

Kit Carson County Health Service District
SPECIAL MEETING OF THE BOARD OF DIRECTORS
June 4th, 2018

I. Roll Call

Korbelik.....Present
Mitchek.....Present
J. Mitchek.....Present
Miltenberger.....Present
Swick.....Present
Pfaffly.....Present
McDaniel.....Present

II. Call to Order

The Special Meeting was called to order by Mr. Korbelik at 7:00 p.m.

III. Amendments and Approval of Agenda

A **MOTION** was made by Mr. Mitchek to approve the agenda as presented. This motion was seconded by Mr. McDaniel.

Outcome:

All Aye-Motion Passed

IV. Administration Duties

The Board discussed and reviewed the duties for the Chief Operating Officer and the Chief Clinical Officer. The job descriptions for each of the Chiefs was available for review. Mr. Fedie, COO discussed his day to day duties with the board as well as the reporting structure of the Organizational Chart. Mr. Fedie discussed that Imaging and Lab were assigned to him last year when staffing changes were made, to accommodate the workload. There was inquiry from the Board as to where the Physicians report, and subsequently the Board requested that the Organizational Chart be changed to reflect the Physician report to the Board.

Ms. Morgan, CCO discussed her day to day duties as well as ongoing projects. Ms. Morgan discussed the departments that report to her per the Organizational Chart. There was discussion amongst the Board and Administration about RN/Nursing wages. Ms. Martin discussed that there was a wage review completed last year that was provided to the Board. This document could be available to the current Board. Ms. Morgan briefly discussed the opportunity that she is pursuing with the help of DON Susan Vaughan and Educator Duane Wright, to implement a Rural Health Nursing Orientation Program. This program is still in the planning stages.

V. Physician Assistant Employment

The Board inquired as to where recruitment of and additional Physician Assistant stands now that Ms. Schroeder has given notice. Mr. Fedie discussed that he has met with the providers previously in which it was discussed that the employment of additional P.A.'s would be based on a financial analysis. There is a need for additional coverage in June and July due to scheduled vacations. The Ms. Morgan will work with Brenda to get coverage for the needed call. The Board expressed that they would like to move forward with utilizing Jesse Smith as a potential P.A. upon completion of his boards. Ms. Mitchek will contact Mr. Smith and ask him to set up a meeting with the Chiefs.

VI. CFO Recruitment

Mr. McDaniel updated that they have set up onsite interviews with a CFO applicant for June 13th and 14th. Itineraries will go out as they become available. The board discussed that they would like to meet on the 14th to discuss the onsite interview. A Special Meeting was called for June 14th at 1:00

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p.m. by Mr. Korbelik. Moving forward, Ms. Miltenberger and Mr. McDaniel will serve as CFO Recruitment committee members.

VII. Executive Session C.R.S § 24-6-402(4)b

A **MOTION** was made by Mr. McDaniel at 8:39 p.m. to enter into Executive Session for the purpose of obtaining specific legal advice on specific legal matters pursuant to C.R.S § 24-6-402 (4)(b) This motion was seconded by Mr. Mitchek.

Notice: A statement was made by Jennifer Sullivan, Legal Counsel for Kit Carson County Health Service District that she is present with the Board going into Executive Session pursuant to C.R.S§ 24-6-402(4)(f) for the purpose of providing specific legal advice for specific legal matters.

Outcome: **All Aye-Motion Passed**

Notice: A statement was made by Jennifer Sullivan, Legal Counsel for Kit Carson County Health Service District. All discussions were subject to attorney client privileges subject to C.R.S § 24-6-402(4) (b).

A **MOTION** was made by Ms. Mitchek at 9:28 p.m. to enter into Executive Session for the purpose of discussing Personnel Matters under C.R.S §24-6-402 (4)(f). This motion was seconded by Mr. Mitchek.

Outcome: **All Aye- Motion Passed**

A **MOTION** was made by Mr. Mitchek at 11:04 p.m. to exit Executive Session. This motion was seconded by Ms. Mitchek.

Outcome: **All Aye-Motion Passed**

Regular Session reconvened at 11:05 p.m.

A **MOTION** was made by Mr. McDaniel to have Heather Cullop track and report the PTO for the three Chiefs and report back to the board for all of 2018 and going forward. This shall be reported monthly. This motion was seconded by Ms. Miltenberger.

Outcome: **All Aye-Motion Passed**

VIII. Adjourn

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

Outcome: **All Aye-Motion Passed**

The meeting was adjourned at 11:31 p.m.

**IX. Next Regular Meeting
June 27th, 2018**

Respectfully Submitted,
Kylee Miltenberger
Secretary, KCCCHSD Board of Directors

Approved: Kylee Miltenberger, 2018