

Kit Carson County Health Service District  
Regular Meeting Board of Directors  
Minutes for June 28, 2017

Marty Gaither, Susan Vaughan, Alissa James, Karen Hooker, Dr. Pimentel, Marilyn Plomann, Dr. Gititu, Andrea Calhoon, Megan Ehrlich, Colette Martin, Heather Cullop, Corey Fedie, Brenda Rueb, Ryan Bancroft, Virgil George, Garret Mitchek, Bill Korbelik, Casey McDaniel, Charlene Morgan.

**0.0 Call to Order**

The meeting was called to order at 6:02 p.m. by Mr. Bancroft

**1.0 Amendments and Approval of Agenda**

Amendment to the agenda: Grievance Policy to be discussed under the Policies and procedures

A Motion was made by Mr. George to approve the amended agenda. This Motion was seconded by Ms. Rueb.

**Outcome:**

**All Aye-Motion Passed**

**2.0 Recognition of Special Guests and Announcements**

**3.0 Approval of Minutes from Previous Meetings**

a. May 15<sup>th</sup> 2017

A Motion was made by Ms. Rueb to approve the minutes as presented. This motion was seconded by Mr. George.

Discussion: None

**Outcome:**

**All Aye- Motion Passed**

b. May 24<sup>th</sup> 2017

**Discussion:** Paul Fields was not present during executive session, and therefore needs to be removed from the attendance.

A Motion was made by Mr. Korbelik, to accept the minutes as corrected after striking Paul Fields from the Executive Session. This motion was seconded by Ms. Rueb.

**Outcome:**

**All Aye-Motion Passed**

**4.0 Approval of Bills and Appropriations**

a. Vendor Check Registers/Credit Card Charges (Consent Items) Board

**Suggested Motion:** I move to approve the Consent Agenda Items as presented.

**Discussion:** There was discussion as to whether there was interest paid. Colette stated that there have been late fees on previous cc statements. There is a new process that has been put in place to correct this.

Garret discussed whether reimbursements for the Chiefs should be noted on the check register. Colette stated that all reimbursements must have proper documentation before expenses are paid. Colette stated that she is currently in the process of changing the credit card process.

A Motion was made by Mr. Mitchek to approve the Consent Agenda items as presented, this motion was seconded by Mr. George.

**Outcome:**

**All Aye-Motion Passed**

## 5.0 Hearings

### 6.0 Reports of Officers, Committees, Professional/Consultants

- a. Chief Clinical Officer Charlene Morgan  
Charlene's report was included in the packet and distributed to the board.
- b. Chief Operations/Compliance Officer Corey Fedie  
Corey included his report. Highlights- Reported that Tony and Corey went to the Eide Bailly Conference. He stated that it was a very valuable conference. Summer events are starting, and would like to see the board participation. There will be a float for the fair. HR Recruitment. There have been separations, some that were expected, 3 new hires.
- c. NSide Consulting Colette Martin  
Colette included her report in the packet and proceeded to discuss the included financial statements. Colette stated that the current financial statements are up to date through the month of May. Financial Statements were reviewed by Colette. Colette discussed the contractual adjustments that were made in the month of May. This large amount was due to the fact that these adjustments had not been made in the months Jan-April. Colette has met with the Chiefs and are formulating a plan moving forward. Their goal is to break even with net income at the end of the year. Virgil questioned whether the purchase order system that was approved by the Board, was put into place and utilized. The purchase order system is in place, but it was discussed that it is not utilized correctly. Corey and Colette discussed that there are some necessities that will need to be purchased this year in order to maintain operations. They discussed that there are possibilities to increase service lines to bring in more revenue. Corey discussed that there will be increased communication between the departments moving forward, and they will gain input on the process. Colette stated that departments will start getting department reports moving forward. There was some discussion amongst the group about the amount of late fees that are paid annually.  
Casey requested a financial breakdown and total on what the YTD late fees are plus interest. Colette stated that she will get that information and provide it.

### 7.0 Unfinished Business

- a. Operating Suite Renovation Corey Fedie  
This discussion will be tabled until January 2018  
A Motion was made by Mr. George to table discussion on OR Renovation until January 2018, this motion was seconded by Mr. McDaniel.  
**Discussion:** Dr. Pimentel questioned whether there was a plan in place to increase volume moving forward. Charlene discussed that there are new bariatric

procedures that our current physicians can provide, and they are discussing with the physicians.

**Outcome:** All Aye Motion Passed

## 8.0 New Business

### a. Policies and Procedures

**Grievance Policy** Board

Charlene Stated that during her search for a grievance policy to address an issue that came up, she discovered that there were 5 grievance policies. This policy will cover the entire district, not just one area.

A **Motion** was made by Mr. George to approve the proposed Grievance Policy, with minor grammatical edits. This Motion was seconded by Ms. Rueb.

**Outcome:** All Aye- Motion Passed

**Bond Policy** Colette discussed the proposed policy

**Request:** To set up an automatic recurring payment from the Frontier Bank account to Wells Fargo. The Finance Dept. will ensure the funds are available in Frontier Bank and the payment is received by Wells Fargo each month. This will eliminate the chance of ever being late and the \$25 wire fee the District currently pays each month

A **Motion** was made by Mr. George to accept the proposal to convert to an automatic debit starting June 28<sup>th</sup>, 2017. This motion was seconded by Mr. Korbelik. Mr. McDaniel chose to abstain from this vote, due to his employment with Frontier Bank.

**Outcome:** All Aye -Motion Passed

Mr. Bancroft moved to enter a brief recess at 7:25 p.m.

Mr. Bancroft called the meeting back to order at 7.33 p.m.

## 9.0 Executive Session: C.R.S § 25-3-109

A **Motion** was made by Mr. McDaniel, to enter into Executive Session. This motion was seconded by Mr. George.

**Outcome:** All Aye- Motion Passed

**Executive Session was entered into at 7:34 p.m.**

**Executive Session Attendees:** Corey Fedie, Brenda Rueb, Ryan Bancroft, Virgil George, Garret Mitchek, Bill Korbelik, Casey McDaniel, Charlene Morgan, Karen Hooker and Colette Martin.

A **Motion** was made by Mr. George to exit Executive session. This motion was seconded by Mr. McDaniel.

**Outcome:** All Aye-Motion Passed

**Executive Session was exited at 8:30 p.m.**

**10.0 Next Regular Meeting:**  
**July 26<sup>th</sup> 2017**

**11.0 Adjournment: 8:31 p.m.**

A **Motion** was made by Mr. George to adjourn. This motion was seconded by Ms. Rueb.

**Outcome:**

**All Aye- Motion Passed**

Respectfully Submitted,

William Korbelik

Secretary-Treasurer/KCCHSD

Approved

A handwritten signature in black ink, appearing to read 'William Korbelik', is written over the printed name and extends across the 'Approved' line. The signature is stylized and somewhat cursive.

2017