

**PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES**

Tuesday, January 16, 2024

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

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

1. ROLL CALL: Don Mease and Mike Simons absent.
  - **Motion 1:** Robert Hassell motioned that the Board of Directors excuse Don Mease from the meeting. John Polhemus seconded. Motion carried unanimously.
  - **Motion 2** John Polhemus motioned that the Board of Directors excuse Mike Simons from the meeting. Robert Hassell seconded. Motion carried unanimously.
  
2. MINUTES
  - December 19, 2023, Regular Meeting
    - **Motion 3:** Robert Hassell motioned that the Board of Directors approves the minutes of the December 19, 2023 regular meeting as presented. John Polhemus seconded. Motion carried unanimously.
  - January 9, 2024, Special Meeting
    - **Motion 4:** John Polhemus motioned that the Board of Directors approves the minutes of the January 9, 2024 special meeting as presented. Robert Hassell seconded. Motion carried unanimously.
  
3. CLINIC CONSULTANT REPORT
 

Nothing reported.
  
4. CONSULTANT CPA REPORT
 

Financial Report – the budget to actual was present for the 2023 financial year.

  - **Motion 5:** John Polhemus motioned that the Board of Directors approves the payroll and accounts payable checks (#55353-55382) and the December write-offs in the amount of \$18,921.16. Robert Hassell seconded. Motion carried unanimously.

The audit proposals were reviewed. There was also discussion of other options if this firm were to stop doing audits.

  - **Motion 6:** John Polhemus motioned that the Board of Directors accept the proposal from Blair and Associates of Cedaredge. Robert Hassell seconded. Motion carried unanimously.
  
5. ENVIRONMENTAL SERVICES
 

Nothing reported.
  
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	87	94	70	128	128	130	130	101	107	72	95	76	1218
Dr # Days	10.0	10.0	7.0	11.0	10.0	10.0	12.5	11.5	11.0	10.0	10.5	10.0	123.5
Dr Ave/Day	10.30	10.50	11.14	12.18	13.90	13.60	10.96	9.39	9.82	8.00	9.90	8.30	10.65
Dr phone	16	11	8	6	11	6	7	7	1	8	9	7	97
FNP Appt	87	69	132	71	112	94	70	142	64	98	106	78	1123
FNP Day	9.0	9.0	13.5	7.0	10.0	9.0	7.5	27.0	11.5	16.0	13.5	14.0	147.0
FNP Ave/Day	10.78	8.33	10.89	11.14	12.10	11.11	9.47	5.48	6.26	7.38	8.37	7.07	8.43
FNP phone	10	6	15	7	9	6	1	6	8	20	7	21	116
Lab/Inj	53	46	51	42	49	70	54	71	49	74	45	70	674
Pharm	3	1	0	2	2	2	3	1	0	1	1	0	16

AH Pharm	0	0	0	0	0	0	0	0	0	0	0	0	0
After Hours	2	0	1	0	0	1	0	0	1	3	4	0	12
Other	2	3	1	2	0	3	2	2	0	2	0	1	18
Paged Calls	19	16	19	23	13	20	16	21	18	13	30	16	224
Clinic New Pt	5	5	9	0	2	11	13	11	9	3	3	3	74
Clinic 1X Pt	0	1	0	0	0	1	0	0	3	1	0	0	6
M - Dr Appt	15	13	14	10	15	19	9	16	8	12	10	10	151
M - # Days	1	1	1	1	1	2	0.5	1	4	1	1.5	1	16
M - Ave/ day	15.00	14.00	14.00	11.00	15.00	10.00	18.00	17.00	2.25	13.00	7.33	11.00	9.94
M - DR phone	0	1	0	1	0	1	0	1	1	1	1	1	8
M - FNP appt	9	11	15	16	11	16	5	14	37	65	50	46	295
M - FNP # day	1.0	1.0	1.5	1.0	1.0	1.0	0.5	2.0	7.5	13.0	10.5	10.0	50
M - FNP ave/da	10.00	13.00	11.33	16.00	12.00	16.00	10.00	7.00	4.93	5.38	4.86	4.90	6.20
M - FNP phone	1	2	2	0	1	0	0	0	0	5	1	3	15
M - MA appt	9	7	4	2	8	12	2	9	14	19	16	10	112
M - AH										1			
M - Pharm	0	0	0	1	0	0	0	0	0	0	0	0	1
M - Other	1	1	0	1	0	0	0	0	0	0	0	0	3
M - New Pt	2	0	2	0	0	1	0	2	2	0	0	1	10
M - 1 X Pt	0	0	0	0	0	0	0	0	0	0	0	0	0

Collbran Clinic

2023	EW pt	EW days	EW ave	BH pt	BH days	BH ave	DB pt	DB days	DB ave	loc pt	loc days	loc ave
Jan	103	10	10.30	97	9	10.78			#DIV/0!			#DIV/0!
Feb	105	10	10.50	75	9	8.33			#DIV/0!			#DIV/0!
Mar	78	7	11.14	147	13.5	10.89			#DIV/0!			#DIV/0!
Apr	95	6.5	14.62	78	7	11.14			#DIV/0!	39	4.5	8.67
May	139	10	13.90	121	10	12.10			#DIV/0!			#DIV/0!
Jun	136	10	13.60	100	9	11.11			#DIV/0!			#DIV/0!
Jul	125	9.5	13.16	67	6.5	10.31	4	1	4.00	12	3	4.00
Aug	105	10	10.50	70	9	7.78	78	18	4.33	3	1.5	2.00
Sep	99	10	9.90	52	7	7.43	17	4.5	3.78	9	1	9.00
Oct	72	7	10.29	88	10	8.80	30	6	5.00	8	3	2.67
Nov	104	10.5	9.90	74	7	10.57	39	6.5	6.00			#DIV/0!
Dec	83	10	8.30	72	8	9.00	27	6	4.50			#DIV/0!
<b>Totals</b>	<b>1,244</b>	<b>110.5</b>	<b>11.26</b>	<b>1,041</b>	<b>105</b>	<b>9.91</b>	<b>195</b>	<b>42</b>	<b>4.64</b>	<b>71</b>	<b>13</b>	<b>5.46</b>

Mesa Clinic

2023	EW pt	EW days	EW ave	BH pt	BH days	BH ave	DB pt	DB days	DB ave	loc pt	loc days	loc ave
Jan	15	1	15.00	10	1	10.00			#DIV/0!			#DIV/0!
Feb	14	1	14.00	13	1	13.00			#DIV/0!			#DIV/0!
Mar	14	1	14.00	17	1.5	11.33			#DIV/0!			#DIV/0!
Apr	8	0.5	16.00	16	1	16.00			#DIV/0!	3	0.5	6.00
May	15	1	15.00	12	1	12.00			#DIV/0!			#DIV/0!
Jun	20	2	10.00	16	1	16.00			#DIV/0!			#DIV/0!
Jul	9	0.5	18.00	5	0.5	10.00			#DIV/0!			#DIV/0!
Aug	14	1	14.00	11	1	11.00	3	1.00	3.00	2	0.5	4.00
Sep	9	1	9.00	10	1	10.00	27	6.50	4.15			#DIV/0!
Oct	13	1	13.00	8	1	8.00	62	12.00	5.17			#DIV/0!
Nov	11	1.5	7.33	3	0.5	6.00	48	10.00	4.80			#DIV/0!
Dec	11	1	11.00	5	1	5.00	44	9.00	4.89			#DIV/0!
<b>Totals</b>	<b>153</b>	<b>12.5</b>	<b>12.24</b>	<b>126</b>	<b>11.5</b>	<b>10.96</b>			#DIV/0!	<b>5</b>	<b>1</b>	<b>6</b>

- Provider Report. – nothing reported.
- District Administrator Report
  - Annual board designations – there was discussion of the annual board designation for agenda postings.

- **Motion 7:** : Robert Hassell 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. John Polhemus seconded. Motion carried unanimously.
- Phone System – the phone system reduced the term of the agreement from 5 years to 3.
  - **Motion 8:** Robert Hassell motioned that the Board of Directors approves the agreement with Verticomm for a new phone system for both clinics. John Polhemus seconded. Motion carried unanimously.
- Locums Coverage – with a full three providers it was discussion of whether to continue to have Dr. Rollins for locums coverage. It was decided to keep him for this year to see how well coverage works with the three.
  - **Motion 9:** John Polhemus motioned that the Board of Directors approves continuing the malpractice reimbursement for Dr. Rollins to be able to provide locums coverage for 2024. Robert Hassell seconded. Motion carried unanimously.
- Landscaping – Jessi will start checking into landscaping companies to bring both clinics back to what the landscaping should be.

8. OLD BUSINESS

- Signage – Company has sent information on style updates. Jessi is checking with the tenants.
- Land Acquisition Committee – update was given on the situation with water taps for the school property. A second location was discussed.

9. JANUARY EVALUATION / RAISES

- Annual: None
- 3 Month: Latham
- **Motion 10:** John Polhemus motioned that the Board of Directors accepts the evaluation of the employee and approves the annual raise applicable. Robert Hassell seconded. Motion carried unanimously.
  
- **Motion 11:** Robert Hassell motioned that the Board of Directors adjourn the meeting at 1752. John Polhemus seconded. Motion carried unanimously.

Respectfully submitted,

Jessi Clark, District Administrator