

PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES
August 16, 2022

Attendance: Board: Steve Bryson, Don Mease, Robert Hassell.& John Polhemus.
Staff & Consultants: Shannon Currier, Jessi Clark & Erika Woodyard.

MEETING CALLED TO ORDER AT 1716 BY STEVE BRYSON, PRESIDENT.

1. ROLL CALL: Mike Simons absent.
 - **Motion 1:** Don Mease motioned that the Board of Directors excuse Mike Simons from the meeting. Robert Hassell seconded. Motion carried unanimously.
2. MINUTES
Regular Meeting
 - **Motion 2:** Robert Hassell motioned that the minutes of the July 19, 2022 regular meeting be approved as presented. John Polhemus seconded. Motion carried unanimously.
3. CLINIC CONSULTANT REPORT
There was some staff turnover at the billing office which caused a disruption to our charges being billed out and the money being posted to accounts. The money was deposited in the bank at the time it was received. This will result in a gap where the money coming in will be disrupted. Debbie, the owner, will be the one that will be doing our billing instead of one of her staff.
4. CONSULTANT CPA REPORT
Financial Report – only the expenses were presented since the income has not been posted. The budget-to-actual expenses and the checks were reviewed. The money transfers and investments from the prior couple of months were also reviewed.
 - **Motion 3:** John Polhemus motion that the Board of Directors approves the payroll and accounts payable checks (#54789-54813) for July. Don Mease seconded. Motion carried unanimously.
5. ENVIRONMENTAL SERVICES
There was discussion of the difficulties in getting an asphalt company up to look at the project. Bill and Jessi will continue to make calls so we can get on the list for work to be done next year.

The truck maintenance schedule was reviewed.

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	143	154	188	157	183	194	178						1197
Dr # Days	19	18	20.5	19.5	19	19.5	18						133.5
Dr Ave/Day	10.11	9.83	10.10	9.13	10.42	10.46	10.44	####	####	#####	#####	####	10.07
Dr phone	49	23	19	21	15	10	10						147
FNP Appt	36	37	55	27	43	50	32						280
FNP Day	12	10	13	9.5	10	12	7.5						73
FNP Ave/Day	5.00	4.60	4.88	3.58	4.70	5.22	4.93	####	####	#####	#####	####	4.73
FNP phone	24	9	6	7	4	10	5						65
Lab/Inj	49	47	42	55	42	46	35						316
Pharm	7	5	6	10	4	19	10						61
AH Pharm	0	0	0	0	0	0	1						1
After Hours	2	1	3	2	2	4	4						18

Other	3	3	7	3	3	7	1						27
Paged Calls	18	17	23	17	28	27	22						152
Clinic New Pt	18	5	12	9	9	22	10						85
Clinic 1X Pt	0	0	0	0	0	0	7						7
M - Dr Appt	22	20	23	13	22	21	19						140
M - # Days	2	2	2.5	1.5	2	2.5	2						14.5
M - Ave/ day	13.50	10.50	9.20	10.00	11.50	10.00	10.50	####	####	#####	#####	####	10.69
M - DR phone	5	1	0	2	1	4	2						15
M - FNP appt	22	8	27	31	14	17	21						140
M - FNP # day	6.0	5.0	6.5	7.5	5.0	6.0	6.0						42
M - FNP ave/da	4.50	3.00	4.92	4.80	3.60	3.50	4.17	####	####	#####	#####	####	4.14
M - FNP phone	5	7	5	5	4	4	4						34
M - MA appt	15	8	15	17	4	10	12						81
M - Pharm	1	1	1	0	3	0	0						6
M - Other	0	1	0	2	0	0	0						3
M - New Pt	1	3	3	3	1	3	2						16
M - 1 X Pt	0	0	1	0	0	0	1						2

Collbran Clinic

2022	EW pt	EW days	EW ave	SR pt	SR days	SR ave	BH pt	BH days	BH ave
Jan	89	10	8.90	103	9	11.44	60	12	5.00
Feb	98	11.5	8.52	79	5.5	14.36	46	10	4.60
Mar	84	10	8.40	123	10.5	11.71	61	12.5	4.88
Apr	64	7	9.14	84	7.5	11.20	34	9.5	3.58
May	87	9	9.67	111	10	11.10	47	10	4.70
Jun	104	10.5	9.90	100	9	11.11	60	11.5	5.22
Jul	87	9	9.67	101	9	11.22	37	7.5	4.93
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	613	67	9.15	701	60.5	11.59	345	73	4.73

Mesa Clinic

2022	EW pt	EW days	EW ave	SR pt	SR days	SR ave	BH pt	BH days	BH ave
Jan	8	2	4.00	13	2	6.50	32	6.00	5.33
Feb	13	1.5	8.67	8	0.5	16.00	15	5.00	3.00
Mar	4	1	4.00	19	1.5	12.67	32	6.50	4.92
Apr	7	1	7.00	6	0.5	12.00	31	7.50	4.13
May	10	1	10.00	13	1	13.00	18	5.00	3.60
Jun	13	1.5	8.67	12	1	12.00	21	6.00	3.50
Jul	12	2	6.00	9	1	9.00	25	6.00	4.17
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	67	10	6.70	80	7.5	10.67	174	42.00	4.14

- Provider Report – noting presented.
- District Administrator Report – everything was presented under Old Business

8. OLD BUSINESS

- Succession – Task chart from recruitment company was reviewed. Other “To do” items for Dr. Rollins retirement were discussed.
- EMR (Athena) – Jessi presented a chart of the steps in the conversion process and the progress of each step.
- Internet – No official update but someone heard the construction contract was awarded. Jessi will check.
- Employment Law Changes – No update but must be decided upon next meeting.
- Signage – two additional companies were contacted and the information is being sent to them.

9. AUGUST EVALUATION / RAISES

- Annual: None
- 3 Month: Harris
- **Motion 4:** Robert Hassell motioned that the Board of Directors accepts the evaluation of the employee and approves any applicable raise. Don Mease seconded. Motion carried unanimously.

- **Motion 5:** John Polhemus motioned that the Board of Directors adjourn the meeting at 1812. Don Mease seconded. Motion carried unanimously.

Respectfully submitted,

Jessi Clark, District Administrator