

PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES

Tuesday, June 17, 2025

Attendance: Board: Steve Bryson, Don Mease, Mike Simons & Robert Hassell.
Staff & Consultants: Shannon Currier, Jessi Clark & Dr. Woodyard.
Others: Marsha Encke

MEETING CALLED TO ORDER AT 1718 BY STEVE BRYSON, BOARD PRESIDENT.

1. ROLL CALL: All present.
2. BOARD VACANCY – The Board of Directors spoke with Marsha Encke about her interest in filling the vacant position.
 - **Motion 1:** Mike Simons motioned that the Board of Directors appoints Marsha Encke to the vacant position. Don Mease seconded. Motion carried unanimously.
3. AUDIT PRESENTATION – auditors not present so the audit will be emailed to the Board on Wednesday for their review. Jessi will contact and reschedule the presentation.
4. MINUTES
April 15, 2025, Regular Meeting
 - **Motion 2:** Robert Hassell motioned that the Board of Directors approves the minutes of the April 17, 2025 regular meeting as presented. Mike Simons seconded. Motion carried unanimously.
5. CLINIC CONSULTANT REPORT
There was discussion of the old balances from the Greenway system.
 - **Motion 3:** Robert Hassell motioned that the Board of Directors approves writing off the old Greenway system balances. Don Mease seconded. Motion carried unanimously.
6. CONSULTANT CPA REPORT
Financial Report – The complete financial report was emailed to the board members earlier. No questions were raised. The budget to actual was reviewed. There was discussion of whether to invest any money or not.
 - **Motion 4:** Mike Simons motioned that the Board of Directors approves the February payroll, ACH transactions and checks (#55734-55754) and the contractual adjustments in the amount of \$14,631.24. Don Mease seconded. Motion carried unanimously.
 - **Motion 5:** Robert Hassell motioned that the Board of Directors approves the March payroll, ACH transactions and checks (#55755-55765) and the contractual adjustments in the amount of \$31,172.48. Mike Simons seconded. Motion carried unanimously.
 - **Motion 6:** Don Mease motioned that the Board of Directors approves the April payroll, ACH transactions and checks (#55766-55778) and the contractual adjustments in the amount of \$18,889.23. Robert Hassell seconded. Motion carried unanimously.
 - **Motion 7:** Mike Simons motioned that the Board of Directors approves the May payroll, ACH transactions and checks (#55779-55791) and the contractual adjustments in the amount of \$21,315.03. Don Mease seconded. Motion carried unanimously.
7. ENVIRONMENTAL SERVICES
There was discussion about landscaping and restoring it to its original state.
 - **Motion 8:** Robert Hassell motioned that the Board of Directors approve the landscaping proposal from Dan Moebius. Don Mease seconded. Motion carried 4-1.
8. NEW BUSINESS
Nothing reported.

9. CLINIC REPORT

Census

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Total Dr Appt	68	57	74	82	91								372
Dr # Days	7.0	6.5	7.0	9.0	10.5								40
Dr Ave/Day	10.57	11.38	11.43	9.89	8.95	####	####	####	####	####	####	####	10.28
Dr phone	6	17	6	7	3								39
FNP Appt	103	126	88	97	64								478
FNP Day	17.5	17.5	14.0	17.0	13.5								79.5
FNP Ave/Day	6.97	8.23	7.86	6.06	5.63	####	####	####	####	####	####	####	6.98
FNP phone	19	18	22	6	12								77
Lab/Inj	62	54	55	51	48								270
Pharm	0	1	0	0	2								3
AH Pharm	0	0	0	0	0								0
After Hours	0	0	0	3	3								6
Other	1	0	2	0	0								3
Paged Calls	10	20	11	10	18								69
Clinic New Pt	7	11	1	1	6								26
Clinic 1X Pt	0	0	0	0	0								0
Recept calls	771	681	805	813	731								3801
MA calls	657		574	503	508								2242
Counter	169	145	169	194	169								846
M - Dr Appt	11	7	9	7	12								46
M - # Days	1	0.5	1	1	1.5								5
M - Ave/ day	12.00	16.00	10.00	9.00	9.33	####	####	####	####	####	####	####	10.60
M - DR phone	1	1	1	2	2								7
M - FNP appt	69	54	51	62	59								295
M - FNP # day	10.5	9.5	8.5	12.0	11.5								52
M - FNP ave/da	7.62	6.32	6.71	5.67	6.00	####	####	####	####	####	####	####	6.42
M - FNP phone	11	6	6	6	10								39
M - MA appt	23	16	19	18	10								86
M - AH	0	0	0	0	0								0
M - Pharm	0	0	0	2	0								2
M - Other	0	0	0	0	0								0
M - New Pt	1	3	2	4	3								13
M - 1 X Pt	0	0	0	0	0								0
M - Recept calls	254	320	330	305	297								1506
M - MA calls	329	199	225	242	274								1269
M - Counter	54	42	49	46	36								227

Collbran Clinic

2025	EW pt	EW days	EW ave	BH pt	BH days	BH ave	DB pt	DB days	DB ave
Jan	76	7	10.86	73	10.5	6.95	49	7	7.00
Feb	74	6.5	11.38	102	11.5	8.87	42	6	7.00
Mar	80	7	11.43	66	9	7.33	44	5	8.80
Apr	89	9	9.89	65	10	6.50	38	7	5.43
May	94	10.5	8.95	46	8	5.75	30	5.5	5.45
Jun			#DIV/0!			#DIV/0!			#DIV/0!
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	413	40	10.33	352	49	7.18	203	30.5	6.66
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Mesa Clinic

2025	EW pt	EW days	EW ave	BH pt	BH days	BH ave	DB pt	DB days	DB ave
Jan	12	1	12.00	9	1.5	6.00	71	9.00	7.89
Feb	8	0.5	16.00	8	1.5	5.33	52	8.00	6.50
Mar	10	1	10.00	5	1	5.00	52	7.50	6.93
Apr	9	1	9.00	3	1	3.00	65	11.00	5.91
May	14	1.5	9.33	6	1	6.00	63	10.50	6.00
Jun			#DIV/0!			#DIV/0!			#DIV/0!
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	53	5	10.60	31	6	5.17	303	46.00	6.59
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	Mon	Tues	Wed	Thur	Fri	
January	15.50	13.25	15.75	14.40	7.60	
February	15.75	15.00	14.00	16.00	10.75	2 clinics/2 providers
March	13.40	12.00	16.00	14.75	9.33	1 clinic/2 providers
April	13.00	10.40	12.80	15.00	9.25	1 clinic/ 1 provider
May	12.33	11.50	13.50	14.00	9.00	

- Provider Report – Nothing reported.
- District Administrator Report
 - Mesa Clinic lunch coverage – There was discussion of difficulty covering lunches with the limited staffing there and keeping a minimum number of staff in the building at all times for safety.
 - **Motion 9:** Mike Simons motioned that the Board of Directors approved closing the Mesa Clinic from 12-1 for lunches beginning September 1, 2025. Don Mease seconded. Motion carried unanimously.
 - Ice Cream Giveaway – There was discussion and planning for the ice cream give-away at the July 2 calcutta.
 - Foundation – There was discussion of an issue with windows in Building B and possible problem with the foundation. Jessi will arrange further investigation.
 - Job Roles – There was discussion of a staffing issue with employees on leave and others stepping up to fulfill the duties of those absent.
 - **Motion 10:** Mike Simons that the Board of Directors approves moving the Lead MA to the Clinic Coordinator wage scale for the next 90 days at her current service level beginning June 15, 2025. Robert Hassell seconded. Motion carried unanimously.
 - Grand Valley Power bill – Jessi gave an explanation of how the power bill works for commercial accounts after a member had requested it.

10. OLD BUSINESS

- Land Acquisition Committee – There was discussion of information from the attorney with regards to appraised value. It was decided to find out additional information from the landowner before making a decision.
- Signs – The project could potentially be completed this week.

11. JUNE EVALUATION / RAISES

- Annual: Taylor
- 3 Month: None
- **Motion 11:** Mike Simons motioned that the Board of Directors accepts the evaluation of the employee and approves the annual raise applicable. Don Mease seconded. Motion carried unanimously.
- **Motion 12:** Robert Hassell motioned that the Board of Directors adjourn the meeting at 1857. Don Mease seconded. Motion carried unanimously.

Respectfully submitted,

Jessi Clark, District Administrator