



NOTICE OF REGULAR BOARD MEETING OF  
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT dba PAGOSA SPRINGS MEDICAL CENTER  
Tuesday, August 28, 2018, at 5:30 PM  
The Board Room (**direct access – northeast entrance**)  
95 South Pagosa Blvd., Pagosa Springs, CO 81147

**AGENDA**

**1) CALL TO ORDER; ADMINISTRATIVE MATTERS OF THE BOARD**

- a) Call for quorum (by Treasurer/Secretary Dr. King Campbell)
- b) Board member self-disclosure of actual, potential or perceived conflicts of interest
- c) Approval of the Agenda (and changes, if any)

**2) PUBLIC COMMENT** (This is an opportunity for the public to make comment and/or address USJHSD Board. Persons wishing to address the Board need to notify the Clerk to the Board, Heather Thomas, prior to the start of the meeting. All public comments shall be limited to matters under the jurisdiction of the Board and shall be expressly limited to three (3) minutes per person. The Board is not required to respond to or discuss public comments. No action will be taken at this meeting on public comments.)

**3) PRESENTATION:** Infusion Services

**4) DECISION AGENDA** (Matters to be discussed and possible action by the Board)

- a) Consideration of Resolution 2018-11 regarding update of current authorized signors for USJHSD.
- b) Consideration of Resolution 2018-12 – regarding updates to Financial Internal Controls Policy No. 13.

**5) REPORTS**

a) **Oral Reports** (may be accompanied by a written report)

- i) ~~Chair Report~~ ~~Chair Greg Schulte~~
- ii) ~~Contracts~~ ~~Director Kate Alfred~~
- iii) ~~Strategic Planning~~ ~~Director Dr. Jim Pruitt and Director Karin Daniels~~
- iv) CEO Report Chief Executive Officer, Dr. Rhonda Webb
- v) Finance Report CFO Chelle Keplinger, Controller Johna Lederhouse and Treasurer Dr. Campbell

b) **Written Reports** (*no oral report unless the Board has questions*)

- i) Operations Report COO/CNO, Kathee Douglas
- ii) Medical Staff Report Chief of Staff, Ralph Battels

**6) CONSENT AGENDA** (The Consent Agenda is intended to allow Board approval, by a single motion, of matters that are considered routine. There will be no separate discussion of Consent Agenda matters unless requested.)

a) Approval of Board Member absences (if any)

b) Approval of Minutes for the following meeting(s):

i) Regular meeting of: 07/24/2018

c) Acceptance of recommendations set forth in the Medical Staff Report regarding new provider privileges, renewal of provider privileges and/or Medical Staff policies/forms.

**7) EXECUTIVE SESSION**

The Board reserves the right to meet in executive session for any other purpose allowed pursuant to C.R.S. Section 24-6-402(4) and such topic is announced at open session of the meeting.

**8) OTHER BUSINESS**

**9) ADJOURN**



**MINUTES OF REGULAR BOARD MEETING**  
**Tuesday, August 28, 2018**  
**5:30 PM**  
**The Board Room**  
**95 South Pagosa Blvd., Pagosa Springs, CO 81147**

The Board of Directors of the Upper San Juan Health Service District (the “Board”) held its regular board meeting on August 28, 2018, at Pagosa Springs Medical Center, The Board Room, 95 South Pagosa Blvd., Pagosa Springs, Colorado.

Directors Present: Chair Greg Schulte, Vice-Chair Dr. King Campbell, Secretary/Treasurer Matt Mees, Director Dr. Jim Pruitt, Director Kate Alfred, Director Karin Daniels, and Director Jason Cox.

Directors Absent: None.

**1) CALL TO ORDER; ADMINISTRATIVE MATTERS OF THE BOARD**

- a) Call for quorum: Chair Schulte called the meeting to order at 5:30 p.m. MDT and Clerk to the Board, Heather Thomas, recorded the minutes. A quorum of directors was present and acknowledged by Secretary/Treasurer Dr. Campbell and the meeting, having been duly convened, was ready to proceed with business.
- b) Board member self-disclosure of actual, potential or perceived conflicts of interest: There were none.
- c) Approval of the Agenda: The Board noted approval of the agenda.

**2) PUBLIC COMMENT**

There was none.

**3) Presentation: Infusion Services**

CEO Dr. Rhonda Webb introduced Christina Reeves, Director of Pharmacy and Oncology, who gave a summary of the infusion services provided through oncology. A tour of the facility followed.

**4) DECISION AGENDA**

- a) CAO Ann Bruzzese gave a brief overview of Resolution 2018-11, explaining the need for an update of the persons who hold positions of signing authority.

**Consideration of Resolution 2018-11**

Director Dr. Pruitt motioned to accept Resolution 2018-11, regarding update of current signors for USJHSD. Upon motion seconded by Secretary/Treasurer Dr.

Campbell, the Board unanimously accepted said resolution.

- b) CAO Bruzzese presented and discussed before the Board a redline copy of the First Amended and Restated Financial Internal Controls Policy No. 13. Discussion ensued.

The Board agreed to further amend the policy by adding section “H,” which is to state: “The Finance Committee shall adopt additional financial internal control procedures as may be requested by the Board of Directors from time to time or otherwise deemed appropriate by the Finance Committee.”

**Consideration of Resolution 2018-12**

Director Cox motioned to accept Resolution 2018-12, regarding the First Amended and Restated Financial Internal Controls Policy No. 13, as further amended adding section “H.” Upon motion seconded by Director Alfred, the Board unanimously accepted said resolution.

**5) REPORTS**

**a) Oral Reports**

i) Chair Report

Item intentionally struck from agenda. There was no report.

ii) Contracts

Item intentionally struck from agenda. There was no report.

iii) Strategic Planning

Item intentionally struck from agenda. There was no report.

iv) CEO Report

CEO Dr. Webb advised the Board of new providers that have recently started employment with PSMC. CEO Dr. Webb further advised that Dr. Jason Wallace, a Clinic provider, has submitted his resignation of employment due to having to move out of the area for familial reasons.

iv) Finance Report

CFO Keplinger presented the attached report, highlighting gross charges in July had surpassed July of 2017 by \$386,849, which is a 7.62 percent increase over 2017 MTD and a 6.2 percent increase over 2017 YTD.

Questions were asked and answered.

Chair Schulte suggested, in an effort to allow more time for the Finance Department to prepare for the upcoming 2019 budget statutory deadlines, to cancel the upcoming regular meetings of 09/25/2018 and 10/23/2018, and then hold a special meeting in early-October to present the proposed 2019 budget before the Board.

Discussion ensued.

The Board unanimously agreed to the following amended meeting schedule:

- Cancel the regular meetings of 09/25/2018 and 10/23/2018;
- hold a special meeting Tuesday, 10/09/2018, at 5:30 p.m. for the purposes of regular meeting agenda, plus the proposed 2019 budget;

- at the 10/09/2018 special meeting, the Board will review the August financials;
- at the 11/13/2018 regular meeting, the Board will review the September financials;
- at the 12/18/2018 or the 01/22/2019 regular meeting, the Board will review the October and November financials.

b) **Written Reports** *(there was no oral report unless the Board had questions)*

- i) Operations Report  
Report attached. There were no questions.
- ii) Medical Staff Report  
Report attached. There were no questions.

6) **CONSENT AGENDA**

(There were no board member absences at this meeting.)

Director Daniels motioned to approve the minutes of the regular meeting of 07/24/2018 and the Medical Staff report recommendations regarding new provider privileges, renewal of provider privileges and/or Medical Staff policies/forms.

Upon motion seconded by Director Dr. Pruitt, the Board unanimously approved said consent agenda items.

7) **EXECUTIVE SESSION**

The Board did not meet in executive session.

8) **OTHER BUSINESS**

There was none.

9) **ADJOURN**

There being no further business, Chair Schulte adjourned the regular meeting at 6:35 p.m. MDT.

Respectfully submitted,  
Heather Thomas, serving as Clerk to the Board