



NOTICE OF REGULAR BOARD MEETING OF  
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT dba PAGOSA SPRINGS MEDICAL CENTER  
Tuesday, November 13, 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) Confirmation of quorum
- 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) 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 and  
Dir. Jason Cox (Finance Committee member)
- 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

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

- a) **Consideration of Resolutions for the 2019 budget:**
  - i) 2018-14 - resolution regarding approval of the 2019 budget,
  - ii) 2018-15 – resolution to set mill levies, and
  - iii) 2018-16 – resolution regarding appropriation of funds.

**5) 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) Special meeting of: 10/09/2018
- c) Approval of Medical Staff report recommendations for new or renewal of provider privileges.

**6) EXECUTIVE SESSION**

- a) 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.

**7) OTHER BUSINESS**

**8) ADJOURN**



**MINUTES OF REGULAR BOARD MEETING**  
**Tuesday, November 13, 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 November 13, 2018, at Pagosa Springs Medical Center, The Board Room, 95 South Pagosa Blvd., Pagosa Springs, Colorado.

Directors Present: Chair Greg Schulte, Director Karin Daniels, and Director Jason Cox. Present by phone was Director Dr. Jim Pruitt.

Director(s) Absent: Vice-Chair Matt Mees, Secretary/Treasurer Dr. King Campbell, Director Kate Alfred. (All noted absences were excused due to prior notification.)

**1) CALL TO ORDER**

- a) Call for quorum: Chair Schulte called the meeting to order at 5:30 p.m. MST and Clerk to the Board, Heather Thomas, recorded the minutes. A quorum of directors was present and acknowledged.
- 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) REPORTS**

a) **Oral Reports**

i) Chair Report

Chair Schulte informed the Board that due to the recent resignation of the Archuleta County Administrator, Mr. Schulte has agreed to serve as interim County Administrator until the open position has been filled.

Chair Schulte then advised the Board that he and a team consisting of CEO, Dr. Rhonda Webb, Pagosa Springs Medical Center Foundation Director, Jodi Scarpa, and Director of Ancillary Services, Jason Webb, all traveled to Burlington, Colorado, to provide a presentation at a grant hearing in front of the DOLA grant committee on November 7. This presentation was the final requirement for the grant application process. Chair Schulte advised their presentation was well received by the committee and that the committee had very few questions. A final decision regarding grant awards is to be made in early December. Chair Schulte offered his gratitude to the entire team

that worked on and assisted with the grant application.

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 presented and discussed the attached summary of accomplishments for 2018.

There were no questions.

v) Finance Report

CFO Keplinger presented and discussed the attached Finance Report, highlighting gross charges surpassed September of 2017 by \$459,457, which is an 11.14 percent increase from 2017 September MTD and a 6.34 percent increase over 2017 YTD.

Director Cox noted that the Finance Committee went through the budget and financials in greater detail and is pleased with the outcome of the proposed budget.

There were no questions.

b) **Written Reports**

i) Operations Report

Please see report. There were no questions.

ii) Medical Staff Report

Please see report. There were no questions.

**4) DECISION AGENDA**

a) **Consideration of Resolutions for the 2019 budget**

Chair Schulte gave a brief overview of the attached 2019 budget resolutions.

CFO Keplinger presented and discussed the attached update discussing budget changes since the Finance Committee's review of the first draft of the budget. (Note: this update was not originally included in the board packet.)

There was a discussion regarding cash on hand.

Further questions were asked and answered.

Director Cox noted the Finance Committee's unanimous recommendation to approve the 2019 budget as presented before the Board.

Additional questions were asked and answered.

i) Resolution 2018-14: Director Cox motioned to accept Resolution 2018-14, regarding acceptance of the 2019 budget. Upon motioned seconded by Director Daniels, the Board unanimously accepted said resolution.

ii) Resolution 2018-15: CAO Bruzzese noted that at the advice of the District's legal counsel, Collins Cockrel and Cole, a second and last page was added to Resolution 2018-15 that states "Page intentionally left blank for final certified assessed valuation and tax revenues of Archuleta, Hinsdale, and Mineral counties, as applicable," as final assessments by each county will not be published until December.

Director Daniels motioned to accept Resolution 2018-15 to set mill levies. Upon motion seconded by Director Dr. Pruitt, the Board unanimously accepted said resolution.

iii) Resolution 2018-16: Chair Schulte provided a brief description of said resolution. Director Cox

motioned to accept Resolution 2018-16, regarding appropriation of funds. Upon motion seconded by Director Dr. Pruitt, the Board unanimously accepted said resolution.

**5) CONSENT AGENDA**

The Board noted approval of the absences of the Board Members listed above.

Director Daniels motioned to approve the minutes of the special meeting of 10/09/2018 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 Cox, the Board unanimously approved said consent agenda items.

**6) EXECUTIVE SESSION**

The Board did not meet in executive session.

**7) OTHER BUSINESS**

Director Dr. Pruitt inquired of the availability of board packets on the district's website. It was confirmed that board packets are published on the district's website.

Director Cox requested to discuss future board meetings. Chair Schulte noted that December meetings are, historically, not scheduled or are canceled due to the absences of board members and/or inclement weather. Chair Schulte advised that unless there is an emergent need, there will not be a December meeting for 2018. Chair Schulte further advised that, historically, at January meetings the Board confirms the yearly meeting schedule of dates and times, as well as posting places and a review of committee assignments.

**8) ADJOURN**

There being no further business, Chair Schulte adjourned the regular meeting at 6:03 p.m. MST.

Respectfully submitted by:

Heather Thomas, serving as Clerk of the Board