



**NOTICE OF REGULAR BOARD MEETING OF
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT
DOING BUSINESS AS PAGOSA SPRINGS MEDICAL CENTER**

Tuesday, November 15, 2016

5:30 PM

**Conference Room, PSMC Main Building
95 South Pagosa Blvd., Pagosa Springs, CO 81147
AGENDA**

Pursuant to the provisions of the Supplemental Public Securities Act, one or more members of the Board may participate in this meeting and may vote on the foregoing matters through the use of a conference telephone or other telecommunications device.

1) CALL TO ORDER; ADMINISTRATIVE MATTERS OF THE BOARD

- a) Call for quorum (by Secretary/Treasurer Jerry Baker)
- b) Approval of the Agenda (and changes, if any)

2) MILESTONE MOMENT: PHARMACY

3) PUBLIC HEARING ON THE 2017 BUDGET FOR USJHSD

- a) Open the Public Hearing.
- b) Receive comments from the public on the proposed 2017 budget; close public comment.
- c) Close the Public Hearing.

4) 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 Manager of Executive Offices, Jodi Scarpa, 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.)

5) REPORTS

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

- i) ~~Chair Report~~ ~~Chair Mark Floyd~~
- ii) ~~Strategic Planning~~ ~~Vice Chair Greg Schulte~~
- iii) Contracts Committee Dir. Kate Alfred
- iv) Construction Report Jodi Scarpa, Manager of Executive Offices
- v) CEO Report Chief Executive Officer, Brad Cochennet
- vi) Finance Report CFO, Dennis Wilson and Treasurer Jerry Baker
- vii) Monthly In-Depth Report: *Patient Safety and Quality, CMO, Dr. Rhonda Webb*

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

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|--------------------------|---|
| i) CAO Report | Chief Administrative Officer, Ann Bruzzese |
| ii) CNO Report | Chief Nursing Officer, Kathee Douglas |
| iii) COO Report | Chief Operations Officer, Kyle Kellum |
| iv) COS Report | Chief of Staff, Ralph Battels |
| v) CMO Report | Chief Medical Officer, Dr. Rhonda Webb |

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 Minutes for the following meeting(s):
 - i) Regular meeting of: 10/24/2016
- b) Approval of Medical Staff report recommendations for new or renewal of provider privileges.

7) DECISION AGENDA (Matters to be discussed and possible action)

- a) Consideration of Resolutions 2016-21 (approve the 2017 budget), 2016-22 (set mill levies), and 2016-23 (appropriate funds).

8) EXECUTIVE SESSION

The Board reserves the right to meet in executive session for any purpose allowed and announced at the meeting, in accordance with C.R.S. Section 24-6-402(4).

9) OTHER BUSINESS

10) ADJOURN



MINUTES OF REGULAR BOARD MEETING
Tuesday, November 15, 2016
5:30 PM MST
The Great Room, Pagosa Springs Medical Center
95 South Pagosa Blvd.
Pagosa Springs, CO 81147

Pursuant to the provisions of the Supplemental Public Securities Act, one or more members of the Board may participate in this meeting and may vote on the foregoing matters through the use of a conference telephone or other telecommunications device.

The Board of Directors of the Upper San Juan Health Service District (the “Board”) held the regular board meeting on November 15, 2016, at Pagosa Springs Medical Center, The Great Room, 95 South Pagosa Blvd., Pagosa Springs, Colorado.

Directors Present: Chair Mark Floyd, Vice-Chair Greg Schulte, Director Dr. Jim Pruitt, and Director Matt Mees.

Present by phone was Secretary/Treasurer Jerry Baker, Director Dr. Richard Zak, and the District’s Chief Financial Officer, Dennis Wilson.

Call to Order: Administrative Matters of the Board

Due to technical difficulties, Chair, Mark Floyd, called the meeting to order at 5:41 p.m. MST and Clerk of the Board, Jodi Scarpa, recorded the minutes. A quorum of directors was present and acknowledged by Vice-Chair, Greg Schulte, and the meeting, having been duly convened, was ready to proceed with business.

The Board noted approval of the agenda.

Public Hearing on the 2017 Budget for USJHSD

Upon direction of Chair, Mark Floyd, the Public hearing was presented before the scheduled Milestone Moment without objection.

Mr. Floyd opened the Public Hearing at 5:43 p.m. MST.

There was no public comment.

Mr. Floyd closed the Public Hearing at 5:44 p.m. MST without objection.

Milestone Moment

COO, Kyle Kellum, acknowledged the three staff members of the Pharmacy Department for their diligence and commitment to PSMC values and various accomplishments in meeting strategic departmental goals. Each of the three staff members were presented with a gift card.

Public Comment

There was none.

Reports

Oral Reports

Contracts Committee

Mr. Floyd announced that there would not be an oral report of the Contracts Committee due to said committee not meeting in the month of November.

Construction Report

Manager of Executive Offices, Jodi Scarpa, advised the Board that construction is on time and on budget.

Director, Matt Mees, reported that completion of paving the entrance road to the Emergency Department entrance is projected for November 16, 2016.

CEO Report

CEO, Brad Cochennet, presented the attached report highlighting and discussing Phases I and II of the Master Facility Plan.

Finance Report

CFO, Dennis Wilson, presented the attached Finance Report, highlighting October monthly financials as well as the attached 2017 USJHSD Budget.

A discussion of finances and budget ensued:

- 1) With respect to the October monthly financials:
 - a) Mr. Wilson answered questions concerning provider fees and revenues at lines 12 and 18 of the income statement.
- 2) With respect to the budget:
 - a) There were questions concerning 2017 revenue assumptions for specialty and Mr. Wilson responded that he was conservative in estimating revenues from anticipated specialists in gynecology, ophthalmology, ENT and other surgery.
 - b) There were questions concerning 2017 revenue assumptions for general surgery and Mr. Wilson responded that he was conservative in estimating as flat to 2016 actual without increase.
 - c) Mr. Wilson confirmed that the Assumptions serve as the Budget Message. Mr. Wilson further confirmed that the beginning and ending “fund balances” are reflected on the balance sheet as “net assets” (PSMC auditors refer to PSMC’s fund balance as “Unrestricted Net Position”).

- d) There were questions regarding the DOLA forms of resolutions and discussion of bringing a DOLA rep to PSMC for a training session on the budget.

Monthly In-Depth Report

CMO, Dr. Rhonda Webb, presented the attached PowerPoint presentation highlighting patient safety and quality.

Written Reports

Chair, Mark Floyd, asked a question regarding the IT portion of the COO Report. COO, Kyle Kellum answered.

Detouring from the written reports and without objection, Director Dr. Jim Pruitt posed a question regarding the general philosophy of the Search Committee. CAO, Ann Bruzzese, answered.

Secretary, Greg Schulte, asked a question regarding ER staffing as outlined in the CNO Report. Due to the absence of CNO, Kathee Douglas, the question was collectively answered by CMO Dr. Rhonda Webb, CAO Ann Bruzzese, and CEO Brad Cochennet.

Dr. Pruitt posed a question regarding the Helipad as outlined in the CNO Report. COO, Kyle Kellum, answered.

Consent Agenda

Chair, Mark Floyd, opened the discussion by briefly recounting the items on the consent agenda. Consent Agenda matters were separated into two items for approval per unanimous recommendation of the Board.

Secretary, Greg Schulte, motioned for approval of the Regular Meeting Minutes of October 24, 2016. Director, Dr. Jim Pruitt, seconded. The motion passed unanimously.

The Board unanimously agreed to strike item II. b. "Approval of new Medical Staff AHP Representative on MEC Policy" and table for the next scheduled Regular Meeting of the Board due to possible conflict with Medical Staff Bylaws.

Mr. Schulte then motioned for approval of Medical Staff report recommendations for new or renewal of provider privileges with the exclusion of item II. b.

Dr. Pruitt seconded. The motion passed as amended with Dr. Zak abstaining due to conflict of interest.

Decision Agenda

CFO, Dennis Wilson, gave a brief description and clarification regarding the financial totals as stated in the attached Resolution 2016-21 (to adopt the 2017 Budget). Mr. Schulte then moved to adopt Resolution 2016-21. Dr. Pruitt seconded. The motion passed unanimously.

CAO, Ann Bruzzese, gave a brief overview of the attached Resolution 2016-22 (to set mill levies). Mr. Schulte then moved to adopt Resolution 2016-22. Director, Matt Mees seconded. The motion passed unanimously.

Ms. Bruzzese gave a brief overview of the attached Resolution 2016-23 (to appropriate sums of money). Mr. Schulte then moved to adopt Resolution 2016-23. Mr. Mees seconded. The motion passed unanimously.

Executive Session

The Board did not meet in executive session.

Other Business

There was none.

Adjourn

Chair, Mark Floyd, adjourned the regular meeting at 6:50 p.m. MST.

Respectfully Submitted,
Jodi Scarpa, serving as Clerk for the Board