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## RECORD OF PROCEEDINGS

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Minutes of the Regular Meeting  
February 20, 2020

The Regular Meeting of the Eagle County Health Service District occurred on February 20, 2020 at 8:00 a.m.; at 1055 Edwards Village Blvd., Edwards, Eagle County, Colorado, in accordance with the applicable statutes of the State of Colorado.

**The following Directors were present and acting:**

**Attendance:**

Jeff Babb  
Jeff Kingston  
Dan Smith  
Dr. Woodland

**Also in attendance:**

ECHSD Staff:  
Chris Montera, CEO  
Peter Brandes, COO  
Amy Gnojek, CFO  
Scott Lindquist, IT Specialist  
Jim Bradford, Operations Manager  
Marc Burdick, Quality & Compliance Manager  
Will Dunn, Clinical Manager  
Kim Blackford, Human Resource Specialist  
Kevin Creek, Community Paramedic Manager  
Doug Krause, Paramedic Supervisor  
Jennifer Cooley Follett, Administrative Assistant

**Contractors:**

Jens Werner, Recomm Global  
Mackenzie Muller, Remonov & Co

**Public:**

Janet Bartnik, Executive Director, Mountain Recreation District  
Carrie Benway, Executive Director, Hope Center at Eagle River Valley

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#### **Call to Order**

The Regular Meeting of the Board of Directors of Eagle County Health Service District was called to order by Director Babb on February 20, 2020 at 08:01 a.m. noting a quorum was present.

#### **Consent Agenda**

Motion made by Director Babb to accept the consent agenda as presented. Second by Dr. Woodland. Motion passed unanimously.

RESOLVED to approve the January 16, 2020 Board Meeting Minutes and the Monthly Expenditures as presented.

#### **OLD BUSINESS:**

None

#### **NEW BUSINESS:**

##### **Board Member Appointment:**

Due to the sudden death of Board Member Jon Asper, the District had an open Board seat. Mr. Montera, to the best of his ability, raised community awareness of the District's open Board position. Mrs. Bartnik was the sole applicant for the open seat. Mrs. Bartnik is the Executive Director for Mountain Recreation. Her background is primarily in health and wellness and she is excited to use her knowledge and experience as a member of the Eagle County Paramedics Services Board.

Motion was made by Mr. Smith to appoint Mrs. Bartnik to the District's open Board seat. Second by Dr. Woodland. Motion passed unanimously.

RESOLVED to approve Mrs. Janet Bartnik as the District's new Board Member.

Mrs. Bartnik was sworn in as a new Board Member by Director Babb.

##### **New Executive Director of the Hope Center:**

Mrs. Benway is the new Executive Director of the Hope Center at Eagle River Valley. They will still partner with the Aspen Hope Center, but form their own 501c3. Since becoming the Executive Director, she has been working tirelessly to hire school based counselors for every school in the District. She has also been focused on hiring local Clinicians and a full time Clinical Supervisor for the Hope Center. Dr. Woodland inquired about the possibility of a counselor being hired at Vail Christian, as the money was budgeted for a part-time position

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for the 2020 year. Mrs. Benway stated that she would be happy to meet with educators at Vail Christian to discuss the opportunity.

The District donated the remaining campaign funds to the Hope Center at Eagle River Valley. Mr. Smith presented the check to Mrs. Benway.

#### **Mountain Hive Presentation by Mackenzie Muller-**

The Mountain Hive is a proposed co-living housing project in Edwards, Colorado. The plan calls for 263 efficient micro-units with an abundance of community spaces, storage areas and working offices. The proposed site is behind Edwards Corner and the targeted finish date is in the Spring of 2022. The six key principals of the development include: turnkey living, commuter solutions, activated program with weekly events, thoughtful design, responsible development, and a thriving community. The county is currently reviewing the PUD application.

If the District agrees to back the Mountain Hive Project, Mr. Montera will write a letter of support.

#### **Corona Virus Update:**

Mr. Montera and Mr. Burdick have been actively planning with VHH and public health concerning a possible Coronavirus outbreak in Eagle County. The District procured 200 additional N95 masks. Mr. Montera developed a Continuity of Operations Plan. The District also performed an exercise where 40% of the staff was not available to work and the call increase was in the range of 10-20%, which generated ideas for a potential plan to continue operations if an outbreak occurred here. Mr. Montera is meeting with VHH every Monday, Wednesday and Friday to discuss updates, new issues and planning. Currently, the death rate is 2.3%, with concerns about the virus' ability to turn into pneumonia.

#### **UPDATES:**

##### **Chief Executive Officer Report –**

Mr. Montera thanked everyone for coming to Mr. Asper's memorial service.

The District has hired 2 new bi-lingual, bi-cultural Behavioral Health Navigators who will start on March 2<sup>nd</sup>. Katie Coakley was offered the Marketing/PIO position, and she will start on March 30th.

ET-3 is a program funded by the Federal Government with a vision to keep patients out of hospitals. The Federal government has decided to increase the proposed number of companies it is offering ET-3 to from 40 to 105, now. The District is still waiting to hear if it has been accepted to participate in the program. Additionally, the District has been meeting with BC/BS and United Healthcare concerning similar programs. The District will also be integrating with Colorado Mountain Medical's scheduling system in the near future.

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Mr. Montera wrote the County Resolution for Ambulance Licensing Standards, which passed this month.

He has also been leading the charge with the new billing company. Our target Go Live date is April 1<sup>st</sup>, but an obstacle has arisen with the EMR transfer system. The District is working on upgrading the system.

The District is also working on upgrading security. Cameras and bulletproof glass will be installed in the front lobby.

The District submitted the annual report to the Colorado Health Foundation with the goals for the grant outlined. Last year it reduced ambulance transports for over 400 patients.

#### **Chief Financial Officer Report -**

Ms. Gnojek stated that there will be many changes in finance department once the switch to outsourced billing occurs. The District is looking at restructuring job positions in the Finance department over the next 6 months and at internal controls as there may be a potential loss of a staff member in the next year or two.

The interim audit went very smoothly last month. The auditor's will likely reach out to Director Babb for a meeting.

The financials included in the Board Packet are Decembers numbers. The variances are much smaller, except purchased services, which was larger due to expensing the Capital Reserve Study instead of capitalizing it. The year-end surplus was \$1.5 million dollars. Ms. Gnojek reported that there is still work to do with the implementation of the new accounting software and rebuilding the financial reports. She should have an income statement by the next Board Meeting. As a reminder she stated that balances will not be transferred over until the audit is complete. She also mentioned that A/R is looking better due to focused efforts on collecting outstanding balances.

The District will be working on a new Employee Handbook this Spring. The Board will need to sign off on it once it is finished. ECPS Policies will be separated out and maintained on the management level.

#### **Chief Operations Officer Report-**

Mr. Brandes reported that January was the busiest month ever. There were 657 calls not including Community Paramedics. The numbers of transfers was almost a record breaker too. Dr. Woodland inquired about a break point where the number of calls per day deems that a 48-hour shift is no longer appropriate. Mr. Brandes and Mr. Bradford, along with the supervisors, actively work to manage employees and assure their rest. Mr. Bradford stated

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that it is about having the right mix of everything, especially considering a majority of the field staff commutes from far away. Having 8 hour shifts would require extra staffing especially during certain hours of the day.

**Outreach -** The Outreach report was included in the packet for review.

**Clinical -** The Clinical report was included in the packet for review.

**Quality and Compliance –**

The Quality and Compliance report was handed out at the Board Meeting for review.

**Vail Mountain Rescue-**

Mr. Smith reported that there have been 23 missions and 3 deaths this year.

**Executive Session-**

The Board adjourned for Executive Session to discuss 24-6-402(4)(e), C.R.S., Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators.

**The Board reconvened at 9:42 a.m.**

**Adjournment –**

There being no further business to come before the Board, by motion duly made and seconded it was unanimously.

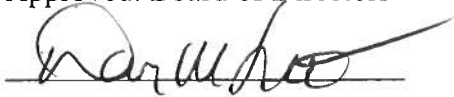
RESOLVED to adjourn the Regular Meeting of February 20, 2020.

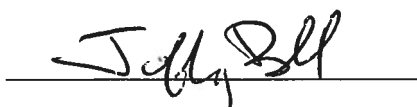
Respectfully submitted,

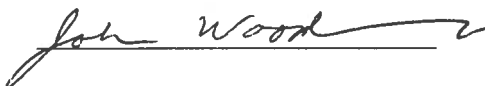
Secretary for the Meeting

Jennifer Cooley Follett

Approved: Board of Directors







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