

Kit Carson County Health Service District  
REGULAR MEETING BOARD OF DIRECTORS  
May 23<sup>rd</sup>, 2018

Garret Mitchek....Present  
Bill Korbelik....Present  
Casey McDaniel....Absent  
Kylee Miltenberger....Present  
Terrance Pfaffly....Present  
John Swick....Present  
Judi Mitchek....Present

- I. Call to Order**  
The meeting was called to order by Mr. Korbelik at 6:01 p.m.
- II. Amendments and Approval of Agenda**  
John Swick- would like to discuss the confidentiality statement and amendment to handbook that has been provided to the employees.
- III. Recognition of Special Guests and Announcements**
- IV. Oaths of Office** Heather Cullopp  
Oaths of Office for John Swick, Kylee Miltenberger, Judith Smelker-Mitchek, Terrance Pfaffly, and William Korbelik were executed by Ms. Cullopp for their elected terms. Casey McDaniel was absent but will be executing his oath upon his return.
- a. Conflict of Interest Policy  
The Conflict of Interest Policy was reviewed and signed by all newly seated Board Members.
  - b. Confidentiality Statement  
The Confidentiality Statement was reviewed and signed by all newly seated Board Members.
- V. Appointment of Officers** Board
- a. Review of Duties
  - b. **Nominations for Chair**  
Nomination for Mr. Korbelik by Mr. McDaniel.  
Vote: 4 out of 6  
Nomination for Mr. Swick by Mr. Pfaffly.  
Vote: 2 out of 6  
Chairman of the Board will be Mr. Korbelik.  
**Nominations for Vice Chair**  
Nomination for Mr. Swick by Mr. Korbelik.  
Vote: Unanimous.  
Vice Chair will be Mr. Swick.  
**Nomination for Secretary**  
Nomination for Ms. Miltenberger by Mr. Pfaffly.  
Vote: Unanimous.  
Secretary for the Board will be Ms. Miltenberger.  
**Nomination for Treasurer**  
Nomination for Mr. McDaniel by Mr. Korbelik.  
Vote: Unanimous.  
Treasurer for the Board will be Mr. McDaniel.
- VI. Appointment of Signature Authorities** Board  
(Required to continue financial work of the District)

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Throughout the course of discussion, it was decided that the additional signature authorities will be Judi Mitchek and Terry Pfaffly. These will be in addition to existing signers Bill Korbelik and Casey McDaniel.

**VII. New Business**

- a. 2017 Audit Report – Stockman, Cast and Ryan. Jamie Meidinger  
The 2017 Audit Report and findings was presented to the board by Stockman, Cast & Ryan. Recommendations were made to the board regarding any material weaknesses or significant deficiencies. The finance department provided their response to these findings with an outline of actions that have already been put into place, and actions that will be implemented.

**VIII. Approval of Minutes from Previous Meetings**

Board President

- a. April 2018  
**Suggested Motion:** I move to approve the previous meeting minutes as presented  
**A MOTION** was made by Mr. Mitchek to approve the previous meeting minutes as presented. This motion was seconded by Ms. Miltenberger.  
**Outcome:** All Aye Motion Passed

**IX. Approval of Bills and Appropriations**

- a. Vendor Check Registers/Credit Card Charges (Consent Items) Board President  
**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. Mitchek.  
**Outcome:** All Aye- Motion Passed

**X. Hearings**

**XI. Reports of Officers, Committees, Professional/Consultants**

- a. Chief Clinical Officer Charlene Morgan  
Ms. Morgan presented her report.  
The board discussed the impact of reduction of P.A's on financial situation, nursing morale and nursing pay. There was discussion about possible incremental raises in the future. These would be based on the Districts financial situation. Ms. Morgan discussed the possibility of creating a sub-committee for the purpose of addressing human resource issues. Mr. Mitchek and Ms. Mitchek volunteered to participate in this committee. Ms. Morgan also discussed the Integrated Communication Committee Meeting, in which Mr. Rodriguez was a participant. Ms. Morgan asked for a volunteer from the board to participate in this committee. Ms. Mitchek volunteered to participate and will be attending these meetings going forward.
- b. Chief Operations/Compliance Officer Corey Fedie  
Mr. Fedie presented his report.  
Mr. Fedie discussed the Compliance Plan and Code of Conduct. Mr. Fedie asked that if there are any questions or concerns to please let him know. The board discussed the Confidentiality Statement that was provided to staff. Concerns of employees were discussed. The board directs Mr. Fedie to contact legal for definitions of legal terms in the document, more medical terminology, as well as legal review of the statement of "the ability to make changes without prior notice". Mr. Fedie will report back to the board in June. The board directs any disciplinary actions for not signing the document be discontinued until legal has reviewed.

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Mr. Fedie updated on the hyperbaric project. A new template for employee evaluations that will be utilized this year was also discussed.

A Recess was called by Mr. Korbelik at 8:02 p.m.  
The meeting back to order at 8:08 p.m. by Mr. Korbelik

- c. Chief Financial Officer / NSide Consulting Megan Ehrlich (on behalf of Colette Martin)  
Ms. Ehrlich reviewed the monthly financial reports. Ms. Ehrlich discussed that previously she has been providing weekly AR reports to Ms. Rueb and Mr. McDaniel, and inquired about another board member taking the place of Ms. Rueb for those reports. Mr. Swick stated he would like to receive those weekly reports.  
Ms. Mitchek stated that she would like to see a year to year comparison. Ms. Ehrlich stated she would provide that information for the next meeting.
- d. Quality Report C.R.S § 25-3-109 Karen Hooker  
Ms. Hooker reviewed the Quality Report for the previous month.
- e. Electronic Health Record (EHR) Project Team Karen Hooker (on behalf of Colette Martin)  
Ms. Hooker provided a report to the board about a meeting was held with a team of employees throughout the district, to review the possibility of utilizing a different EHR in the future. As this process continues, the board will be updated.
- f. CFO Recruitment Bill Korbelik / Casey McDaniel  
Ms. Miltenberger updated about the recent CFO interview. The candidate would like to come on site the week of June 11<sup>th</sup>. The Committee will contact the candidate to schedule an onsite visit.

**XII. Unfinished Business**

- a. Employment Agreements Board  
This item will be removed from unfinished business. No further discussion.

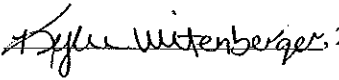
**XIII. Next Regular Meeting**  
June 27<sup>th</sup>, 2018

**XIV. Adjournment**

A MOTION was made by Mr. Mitchek to adjourn. This motion was seconded by Ms. Miltenberger.  
Outcome: All Aye-Motion Passed

The meeting was adjourned at 9:35 p.m.

Respectfully Submitted,  
Kylee Miltenberger  
Secretary, KCCHSD Board of Directors

Approved  2018