

**PLATEAU VALLEY HOSPITAL DISTRICT BOARD MEETING MINUTES**  
**Tuesday, March 17, 2009**

Attendance: Board: Helen Spence, Frank Wagner, Dave Bristol, Denny Holmes. Bob Wilson excused for illness.  
 Staff: Jessi Clark, Shannon Currier, Dr. Rollins (17:25), Dr. Woodyard (17:35).

MEETING CALLED TO ORDER AT 17:19 BY HELEN SPENCE, PRESIDENT.

1. MINUTES

February 17, 2009 Regular Meeting

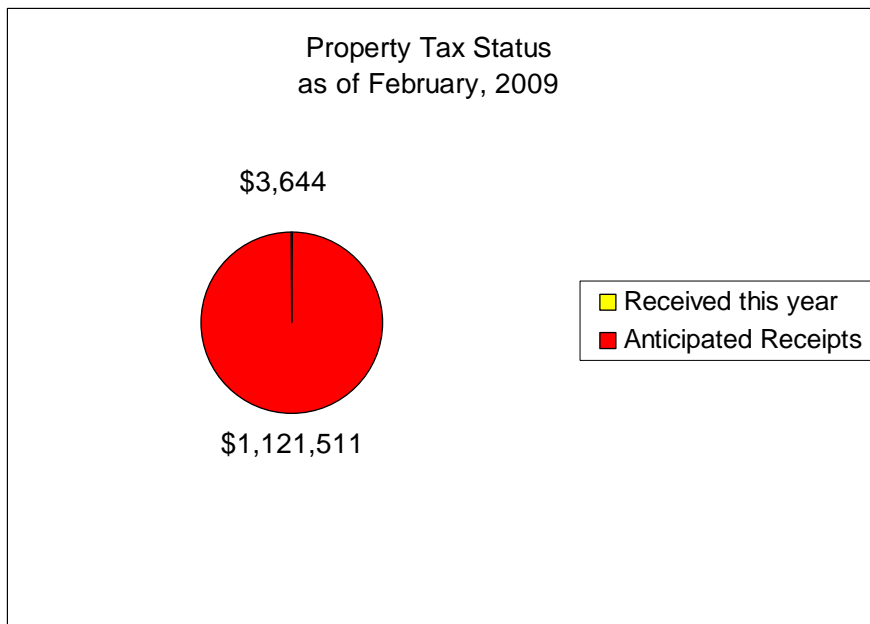
- **Resolution 1:** Be it resolved that the minutes of the February 17, 2009 regular meeting be approved as presented. Denny Holmes motioned and Dave Bristol seconded. Motion carried unanimously.

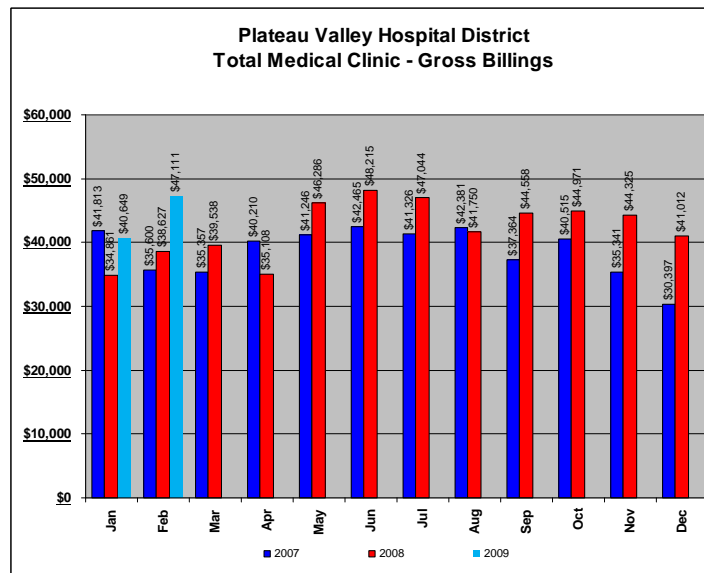
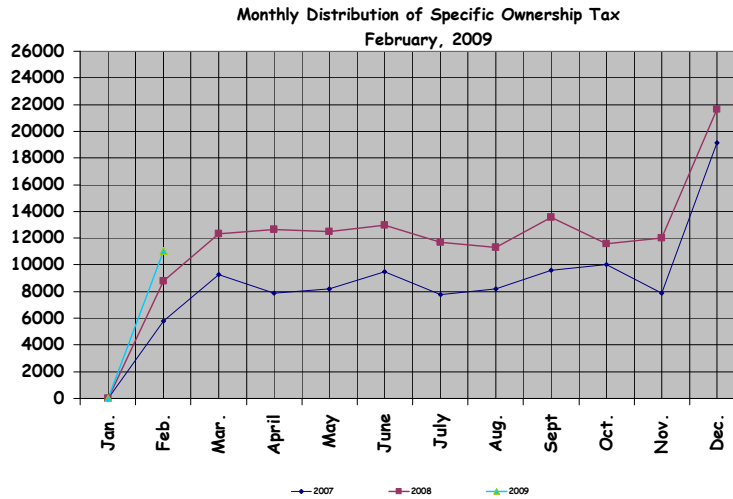
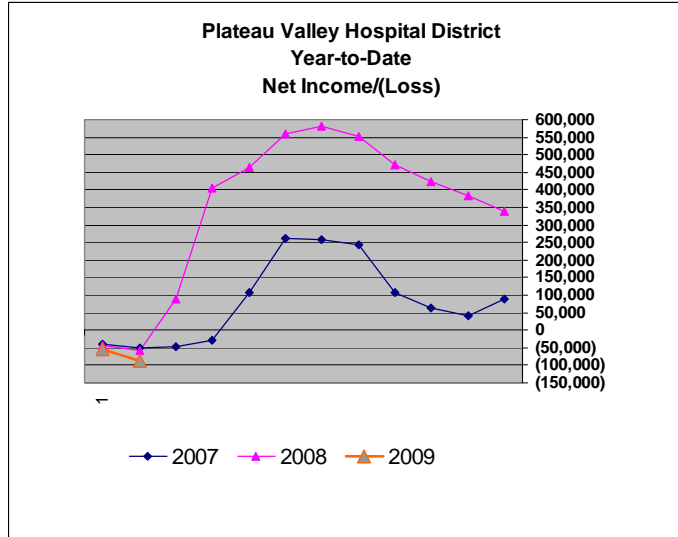
2. CLINIC CONSULTANT REPORT

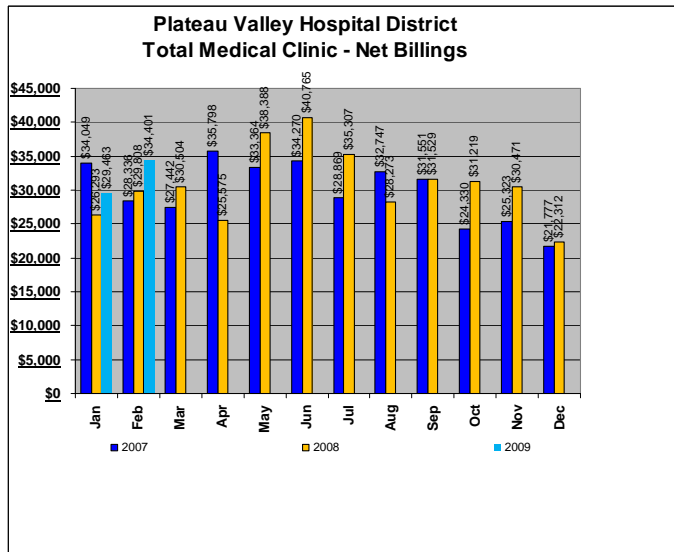
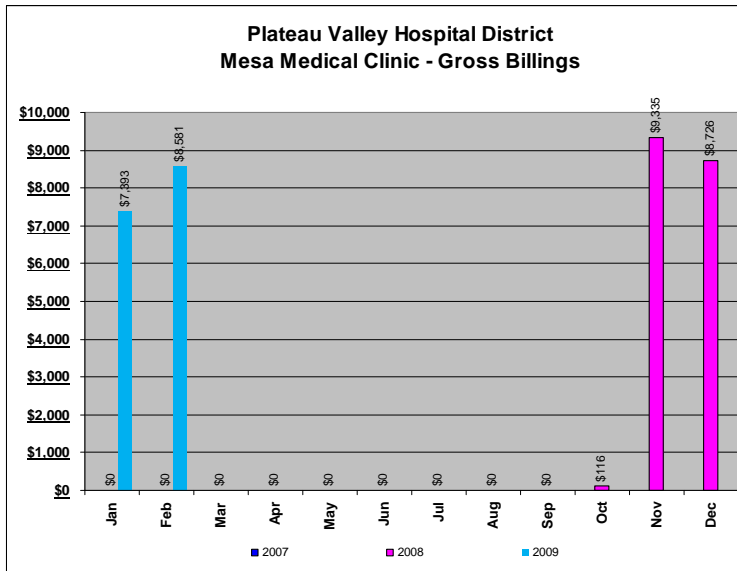
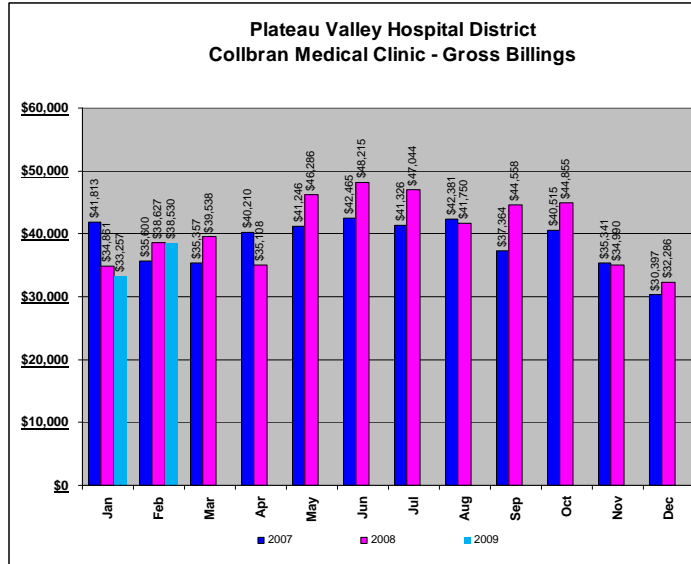
Debbie reported that we need to be aware of the "red flag rule." This means since we accept payments we therefore are offering credit and we need to make sure that the patient is who they say they are since it can adversely effect their credit. The patient also needs to give us proof of insurance, not just tell us the company name and ID number.

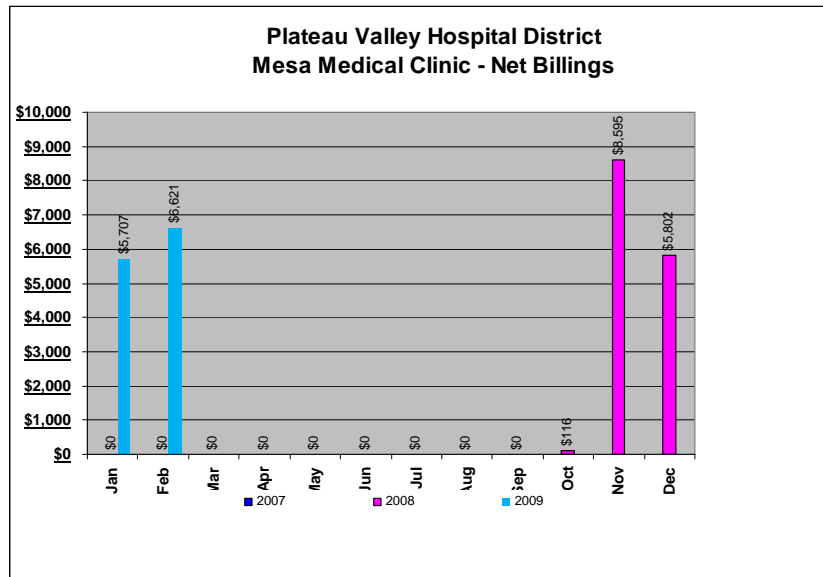
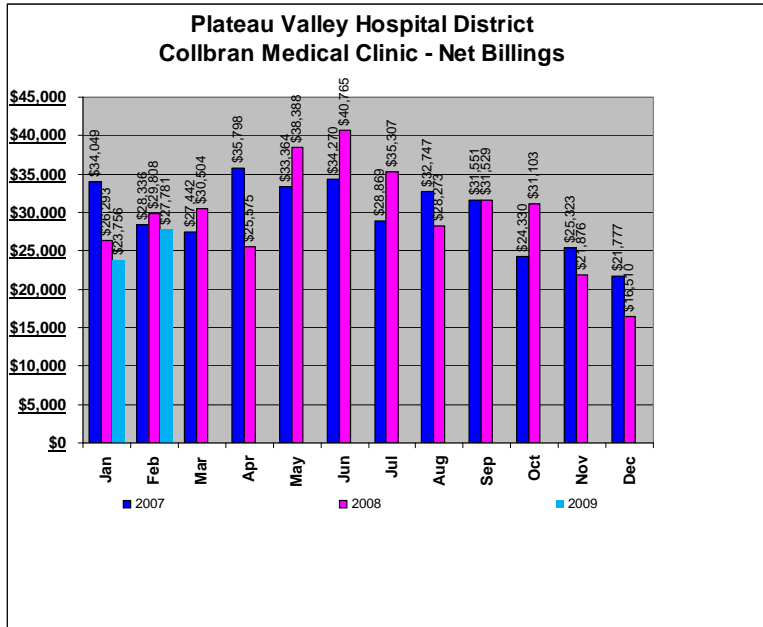
3. CONSULTANT CPA REPORT

|                 |                  |                                |                  | February,<br>2009 |                      |                           |                     |                      |
|-----------------|------------------|--------------------------------|------------------|-------------------|----------------------|---------------------------|---------------------|----------------------|
|                 | Charges          | Write<br>Offs<br>Misc.<br>Inc. | Net<br>Receipts  |                   | Operating<br>Expense | Net<br>Ordinary<br>Income | Other<br>Income/Exp | Net<br>Income/(Loss) |
| Clinic-Collbran | 38,529.63        | 10,749.44                      | 27,780.19        |                   | -72,631.77           | -44,851.58                | 0.00                | -44,851.58           |
| Clinic-Mesa     | 8,581.32         | -1,960.77                      | 6,620.55         |                   | -14,169.08           | -7,548.53                 | 0.00                | -7,548.53            |
| Construction    | 0.00             | 0.00                           | 0.00             |                   | 0.00                 | 0.00                      | 0.00                | 0.00                 |
| Grant           | 0.00             | 0.00                           | 0.00             |                   | 0.00                 | 0.00                      | 0.00                | 0.00                 |
| Administrative  | <u>2,057.38</u>  | <u>0.00</u>                    | <u>2,057.38</u>  |                   | <u>0.00</u>          | <u>2,057.38</u>           | <u>16,154.84</u>    | <u>18,212.22</u>     |
| Total           | <u>49,168.33</u> | <u>12,710.21</u>               | <u>36,458.12</u> |                   | <u>-86,800.85</u>    | <u>-50,342.73</u>         | <u>16,154.84</u>    | <u>-34,187.89</u>    |









There was discussion of what investing we can do. As a special district we can do municipal bonds as long as they are high rated. It would be good to be able to ladder them so that we receive money monthly. Jessi will talk to the broker we use for the staff 403(3)b plan and see if he can come to the next meeting. There was discussion of what this means for long-term planning and future grant needs. Shannon will do a cash flow analysis for the next meeting.

- **Resolution 2:** Be it resolved that the accounts payable & payroll checks (#46653-46705) are approved. Denny Holmes motioned and Frank Wagner seconded. Motion carried unanimously.
- **Resolution 3:** Be it resolved that the Board of Directors approves the February write-offs in the amount of \$12,710.21. Denny Holmes motioned and Frank Wagner seconded. Motion carried unanimously.

4. ENVIRONMENTAL SERVICES  
Nothing presented.

5. OLD BUSINESS

- Noise at Mesa building – It was decided that there is still sound being carried from room to room. We will try music to see if that helps and if so, look at purchasing a system.

- Break periods - Jessi contacted our attorney and as long as we continue to authorize and permit breaks then we are compliant.
- Physician contracts – Jessi spoke with the attorney, who suggested many changes. Jessi will contract her again and find out the cost of the attorney reworking the contract versus us doing it ourselves with the attorney reviewing it. Jessi will also check on the timeframes for both options.
- **Resolution 4:** Be it resolved that the Board of Directors approves using the attorney to either write the new physician contracts or review them. Denny Holmes motioned and Frank Wagner seconded. Motion carried unanimously.
- Wage Scale – Dave presented two options for a wage scale, a stepped table and a percentage table. It was decided to create a stepped wage scale with a merit based increase as well. Dave will rework this and present at the next Board Meeting.

6. NEW BUSINESS

- The Plateau Valley School Robotics Team – The team would like to set a donation jar at our front desk. There was discussion of whether this would open us up to having to allow donation jars for anyone who asks. It was decided not to allow the donation jar, but make a donation instead.
- **Resolution 5:** Be it resolved that the Board of Directors approves a \$200 donation to the Plateau Valley High School Robotics Team. Frank Wagner motioned and Denny Holmes seconded. Motion carried unanimously.
- Tdap vaccine – It has been recommended that healthcare workers who have not had a tetnus booster in the last two years should receive a booster now with the pertussis component in it. It was decided to offer this to our employees.

7. CLINIC REPORT

|                        | Jan         | Feb          | Mar         | Apr         | May         | Jun         | Jul         | Aug         | Sept        | Oct         | Nov            | Dec         | YTD          |
|------------------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------|-------------|--------------|
| Total Dr Appt          | 256         | 309          |             |             |             |             |             |             |             |             |                |             | 565          |
| # Days                 | 21          | 20           |             |             |             |             |             |             |             |             |                |             | 41           |
| Ave/Day                | 12.19       | 15.45        | ####        | ####        | ####        | ####        | ####        | ####        | ####        | ####        | #####          | ####        | 13.78        |
| Lab/Inj                | 79          | 80           |             |             |             |             |             |             |             |             |                |             | 159          |
| Pharm                  | 23          | 15           |             |             |             |             |             |             |             |             |                |             | 38           |
| AH Pharm               | 0           | 1            |             |             |             |             |             |             |             |             |                |             | 1            |
| After Hours            | 6           | 1            |             |             |             |             |             |             |             |             |                |             | 7            |
| Other                  | 8           | 13           |             |             |             |             |             |             |             |             |                |             | 21           |
| Paged Calls            | 77          | 70           |             |             |             |             |             |             |             |             |                |             | 147          |
| Clinic New Pt          | 26          | 28           |             |             |             |             |             |             |             |             |                |             | 54           |
| Clinic 1X Pt           | 4           | 2            |             |             |             |             |             |             |             |             |                |             | 6            |
| <b>M - Dr Appt</b>     | <b>68</b>   | <b>93</b>    |             |             |             |             |             |             |             |             |                |             | <b>161</b>   |
| <b>M - # 1/2 Days</b>  | <b>13</b>   | <b>9</b>     |             |             |             |             |             |             |             |             |                |             | <b>22</b>    |
| <b>M - Ave/1/2 day</b> | <b>5.23</b> | <b>10.33</b> | <b>####</b> | <b>####</b> | <b>####</b> | <b>####</b> | <b>####</b> | <b>####</b> | <b>####</b> | <b>####</b> | <b>#DIV/0!</b> | <b>####</b> | <b>7.32</b>  |
| <b>M - MA appt</b>     | <b>8</b>    | <b>9.00</b>  |             |             |             |             |             |             |             |             |                |             | <b>17.00</b> |
| <b>M - New Pt</b>      | <b>17</b>   | <b>9</b>     |             |             |             |             |             |             |             |             |                |             | <b>26</b>    |
| <b>M - 1 X Pt</b>      | <b>0</b>    | <b>0</b>     |             |             |             |             |             |             |             |             |                |             | <b>0</b>     |

Collbran Clinic

| 2009          | EW pt      | EW days   | EW ave       | SR pt      | SR days   | SR ave       | LW pt     | LW day   | LW ave       |
|---------------|------------|-----------|--------------|------------|-----------|--------------|-----------|----------|--------------|
| Jan           | 112        | 10        | 11.20        | 118        | 9         | 13.11        | 26        | 2        | 13.00        |
| Feb           | 134        | 9         | 14.89        | 149        | 9         | 16.56        | 26        | 2        | 13.00        |
| Mar           |            |           | #DIV/0!      |            |           | #DIV/0!      |           |          | #DIV/0!      |
| 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!      |
| <b>Totals</b> | <b>246</b> | <b>19</b> | <b>12.95</b> | <b>267</b> | <b>18</b> | <b>14.83</b> | <b>52</b> | <b>4</b> | <b>13.00</b> |

Mesa Clinic

| 2009          | EW pt     | EW days  | EW ave      | SR pt     | SR days  | SR ave      | LW pt      | LW days      | LW ave      |
|---------------|-----------|----------|-------------|-----------|----------|-------------|------------|--------------|-------------|
| Jan           | 6         | 2        | 3.00        | 18        | 2        | 9.00        | 44         | 9.00         | 4.89        |
| Feb           | 16        | 2        | 8.00        | 19        | 2        | 9.50        | 58         | 8.00         | 7.25        |
| Mar           |           |          | #####       |           |          | #####       |            |              | #DIV/0!     |
| Apr           |           |          | #####       |           |          | #####       |            |              | #DIV/0!     |
| May           |           |          | #####       |           |          | #####       |            |              | #DIV/0!     |
| Jun           |           |          | #####       |           |          | #####       |            |              | #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!     |
| <b>Totals</b> | <b>22</b> | <b>4</b> | <b>5.50</b> | <b>37</b> | <b>4</b> | <b>9.25</b> | <b>102</b> | <b>17.00</b> | <b>6.00</b> |

- Physician Report  
 SR – There was discussion of Dr. Rollins distributing supplements from the clinic’s front desk. It was decided that unless they are distributed through the Plateau Valley Medical Clinic, we would not do it.  
 EW – Dr. Woodyard present more information on the USDA grant that she is working on for a digital x-ray system.
- **Resolution 6:** Be it resolved that the Board of Directors commits \$36,000, 52% as much as the grant budget proposed, for the purchase of the digital imaging processors and generator as described in our budget for our Collbran and Mesa clinics. Should the grant budget for our site be reduced, our proposed match is also reduced so that it remains 52% of the grant budget for our site in the application. Denny Holmes motioned and Frank Wagner seconded. Motion carried unanimously.
- **Resolution7:** Be it resolved that the Board of Directors to resolve to contract with the Federal Government as it relates to the USDA Rural Development FY2009 Distance Learning and Telemedicine Grant Program. Denny Holmes motioned and Dave Bristol seconded. Motion carried unanimously.
- Office Manager Report  
 Board Newsletter - It was decided that it is time to do the next newsletter. Helen will get together with Jessi to do it.  
 Mesa Clinic Open House – It was decided that we still want to do an open house. It may be done as a BBQ in the summer.

8. MARCH EVALUATION / RAISES

- Annual: None
- 3 Month: None

Meeting adjourned at 19:10.

Respectfully submitted,

Jessi Clark, secretary to the Board