

NOTICE OF MEETING

The Board of Directors of Kit Carson County Health Service District, shall conduct a special meeting at 12:00p.m. on Thursday November 2, 2017 at Kit Carson County Memorial Hospital, 286 16th Street, Burlington Colorado.

AGENDA

Garret Mitchek..... Present via phone
Virgil George.....Present via phone
Brenda Rueb.....Present via phone
Tony Rodriguez.....Present via phone
Casey McDaniel.....Present
Bill Korbelik.....Present
Ryan Bancroft.....Absent

I. Call to Order

The meeting was called to order by Mr. George at 12:02 p.m.

Mr. George requested a roll call for all present for the purpose of notation in the minutes.

Present included: Brenda Rueb, Casey McDaniel, Garret Mitchek, Virgil George, Corey Fedie, Charlene Morgan, Alissa James, Colette Martin, Megan Ehrlich and Heather Cullop

II. Amendments and Approval of Agenda

III. Unfinished Business

a. CTSI Insurance Proposal

Ms. Martin discussed that the District had missed the cancellation deadline of October 1st and we were bound by contractual obligations to continue our benefits with CTSI for the 2018 year. Information was provided to the Board for the purpose of deciding the Employee vs District contribution amount.

A MOTION was made by Mr. McDaniel to select the 20%-40%-45% split for the CTSI Employee benefits contribution rate. This motion was seconded by Ms. Rueb.

Discussion: None

Outcome:

All Aye-Motion Passed

IV. Next Regular Meeting

November 29, 2017

V. Adjournment: A MOTION was made by Mr. McDaniel to adjourn. This motion was seconded by Mr. Korbelik.

Outcome:

All Aye- Motion Passed

Meeting adjourned at 12:08 p.m.

**Kit Carson County Health Service District
Regular Meeting-Board of Directors
Minutes for November 29th , 2017**

Rodriguez.....Present
Rueb.....Present
McDaniel.....Present
George.....Present
Korbelik.....Present
Bancroft.....Absent
Mitcheck.....Present

I. Call to Order

Mr. George called the meeting to order at 6:00 p.m.

II. Amendments and Approval of Agenda

Ms. Martin requested that the 2018 Budget be added to the Agenda under Unfinished Business.

A **MOTION** was made by Mr. McDaniel to amend the agenda, and add discussion for the 2018 Budget to Unfinished Business. This motion was seconded by Mr.Korbelik.

Outcome: **All Aye-Motion Passed**

III. Recognition of Special Guests and Announcements

Mr. George recognized that there was a large presence in attendance of the meeting, and asked whether there was anyone whom wished to speak. He asked that all guests present keep their comments to a limit of 3 minutes due to the already busy agenda for the night. Guest speakers included Dave Amundsen, Guadalupe Flores and Luz Baraza. Mr. Amundsen expressed his unhappiness with the Hospitals administrative formation and the current financial standings. Ms Flores discussed with the board that she felt that she was wrongly terminated. Mr. George inquired as to whether she had presented her concerns to the Human Resources department. Ms. Flores stated that the Human Resources Director was present during her termination. Mr. George requested that she speak with Human Resources about her concerns. Ms. Baraza discussed that she believes she was terminated for an unfair reason. Mr. George inquired as to whether she had presented her concerns to the Human Resources department. Ms. Baraza will be contacted by a member of the board to discuss this matter further. Ms. Peggy Spurlin was also present, and announced her resignation from the District effective December 20th, 2017.

IV. Approval of Minutes from Previous Meetings

a. **October 2017**

It was noted that Mr. Korbelik was not in attendance of the October 2nd Meeting. This will be changed in the minutes. It was noted that Mr. Bancroft was absent as was Mr. Mitchek at the October 25th Meeting. This will be corrected along with minor grammatical error.

A **MOTION** was made by Mr. Mitchek to approve the October 2nd Minutes, pending corrections. This motion was seconded by Mr. Korbelik

A **MOTION** was made by Ms. Rueb to approve the October 25th Minutes, pending corrections. This motion was seconded by Mr. Mitchek

Outcome: **All Aye-Motion Passed**

V. 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.

A **MOTION** was made by Mr. Mitchek to approve the Consent Agenda Items as presented. This motion was seconded by Ms. Rueb.

Outcome:

All Aye-Motion Passed

VI. Hearings

Mr. George called for a recess at 8:10 p.m. The meeting will reconvene at 8:25 p.m.

VII. Reports of Officers, Committees, Professional/Consultants

- a. Chief Clinical Officer Charlene Morgan
Ms. Morgan discussed that they have decided to make some changes to the newsletter to include nursing in a monthly report instead of conducting a separate newsletter for the nursing department. This will be a standing item on the newsletter as well as contributions from other departments. Mr. George inquired on the status of the open positions, have there been any applications? Ms. Morgan stated that there have been applications, and the Home Health and Hospice Director position has been filled. Mr. Korbelik discussed his concern that the census continues to decline as the year goes on, he would like Ms. Morgan's opinion as to why she believes there has been such a decline. There was discussion amongst the group.
- b. Chief Operations/Compliance Officer Corey Fedie
Mr. Fedie discussed that we have recruited an oncologist who will start in January. Fedie also discussed the Thanksgiving meal that was staff sponsored, noted that there was a very good turnout. Fedie and Ms. Ehrlich discussed that the district will be participating in the Parade of Lights, and will be meeting tomorrow to set work nights. The Board is encouraged to participate. Mr. Fedie discussed his conversation with USDA for finance/grant funding opportunities. Discussed Parke Health and Stratton Clinic survey. McDaniel inquired about student loan payoff for recruitment. Foreman discussed that our HIPSA score is at a 12. Which is too low to qualify for most rural funding.
- c. NSide Consulting Colette Martin
Ms. Martin discussed the financial statements that were provided. Ms. Mulch discussed that she would like to see transparency with the community as to what cost centers the hospital has and what the community is supporting.
- d. Quality Report C.R.S § 25-3-109 Karen Hooker
Ms. Hooker discussed the Quality report that was provided to the Board.

VIII. Unfinished Business

- a. Administrator of Record appointment
A MOTION was made by Mr. Korbelik to appoint Charlene Morgan as the Administrator of Record. This motion was seconded by Mr. McDaniel
Outcome: **All Aye-Motion Passed**
- b. Approval of Board Job Descriptions
A MOTION was made by Mr. Mitchek to approve of the Board Job Descriptions as presented. This motion was seconded by Ms. Rueb.
Outcome: **All Aye-Motion Passed**
- c. Appointment of Officers.
Mr. George nominated Mr. McDaniel as Treasurer. Mr. Korbelik nominated Ms. Rueb as Secretary. Mr. McDaniel nominated Mr. George as Board Chair and Mr. George nominated Mr. Korbelik as Vice Chair. All nominees were accepting of these nominations. These nominations will become effective as of January 1, 2018. It was discussed that Mr. Bancroft has missed three consecutive meetings, and as per the bylaws will be relieved of his duties as Board Chair as of January 1, 2018. Mr. George will contact Mr. Bancroft and discuss his continued participation with the Board.

d. 2018 Operating Budget

Ms. Martin presented the finalized 2018 Budget.

A **MOTION** was made by Mr. McDaniel to approve the 2018 Operating Budget. This motion was seconded by Mr. Korbelik.

Outcome:

All Aye-Motion Passed

IX. New Business

a. Policies and Procedures

Ms. Martin discussed the presented policies, which included; Pay Period Policy, Overtime Policy, and Hours Worked Policy.

A **MOTION** was made by Ms. Rueb to approve the presented policies, which included Pay Period Policy, Overtime Policy and Hours Worked Policy. This motion was seconded by Mr. Rodriguez.

Outcome:

All Aye-Motion Passed

b. Insurance Quotes

Ms. Ehrlich provided Insurance quotes to the Board for consideration. Mr. McDaniel would like to send out an RFP for informational purposes by end of year. Ms. Martin stated that she will work with Ms. Ehrlich to get out RFP's and provide more information to the Board by December.

c. Annual PTO Cash Payout.

Ms. Martin discussed that due to our financial situation at this time, it would be her recommendation that the district does not provide any PTO Cash Payouts for 2017.

X. Executive Session

XI. Next Regular Meeting

December 27th at 6:00 p.m.

XII. Adjournment

A **MOTION** was made by Mr. McDaniel to adjourn. This motion was seconded by Mr. Mitchek.

Outcome

All Aye-Motion Passed

Meeting adjourned at 9:27 p.m.

Respectfully Submitted,
William Korbelik
Secretary-Treasurer/ KCCHSD

Approved Dec 27, 2017