

RSA BOARD MEETING MINUTES
September 21, 2021
12:30 PM – Ridgway Public Library Ridgway, CO

1. Meeting Called to Order at 12:35pm. Present: *Board Members:* Joey Huddleston, Vonnie Kuijvenhoven, Nancy Nixon *Staff:* Karla Cline *Provider:* S. Blakney, Dr. J Gates Absent: Coleen Mc Elroy, Bill Halterman
2. Review of Agenda: add Project Update under Old Business
3. Approval of Minutes: MOTION TO APPROVE RSA BOARD MEETING MINUTES FOR AUGUST 17, 2021. Joey moves, Nancy seconds, all in favor. MOTION PASSED.
4. Public Input: none
5. Discussion with Medical Provider
 - a. Quarterly Report: covering April/May/June
 - i. Patients seen
 1. 888 patients seen by Joel Gates, D.O.
 2. 813 patients seen by Jacklyn Hardin, NP-C
 3. 109 patients seen by Alison Joseph (started June 7th)
 4. TOTAL: 1,810 patients seen
 - ii. Active Patients
 1. MMC follows insurance rules and defines active patients as established patients seen within 3 years at the clinic. Historically this number has been around 3,500. Because of switching electronic health record platforms last year (effective 5/13/202), we are unable to do the traditional 3-year lookback in reports at this time.
 2. From 5/13/2020-6/30/2020, MMC has seen 2,039 discrete patients. Due to the continual influx of new patient applications, we anticipate the total number of “active patients” to be above the previous 3,500 threshold once we have 3 years of data to run.
 - iii. Reimbursement source
 1. Medicare: 43%
 2. Medicaid: 11%
 3. Self-Pay: 6%
 4. Commercial/Work Comp/Employer: 40%
 - iv. X-Rays: 79 in Q2
 - b. Other:
 - i. MMC pleased with pace of construction work. Things look great! Sink drains must be stubbed into different wall, with plumber on “active” side to do this work. **Karla requests that Susie takes photo of RSA inventory code of any discarded items and sends it to the RSA administrator so that it can be removed from inventory.**
 - ii. Phones continue to go down.
 - iii. Blue Exit Button: people seem to struggle with pushing the button. A new remote was purchased, but MMC staff has been unable to determine the

code. Susie requested RSA input as to who had originally installed the exit button.

6. Old Business

a. Project Update

- i. Project is moving along quickly. They are making great progress and things look good.
- ii. During work, it was discovered that the center exam room wall has black mold. This is likely due to leakage from the circulating system. The drywall was cut out and removed. Recommended products were used to eliminate the mold however this is NOT mold mitigation. Board decides that the actions taken were appropriate to the situation and nothing more will pursued.

b. Exam room furniture Update

- i. Tiger Medical will not be able to ship furnishing until November 5th. Discussion around whether something temporary needs to be installed or if project completion can wait until then. Vonnie will advise Dr. Gates of delay

c. Backflow Update: skipped as Coleen is absent

d. Citizen Bank Signature Cards: Cards are available at the Ridgway Citizens branch, with Andie. **Board members please stop in to sign.**

7. NEW BUSINESS:

a. Budget

i. Year-end projections

1. Karla presents Board with spreadsheet containing year to date income and expenses. Year-end projections are also presented taking into consideration remaining work to be completed on East Wing Project.

ii. 2022 preliminary budget

1. Karla presents Board with spreadsheet containing budget amounts from 2019-2021. Preliminary 2022 budget amounts are presented and discussed. Lawn and Concrete/Sidewalk projects are mentioned as possible budget items. These are included in Preliminary Budget as "place holders", not actual budget amounts.

MOTION: Joey moves, Nancy seconds to ACCEPT the presented, with discussed changes, as PRELIMINARY 2022 Budget. All in favor. MOTION PASSED.

b. East wing window coverings

- i. Vonnie presents research around window coverings that involve roll shades which filter light. Exam room coverings will provide total privacy. MOTION: Joey motions, Nancy seconds a budget of \$1,050 plus installation for window coverings.

c. Installation of wall/door at end of east side hallway to close off employee break room & bathroom from patients/public

- i. Board decides to NOT pursue this due to cost.

d. Alpine CD maturity 9/30/21

- i. CD will be left to roll over.

8. Report from Administrator

Calendar Review

April: 30: Audit results or approved exemption from audit published in newspaper.

- The Colorado State Auditor has approved the RSA Exemption from Audit for 2020.
- Karla has submitted a legal notice regarding exemption results to the Plaindealer and should be published either 9/23/21 or 9/30/21

October:

- 15: Adopt preliminary budget
- Notice of budget hearing published in Ouray County Newspaper.
- Winterize sprinklers – not needed this year
- Start Annual Inventory Preliminary inventory completed between October and December.
- Verify heating/AC system inspection

Communication

- 2021 Certification of Values
- Quickbooks subscription is increasing from \$70 to \$80 monthly
- Workers Comp will increase 5%-10%, i.e. budget about \$525 for 2022

Alpine Bank CD matures 9/30/21 \$138,872.15

Financial Statements – In Dropbox.

Invoices/Checks

- Vonnie Kuijvenhoven: \$7,848.33
 - reimbursement of Amazon order for three exam chairs
- Silver Creek: \$135
- Tiger Medical: \$13,429.77
 - Note: this invoice has been paid by DEBIT CARD

MOTION TO ACCEPT INVOICES AS PRESENTED: Joey moves, Nancy seconds, all in favor. Motion PASSED.

9. Next Meeting:

- a. Possible Budget Work Session: Not needed
- b. **October** 19, 2021 Board Meeting at **12:30 pm**, Ridgway Public Library, Ridgway, CO

10. Adjourn: MOTION TO ADJOURN MEETING. Joey motions, Nancy seconds, all in favor.

ADJOURNED AT 2:36 PM