
 - iv) JOEY &/OR VONNIE WILL TRANSFER 3% OF FUNDS INTO TABOR ACCOUNT: AMOUNT NEEDS TO BE 3% OF EXPENSES WHICH IN 2020 EQUALS \$4,707.08
 - v) COLEEN WILL MAKE SURE ELECTRICIAN CHECKS THAT THE TAPE IS WORKING NOW THAT THE ROOF HAS BEEN REPLACED: DONE
 - vi) MMC WILL PURCHASE APPROVED 2019 ITEMS: DONE
 - vii) COLEEN WILL CHECK THERMOSTAT BATTERIES AND SMOKE DETECTORS (Vonnie may have done this) **COLEEN WILL BUY 6 LITHIUM BATTERIES AND LEAVE THEM AT MMC SO THAT THEY CAN BE INSTALLED WHEN SMOKE DETECTORS START "CHIRPING"**
 - viii) COLEEN WILL HAVE WHITEY'S GET SCREEN FOR EXAM ROOM 3- WHEN THEY COME FOR INSTALLING SNOW FENCES & GUTTERS.
 - ix) COLEEN WILL HAVE J. KROPENSKY INSTALL SOLAR LIGHTS ON FACIA AND SEE HOW IT WORKS : DONE
 - x) COLEEN WILL SELECT NEW SIGNS/KARLA WILL ORDER: CONTINUE: COLEEN WILL ALSO PURCHASE SMALL PIECE OF METAL AND AFFIX THEM TO SIGN POSTS AND AFFIX ADDITIONAL SOLAR LIGHT
 - xi) Plaindealer article: VONNIE – MOVE ON TO 2020
 - xii) Bookkeeping Adjustments Resulting from 2017 Audit Exemption- Vonnie/Karla (1) YEAR END ENTRY MADE TO REMOVE ACCOUNTS PAYABLE THAT HAS BEEN ON THE BOOKS SINCE 2015 THAT WAS NOT ACCURATE. THESE ERRORS WERE ALLSCRIPTS RELATED ENTRIES IN 2015. MORELAND INSTRUCTED US TO WRITE THESE OFF.

- (2) Roof Repair was categorized as an Exterior Maintenance expense. This has been changed from expense to CAPITAL IMPROVEMENT and making it a debit to the building. 2019 Expenditures now are about 49k less but our building is valued about 49k more.

7) Report from Administrator

Calendar Review

- 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 10:30 AM. Karla will confirm Dr. Gates' availability.

Work Sessions need to be scheduled starting in the new year. The first work session will be Thursday January 9, 2020, at 8 am at Rebekah Lodge, Ouray. Meeting to explore Dr. Gates presentation.

- January 15th: Prepare transparency notice for publication and DOLA submission

Correspondence

- SDA 2020 Membership Renewal
- Ouray County Certification of Values

Financial Statements

- In Dropbox

Invoices/Checks: MOTION TO APPROVE PAYMENT OF BILLS, JOEY MOVED, MARY ANN SECONDED. MOTION PASSED

- Allscripts
- SDA: 2020 Membership
- SDA: 2020 Workers Comp
- MMC: Scales
- 2020 SDA PROPERTY & LIABILITY WILL NOT BE PAID IN 2019 BUT IN JANURAY OF 2020 SO THAT COVERAGE AND PAYMENT ARE IN THE SAME YEAR

- 8) New Business
 - a) MOTION TO ADOPT RESOLUTIONS:
 - i) Resolution-2019-03: RESOLUTION ADOPTING BUDGET FOR 2020. Joey motions, Coleen seconds, all in favor. MOTION PASSED.
 - ii) Resolution-2019-04: RESOLUTION TO APPROPRIATE FUNDS FOR 2020. Mary Ann motions, Joey seconds, all in favor. MOTION PASSED.
 - iii) Resolution-2019-05: CERTIFICATION OF TAX LEVIES FOR 2020. Coleen motions, Joey seconds, all in favor. MOTION PASSED
 - b) Insurance Policy: Pay in 2020
- 9) Adjourn: Craig MOTIONED to adjourn, Joey seconded, ADJOUNED AT 2:27pm.

Approved:
