

**PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES**  
 Tuesday, October 15, 2024

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

MEETING CALLED TO ORDER AT 1719 BY STEVE BRYSON, PRESIDENT.

1. ROLL CALL: All present.
2. MINUTES  
 September 17, 2024, Regular Meeting
  - **Motion 1:** Mike Simons motioned that the Board of Directors approves the minutes of the September 17, 2024, regular meeting as presented. John Polhemus seconded. Motion carried unanimously.
3. CLINIC CONSULTANT REPORT  
 Debbie is tracking a bill about Medicare payments for virtual visits. If approved, they will stop paying for them and other payors will likely follow. She will keep us updated.
4. CONSULTANT CPA REPORT  
 Financial Report – The report was emailed prior to the meeting for review. There was a question on the increase in health insurance costs. Jessi will break it out into further detail for the future. The budget to actual was reviewed.
  - **Motion 2:** John Polhemus motioned that the Board of Directors approves the payroll, accounts payable checks and ACH transactions (#55544-55562) and the September write-offs in the amount of \$17,953.27. Robert Hassell seconded. Motion carried unanimously.
 Preliminary Budget was presented to the Board of Directors. There was discussion of what changes were needed.
5. ENVIRONMENTAL SERVICES  
 The hot water heaters will be installed tomorrow.
6. NEW BUSINESS  
 Nothing presented.

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	91	90				713
Dr # Days	10.0	6.0	9.0	6.5	10.5	9.0	9.0	9.0	9.0				78
Dr Ave/Day	9.70	10.33	10.56	9.08	9.14	10.67	10.78	10.78	10.67	####	####	####	10.19
Dr phone	9	10	9	9	11	10	12	6	6				82
FNP Appt	107	115	96	104	95	110	123	115	99				964
FNP Day	17.0	18.0	16.0	17.5	15.0	13.5	16.5	17.0	15.0				145.5
FNP Ave/Day	7.82	7.39	7.06	7.49	7.13	9.41	8.18	7.94	7.60	####	####	####	7.75
FNP phone	26	18	17	27	12	17	12	20	15				164
Lab/Inj	62	53	54	58	39	55	60	53	58				492
Pharm	0	0	0	0	0	0	0	1	0				1
AH Pharm	0	0	0	0	0	0	0	0	0				0
After Hours	3	1	0	0	0	0	0	0	1				5
Other	1	1	0	0	1	0	0	2	5				10
Paged Calls	17	10	20	15	25	25	14	15					141

Clinic New Pt	2	4	0	4	4	6	13	3	10				46
Clinic 1X Pt	0	0	0	0	0	1	0	0	2				3
Recept calls							718	763	661				2142
MA calls							558	522	425				1505
Counter							274	211	158				643
M - Dr Appt	7	13	13	4	13	10	11	5	10				86
M - # Days	1	1	1	0.5	1.5	1	1	1.5	1				9.5
M - Ave/ day	7.00	14.00	13.00	8.00	8.67	10.00	12.00	3.33	11.00	####	####	####	9.37
M - DR phone	0	1	0	0	0	0	1	0	1				3
M - FNP appt	67	68	50	86	54	61	77	88	70				621
M - FNP # day	12.0	11.0	10.5	13.5	10.0	8.5	11.0	11.5	11.0				99
M - FNP ave/da	5.83	6.45	5.33	6.74	6.10	7.88	7.91	7.91	6.91	####	####	####	6.77
M - FNP phone	3	3	6	5	7	6	10	3	6				49
M - MA appt	18	20	19	13	15	20	28	23	26				182
M - AH	0	0	0	0	0	0	0	0	0				0
M - Pharm	0	0	0	0	0	0	0	0	0				0
M - Other	0	0	0	0	0	0	0	0	0				0
M - New Pt	4	0	2	7	2	1	3	5	2				26
M - 1 X Pt	0	0	0	0	0	0	0	1	0				1
M - Recept calls							314	351	365				1030
M - MA calls							260	223	214				697
M - Counter							68	51	45				164

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	97	9	10.78		98	10.5	9.33	34	6.5	5.23
Sep	96	9	10.67		78	9	8.67	36	6	6.00
Oct			#DIV/0!				#DIV/0!			#DIV/0!
Nov			#DIV/0!				#DIV/0!			#DIV/0!
Dec			#DIV/0!				#DIV/0!			#DIV/0!
Totals	795	78	10.19		735	88	8.35	378	57.5	6.57

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	5	1.5	3.33		9	1	9.00		81	10.50	7.71
Aug	11	1	11.00		8	1	8.00		68	10.00	6.80
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	77	8.5	9.06		65	8	8.13				#DIV/0!

	Mon	Tues	Wed	Thur	Fri	
July	17.40	13.40	15.80	14.67	11.25	2 clinics/2 providers
August	14.40	18.00	14.25	14.40	11.00	1 clinic/2 providers
Sept	12.20	14.50	14.00	18.75	10.75	1 clinic/ 1 provider

- Provider Report.- Nothing presented.
- District Administrator Report
  - Computers – A proposal was presented for the computers for this year's round of replacements. There was also discussion of the Mesa internet provider.
    - **Motion 3:** Mike Simons motioned that the Board of Directors approves switching the Mesa Clinic to Starlink. John Polhemus seconded. Motion carried unanimously.
    - **Motion 4:** Mike Simons motioned that the Board of Directors approves the proposal for the computers from ITS. Don Mease seconded. Motion carried unanimously.
  - Insurance renewal deductible amounts - The deductible amounts and corresponding premiums were reviewed. The District will renew with the same deductibles it already uses.
  - End of year business - There was discussion of moving the December meeting to December 10 at the normal time and place. There was also discussion of a Christmas party. Jessi will contract the previous venue and schedule it.
  - Wage Scale – There was discussion of the wage scale and whether any changes are needed. It was decided that the wage scale will remain the same with one change.
    - **Motion 5:** Mike Simons motioned that the Board of Directors approves changing the Clinic Coordinator scale to have the first year rate be \$25 with the rest of the steps following the current step changes to be effective to the beginning of the current pay period. John Polhemus seconded. Motion carried unanimously.
  - Continuing Medical Education line item – There was discussion of why the amounts are low at times and higher later. Jessi explained that it is actually being utilized and that it depended on when those classes are occurring. It will fluctuate from throughout the year and also year to year.

#### 8. OLD BUSINESS

- Land Acquisition Committee – The discussion occurred during the budget hearing and centered around amounts to be budgeted for acquisition.
- X-ray Upgrade – The new system has been ordered and is being shipped.
- Signage – The signs are being made and they are working on their installation schedule.
- Mission Statement – The staff is going to be working on this in the new year.

9. OCTOBER EVALUATION / RAISES

- Annual: Gregory, Latham
- 3 Month: None
- **Motion 6:** Mike Simons motioned that the board of directors accepts the evaluations of the employees and approves the annual raises applicable. Don Mease seconded. Motion carried unanimously.
  
- **Motion 7:** John Polhemus motioned that the Board of Directors adjourn the meeting at 1839. Robert Hassell seconded. Motion carried unanimously.

Respectfully submitted,

Jessi Clark, District Administrator