

PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES
 Tuesday, January 21, 2025

Attendance: Board: Steve Bryson, Robert Hassell & John Polhemus.
 Staff & Consultants: Shannon Currier, Jessi Clark & Beth Hedstrom.

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

1. ROLL CALL: Don Mease and Mike Simons are absent.
 - **Motion 1:** Robert Hassell motioned that the Board of Directors excuse both Don Mease and Mike Simons from the meeting. John Polhemus seconded. Motion carried unanimously.
2. MINUTES
 December 10, 2024, Regular Meeting
 - **Motion 2:** John Polhemus motioned that the Board of Directors approve the minutes of the December 10, 2024 regular meeting with the corrected check numbers. Robert Hassell seconded. Motion carried unanimously.
3. CLINIC CONSULTANT REPORT
 Jessi will have a conversation with the billing office about the amount of accounts receivable from the old Greenway system and whether it is collectable.
4. CONSULTANT CPA REPORT
 Financial Report – the budget to actual for 2024 was reviewed.
 - **Motion 3:** John Polhemus motioned that the Board of Directors approves the December payroll, ACH transactions and checks (#55683-55713) and the December contractual adjustments in the amount of \$21,203.88. Robert Hassell seconded. Motion carried unanimously.
5. ENVIRONMENTAL SERVICES
 Nothing presented.
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	67	65	84	929
Dr # Days	10.0	6.0	9.0	6.5	10.5	9.0	9.0	9.0	9.0	5.0	7.0	12.0	102
Dr Ave/Day	9.70	10.33	10.56	9.08	9.14	10.67	10.78	10.78	10.67	14.40	10.29	7.42	10.08
Dr phone	9	10	9	9	11	10	12	6	6	5	7	5	99
FNP Appt	107	115	96	104	95	110	123	115	99	130	79	59	1232
FNP Day	17.0	18.0	16.0	17.5	15.0	13.5	16.5	17.0	15.0	21.0	12.5	12.0	191.0
FNP Ave/Day	7.82	7.39	7.06	7.49	7.13	9.41	8.18	7.94	7.60	7.14	7.04	5.58	7.50
FNP phone	26	18	17	27	12	17	12	20	15	20	9	8	201
Lab/Inj	62	53	54	58	39	55	60	53	58	65	48	43	648
Pharm	0	0	0	0	0	0	0	1	0	1	0	4	6
AH Pharm	0	0	0	0	0	0	0	0	0	0	0	0	0
After Hours	3	1	0	0	0	0	0	0	1	1	3	2	11
Other	1	1	0	0	1	0	0	2	5	0	0	0	10
Paged Calls	17	10	20	15	25	25	14	15	28	10	10		189

Clinic New Pt	2	4	0	4	4	6	13	3	10	7	3	7	63
Clinic 1X Pt	0	0	0	0	0	1	0	0	2	0	1	0	4
Recept calls							718	763	661	827	686	762	4417
MA calls							558	522	425	507	514	481	3007
Counter							274	211	158	190	155	140	1128
M - Dr Appt	7	13	13	4	13	10	11	5	10	10	7	5	108
M - # Days	1	1	1	0.5	1.5	1	1	1.5	1	1	0.5	1	12
M - Ave/ day	7.00	14.00	13.00	8.00	8.67	10.00	12.00	3.33	11.00	11.00	14.00	5.00	9.33
M - DR phone	0	1	0	0	0	0	1	0	1	1	0	0	4
M - FNP appt	67	68	50	86	54	61	77	88	70	56	51	60	788
M - FNP # day	12.0	11.0	10.5	13.5	10.0	8.5	11.0	11.5	11.0	11.0	8.5	12.5	131
M - FNP ave/da	5.83	6.45	5.33	6.74	6.10	7.88	7.91	7.91	6.91	5.91	7.41	5.36	6.60
M - FNP phone	3	3	6	5	7	6	10	3	6	9	12	7	77
M - MA appt	18	20	19	13	15	20	28	23	26	32	13	17	244
M - AH	0	0	0	0	0	0	0	0	0	0	0	0	0
M - Pharm	0	0	0	0	0	0	0	0	0	0	0	0	0
M - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
M - New Pt	4	0	2	7	2	1	3	5	2	2	4	3	35
M - 1 X Pt	0	0	0	0	0	0	0	1	0	0	1	0	2
M - Recept calls							314	351	365	378	276	277	1961
M - MA calls							260	223	214	279	204	350	1530
M - Counter							68	51	45	45	32	45	286

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	72	5	14.40	93	12.5	7.44	57	8.5	6.71
Nov	72	7	10.29	62	9	6.89	16	3.5	4.57
Dec	89	12	7.42	45	7	6.43	22	5	4.40
Totals	1,028	102	10.08	935	116.5	8.03	473	74.5	6.35

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	11	1	11.00	4	0.5	8.00	83	10.50	7.90
Aug	5	1.5	3.33	9	1	9.00	81	10.50	7.71
Sep	11	1	11.00	8	1	8.00	68	10.00	6.80
Oct	11	1	11.00	9	1.5	6.00	56	9.50	5.89
Nov	7	0.5	14.00	8	1	8.00	55	7.50	7.33
Dec	5	1	5.00	8	1	8.00	59	11.50	5.13
Totals	111	12	9.25	94	12	7.83	777	120.00	6.48

	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
Oct	8.25	11.40	17.20	12.80	9.00	
Nov	14.75	12.00	10.80	16.33	11.75	
Dec	15.60	9.78	13.33	9.50	8.25	

- Provider Report – Nothing presented.
- District Administrator Report
 - Annual board posting information - There was discussion of where to post the agenda.
 - **Motion 4:** John Polhemus motioned that the Board of Directors continue to post the agenda on the District's website, with the Collbran Clinic lobby as the back-up posting place. Robert Hassell seconded. Motion carried unanimously.
 - Election – There are three positions up for re-election. A Designated Election Official (DEO) needs to be appointed.
 - **Motion 5:** Robert Hassell motioned that the Board of Directors approves the resolution naming Jessi Clark as the DEO. John Polhemus seconded. Motion carried unanimously.
 - Retirement Plan – The annual meeting with CRA occurred this month. They offered to meet with the Board to discuss matching contributions if the Board wanted to. It was decided that they did not want to match at this time.
 - District Administrator reviews – Several samples of review paperwork were handed out for the next review. There was discussion that an annual raise was not discussed last month.
 - **Motion 6:** John Polhemus motioned that the Board of Directors use the CPI for the raise and make it retroactive to January 1, 2025. Robert Hassell seconded. Motion carried unanimously.

8. OLD BUSINESS

- Land Acquisition Committee – Two board members and Jessi met with the person at FCI that was the super for the Collbran Clinic. He gave information to help give us the ability to start to budget for a new clinic in Mesa. The information will also give us the ability to submit a request for proposals when the time comes.
- X-ray Upgrade – We will probably need to get a separate, temporary internet service for the x-ray. The IT group is looking into the most cost-effective option.
- Signage – Most of the signs have been installed. It is not known when the remainder are scheduled for.

9. JANUARY EVALUATION / RAISES

- Annual: None
- 3 Month: None

- **Motion 7:** John Polhemus motioned that the Board of Directors adjourn the meeting at 1804. Robert Hassell seconded. Motion carried unanimously.

Respectfully submitted,

Jessi Clark, District Administrator