

PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES

Tuesday, April 15, 2025

Attendance: Board: Steve Bryson, Don Mease, Mike Simons & Robert Hassell.
Staff & Consultants: Jessi Clark, Manda Schowalter & Deborah Borrego.

MEETING CALLED TO ORDER AT 1715 BY STEVE BRYSON, PRESIDENT.

1. ROLL CALL: Tabled to later in the meeting in case of late arrival.
2. MINUTES
February 18, 2025, Regular Meeting
 - **Motion 1:** Robert Hassell motioned that the Board of Directors approves the minutes of the February 18, 2025 regular meeting as presented. Don Mease seconded. Motion carried unanimously.
3. CLINIC CONSULTANT REPORT
There was discussion of the old system balances. Jessi is going to talk to Debbie more about them.
4. CONSULTANT CPA REPORT
Financial Report – Tabled until next meeting.
5. ENVIRONMENTAL SERVICES
 - Foundation – Annual inspection of foundation work was completed, and more building movement was found. The foundation company submitted a proposal to fix the new movement. It was decided to wait until next year or until it is causing an issue.
 - Door Lock – There was discussion of the staff door and replacing the push combo lock. There was discussion of the proposal for a replacement using the same type of lock versus a proposal to switch to a lock that uses ID cards. It was decided that the ability to track who and when the door is used offers better security.
 - **Motion 2:** Mike Simons motioned that the Board of Directors approves the expense to replace and upgrade to the card system lock. Robert Hassell seconded. Motion carried unanimously.
 - Lighting – There was discussion at a prior meeting about direct wiring lights for LED. An option that works in the current ballasts has been found. We will try that first.
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	68	57	74										199
Dr # Days	7.0	6.5	7.0										20.5
Dr Ave/Day	10.57	11.38	11.43	####	####	####	####	####	####	####	####	####	11.12
Dr phone	6	17	6										29
FNP Appt	103	126	88										317
FNP Day	17.5	17.5	14.0										49.0
FNP Ave/Day	6.97	8.23	7.86	####	####	####	####	####	####	####	####	####	7.67
FNP phone	19	18	22										59
Lab/Inj	62	54	55										171
Pharm	0	1	0										1
AH Pharm	0	0	0										0

After Hours	0	0	0										0
Other	1	0	2										3
Paged Calls	10	20											30
Clinic New Pt	7	11	1										19
Clinic 1X Pt	0	0	0										0
Recept calls	771	681	805										2257
MA calls	657		574										1231
Counter	169	145	169										483
M - Dr Appt	11	7	9										27
M - # Days	1	0.5	1										2.5
M - Ave/ day	12.00	16.00	10.00	####	####	####	####	####	####	####	####	####	12.00
M - DR phone	1	1	1										3
M - FNP appt	69	54	51										174
M - FNP # day	10.5	9.5	8.5										29
M - FNP ave/da	7.62	6.32	6.71	####	####	####	####	####	####	####	####	####	6.91
M - FNP phone	11	6	6										23
M - MA appt	23	16	19										58
M - AH	0	0	0										0
M - Pharm	0	0	0										0
M - Other	0	0	0										0
M - New Pt	1	3	2										6
M - 1 X Pt	0	0	0										0
M - Recept calls	254	320	330										904
M - MA calls	329	199	225										753
M - Counter	54	42	49										145

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			#DIV/0!			#DIV/0!			#DIV/0!
May			#DIV/0!			#DIV/0!			#DIV/0!
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	230	20.5	11.22	241	31	7.77	135	18	7.50

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			#DIV/0!			#DIV/0!			#DIV/0!
May			#DIV/0!			#DIV/0!			#DIV/0!
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	30	2.5	12.00	22	4	5.50	175	24.50	7.14
	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							1 clinic/ 1 provider		
May									
June									
July									
August									
Sept									
Oct									
Nov									
Dec									

- Provider Report – Nothing presented.
- District Administrator Report
 - SDA Regional Workshop – This year it is in Clifton on June 24. Jessi has signed up Shannon, Manda and herself.
 - PT/INR machine – The previous one was purchased when it was under the threshold for needing approval. It has worked well and now we need one for Mesa also.
 - **Motion 3:** Robert Hassell motioned that the Board of Directors approves the purchase of a second PT/INR machine for the Mesa Clinic. Don Mease seconded. Motion carried unanimously.
 - Pharmacy medication – A heads up was given that we will need to purchase the expensive cardiac medication from a new source to continue to be able to exchange it at expiration for free. This will likely need done for each clinic.
 - District Administrator reviews – Sample paperwork was distributed. Mike Simons agreed to be the one to do the review at the end of the year.
 - ES Coordinator raise – There was discussion that the raise for the Environmental Services Coordinator was not agreed upon at the previous meeting and whether it should be done now.

- **Motion 4:** Robert Hassell motioned that the Board of Directors accepts the previously presented evaluation and approves the annual raise applicable. Don Mease seconded. Motion carried unanimously.

8. OLD BUSINESS

- Land Acquisition Committee – The costs of building and furnishing a new Mesa Clinic were reviewed. Some questions for the attorney arose to get answers on in case we want to make an offer on land. Jessi will contact the attorney.
- X-ray Upgrade –It is basically complete with some adjustments being made.
- Signage – The sign company will try to get up here to complete the project.

9. ROLL CALL – John Polhemus absent.

- **Motion 5:** Mike Simons motioned that the Board of Directors excuses John Polhemus from the meeting. Don Mease seconded. Motion carried unanimously.

10. MARCH/APRIL EVALUATION / RAISES

- Annual: Denton
- 3 Month: None
- **Motion 6:** 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 7:** Robert Hassell motioned that the Board of Directors adjourn the meeting at 1808. Don Mease seconded. Motion carried unanimously.

Respectfully submitted,

Jessi Clark, District Administrator