



NOTICE OF REGULAR BOARD MEETING OF  
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT dba PAGOSA SPRINGS MEDICAL CENTER  
Tuesday, November 19, 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:** *Radiology, Jessica Cox, D.O. and Scott McAfee, Radiology Manager.*

**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: 2019 Accomplishments Chief Executive Officer, Dr. Rhonda Webb
  - v) Finance Report CFO, Chelle Keplinger and Treasurer, Dr. Campbell
    - (1) October Financials
    - (2) September Financials
- 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

**5) DECISION AGENDA**

- a) Consideration of Resolutions for the 2020 budget:
  - i) 2019-08 – resolution regarding approval of the 2020 budget;
  - ii) 2019-09 – resolution to set mill levies; and
  - iii) 2019-10 – resolution regarding appropriation of funds.
- b) Consideration of Resolution 2019-11 – authorizing online notice of public meetings.

**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 11/19/2019

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

i) Regular meeting of: 10/15/2019

c) Approval of Medical Staff report recommendations for new or renewal of provider privileges.

d) Board Meetings in 2020: Establish USJHSD Board's regular meeting schedule for 2020.

**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 SPECIAL BOARD MEETING**  
**Tuesday, November 19, 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 November 19, 2019, at Pagosa Springs Medical Center, The Board Room, 95 South Pagosa Blvd., Pagosa Springs, Colorado.

Directors Present: Chair Greg Schulte, Treasurer-Secretary Dr. King Campbell, Director Jason Cox, and Director Karen Daniels.

Present by Phone: Director Dr. Jim Pruitt

Director(s) Absent: Vice-Chair Matt Mees and Director Kate Alfred. (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 5:30 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) PRESENTATION**

CEO, Dr. Rhonda Webb, gave a brief introduction of on-site Radiology Imaging Associates, P.C. (“RIA”) Radiologist, Dr. Jessica Cox, and Radiology Manager, Scott McAfee.

Dr. Cox noted that the arrangement of having an on-site RIA radiologist is a unique one that has not been done before. Dr. Cox stated the opportunity has proven to have a very positive and beneficial

effect on patient care and productivity with physicians, highlighting the following:

- Being able to examine and counsel patients immediately;
- Providing a much more integrated practice for radiology;
- Being able to consult patients with their physician; and
- Performing biopsies. Dr. Cox noted that there have been more biopsies in the last two weeks than in the previous two years including a couple of ultrasound and CT-guided biopsies.

Questions were asked and answered.

Mr. McAfee stated he has been working with Dr. Cox creating some of the processes for biopsies, including creating billing codes, and other necessary obligations for the service. Currently, Mr. McAfee advised, he is assessing and inventorying current radiological equipment and working toward planning for the future – what changes are coming and what equipment will be needed – and will be attending a conference that will provide information regarding future and current equipment needs.

Questions were asked and answered.

#### **4) REPORTS**

##### **a) Oral Reports**

##### **i) Chair Report**

Chair Schulte gave an update on the status of the Archuleta County Combined Dispatch noting there will be a meeting of the subcommittee on November 25 to discuss whether or not to recommend to the Archuleta County Combined Dispatch Executive Management Board an increase of the 9-1-1 surcharge, and if so, by how much.

Chair Schulte then advised the Board that notification was provided by the Town of Pagosa Springs that the Town Council has approved moving forward with an Urban Renewal Area (“URA”) which will mandate the creation of separate board. CEO Dr. Webb and Chair Schulte will be attending, on behalf of USJHSD, a meeting on November 25, that will provide information regarding rules, obligations and possible designated representatives of special districts to the URA Board.

##### **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 report on 2019 accomplishments, highlighting the following accomplishments:

- accomplishments in patient care;
- establishing a public CPR and “Stop the Bleed” campaign for the public;
- creating a program between EMS and Pagosa Springs Fire Department to provide

- training to have a certified EMT on every fire truck;
- received notification of a grant being awarded on behalf of a new ambulance;
- introduction of newly-hired Controller, Steve Wagoner;
- restructuring of staff;
- a stable medical staff;
- more involvement with the Western Healthcare Alliance.

The Board voiced their appreciation and congratulations for the vast scope of accomplishments noted in the report.

v) Finance Report

Chair Schulte advised the Board that he had requested CFO Chelle Keplinger to present and discuss the October financials only, unless there were questions regarding the September financials.

CFO Keplinger gave a brief overview of September financials then presented and discussed the October financial PowerPoint presentation, highlighting that even though PSMC was budgeted to have a total net loss in October, instead PSMC was able to have a net gain of \$55,921 by continuing to reduce expenses and exceeding budget on gross revenues.

Director Cox asked a question regarding net revenue contractuals. CFO Keplinger answered.

CFO then presented and discussed the USJHSD Management Progress Reporting Tool.

Chair Schulte asked a question regarding if a timeline was presented by Cerner for the completion of their coding software update. CFO Keplinger and CEO Dr. Webb answered.

Director Dr. Pruitt asked a question regarding a line item planning for providing physical therapy services for outpatients. CFO Keplinger and CEO Dr. Webb answered.

Director Cox noted an observation that a lot of progress has been made regarding the progress reporting tool and inquired if the reporting tool would be utilized on a permanent basis. CEO Dr. Webb and CAO Anne Bruzzese answered.

Director Dr. Pruitt commented regarding a greater consideration for self-pay payers than what was budgeted. CFO Keplinger and CEO Dr. Webb answered.

b) **Written Reports**

i) Operations Report

There were no questions.

ii) Medical Staff Report

There were no questions.

## 5) **DECISION AGENDA**

### a) Consideration of Resolutions for the 2020 budget:

Chair Schulte gave a brief overview of the budget resolutions and asked CFO Keplinger to advise of any changes made to the previously-submitted proposed budget. CFO Keplinger noted the changes as stated in the budget assumptions.

Questions were asked and answered.

- i) Resolution 2019-08: Director Cox motioned to accept Resolution 2019-08 regarding approval of the 2020 budget. Treasurer-Secretary Dr. Campbell seconded.

Director Dr. Pruitt noted that he would like to make a friendly amendment to the budget to strike out and not include the budgeted \$3,000 payment to Axis Health System in the budget. A discussion ensued regarding Robert's Rules of Order regarding a friendly amendment and options on how to proceed with the stated motion.

Director Cox proceeded with original motion to accept Resolution 2019-08 regarding approval of the 2020 budget as presented. Upon motion seconded by Treasurer-Secretary Dr. Campbell, the motioned passed with four votes in favor, one against.

- ii) Resolution 2019-09: Treasurer-Secretary Dr. Campbell motioned to accept Resolution 2019-09 to set mill levies. Upon motion seconded by Director Daniels, the Board unanimously adopted said resolution.
- iii) Resolution 2019-10: Director Daniels motioned to accept Resolution 2019-10 regarding appropriation of funds. Upon motion seconded by Director Cox, the Board unanimously adopted said resolution.
- iv) Resolution 2019-11: Director Daniels motioned to accept Resolution 2019-11 regarding authorizing online notice of public meetings. Upon motion seconded by Treasurer-Secretary Dr. Campbell, the Board unanimously adopted said resolution.

## 6) **CONSENT AGENDA**

Secretary-Treasurer Dr. Campbell motioned to approve the noted Board member absences, the minutes of the regular meeting of 10/15/2019, the Medical Staff report recommendations for new or renewal of provider privileges, and notice of USJHSD Board's regular meeting schedule for 2020.

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

Chair Schulte noted that the Board will be meeting on the third Tuesday in January 2020, which is one week earlier than typically scheduled.

Chair Schulte further noted that the regular meeting for December is scheduled for December 17, 2019, and that the last two December meetings have been cancelled due to weather or Board member absences. Chair Schulte then inquired of the Board if members felt it necessary to have a December meeting and who would be able to attend the scheduled meeting in December. A discussion ensued. The Board unanimously agreed to hold the scheduled December 17<sup>th</sup> meeting as scheduled and confirmed there will be a quorum present.

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 6:55 p.m. MDT.

Respectfully submitted by:

Heather Thomas, serving as Clerk of the Board