
Board Report



Minutes

**Minutes of the Regular Meeting of the Board of Directors
November 18, 2021**

The Regular Meeting of the Eagle County Health Service District occurred on October 21, 2021 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:

Attending In Person:

Jeff Babb
Dr. John "Chip" Woodland
Mark Bergman
Janet Bartnik
Dan Smith

Eagle County Health Service District Staff in Attendance In-Person:

Amy Gnojek, CEO/CFO
Jim Bradford, CEO/COO
Steve Vardaman, Operations Manager
Ryan Bush, Operations Specialist
Will Dunn, Clinical Manager
Michelle Gennett, Human Resources Manager
Dana Query, IT Systems Administrator
Myles Sibley, Clinical Education & Training Specialist
Jennifer Cooley Follett, Accounting Clerk

Eagle County Health Service District Staff in Attendance Virtually:

Katie Coakley, Communications & Marketing Coordinator
Graham Kane, Clinical Specialist
Hank Bevington, Paramedic Supervisor
Doug Krause, Paramedic Supervisor
Scott Harmsen, Paramedic Supervisor
John Farris, Community Paramedic
Brenda Hazard, Community Paramedic
Chris Marsh, Paramedic

Eagle County Health Service District Regular Meeting Minutes

November 18, 2021

Grant Middlebrook, Paramedic
CJ Castle, Paramedic

Public:

Bob Cole, Lawyer with Collins, Cockrel, & Cole

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 November 18, 2021 at 8:01 a.m. noting a quorum was present.

Mr. Bradford thanked everyone for wearing masks, especially due to the increasing levels of COVID.

Consideration of Changes to the Agenda

Based on Counsel's recommendation, Item 9b will be removed from the agenda.

Mr. Bradford requested the addition of an action item 7d, Approval of a 2022 Ambulance Purchase.

Consent Agenda

A motion was made by Mr. Bergman to approve the October 21, 2021 Board Meeting Minutes. Ms. Bartnik seconded the motion. Motion passed unanimously.

RESOLVED to approve the October 21, 2021 Board Meeting Minutes.

A motion was made by Ms. Bartnik to approve the October 2021 Monthly Expenditures. Mr. Bergman seconded the motion. Motion passed unanimously.

RESOLVED to approve the October 2021 Monthly Expenditures.

BUSINESS & STRATEGY ITEMS:

Future Changes to Agenda –

Director Babb recently sent around a note regarding the continuing development of the overall relationship of the Board and the District. He suggested having these discussions after the end of Board meetings. If the Board meets at a separate time, it must be posted like any open meeting. Mr. Bergman suggested meeting separately to help prevent mental fatigue. Ms. Gnojek proposed the possibility of moving the Board meeting to an afternoon time in the future. Capping the length of Board meeting times could potentially help with mental fatigue. The conversation surrounding this topic will be continued.

Another recommendation made was to move the Executive Session to the beginning of the meeting, then open the meeting with any resolutions from that session. Ms. Bartnik noted that the timing of the Executive Session should depend on the topics being discussed.

November 18, 2021

Mr. Babb conveyed that the District has been evaluating the idea of a Board Open House as a tool for the community to meet the Board before the upcoming election. Mr. Smith was concerned about attendance. Mr. Bergman shared his concern and anticipated the need for strategic planning to make it a worthwhile event. Ms. Gnojek proposed that it be more of a Meet and Greet for members of the public who may want to eventually be a part of the District's Board. Ms. Gnojek also suggested reaching out to other Special Districts to garner interest in doing a joint Special District Board Meet and Greet. Since Letters of Intent must be submitted by February, the District should have a plan in place by December. Ms. Gnojek will reach out to the Vail Valley Partnership for information on planning.

Director Babb noted that while it is great to get public gratitude some of the most powerful recognition comes from within an organization. The District's Community Paramedicine program has always been stellar, but due to the difficulties in healthcare because of the COVID pandemic, their benefits have become more pervasive throughout the community. Community Paramedics Mr. Miller and Ms. Hazard have gone above and beyond every day. Thank you for your service to the community.

CEO Search Update -

The District executed an agreement with Strategic Government Resources (SGR). The District fully intends to be inclusive and transparent throughout this process. Ms. Gennett stated that upon completion of his conversations with District staff members, the SGR representative will make a brochure to start promoting the position. Mr. Smith would like a final copy of the job description. Director Babb noted that the feedback from everyone was incorporated.

Mr. Bergman made a motion to open the Public Hearing for the Budget. Mr. Smith seconded the motion. Motion passed unanimously.

ACTION ITEMS:

2022 Budget Hearing-staff seeking approval -

Ms. Gnojek presented a copy of the proposed 2022 budget. She feels confident that the Budget Message Memo describes the drivers and factors that went into creating the budget.

Ms. Gnojek highlighted a few small changes including the Special ownership tax budget line being increased by a few thousand dollars. There has been an increase in the purchase of high end goods, which creates an increase in this type of taxation, but Ms. Gnojek believes the budgeted amount should remain on the conservative side. The Net Patient/Ambulance Revenues budget line remains a conservative number as well, as increasing outbreaks of COVID make for an uncertain future. The Salaries and Wages Expenditures amount was brought more into line with the pay bands from the CEO memo. Benefits amounts remained the same. Ms. Gnojek discovered an error found in the calculation of Dues and Subscriptions. The amount has been adjusted accordingly. The Utilities Expense amounts were increased due to the price of natural gas going up.

November 18, 2021

Operations and Capital Expenditures are unchanged from the last draft. Mr. Bergman had inquired about Wildland equipment expenditures. Using the District's current ambulances in these deployments is taking a toll on them and reducing the life span of these vehicles. The District is looking to purchase a dedicated truck and/or ambulance for Wildland deployments. Plans are to apply for the Assistance to Firefighters Grant Program with the Federal Emergency Management Agency (FEMA), but that cannot be included into the budget. Funds for a Wildland vehicle purchase are encompassed in the Capital Fund Expenditure Budget in case the District decides to purchase either or both. One hundred and fifty thousand dollars is budgeted for the purchase of a truck that would be outfitted to be an ambulance to go in the backcountry and transport a patient if needed. This vehicle could also support Search and Rescue (SAR) deployments and any other backcountry extractions.

Ms. Gnojek is still waiting on year end 2021 Actuals to designate our net asset surplus. Once she has those numbers, she will look towards creation of a reserve fund. There is a proposal in front of the Board on restricting the District's reserve funds. Ms. Gnojek has reviewed Ms. Bartnik's policy. There are a few ideas on the table to add for future consideration.

Ms. Gnojek thanked everyone for their assistance with the budget. She suggested a motion to pass the budget pending actual tax inflow from the final assessed values.

Mr. Bergman made a motion to approve the proposed 2022 Budget, subject to final assessed valuations by the Eagle County Assessor's Office. Seconded by Ms. Bartnik. Motion passed unanimously.

RESOLVED to approve the proposed 2022 Budget, subject to final assessed valuations by the Eagle County Assessor's Office.

Dr. Woodland made a motion to close the public hearing for the Budget. Seconded by Mr. Smith. Motion passed unanimously.

Proposed Weapons Policy Amendment and Adoption:

Mr. Cole from Collins, Cockrel & Cole law firm joined the meeting to discuss the two different weapons policies that have been drafted. Ms. Gnojek stated that the first policy is strictly a firearms policy, the second extends the prohibitions to weapons with an exclusion of knives that the employees may utilize in their job. Mr. Smith inquired about enforcing the policy if the public is included and believes the policy should only apply to District employees. Mr. Cole stated that as long as the District takes Reasonable Measures to comply with the policy, then the District would be in good shape. The one requirement to comply, according to Mr. Cole, is posting signage. Another suggestion was made to include levels of incidents in the policy and procedures on how to deal with them.

Mr. Vardaman inquired about State Law Enforcement Individuals on staff and the need for an exemption from this policy to have a secured handgun in a District vehicle. Ms. Gnojek

November 18, 2021

stated that Law Enforcement Officials are excluded from this policy. Mr. Cole suggested adding an exception into the policy for Post Certified personnel. Mr. Cole will modify the policy to exempt District parking lots and Peace Officers Standard and Training (POST) Certified Personnel.

Dr. Woodland made a motion to approve the Firearms Policy pending the modifications being made by Mr. Cole. Seconded by Mr. Smith. Motion passed unanimously.

RESOLVED to approve the Firearms policy pending the modifications being made by Mr. Cole.

Impact Development Fund:

Ms. Gnojek thanked Mr. Smith and Mr. Bergman for meeting with herself and Mr. Bradford to work on the Employee Down Payment Assistance program. They followed the guidance of Impact Development Fund (IDF) template. This policy is meant to protect the District and employees who have loans.

The following is a Summary of Changes to the policy:

- The District has earmarked \$1.5 million for an employee down payment assistance program that is already established. The District will contract with the IDF as a 3rd party administrator of the fund for a \$5000 one-time fee and an annual portfolio fee of \$1500 per loan for the first 10 loans. After that portfolio fees are \$2500/year per loan. The loan origination fee of \$500 will get passed on to the employee.
- Prior to today all full-time employees were eligible for the program, now there will be a 6 month waiting period before qualification.
- The Eligible property definition has changed to an Owner-occupied residential property within Eagle County.
- There is no income threshold. The loan amount threshold is now a percentage of the purchase price, 20% up to \$100,000.
- There are some new guidelines around loan to value and Compatible mortgages. The debt ratio max is now 45%.
- Repayment was 0% interest for 5 years, then interest tiered as per ECPS policy. The policy adds that if the loan is not paid after 5 years, ECPS will be entitled to a pro rata share of appreciation.
- Funds can be used for down payment, closing costs and prepaid items related to the loan.
- The District is changing the name to the Employee Down Payment Assistance Program.

Motion made by Ms. Bartnik to approve the IDF as Eagle County Paramedic Services Down Payment Assistance Fund Program Administrator beginning January 1, 2022 and to approve the suggested changes as presented in Attachment A, with the

November 18, 2021

substitution of 60 months for 6 months in the policy. Second by Mr. Bergman.
Motion passed unanimously.

RESOLVED to approve the IDF as Eagle County Paramedic Services
Down Payment Assistance Fund Program Administrator beginning January 1,
2022 and to approve the suggested changes as presented in Attachment A,
with the substitution of 60 months for 6 months in the policy.

Mr. Bergman inquired about the District's rental unit. Ms. Gnojek stated that there is currently 1 employee who is very interested. If no one agrees to rent the unit by December 1st, 2021 the District will open it up to affiliated partners. There is a possibility of a rental assistance program and policy in the future. Ms. Gennett will reach out to Centura and Vail Health Hospital for their policies.

2022 Ambulance Order:

The District would like to start the process of ordering an ambulance for delivery in the latter part of 2022. The cost is approximately \$223,000. This price doesn't include a video monitor, stretcher or radio. Per Mr. Marsh, Stryker equipment prices will experience a 7% increase in February 2022. The cost of this ambulance is already accounted for in the budget.

Motion made by Mr. Smith to approve the order of a 2022 ambulance. Second by Dr. Woodland. Motion passed unanimously.

RESOLVED to approve the order of a 2022 ambulance.

UPDATES:

Financial Statement Review & Update –

Ms. Gnojek noted that the item removed from the agenda was reviewed by counsel who recommended it be withdrawn from Executive Session. Ms. Gnojek will reach out to each Board member individually after this meeting or via email to discuss.

The District is in a really good financial position due to the Medicaid Supplemental payments and COVID funding. There has been an additional \$1 million in revenues. The District will also be receiving some Wildland revenues. Ms. Gnojek would like some direction from the Board on what to do with these windfall funds.

Executive/Operations Report –

Mr. Bradford stated that COVID numbers are increasing rapidly. There have been a few transfers to Denver and also a few transfers into Vail Health from other parts of the state. The Denver Combined Transfer Center is set to run, if needed. This service is provided by Colorado Department of Public Health & Environment and will find a receiving facility when all hospitals are turning transfers away. It could be an out-of-state receiving facility. Colorado

November 18, 2021

has implemented crisis standards of care due to staffing shortages. The District has had two fully vaccinated employees with breakthrough cases recently.

The District is still searching for a Community Paramedic Manager. There has been one internal applicant and one from out of state.

The District is at 97% fully vaccinated, with 3% of staff members with exemptions. The new District COVID vaccine policy begins on Monday November 22nd, 2021.

Executive/Finance Report –

Tonight is the Night of Excellence Award Ceremony. Mr. Castle, Ms. Van Dyke and Mr. Amberg are being recognized for Call of the Year. This call was a Critical Care Interfacility Transfer that highlighted our compassion and higher level of care.

The staff holiday party will be held Friday December 17th at 4 Eagle Ranch.

The Ritz Carlton will be feeding our crews on Thanksgiving.

The Wifi gateways are up and running thanks to Will, Dana and the staff members who worked on the grant. The gateways provide wifi to the LifePaks and make transmission of data much easier.

Vail Health Hospital and Eagle Valley Behavioral Health will both be at the County Commissioners meeting on December 7th to present plans for the new facility. Members of the District will be there to show support. Ms. Gnojek will send invites to all the Board members after a time has been finalized.

Staff Reports –

Mr. Dunn reintroduced Mr. Sibley as the District's Clinical Education & Training Specialist. Mr. Sibley stated his gratitude to the District for hiring him back into the fold.

The Governor has introduced legislation to build 500 more hospital beds. The District needs to push for support of Mobile Integration Health programs that will keep patients out of hospitals. This might be a good time for exposure and to garner support from other agencies.

EXECUTIVE SESSION –

Mr. Babb wanted to reinforce that executive sessions can only be used for very specific reasons and the District intends to be as transparent as possible about these sessions. Mr. Babb made a motion for the Board to convene into Executive Session pursuant to §24-6-402(4)(c), C.R.S., Matters required to be kept confidential by the Health Insurance Portability and Accountability Act (HIPAA). Mr. Bergman seconded the motion. Motion passed unanimously. The Board entered into Executive Session at 9:56am.

The Board reconvened at 9:59a.m.

Eagle County Health Service District Regular Meeting Minutes

November 18, 2021

Mr. Smith made a motion to approve the charitable write offs as recommended by the staff. Mr. Bergman seconded the motion. Motion passed unanimously.

RESOLVED to approve the charitable write offs as recommended by staff.

Ms. Gnojek stated she would like to have a conversation with the Board members prior to adjournment. She proposed utilizing \$350,000 of the windfall funds for a one-time year-end bonus for staff members and the remainder of the funds be allocated to housing, capital and a future pathways program. The bonus would be prorated to the employee's length of service in 2021.

Mr. Smith made a motion to approve the allocation of \$350,000 for a one time year end staff bonus that is pro-rated for the employee's length of service in 2021. Second by Ms. Bartnik. Motion passed unanimously.

RESOLVED to approve the allocation of \$350,000 for a one time year end staff bonus that is pro-rated for the employee's length of service in 2021.

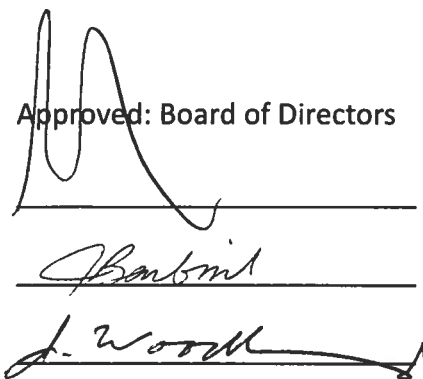
Adjournment –

There being no further business to come before the Board, Mr. Smith made a motion to adjourn the meeting. Ms. Bartnik seconded the motion. Motion passed unanimously.

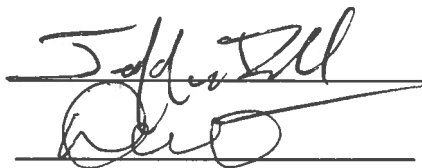
RESOLVED to adjourn the Regular Meeting of November 18, 2021.

Respectfully submitted,
Secretary for the Meeting
Jennifer Cooley Follett

Approved: Board of Directors



The image shows three handwritten signatures of Board of Directors members, each written over a horizontal line. The signatures are in cursive and appear to be 'Bartnik', 'J. Wood', and another signature that is partially obscured.



The image shows a handwritten signature of Jennifer Cooley Follett, the Secretary for the Meeting, written over a horizontal line. The signature is in cursive and includes a large initial 'J'.