

PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES

Tuesday, August 20, 2024

Attendance: Board: Mike Simons, Robert Hassell.& John Polhemus.
 Staff & Consultants: Shannon Currier, Jessi Clark, Manda Schowalter & Beth Hedstrom.

MEETING CALLED TO ORDER AT 1720 BY MIKE SIMONS, SECRETARY/TREASURER.

1. ROLL CALL: Steve Bryson and Don Mease absent.
 - **Motion 1:** John Polhemus motioned that the Board of Directors excuse both Steve Bryson and Don Mease from the meeting. Robert Hassell seconded. Motion carried unanimously.

2. MINUTES
 July 16, 2024 Regular Meeting
 - **Motion 2:** John Polhemus motioned that the Board of Directors approves the minutes of the July 16, 2024 regular meeting as presented. Robert Hassell seconded. Motion carried unanimously.

3. CLINIC CONSULTANT REPORT
 Nothing reported.

4. CONSULTANT CPA REPORT
 Financial Report
 The financial statements were given to the Board prior to the meeting to review. Questions that arose from their reviews were answered. Information was also presented on the budget to actual numbers in the revenue categories. Information was presented on maturing CDs, money in the investment account and options on what to do with it.
 - **Motion 3:** John Polhemus motioned that the Board of Directors approves putting \$245,000 each in a 1 year, 2 year and 3 year option presented with the remaining balance going into the Federal Home Loan Bank agency bond. Robert Hassell seconded. Motion carried unanimously.
 - **Motion 4:** John Polhemus motioned that the Board of Directors approves the payroll, accounts payable checks (#55505-55526) and ACH transactions and the July contractual adjustments in the amount of \$20,935.58. Robert Hassell seconded. Motion carried unanimously.

5. ENVIRONMENTAL SERVICES
 There was discussion of getting under sink hot water heaters for the Mesa Clinic. It was decided that was the better option over the large expense to replace the hot water heater and adding a recirculation pump.

6. NEW BUSINESS
 Nothing reported.

7. CLINIC REPORT
 Census

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Total Dr Appt	88	52	86	50	85	86	85						532
Dr # Days	10.0	6.0	9.0	6.5	10.5	9.0	9.0						60
Dr Ave/Day	9.70	10.33	10.56	9.08	9.14	10.67	10.78	####	####	####	####	####	10.03
Dr phone	9	10	9	9	11	10	12						70
FNP Appt	107	115	96	104	95	110	123						750
FNP Day	17.0	18.0	16.0	17.5	15.0	13.5	16.5						113.5
FNP Ave/Day	7.82	7.39	7.06	7.49	7.13	9.41	8.18	####	####	####	####	####	7.74
FNP phone	26	18	17	27	12	17	12						129
Lab/Inj	62	53	54	58	39	55	60						381

Pharm	0	0	0	0	0	0	0						0
AH Pharm	0	0	0	0	0	0	0						0
After Hours	3	1	0	0	0	0	0						4
Other	1	1	0	0	1	0	0						3
Paged Calls	17	10	20	15	25	25	14						126
Clinic New Pt	2	4	0	4	4	6	13						33
Clinic 1X Pt	0	0	0	0	0	1	0						1
Recept calls							718						718
MA calls							558						558
Counter							274						274
M - Dr Appt	7	13	13	4	13	10	11						71
M - # Days	1	1	1	0.5	1.5	1	1						7
M - Ave/ day	7.00	14.00	13.00	8.00	8.67	10.00	12.00	####	####	####	####	####	10.43
M - DR phone	0	1	0	0	0	0	1						2
M - FNP appt	67	68	50	86	54	61	77						463
M - FNP # day	12.0	11.0	10.5	13.5	10.0	8.5	11.0						77
M - FNP ave/da	5.83	6.45	5.33	6.74	6.10	7.88	7.91	####	####	####	####	####	6.58
M - FNP phone	3	3	6	5	7	6	10						40
M - MA appt	18	20	19	13	15	20	28						133
M - AH	0	0	0	0	0	0	0						0
M - Pharm	0	0	0	0	0	0	0						0
M - Other	0	0	0	0	0	0	0						0
M - New Pt	4	0	2	7	2	1	3						19
M - 1 X Pt	0	0	0	0	0	0	0						0
M - Recept calls							314						314
M - MA calls							260						260
M - Counter							68						68

Collbran Clinic

2024	EW pt	EW days	EW ave	BH pt	BH days	BH ave	DB pt	DB days	DB ave
Jan	97	10	9.70	86	10	8.60	40	7	5.71
Feb	62	6	10.33	84	10.5	8.00	49	7.5	6.53
Mar	95	9	10.56	75	10	7.50	38	6	6.33
Apr	59	6.5	9.08	88	12	7.33	38	5.5	6.91
May	96	10.5	9.14	62	7.5	8.27	45	7.5	6.00
Jun	96	9	10.67	87	9	9.67	40	4.5	8.89
Jul	97	9	10.78	77	9.5	8.11	58	7	8.29
Aug			#DIV/0!			#DIV/0!			#DIV/0!
Sep			#DIV/0!			#DIV/0!			#DIV/0!
Oct			#DIV/0!			#DIV/0!			#DIV/0!
Nov			#DIV/0!			#DIV/0!			#DIV/0!
Dec			#DIV/0!			#DIV/0!			#DIV/0!

Totals										
	602	60	10.03		559	68.5	8.16	308	45	6.84
Mesa Clinic										
2024	EW pt	EW days	EW ave	BH pt	BH days	BH ave	DB pt	DB days	DB ave	
Jan	7	1	7.00	6	1	6.00	64	11.00	5.82	
Feb	14	1	14.00	10	1.5	6.67	61	9.50	6.42	
Mar	13	1	13.00	8	1	8.00	55	10.50	5.24	
Apr	4	0.5	8.00	9	1	9.00	82	12.50	6.56	
May	13	1.5	8.67	4	0.5	8.00	57	9.50	6.00	
Jun	10	1	10.00	11	1	11.00	56	7.50	7.47	
Jul			#DIV/0!			#DIV/0!			#DIV/0!	
Aug			#DIV/0!			#DIV/0!			#DIV/0!	
Sep			#DIV/0!			#DIV/0!			#DIV/0!	
Oct			#DIV/0!			#DIV/0!			#DIV/0!	
Nov			#DIV/0!			#DIV/0!			#DIV/0!	
Dec			#DIV/0!			#DIV/0!			#DIV/0!	
Totals	61	6	10.17	48	6	8.00			#DIV/0!	

	Mon	Tues	Wed	Thur	Fri	
July	17.40	13.40	15.80	14.67	11.25	2 clinics/2 providers
August						1 clinic/2 providers
Sept						1 clinic/ 1 provider
Oct						
Nov						
Dec						

- Provider Report. – Nothing presented.
- District Administrator Report
 - Provider recognition – there was discussion of Dr. Woodyard's 30th anniversary.
 - **Motion 5:** Robert Hassell motioned that the Board of Directors have a custom jewelry set done for Dr. Woodard's 30-year anniversary. John Polhemus seconded. Motion carried unanimously.
 - Staff Title – there was discussion of adding the title of Lead Medical Assistant to one of the medical assistants and giving them some additional job responsibilities. A job description is in progress.

8. OLD BUSINESS

- Land Acquisition Committee – The landowners sent a letter of intent to purchase the property. Jessi will send it to the attorney to look at and give feedback.
- X-ray Upgrade – Jessi recommended continuing with the same company we currently use and upgrading the processing system with them. We have been pleased with the old system and it is financially beneficial.
 - **Motion 6:** Robert Hassell motioned that the Board of Directors approves the expense to upgrade the x-ray processing equipment with iCRCo. John Polhemus seconded. Motion carried unanimously.
- Signage – A portion of the signs are in production. We are finalizing Building B as there has been some additional tenants.
- Mission Statement – The staff submissions were handed out. The board will review them. Then next steps will be determined at the next meeting.

9. AUGUST EVALUATION / RAISES

- Annual: None
- 3 Month: None

- **Motion 7:** John Polhemus motioned that the Board of Directors adjourn the meeting at 1834. Robert Hassell seconded. Motion carried unanimously.

Respectfully submitted,

Jessi Clark, District Administrator