

PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES
Monday, November 19, 2007

Attendance: Board: Helen Spence, Dave Bristol, Bob Wilson. Frank Wagner and Denny Holmes excused.
 Staff: Jessi Clark, Shannon Currier, Dr. Rollins, Rene Castillo (17:25).
 Other: No audience present.

Meeting called to order at 17:19 by Helen Spence, President.

1. EXECUTIVE SESSION

- **Resolution 1:** Be it resolved that the Board of Directors go into Executive Session for discussion of personnel matter per statue C.R.S. Section 24-6-402(4)(f) at 17:19. Bob Wilson motioned and Dave Bristol seconded. Motion carried unanimously.
- Meeting reconvened at 17:26.

2. MINUTES

October 15, 2007 Regular Meeting

- **Resolution 2:** Be it resolved that the Minutes of the October 15, 2007, regular meeting be approved as corrected. Dave Bristol motioned and Bob Wilson seconded. Motion carried unanimously.

3. CLINIC CONSULTANT REPORT

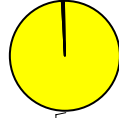
- Presented by Jessi. The Medicare fee schedule still has not been posted. It is rumored to be anywhere from no change to a decrease of 9.9%.
- There was a national test for claims using the new NPI numbers. Everyone who uses Medical Manager failed. We use Medical Manager and it is being corrected.
- The write-offs are huge this month. Part of the reason is due to the large number of Medicare patients in the area that have Secure Horizons and Humana Gold. Part of the write-offs are due to the number of people sent to collections. Part is due to the increase in fee schedule from a couple of months ago. It is now catching up. There are been several specific claims that were finally settled with large write-offs.
- Secure Horizons is going to discontinue their product in this area next year.

4. CONSULTANT CPA REPORT

- Financial Report

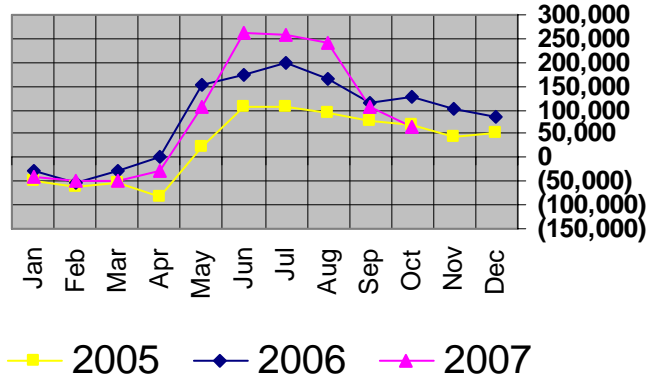
				October, 2007				
	Charges	Write Offs Misc. Inc.	Gross Profit		Operating Expense	Net Ordinary Income	Other Income/Exp	Net Income/(Loss)
Clinic	40,515.25	(16,185.66)	24,329.59		(81,298.15)	(56,968.56)	-	(56,968.56)
Mesa Clinic	-	-	-		(530.00)	(530.00)	-	(530.00)
Construction	-	-	-		-	-	-	-
Grant	-	-	-		-	-	-	-
Administration	1,204.90	-	1,204.90		-	1,204.90	12,681.94	13,886.84
Subtotal	41,720.15	(16,185.66)	25,534.49		(81,828.15)	(56,293.66)	12,681.94	(43,611.72)
Comm in Action	-	-	-		(49.80)	(49.80)	0.34	(49.46)
Total	<u>41,720.15</u>	<u>(16,185.66)</u>	<u>25,534.49</u>		<u>(81,877.95)</u>	<u>(56,343.46)</u>	<u>12,682.28</u>	<u>(43,661.18)</u>

**Property Tax Status
as of October 31, 2007
\$3,677**

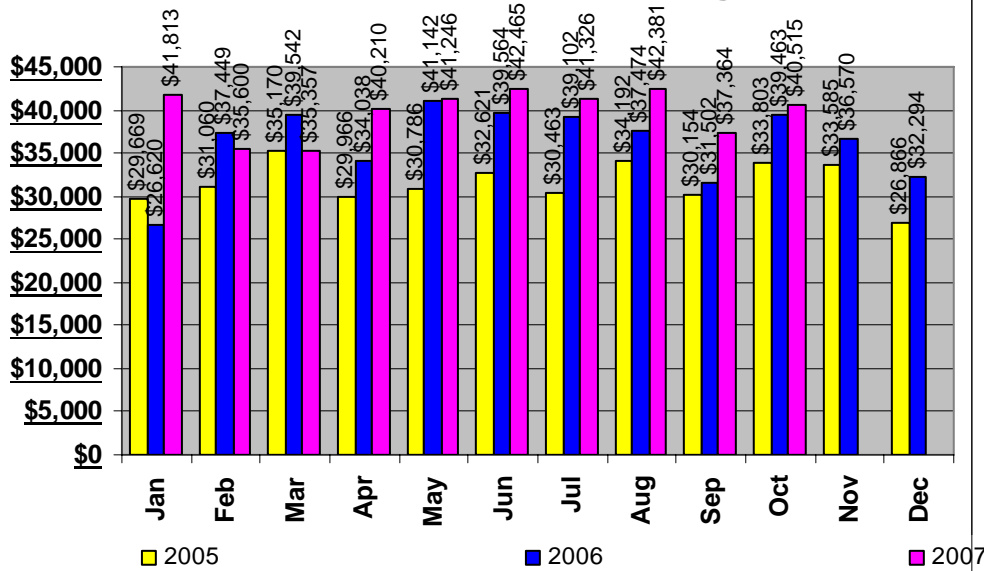


- Received this year
- Anticipated Receipts

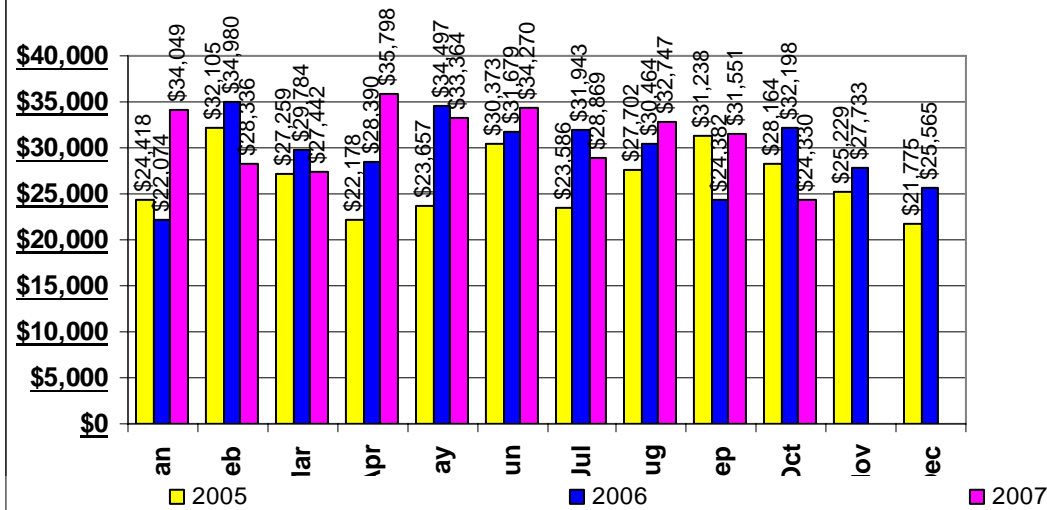
**Plateau Valley Hospital District
Year-to-Date
Net Income/(Loss)**



**Plateau Valley Hospital District
Medical Clinic - Gross Billings**



Plateau Valley Hospital District Medical Clinic - Net Billings



- **Resolution 3:** Be it resolved that the accounts payable & payroll checks (#45742-45811) are approved. Dave Bristol motioned and Bob Wilson seconded. Motion carried unanimously.
- **Resolution 4:** Be it resolved that the Board of Directors approves the October write-offs in the amount of \$16,185.66. Bob Wilson motioned and Dave Bristol seconded. Motion carried unanimously.
- Budget Hearing – There was no audience in attendance. Board reviewed revised budget.
- The issue with the Medicare and Social Security withholdings was discussed in light of more research on whose responsibility it is to pay the deficit.
- **Resolution 5:** Be it resolved that the Board of Directors approves that the District will take responsibility for the payroll withholding error and all amounts owed. Bob Wilson motioned and Dave Bristol seconded. Motion carried unanimously.
- The mill levy and budget must be certified by December 15. It was decided to move the regular meeting up a week instead of adding a special meeting. The December regular meeting will be December 10, 2007 at 5:20PM.

5. ENVIRONMENTAL SERVICES

- **Resolution 6:** Be it resolved that the Board of Directors accepts the PNCl bid for the porch roof repair. Dave Bristol motioned and Bob Wilson seconded. Motion carried unanimously.
- **Resolution 7:** Be it resolved that the Board of Directors approves the cost of new fire extinguishers. Bob Wilson motioned and Dave Bristol seconded. Motion carried unanimously.
- We need to be thinking what still needs to be ordered for the Mesa Clinic. There was also discussion of what to do with the Community in Action office. The carpets in Anita's room, Jessi's office, Luann's room, and the CIA room need replaced. Rene will look for samples and cost.

6. OLD BUSINESS

- Mesa Clinic Progress Report – Jessi did not receive an answer from Golden Villa on the progress. There was discussion of the drip system for landscaping and how far to extend it. A decision was deferred until other members could be present.

7. CLINIC REPORT

**2007
Census**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Year to Date
Total Dr Appt	352	308	307	312	321	324	309	332	292	317			3174
# Days	22	20	22	21	21	21	21	23	19	23			213
Ave/Day	16.00	15.40	13.95	14.86	15.29	15.43	14.71	14.43	15.37	13.78	#####	####	14.90
Lab/Inj	109	60	74	80	87	93	98	92	77	83			853
Pharm	27	27	25	23	20	17	22	19	27	27			234
AH Pharm	0	1	1	0	0	0	0	1	1	1			5
After Hours	8	15	7	26	23	29	18	20	19	12			177
Other	11	20	18	13	10	18	7	15	9	13			134
Paged Calls	85	71	71	86	117	87	102	86	79	75			859
Clinic New Pt	23	36	32	20	17	23	20	23	21	21			236
Clinic 1X Pt	8	5	1	7	4	6	11	9	13	9			73

- Physician Report – The EMR is working well. The staff will probably need to do a half day training to work on the office flow. The District needs to come up with a plan for when the physician on duty is sick and the other physician can not cover for them. We have been lucky so far as to not need it.
- Office Manager Report
 Sign Insurance – The sign is not covered since it is not attached to the building. We can add it for an addition cost.
 Christmas Gifts – There was discussion that the Board needs to decide what they want to do for the staff. The decision was deferred to the December meeting.
 Planning Committee – It was decided to wait until after the first of the year to have the next meeting.
 Volunteer Insurance – We hold the policy for the Community in Action group. It was decided to leave it in effect for now.

8. NOVEMBER EVALUATION / RAISES

- Annual: Jessi Clark
 - 3 Month: None
- Deferred until the December meeting.

9. OTHER

- New patient policy – There has been confusion within the community on who we are accepting. It was suggested that an explanation of who and why be included in the next newsletter. It was also suggested to include information on new employees in the newsletter.
- There was discussion on work flow and delegation so that no one gets overwhelmed and each person is focused on what their job is.

Meeting adjourned at 19:30.

Respectfully submitted,

Jessi Clark, secretary to the Board