

**Kit Carson County Health Service District
Special Meeting-Board of Directors
Minutes for October 2, 2017**

George.....Present
Rodriguez.....Present via phone
Mitchek.....Present via phone
Rueb.....Present via phone
Korbelik.....Absent
Bancroft.....Absent
McDaniel.....Absent

Staff Present: Corey Fedie, Heather Cullop, Megan Ehrlich, Alissa James.
Guests Present: Colette Martin

I. Call to order

The meeting was called to order at 12:06 p.m. by Mr. George.

II. Amendments and Approval of Agenda

Ms. Martin requested an amendment to the agenda to include the discussion of a recruitment committee. This item will be discussed under New Business.

III. Recognition of Special Guests and Announcements

IV. New Business

a. 2018 Health Insurance

Mr. George called for a motion to approve the revised Insurance spreadsheet as presented.

A MOTION was made by Mr. Rodriguez to mote to Cherry Creek, with the employee contribution percentages as 20/35/35. This motion was seconded by Ms. Rueb.

Outcome:

All Aye-Motion Passed

b. Recruitment Committee

Mr. Fedie requested that the board consider creating a subcommittee to include 1-2 board members to address the employee retention issue presented at the last board meeting. This would be an operational committee where the designated board member(s) would work with identified staff to discuss the issues related to employee retention. Mr. Rodriguez stated that he would be interested in sitting as the representative for the board on the said committee. Mr. Fedie will be in contact with Mr. Rodriguez to discuss meeting times and dates to move forward.

V. Executive Session: None

VI. Next Regular Meeting

October 25th, 2017

VII. Adjournment

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

Outcome:

All Aye-Motion Passed

The meeting was adjourned at 12:17 p.m.

Approved on November 29th, 2017

**Kit Carson County Health Service District
Regular Meeting-Board of Directors
Minutes for October 25, 2017**

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

I. Call to Order

Mr. Bancroft called the meeting to order at 6:20 p.m.

II. Amendments and Approval of Agenda

Ms. Martin requested that the Board consider an amendment to the agenda under Executive Session for the purpose of discussing personnel matters pertaining to the Chief Operating Officer under the C.R.S §24-6-402(4)(f) discussion of personnel matters.

The discussion will be added to the agenda for Executive Session for C.R.S §24-6-402(4)(f).

Ms. Martin also asked that two items be added to the agenda for New Business. These items will include Workers Compensation Discussion and Health Insurance.

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

Outcome:

All Aye-Motion Passed

III. Recognition of Special Guests and Announcements

IV. Approval of Minutes from Previous Meetings

a. September 2017

Suggested Motion: I move to approve the previous meeting minutes as presented.

A Motion was made by Ms. Rueb to approve the previous meeting minutes as presented.

This motion was seconded by Mr. McDaniel.

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. McDaniel to approve the Consent Agenda Items as presented.

This motion was seconded by Ms. Rueb.

Discussion: Mr. McDaniel inquired about the E-Solutions Transactions. Ms. Martin discussed that this was our claim scrubber service.

Mr. McDaniel inquired about the Relias Transaction. Ms. Martin discussed that we are required to provide education to all staff and this is our online service.

Mr. George inquired about the Transaction for Mobile Sleep Lab. Ms. Martin discussed that this is a third party service that is paid for conducting the sleep studies.

Outcome:

All Aye-Motion Passed

VI. Hearings

a. **2018 Budget Hearing**

Ms. Martin discussed the packet that was provided to the Board. Ms. Martin discussed that part of our requirements as a Special District are that we must hold a Budget Hearing. Colette would like to propose that the board have 2 members who would look at reducing expenses. This would be based on the board's availability, with the hopes of having this meeting within the next two weeks. Mr. George would like to volunteer and Mr. McDaniel will be volunteering. This will not be a formal meeting. Ms. Fedie will have this annualized budget out by Friday. Meeting will be held next week.

VII. Reports of Officers, Committees, Professional/Consultants

a. Chief Clinical Officer

Charlene Morgan

Ms. Morgan stated that her report is in the packet provided to the Board. Ms. Morgan discussed Nursing administration. She stated that based on the last board meeting they have put some things into place. There has been a scheduling oversight committee that has been put together, this committee will have oversight and feedback of the schedule. Ms. Morgan stated there was a suggestion to have a nursing only newsletter that will be based solely on the nursing department. They plan to have it distributed two times a month starting December 1. Ms. Morgan stated that the OB Coordinator has been hired, and will start on October 31. A permanent RN will start tomorrow. There is a traveler that has requested permanent employment at the end of her contract as well. There are 2 travelers that are leaving. 1 night nurse that will start tomorrow. Ms. Morgan stated that the weakest point is the night shift and that is what they are recruiting for at this time. Mr. George inquired how the district will cover the OB Coordinator with our low census year to date. Ms. Morgan discussed that the OB Coordinator will be an hourly position, and will be used as a staffing nurse as well. This position will be Monday through Friday and will be responsible for taking all OB calls during the week, as well as coordinating any training and education.

b. Chief Operations/Compliance Officer

Corey Fedie

Mr. Fedie discussed the included report. He discussed the Breast Cancer Awareness Walk that was held earlier in the month. He reports that they had a good turnout, not as great as last year though, Corey believes that's partly due to not having an oncologist. Mr. Fedie reported that there was a significant number of supplies lost due to a heating problem in Central Sterile. Mr. Fedie also stated that he will be looking into moving the election date to November to possibly save the district some money. He will update at the meeting in November.

c. NSide Consulting

Colette Martin

A Financial summary was provided to the board. Ms. Martin discussed that the day's cash on hand have remained the same. Days in AR went down marginally. There was a loss in the month of September. This could be due to the lack of specialty physician services in the month of September. Ms. Martin stated that they have been notified that they can bill back to February for Medicaid. There will be an accounts receivable dash board in November. There will be a position created ½ time registration and ½ time billing. They have begun recruitment with Chief Financial Officer. NSide consulting contract will be ending in December and would like a recruitment committee consisting of 2 board Members. Mr. Korbelik and Mr. McDaniel will work with HR in the recruitment process for the CFO Position. Ms. Martin discussed that she would like that the board consider a

60 day extension to the NSIDE contract with a limited scope and services if there is not a CFO on staff by Jan 1.

- 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. Bylaws and Confidentiality Statement
A MOTION was made by Ms. Rueb to approve the Updated Board Bylaws and Confidentiality Statements with revisions of the meeting dates as set by the board. This motion was seconded by Mr. George.

IX. New Business

- a. Policies and Procedures
- b. Check Signing
Ms. Martin stated that due to the current matrix requiring the board to sign anything over 25,000.00 and the inconvenience of both current signers being located out of town, she would like to add at least two more signatures to the matrix. Mr. George, Mr. McDaniel and Mr. Rodriguez will be added as additional signers.

- c. Board Officer Positions
Will be presented at the next meeting.

- d. Workers Compensation:
A MOTION was made by Brenda to approve the premium of 42,801.46 with 500.00 deductible. This motion was seconded by Mr. Korbelik.

Outcome: **All Aye-Motion Passed.**

- e. 2018 Health Insurance:
Ms. Ehrlich discussed that the district had missed the October 1st deadline for changing the 2018 Health Insurance. After discussion it was decided that the decision would wait until the board could review the information again.

Tabled until next meeting.

X. Executive Session: §24-6-402(4)(f), Personnel Matters

A MOTION was made by Ms. Rueb to enter into Executive Session. This motion was seconded by Mr. Rodriguez.

Executive Session was entered into at 8:27 p.m.

Attendance: Ms. Rueb, Mr. Rodriguez, Mr. McDaniel, Mr. George, Mr. Korbelik. Ms. Martin, Mr. Fedie, Ms. Morgan, and Ms. Cullop

A MOTION was made by Ms. Rueb to exit Executive Session. This motion was seconded by Mr. McDaniel

Outcome: **All Aye-Motion Passed**

A MOTION was made by Mr. McDaniel to approve the amended lease agreement for hospital based housing. This motion was seconded by Mr. Rodriguez

A MOTION was made by Mr. McDaniel to approve a monthly rental rate for 681.00 based on information provided by HUD. This motion was seconded by Ms. Rueb

A **MOTION** was made by Mr. McDaniel to approve the amendment to Mr. Fedie's Letter of Offer, outlining his Housing Allowance dated August 9th 2016. This motion was seconded by Mr. Rodriguez

Outcome

All Aye Motion Passed

XI. Next Regular Meeting

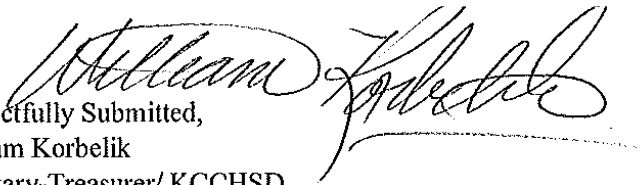
It was discussed that due to the Thanksgiving Holiday, the regularly scheduled meeting would be moved to: **November 29 at 6:00 p.m.**

XII. Adjournment

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

Meeting adjourned at 9:17 p.m.

Respectfully Submitted,
William Korbek
Secretary-Treasurer/ KCCCHSD



Approved _____ November 29, 2017