

RSA BOARD MEETING MINUTES
February 20, 2020
10:30 AM – Alpine Bank Conference Room Ridgway, CO

- 1) Meeting Called to Order at 10:34am. Present: *Board Members:* Joey Huddleston, Coleen McElroy, Craig Hinkson, Mary Ann Jackson *Staff:* Karla Cline *Provider:* Susie Blakney
Absent: Vonnie Kuijvenhoven
- 2) Review of Agenda – change misspelling of HIPAA
- 3) Public Input: NONE
- 4) Approval of Minutes: Coleen moved to accept minutes as presented, Mary Ann seconded; MOTION TO ACCEPT JANUARY 16, 2020 MINUTES. MOTION PASSED.
- 5) Old Business
 - Whitey’s Work Gutters & Snow Fence: The work is done! There was one issue. Joey contacted them about it and they were out the next day to deal with it. Joey is pleased with their work. We will see with the next storm how well the gutters and snow fence work.
 - Room 3 Leak: Leak continues to get bigger. Mountain West was unresponsive to calls. Mike Messer, our contact at Mt West, has opened his own business. He is licensed and insured. Coleen will meet with him tomorrow (Friday 2/21). Mt West seemed to think that the roof is leaking. Coleen contends that this is a brand-new roof and it is highly unlikely that it would be leaking in the same place as the old roof. We know that a water pipe is above the ceiling in the area where it is leaking and so it is much more likely that there is a leak in the pipe rather than in the roof. Coleen will ask Mike his hourly rate and try to get an estimate.
 - Citizen’s State Bank CD Cards: Karla presented the CD cards and had them signed by all board members.
 - Signs: Proofs need to be revised and approved. Coleen paid for this already with her credit card. She will check to see if her card has been charged and RSA will reimburse her when it has.
 - Action Item Review List:
 - i) At February meeting Vonnie will bring CD cards for Board signatures-DONE
 - ii) Coleen will select new signs and small pieces of metal/ Karla will order - CONTINUE
 - iii) Update website with some news about the new roof (KARLA)-CONTINUE
 - (1) Joey will send Karla photos of roof
 - (2) Karla will post
 - iv) Upload 2020 budget into QB (Karla) -DONE
 - v) January 31: Certified budget to be received by DOLA (Karla) - DONE
 - vi) Engage CPA for Audit Exemption Prepare financials for State Audit Exemption (Karla) - DONE

- vii) Send required documentation from Quickbooks to CPA for Audit Exemption (Karla)-
CONTINUE
- viii) procurement items – begin- MMC - CONTINUE
 - (1) Karla will send Susie the list of approved items
- ix) Set date for 2020 annual MMC Report Board- ask Joel if he want to do this. (Karla)-
CONTINUE
- x) Buy safety cones to put out warning people of ice hazard (Coleen)-ORDERED
 - (1) Coleen ordered another pack of 4 solar lights cost \$25
- xi) Contact Mountain West re plumbing leak repair (Coleen) -CONTINUE

6) Report from Administrator

Calendar Review

- Engage CPA for Audit Exemption Prepare financials for State Audit Exemption
- Send required documentation from Quickbooks to CPA for Audit Exemption
- Plan procurement actions
- Set date for 2020 annual MMC Report Board
- Resolution on Officers and Authorized signers of checks and bank docs
- New signature cards for all accounts (if signers leave)
- HIPAA training

Correspondence

- DOLA – 2020 Budget submission APPROVED
- SDA Workers Comp Audit
- Moreland- 2019 Audit Exemption Engagement Letter

Financial Statements – All reports are run on CASH basis. In Dropbox

Invoices/Checks

- Whitey's Home Improvement
- MMC
- Mountain West Mechanical
- Quality Health Network
- Allscripts
 - Susie reported that the contract with E-Clinical Works has been signed and MMC is beginning the implementation stages. ECW has been very open to working with changes requested by MMC. Allscripts is being run side by side with ECW. Joey requested that if there are significant changes from what was originally thought to be the cost to make the change, the RSA would like to be informed.

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

7) HIPAA

- History: Joey presented a brief history of how medical information became electronic and thus needed to be protected in new ways.
- Business Associate: RSA falls into this category in its relationship with MMC, and therefore HIPAA rules apply. Information protected is individual's past, present or future health information, or payment of health care services. If we are at MMC in an official RSA capacity and we hear or see something, we are not allowed to repeat/talk about it. Our duty is to protect people's privacy.
- Discussion around how renovations could help improve patient's privacy
- Board members and staff signed HIPAA training attendance document

8) Next Meeting:

- March 4, 2020 Work Session at **8:30 am** at Rebekah Lodge, Ouray
- March 19, 2020 Board Meeting at **10:30 am**, Alpine Bank, Ridgway, CO

9) Executive Session: MOTION TO ADJOURN REGUALR MEETING AND GO INTO EXECUTIVE SESSION. Mary Ann moved, Coleen seconded, meeting adjourned

- Long-range Plans

10) Discussion with medical provider:

- Susie reported that MMC hired a new medical assistant, Christine, who has 20 years of experience. Now there are 2 medical assistants each day. MMC has an 11 member staff: 3 medical assistants, 2 physician assistants, 2 in administration, the front and back receptionist, Nathan the therapist, and Dr. Gates.
- Flu is going around and many are coming into MMC especially due to high fevers
- Masks are being offered at the front desk

11) Adjourn: Mary Ann MOTIONED to adjourn, Coleen seconded, ADJOUNED AT 12:47am.

Approved:
