



NOTICE OF REGULAR BOARD MEETING OF
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT dba PAGOSA SPRINGS MEDICAL
CENTER

Tuesday, December 17, 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) 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, Dr. Ralph Battels

4) DECISION AGENDA

- a) **Discussion and consideration of Resolution 2019-12** – a resolution endorsing the Archuleta County Combined Dispatch Executive Management Board's recommendation to the Archuleta County Commissioners to apply to the Colorado Public Utilities Commission for an increase to the 9-1-1 surcharge for emergency communication services.
- b) **Discussion and consideration of Resolution 2019-13** – a resolution appointing a USJHSD Board member to work with other special districts to select a person to serve on the Board of Commissioners of the Pagosa Springs Urban Renewal Authority; and further, recommending a USJHSD Board member to be the person selected by the special districts to serve on the Board of Commissioners of the Pagosa Springs Urban Renewal Authority.
- c) **Discussion and consideration of Resolution 2019-14 (with Schedule 1)** – a resolution authorizing the USJHSD administration to enter into agreements with GE Johnson, vendors and other contractors that are necessary and appropriate to complete the HVAC Project in 2020 in accordance with the scope of work and budget summarized on Schedule 1.
- d) **Discussion and consideration of Resolution 2019-15** – a resolution authorizing the USJHSD CEO to execute an easement in favor of La Plata Electric Association.

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:
 - i) Regular meeting of 12/17/2019
- b) Approval of Minutes for the following meeting(s):
 - i) Regular meeting of: 11/19/2019

6) 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.

7) OTHER BUSINESS

8) ADJOURN



MINUTES OF REGULAR BOARD MEETING
Tuesday, December 17, 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 December 17, 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 Jason Cox, and Director Karen Daniels.

Present by Phone: Director Dr. Jim Pruitt

Director(s) Absent: None.

1) CALL TO ORDER

- a) Call for quorum: Chair Schulte called the meeting to order at 5:31 p.m. MDT and Clerk of 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 deferred giving an oral report until the decision agenda, as he desired to provide information regarding the proposed resolutions.

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

Item intentionally struck from agenda. There was no report as CEO was not present.

Director Cox requested to make a statement, on behalf of the CEO, of comments that the CEO made during the recent Finance Committee meeting, noting CEO Dr. Webb wanted to recognize the Executive Team for their efforts and hard work in getting cash up in 2019.

v) Finance Report

CFO Chelle Keplinger presented and discussed the November Financial PowerPoint presentation.

Director Dr. Pruitt asked a question regarding gross revenues for payer contractals as noted in the Finance Report as well as how the contractual allowances that were budgeted for 2020 were calculated. CFO Keplinger answered.

Director Dr. Pruitt then asked a question regarding in what way bad debt is accounted within accounts receivable. CFO Keplinger answered. Director Pruitt made a suggestion to include a payer breakdown report of funds contributing to bad debt in future financial reports.

Chair Schulte asked a question regarding if CFO Keplinger foresees any material change to the reported number of days cash on hand through the end of 2019. CFO Keplinger answered that she does not. In observance of CFO Keplinger's opinion, Chair Schulte voice commendation and appreciation of PSMC staff for the noted accomplishment.

b) **Written Reports**

i) Operations Report

Chair Schulte made an observation that there is reported within the Operations Report year-to-date information on several items within the report. Chair Schulte made a suggestion to include a totality year-to-date report of 2019 to be provided at the January regular meeting and to have the items that are currently listing year-to-date information to be compared to 2018.

Director Dr. Pruitt asked a question regarding staffing numbers. COO/CNO Douglas answered.

ii) Medical Staff Report

There were no questions.

4) **DECISION AGENDA**

a) Resolution 2019-12:

Chair Schulte provided a background and overview of the Archuleta County Combined Dispatch Executive Management Board's recommendation to the Archuleta County Commissioners to apply for an increase to the 9-1-1 surcharge for emergency communication services.

Questions were asked and answered.

Director Daniels motioned to accept Resolution 2019-12 regarding endorsing the Archuleta County Combined Dispatch Executive Management Board's recommendation to the Archuleta County Commissioners to apply to the Colorado Public Utilities Commission for an increase to the 9-1-1 surcharge for emergency communication services. Upon motion seconded by Treasurer-Secretary Dr. Campbell, the Board unanimously adopted said resolution.

b) Resolution 2019-13

Chair Schulte gave an overview of Resolution 2019-13.

Questions were asked and answered.

Director Cox motioned to accept Resolution 2019-13 regarding appointing a USJHSD Board member to work with other special districts to select a person to server on the Board of Commissioners of the Pagosa Springs Urban Renewal Authority; and further, recommending a USJHSD Board member to be the person selected by the special districts to serve on the Board of Commissioners of the Pagosa Springs Urban Renewal Authority. Upon motion seconded by Director Daniels, the Board unanimously adopted said resolution.

c) Resolution 2019-14

CAO Ann Bruzzese gave an overview of Resolution 2019-14.

Questions were asked and answered.

Vice-Chair Mees motioned to accept Resolution 2019-14 regarding authorizing the USJHSD administration to enter into agreements with GE Johnson, vendors and other contractors that are necessary and appropriate to complete the HVAC Project in 2020 in accordance with the scope of work and budget summarized on Schedule 1. Upon motion seconded by Director Daniels, the Board unanimously adopted said resolution.

d) Resolution 2019-15

CAO Bruzzese gave an overview of Resolution 2019-15.

Treasurer-Secretary Dr. Campbell motioned to accept Resolution 2019-15 regarding authorizing USJSHD CEO to execute an easement in favor of La Plata Electric Association. Upon motion seconded by Director Daniels, the Board unanimously adopted said resolution.

5) **CONSENT AGENDA**

Director Daniels motioned to approve the minutes of the regular meeting of 11/19/2019. Upon motion seconded by Treasurer-Secretary Dr. Campbell, the Board unanimously approved said consent agenda item.

6) **EXECUTIVE SESSION**

The Board did not meet in executive session.

7) **OTHER BUSINESS**

Chair Schulte reminded the Board that the next regular meeting of the Board, scheduled one week

earlier than normal in January, will commence January 21, 2020.

Chair Schulte advised the Board of the upcoming CEO evaluations to be completed in January, noting an email will be sent with detailed instructions to remit completed evaluations to the Clerk of the Board, Heather Thomas.

CAO Bruzzese noted she had received information from the Dispatch Chair and provided clarification regarding a question posed earlier about ability to use a physical address, compared to using zip codes, in cell phone carriers calculating 9-1-1 surcharges.

Director Cox noted positive comments he received from restaurant guests that had requested to transfer to PSMC to receive their final chemo treatment, stating the guests commented they had a wonderful experience at PSMC.

8) ADJOURN

There being no further business, Chair Schulte adjourned the regular meeting at 6:40 p.m. MDT.

Respectfully submitted by:

Heather Thomas, serving as Clerk of the Board