



NOTICE OF REGULAR BOARD MEETING OF
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT dba PAGOSA SPRINGS MEDICAL CENTER
Tuesday, June 25, 2019, 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) PRESENTATION: 2019-2023 Public Health Improvement Plan (PHIP) presented by Kristin Pulatie of San Juan Basin Public Health

4) REPORTS

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

- i) Chair Report Chair Greg Schulte
- ii) ~~Contracts~~ ~~Dir. Kate Alfred and Dir. Karin Daniels~~
- iii) ~~Strategic Planning~~ ~~Dir. Dr. Jim Pruitt and Dir. Karin Daniels~~
- iv) CEO Report Chief Executive Officer, Dr. Rhonda Webb
- v) Finance Report CFO, Chelle Keplinger 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
- (1) Receive Board comments, if any, on noticed election

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

- a) **2018 Audit:** In-person presentation of report and opinion of the auditor by Kami Maztek of Dingus, Zarecor & Associates, PLLC. As noted in the financial report, the auditor presented, via telephone

conference, the audit to the PSMC Finance Committee who received the report without objection or issue.

- i) Consideration of Resolution 2019-05 regarding acceptance of the 2018 audit of the Upper San Juan Health Service District.
 - b) Consideration of Resolution 2019-06 regarding (1) acceptance of Consultant's Report of Improvement Opportunities as presented to the Board on 05/28/2019, and (2) approval of format of PSMC Monthly Progress Reporting Tool (re Consultant's Report).
- 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:
 - i) Regular meeting of 06/25/2019
 - b) Approval of Minutes for the following meeting(s):
 - i) Regular meeting of: 05/28/2019
 - c) Approval of Medical Staff report recommendations for new or renewal of provider privileges.

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, June 25, 2019
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 June 25, 2019, at Pagosa Springs Medical Center, The Board Room, 95 South Pagosa Blvd., Pagosa Springs, Colorado.

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

Present by phone: Auditor Kami Maztek of Dingus Zarecor & Associates, PLLC (“DZA”).

Director(s) Absent: Director Karin Daniels and Director Jason Cox. (The noted absences were excused due to prior notification.)

1) CALL TO ORDER

- a) Call for quorum: Chair Schulte called the meeting to order at 5:32 p.m. MDT and Clerk of the Board, Heather Thomas, recorded the minutes. A quorum of directors was present and acknowledged by Treasurer/Secretary Dr. Campbell.
- b) Board member self-disclosure of actual, potential or perceived conflicts of interest: There were none.
- c) Approval of the Agenda: CAO, Ann Bruzzese, requested to amend the agenda to add a report of the Regular Board Meeting of the Pagosa Springs Medical Center Foundation that was held June 25, 2019.

Director Alfred motioned to approve the addition of a PSMC Foundation report. Upon motion seconded by Director Dr. Campbell, the Board unanimously approved the amended agenda.

2) PUBLIC COMMENT

There was none.

3) **PRESENTATION**

Kristin Pulatie, Assessment and Planning Director of San Juan Basin Public Health (“SJBPH”), presented and discussed the included PowerPoint presentation regarding SJBPH’s Public Health Improvement Plan for years 2019-2023. Questions were asked and answered.

4) **REPORTS**

a) **Oral Reports**

i) Chair Report

Chair Schulte notified the Board that there will be a meeting of the Archuleta County Combined Dispatch Executive Management Board to discuss the IGA on July 1, 2019.

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. Rhonda Webb highlighted the success of the PSMC Foundation fundraiser gala, held the night prior on June 24, stating it was the most successful fundraiser to date with the most donated funds raised.

CEO Dr. Webb then advised the Board that the current donor wall, located within PSMC’s front registration area, is being redesigned with a mountain landscape and will include past and present donors who have donated funds to PSMC.

After the CEO report, Chair Schulte then requested Director Alfred, Vice-Chair of the PSMC Foundation Board, to present an oral report of the regular PSMC Foundation Board Meeting as noted in agenda item 1c above.

Director Alfred advised the Board the only item on the agenda for the PSMC Foundation Board was to receive and review the 2018 financial audit of PSMC Foundation. Director Alfred noted the Foundation Board reviewed the financial audit in great detail and that they were pleased to report it was a clean audit with nothing to report.

v) Finance Report

CFO, Chelle Keplinger, presented and discussed the financial PowerPoint presentation.

Treasurer/Secretary Dr. Campbell noted that AR is moving in the right direction.

CEO Schulte inquired if CFO Keplinger was going to present an oral report regarding the included Management Progress Reporting Tool regarding the consultant’s recommendations. CFO Keplinger presented and discussed the included Progress Reporting Tool.

Chair Schulte then asked the Board if they would prefer to continue to receive the reporting tool on a monthly basis as an oral report or written report only. Director Alfred suggested a monthly written report and quarterly oral report. Treasurer/Secretary Dr. Campbell stated

agreement with Director Alfred's suggestion. Chair Schulte then suggested that the chart be revised by placing completed items at the bottom of the chart. Additional questions were asked and answered.

b) Written Reports

i) Operations Report

Chair Schulte asked a question regarding the decrease in Oncology visits as noted in the written report. COO/CNO Kathee Douglas answered.

ii) Medical Staff Report

Director Dr. Pruitt asked a question regarding new provider, Dr. Ahmed El-Emawy. Chief of Staff, Dr. Ralph Battels answered.

CAO Bruzzese inquired of the Board if they had any comments regarding the noticed election as noted in agenda item 4.b.ii.1. There were no Board comments regarding the noticed election.

5) DECISION AGENDA

a) 2018 Audit: Auditor, Kami Maztek of DZA, presented and discussed the included PowerPoint presentation on the 2018 financial audit of Upper San Juan Health Service District.

Director Dr. Pruitt asked a question regarding PSMC employee wages and productivity compared to other hospitals. Ms. Maztek answered.

Ms. Maztek then discussed the included auditor's letter to the Board, noting that most changes recommended within the letter have already been addressed and implemented by management.

Treasurer/Secretary Dr. Campbell noted that the Finance Committee was pleased that the audit was clean and voiced kudos to the Finance Department and other departments who participated in the audit for their hard work and cooperation.

Chair Schulte offered his congratulations and thanks for a clean audit and thanked Ms. Maztek for the report.

- i)** Vice-Chair Mees motioned to approve Resolution 2019-05 regarding acceptance of the 2018 financial audit of the Upper San Juan Health Service District. Upon motion seconded by Director Dr. Pruitt, the Board unanimously approved said resolution.
- b)** Chair Schulte gave a brief overview of the purpose of Resolution 2019-06. Treasurer/Secretary Dr. Campbell motioned to accept Resolution 2019-06. Vice-Chair Mees seconded the motion. CAO Bruzzese interjected by noting clarification regarding wording within the resolution (1) "acceptance" of the Consultant's Report and (2) "approval" of the format of PSMC Monthly Progress Reporting Tool. A discussion ensued. Upon clarification by Chair Schulte and a valid motion previously made and seconded, the Board unanimously accepted Resolution 2019-06 with notation that it is approving the monthly progress reporting tool as notated within the resolution.

6) **CONSENT AGENDA**

Director Dr. Pruitt motioned to approve the noted Board member absences, the minutes of the regular meeting of 05/28/2019, and the Medical Staff report recommendations for new or renewal of provider privileges. Upon motion seconded by Director Alfred, the Board unanimously approved said consent agenda items.

7) **EXECUTIVE SESSION**

The Board did not meet in executive session.

8) **OTHER BUSINESS**

There was no other business.

9) **ADJOURN**

There being no further business, Chair Schulte adjourned the regular meeting at 7:03 p.m. MDT.

Respectfully submitted by:

Heather Thomas, serving as Clerk of the Board