

**RSA BOARD MEETING MINUTES**  
**February 18, 2021**  
**12:30 PM – Ouray County 4H Center Ridgway, CO**

1. Meeting Called to Order at 12:36pm. Present: *Board Members:* Joey Huddleston, Coleen Mc Elroy, Vonnie Kuijvenhoven, Bill Halterman *Staff:* Karla Cline *Provider:* S. Blakney, Dr. J Gates, *Public:* None
2. Review of Agenda: no changes
3. Approval of Minutes: MOTION TO APPROVE RSA BOARD MEETING MINUTES FOR JANUARY 21, 2021. Coleen moves, Joey seconds, all in favor. MOTION PASSED.
4. Public Input: NONE
5. Discussion with Medical Provider
  - a. Corona Virus: testing is ongoing. Tanner Kingery has reached out to state asking if Ouray County had more providers to administer vaccine, could the County get more doses? The State replied, NO. MMC/Ouray County is looking into freezer and data logging possibilities (requirements and funding) so that if doses became available, MMC might be able to administer. We have just over 1000 people vaccinated in Ouray County and the county is now vaccinating age 65+ and front-line workers. Many Ouray County residents are going to pharmacies and other counties to get vaccinated, so the County health department will not be responsible for vaccinating the entire county population. Ouray County staff capacity is 100 vaccinations per day but they are receiving 100 vaccines per week.
  - b. Spirometer: 2 options presented.
    - i. \$1,900 : replacement of current spirometer but no software integration
    - ii. \$2,100: allows for software integration MOTION TO AUTHORIZE THE PURCHASE OF THE SPIROMETER FOR \$2,100. Bill moves, Colleen seconds, all in favor. MOTION PASSED.
  - c. X-rays: 30 this month. X-ray machine passed its annual inspection. However, the state inspector said that this machine is the last one using this kind of radiometry in the state, so a new X ray machine will likely be on the horizon. Coleen suggested setting up a fund in the budget, similar to the roof fund. Joey commented that disposing of the old X ray machine could be costly. Dr. Gates mentioned that although we could start researching now, the current x ray machine might last another 5 years and therefore anything we learn now might be obsolete by the time we actually need to purchase a new machine.
  - d. MMC recently hired a new medical assistant to help with getting information into charts. Dr. Gates is trying to balance cost with possibility of hiring a new provider.
  - e. Electrician inspected circuit box and breakers and everything looks good.

## 6. Old Business

### a. 2021 Proposed Building Improvements

- i. New plans from Nixon reflect the changes for the new exam room. This would use glass blocks. All existing carpeting would be removed and replaced.
- ii. HVAC: SNIPPS Estimate/Bid \$51,000. According to Kelly at SNIPPS, the only way to get units in or out is to cut a hole in the ceiling. A door cannot be put in due to the rafters. Redo of ducting is also included in estimate, \$9,000 for the east, \$17,000 for the whole building. How critical is replacing these units? Past experience showed that replacement parts were unavailable for these units. Bill asked if it would be possible to abandon the units and look at installing exterior units. Joey felt that exterior units are very inefficient and therefore costly in colder climates like ours. **Vonnie will follow up with Kelly as to the feasibility of having external units. Bill and Coleen will meet at MMC to look through filing cabinets and see what information we have on existing HVAC units.**
- iii. General Discussion of project
  1. Flooring: east side could be done first, without disrupting the existing exam rooms.
  2. RSA will source sink and cupboards in exam room.
  3. RSA will also source furniture.
- iv. Practice impact: This work will disrupt the practice for at least 6 weeks. Dr. Gates suggests shutting down clinic for 1 week for demo work and concentrating on getting front section completed. Then work on one side and then the other. Question to consider: Can we rent another space temporarily for MMC while this project takes place?
- v. Going out for Bid: specifications must be placed on contractors. Contractor must arrange entire project. Vonnie will ask Kelly if there is a contractor that they work well with. HVAC units will be 97% efficiency.
- vi. Discussion around increased projected cost of project. Now closer to \$200k. **Joey will update spreadsheet and see how that impacts reserves and longevity of RSA.**

### b. Set Date for 2021 MMC Annual Report

- i. Set in September by contract.
- ii. Quarterly report to be given at April Board Meeting

### c. Budget vs Actual Quickbooks Report:

- i. Joey was satisfied with explanation of how line items were being pulled into totals and appearing on report.

### d. AED Battery to be paid to J. Huddleston: 2 different check needs to be written to reimburse Joey. One for pads the other for battery

### e. Action Item Review: All complete!

## 7. Report from Administrator

### Calendar Review

**February:** (Board-related items postponed until new board member is found)

- Board Resolution on Officers and Authorized signers of checks and bank docs
- New signature cards for all accounts (if signers leave)
- Ethics policy training for New Board Members
- HIPPA training
- Prepare financials for State Audit Exemption
- Send required documentation from Quickbooks to CPA for Audit Exemption

### **March**

18: Resolution needed: Approval of Audit Exemption

31: Exemption from Audit due to State Auditor

### Correspondence

- WC Audit “Invoice”
- DOLA: 2021 Budget Submission accepted
- Personal Property Declaration from Ouray County Assessor

### Financial Statements – In Dropbox.

### Invoices/Checks

- Joey Huddleston
- QHN
- Ouray County Clerk & Recorder
  - Karla provides Vonnie with signed IGA in which Ouray County agrees to pay all election costs. **Vonnie will follow up with Michelle Nauer.**

MOTION TO APPROVE BILLS: Coleen motions, Bill seconds, all in favor. MOTION PASSED.

## 8. New Business

### a. Board Member Resignation

- i. Craig Hinkson has resigned. Joey has approached possible candidate who is considering the position

### b. Other

## 9. Next Meeting:

- a. March 18, 2021 Board Meeting at **12:30 pm**, Ouray County Fairgrounds and 4H Center, Ridgway, CO

10. Adjourn : MOTION TO ADJOURN MEETING. Coleen motions, Joey seconds, all in favor.  
ADJOURNED AT 2:21 PM