

RSA BOARD MEETING MINUTES

January 16, 2020

10:30 AM – Alpine Bank Conference Room Ridgway, CO

- 1) Meeting Called to Order at 10:32am. Present: *Board Members* Vonnie Kuijvenhoven, Joey Huddleston, Coleen McElroy, Craig Hinkson, Mary Ann Jackson *Staff:* Karla Cline *Provider:* Susie Blakney
- 2) Review of Agenda – no changes
- 3) Public Input: NONE
- 4) Approval of Minutes: Joey moved to accept minutes as presented, Coleen seconded; MOTION TO ACCEPT DECEMBER 12, 2019 MINUTES. MOTION PASSED.
- 5) Old Business
 - a) Gutters & Snow Fence: Joey has been in contact with Whitey's and they are waiting on good weather. Some concern around ice forming on sidewalk. Safety cone should be purchased and set out to make patients aware of ice hazard.
 - b) Room 3 Leak: Susie responded very positively to Mountain West service. They changed filters on HVAC intake exchange which likely had not been changed in a year. According to Mountain West none of the HVAC units could be causing the leak in exam room 3. In 2018 the hot water recirculating line was run through ceiling because of the slab foundation. This is directly in line with the leak. Discussion around finding a plumber to deal with leak. Mountain West appears to offer plumbing services. Given recent positive experience, Coleen will contact them to fix the leak.
 - c) Final Inventory Report: Karla presented 2019 Final Inventory Report. This is filed in Dropbox and has also been sent to MMC for their records and to update Exhibit 2 of the RSA/MMC contract.
 - d) Action Item Review List:
 - i) SUBMIT RESOLUTIONS AND BUDGET TO COUNTY (KARLA) - DONE
 - ii) FOLLOW UP WITH WHITEY'S TO ENSURE JOB COMPLETION. (JOEY)- DONE
 - iii) AT FEBRUARY MEETING VONNIE WILL BRING CD CARDS FOR BOARD SIGNATURES. (VONNIE)
 - iv) TRANSFER 3% OF FUNDS INTO TABOR ACCOUNT, i.e. \$4,705.86 (VONNIE) -DONE
 - v) COLEEN WILL SELECT NEW SIGNS AND SMALL PIECES OF METAL /KARLA WILL ORDER- CONTINUE
 - vi) BUY 6 LITHIUM BATTERIES AND LEAVE THEM AT MMC SO THAT THEY CAN BE INSTALLED WHEN SMOKE DETECTORS START "CHIRPING" (COLEEN) – REMOVE FROM LIST
 - vii) UPDATE WEBSITE WITH SOME NEWS ABOUT THE NEW ROOF (KARLA) - CONTINUE

viii) CONFIRM AVAILABILITY OF DR. GATES FOR 10:30AM-12:30PM BOARD MEETING. DR. GATES WILL BE SCHEDULED AT END OF MEETING. (KARLA) – DONE

ix) SUBMIT TRANSPARENCY NOTICE TO DOLA AND COUNTY – Karla called DOLA and they said that the Transparency Notice requirements only apply to Title 32 Section 1 Special Districts, and we are a Title 32 Section 7 Special District so we are not required to file these notices. Discussion arose on how to be “transparent”, even without the need to file an official Transparency Notice. Board meeting dates will be posted on our web page and also on our bulletin board at MMC.

6) Report from Administrator

Calendar Review

- Update contract Exhibit 2 – just sent to Susie
- Upload 2020 budget into QB – still to do
- January 31: Certified budget to be received by DOLA
- Finalize End of Year Books – Quickbook statements in Dropbox
- Elect officers - New business
- Annual Appointment of Designated Election Official – New business
- 1099s sent to contractors paid more than \$600 – Board agrees that we do not need to issue any this year.
- Board to decide which CPA to use for Audit Exemption- Board directs Karla to engage Don Moreland, who we have used in the past, for 2019 Audit Exemption, and add RFP for accountants in July 2020 to explore possible new providers in future.
- Engage CPA for Audit Exemption Prepare financials for State Audit Exemption
- Send required documentation from Quickbooks to CPA for Audit Exemption
- Final Inventory Approved per Inventory Policy - done
- Plan procurement items - begin
- Set date for 2020 annual MMC Report Board- ask Joel if he want to do this.
- Resolution on Officers and Authorized signers of checks and bank docs
- New signature cards for all accounts (if signers leave)

Correspondence

- DOLA Designated Agent -Karla did this
- SDA Workers Comp Audit – due January 31, 2020

Financial Statements

- Year end Budget vs Actuals: RSA Operations 73%, Medical Provider Support 94%

Invoices/Checks

- Allscripts
- Ben Franklin Plumbing
- Yankee Boy Electric
- SDA Property & Liability insurance

- New RSA checks ordered
- RSA Invoice to MMC re 10% Allscripts & QHN July-Dec 2019

Mary Ann requested that files be named Year/Month/Day and Vendor with invoice number

MOTION TO PAY INVOICES AS PRESENTED: Mary Ann moved, Coleen seconded, all in favor, MOTION PASSED.

Other

- Shredder – look at MMC if RSA does not have one, Vonnie may donate one she has at home

7) New Business

a) Election of Officers:

- i) Coleen motions to nominate Vonnie for President, Mary Ann seconds, all in favor, MOTION PASSED. VONNIE ELECTED PRESIDENT.
- ii) Mary Ann motions to nominate Joey for Vice President, Craig seconds, all in favor, MOTION PASSED. JOEY ELECTED VICE PRESIDENT.
- iii) Coleen motions to nominate Mary Ann as Secretary. Joey seconds, all in favor, MOTION PASSED. MARY ANN ELECTED SECRETARY.

b) Resolution 2020-01 To Appoint Designated Election Official 2020 Elections

- i) Joey motions to adopt Resolution 2020-01 To Appoint Designated Election Official 2020 Elections, naming Karla Cline as Election Official. Coleen seconds, all in favor, MOTION PASSED

c) Resolution 2020-02 To Update Signers at Citizens State Bank

- i) Joey motions to adopt Resolution 2020-01 To Update Signers at Citizen State Bank, with current board members, Mary Ann seconds, all in favor, MOTION PASSED

d) Transparency Notice – already discussed

- e) Other: Discussion around mill levy strategy. Work session schedule for Wednesday March 4, 8:30 am at Rebekah Lodge in Ouray.

8) Adjourn: Joey MOTIONED to adjourn, Coleen seconded, ADJOUNED AT 11:47am.

Approved:
