
RECORD OF PROCEEDINGS

Minutes of the Regular Meeting September 17, 2020

The Regular Meeting of the Eagle County Health Service District occurred on September 17, 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
Mark Bergman
Dan Smith
Dr. John Woodland

Attending Remotely:

Janet Bartnik

Also in attendance:

ECHSD Staff:
Jim Bradford, CEO/COO
Amy Gnojek, CEO/CFO
Will Dunn, Senior Manager of Clinical Services
Veronica Ross, Finance Manager
Scott Lindquist, IT Manager
Jennifer Cooley Follett, Administrative Assistant
Kate Byers-Contractor, Interim HR

Attending remotely:

ECHSD Staff:
Kevin Creek, Community Paramedic Supervisor
Katie Coakley, Communications Coordinator/PIO
Graham Kane, Education Specialist
Elaine Turnbull, Billing Specialist
Kim Nelson, Operations Specialist
David Miller, Community Paramedic

Chris Montera-Contractor, Transition Phase

Jim Hinkle-Hinkle & Company, PC, Auditing Firm

Public:

None

RECORD OF PROCEEDINGS

Eagle County Health Service District Regular Meeting Minutes September 17, 2020

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 September 17, 2020 at 08:01 a.m. noting a quorum was present.

Consent Agenda

Motion made by Dr. Woodland to approve the August 20, 2020 Board Meeting Minutes and August 15, 2020 Emergency Board Meeting Minutes as presented. Second by Mr. Smith. Motion passed unanimously.

RESOLVED to approve the August 20, 2020 Board Meeting Minutes and August 15, 2020 Emergency Board Meeting Minutes as presented.

Motion made by Dr. Woodland to approve the Monthly Expenditures from August 2020 as presented. Second by Mr. Bergman. Motion passed unanimously.

RESOLVED to approve the Monthly Expenditures from August 2020 as presented.

OLD BUSINESS:

COVID Update:

The number of COVID cases has remained fairly low in Eagle County. There have been a few small spikes in the previous weeks, but no fatalities. The District's focus is managing the disease until we get a vaccine, most likely it will be sometime in 2021. The District's managers are still meeting weekly to discuss COVID issues. Ms. Ross will start submitting paperwork to the CARES Act grant for reimbursement next week.

NEW BUSINESS:

Transition update:

The transition is moving along. Mr. Bradford has been trying to balance the day-to-day duties of the Chief Operating Officer (COO) along with the added responsibilities of being Chief Executive Officer (CEO). Mr. Bradford and Ms. Gnojek are continuing to work on implementing the new organizational structure. Ms. Byers has been working to get the support positions filled, mainly EMT's, Human Resource Manager, and Operations Manager. She has also been working on the Accounting Clerk position. Ms. Gnojek and Mr. Bradford are meeting with Mr. Montera tomorrow for a two week check-in. Mr. Montera has been very helpful with questions that have come up. Ms. Gnojek's focus has been on the Emergency Triage Treat and Transport program (ET3), networking with community leadership about the

RECORD OF PROCEEDINGS

Eagle County Health Service District Regular Meeting Minutes September 17, 2020

change, and working on contracts. Mr. Bradford hopes to have an Operations Manager in place by November 1, 2020.

ET3 Update:

Ms. Gnojek and Mr. Bradford are joining the Colorado consortium meeting on Wednesday mornings to discuss ET3. Mr. Montera is continuing to be a part of these calls as well. Mr. Creek is going to be the point person for this project moving forward. Mr. Montera has been joining the internal ET3 meeting every week too. Although the idea is good, the logistics of the process and payments will be the challenge. The implementation date was pushed back to January 1, 2021. This gives more time to determine financial implications and work them into the budget.

The Veteran's Administration will be coming to the Vail Valley once a month. The bus will have an RN, a tech, and a TV connected to a doctor in Grand Junction.

2021 Budget Process Timeline:

At the next Board meeting there will be a rough draft of the 2021 budget. The finance team will be working with broad assumptions, as the county assessors do not intend to have property valuation numbers published until October 6th. Ms. Gnojek believes that commercial valuations will decrease, but is hopeful that residential valuations will increase. Being de-gallagherized should help the District. Patient net revenues are down about 20% on average. Ms. Gnojek will use this as the assumption for next year's budget. The District has not saved the equivalent on the expense side this year and will be looking for cost saving opportunities in 2021. Final approval of the budget is by December 6th, 2020.

Auditor Update:

Jim Hinkle from Hinkle & Company gave a virtual presentation about the audit process. As it was their first time auditing the District, they began in early 2020 looking at the internal control structure, how transactions are processed on a daily basis, the duties of each staff member, and making sure there is regular review of every process. They took a random sample of payroll and cash distributions and found that controls were operating as they were supposed to. Hinkle & Company then went more in depth and performed an analytic review of account balances. The auditor's opinion is that the District's financial statements are prepared consistent with Generally Accepted Accounting Principles (GAAP) and in accordance with prior year statements. Ms. Gnojek will write a Management Discussion and Analysis (MD&A) for the auditors to add to the report. The auditors will review the MD&A and then date the audit opinion for the final draft. The process was open and transparent, there were no disagreements with management and no adjustments were made. Ms. Gnojek stated that this is the first year since she has been here that there have been no adjustments.

RECORD OF PROCEEDINGS

Eagle County Health Service District Regular Meeting Minutes September 17, 2020

Motion by Mr. Smith to accept the audit draft as presented with a MD&A to be included at a future date. Second by Mr. Bergman. Motion passed unanimously.

RESOLVED to approve the audit draft as presented with a MD&A to be included at a future date.

UPDATES:

Executive Report –

Mr. Bradford toured the Vail Health remodel yesterday. The Town of Vail helipad will exist and be maintained until Spring of 2021. Access to the new Vail station will be available starting October 23, 2020 with the actual move taking place on November 20, 2020. The Vail Health contractors will help move some of the heavier equipment from the old station. Staff members who are involved in the move will tour the new station this week.

Mr. Bradford and Ms. Gnojek plan to attend local town council meetings to introduce themselves and discuss the transition. Ms. Gnojek will be contacting our community partners to relay this same information to them and discuss possible funding opportunities. She has also been working with the administrative team to plan strategies for next year, predominantly relating to communications and IT infrastructure.

Chief Financial Officer Report –

When financials were generated the depreciation was off due to an error with a recurring general entry. That error has been adjusted and will help the bottom line by approximately \$80,000. Dr. Woodland thought that some other numbers appeared to be off, specifically the Ending Net Assets YTD It shows 80% on the report, but looks more like 92%. That number is system generated. Ms. Ross will check in to it and recalculate if needed.

To be transparent, Ms. Gnojek noted the Net Surplus of approximately \$757,000 is mostly due to the Medicaid cost adjustment payment of \$574,000 which was not in the budget. It was a one-time payment, although an additional one-time payment is expected next year. In the future, Medicaid plans to adjust their rates so these additional payments will cease. Ms. Gnojek will remove the payment from Medicaid out of the Net Revenue and place it under a separate heading.

Chief Operations Officer Report-

Mr. Bradford will try and break the numbers out further in future reports to make them more clear.

RECORD OF PROCEEDINGS

Eagle County Health Service District Regular Meeting Minutes September 17, 2020

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

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

Communications-The Communications report was included in the packet for review.

Director Babb concerning Vail Resorts Plan for Ski Season:

Vail Resorts plans to open as much terrain as possible on November 20th. They will work to open up more terrain as quickly as possible to try and help spread people out. They will operate conservatively to try and stay open. Lodging numbers are looking strong beginning at the Christmas holiday and into March 2021.

EXECUTIVE SESSION-

The Board adjourned for Executive Session to discuss 24-6-402(4)(g), C.R.S., Consideration of any documents protected by the mandatory nondisclosure provisions of the Open Records Act.

The Board reconvened at 9:47 a.m.

In the executive session, six accounts were presented to the Board for consideration. The total amount of approved write-offs was \$4349.12. Motion made by Mr. Bergman to approve the write-offs as presented. Second by Mr. Smith. Motion passed unanimously.

RESOLVED to accept the staff recommendations as presented.

RECORD OF PROCEEDINGS

Eagle County Health Service District Regular Meeting Minutes September 17, 2020

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 September 17, 2020.

Respectfully submitted,

Secretary for the Meeting

Jennifer Cooley Follett

Approved: Board of Directors

