
RECORD OF PROCEEDINGS

Minutes of the Regular Meeting
November 19, 2020

The Regular Meeting of the Eagle County Health Service District occurred on November 19, 2020 at 8:00 a.m.; via remote attendance, in accordance with the applicable statutes of the State of Colorado.

The following Directors were attending remotely:

Attendance:

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

Also attending remotely:

ECHSD Staff:
Jim Bradford, CEO/COO
Amy Gnojek, CEO/CFO
Scott Lindquist, IT Manager
Kevin Creek, Community Paramedic Supervisor
Katie Coakley, Communications Coordinator/PIO
Graham Kane, Education Specialist
Steve Vardaman, Operations Manager
Kim Nelson, Operations Specialist
David Miller, Community Paramedic
Chris Marsh, Vehicle Maintenance Coordinator
Veronica Ross, Finance Manager
Scott Harmsen, Paramedic Supervisor
Cate Jenkins, HR Manager
Jennifer Cooley Follett, Administrative Assistant

Interim Contractos:

Kate Byers-HR
Chris Montera-Transition Phase

Public:

Caroline Bradford

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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 November 19, 2020 at 08:02 a.m. noting a quorum was present.

Public Hearing-Discussion of 2021 Budget

Ms. Gnojek presented the final draft of the budget to the Board for approval. Going into the budget cycle, the District was experiencing financial strain mainly due to decreased revenue from COVID and subsequent restrictions. As a result of fiscal prudence over the past ten plus years, the District was prepared for this challenge. The 2021 budget continued with the previous year's plan to utilize departmental budget lines.

The District's main drivers of revenue are patient 911 calls and property taxes. There was a modest increase in assessed property values, but abatements cancelled out any growth in revenue. The District anticipates a 20% decrease in patient call volume in 2021. There will be less interest income, as bond markets are reacting to economic times in the United States. The District is also expecting less revenue from grant funding, but exploration of alternative grant revenue is in the plans for 2021.

In an effort to offset the loss of revenue the staff deployed critical cost savings across the board. In order to deliver the goals to the community, the District must maintain a concrete employee base. Salaries and benefits are the largest portion of the General Fund budget at 78%. The Professional Development budget was decreased by 12% due to cost savings from virtual conferences. Certain expenditures such as Fuel and Supplies and Materials are tied to patient volume and as such should decrease this year. Repairs and Maintenance to the District's facilities are all budgeted based on true estimates of planned projects and their costs or quotes from insurance. The already scheduled Capital Improvements projects will continue as planned to extend the life of the District's assets. Rent Expense is a new line item for 2021 and encompasses fees to lease and maintain the new Vail station. The Treasury fees are associated with property tax. It is a 3% rate that we pay the county on our property tax collections.

The \$888,000 Capital Outlay expenditures budget includes a drug machine, two ambulances, two supervisor vehicles, a GlideScope Titanium, the G-suite phone system, a Lifepak, and exterior paint, sealcoating, and downstairs build out of the Edwards station. Mr. Marsh plans to purchase one ambulance in the 1st quarter and the other ambulance in the 3rd quarter of 2021. The strategy is the same for the supervisor vehicles. The Board agreed to push back all of the other expenditures, besides the vehicles, until May 1st. At that time, the Board will review the District's revenues and decide which of the remaining expenditures to approve going forward.

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Once the budget is approved, Ms. Gnojek will start planning alternative budgets to hedge for different levels of COVID restrictions and the possible impacts therein.

All the money appropriated to the Capital Fund last year was not spent. The beginning fund balance is approximately \$5.8 million. If the whole \$888,000 for Capital Expenditures is spent only \$18,000 will have to be transferred to keep the fund at the current level. The Board has designated 5% of the property tax revenues from the District's annual assessed mill levy that may be allocated to the Capital Fund. That figure is not included in this budget. Ms. Gnojek recommends a wait and see approach on this strategy.

There were no public comments.

Budget Adoption Resolutions:

The County has until December 6, 2020 to release the final assessed values. Ms. Gnojek does not think that the values will change drastically, but if they do it can affect the budget.

Motion made by Ms. Bartnik to adopt the budget, appropriate sums of money and set mill levies as presented. Second by Mr. Bergman. Motion passed unanimously.

RESOLVED to adopt the 2021 Budget, appropriate sums of money and set mill levies as presented.

Consent Agenda

Motion made by Mr. Smith to approve the October 15, 2020 Board Meeting Minutes. Second by Ms. Bartnik. Motion passed unanimously.

RESOLVED to approve the October 15, 2020 Board Meeting Minutes as presented.

It was noted by Mr. Bergman that there was a fairly large invoice from a plumbing and mechanical company last month. It was for preventative maintenance.

Motion made by Mr. Bergman to approve the October 2020 Expenditures. Second by Mr. Smith. Motion passed unanimously.

RESOLVED to approve the October 2020 Expenditures as presented.

OLD BUSINESS:

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COVID Update:

A couple of weeks ago we spooled up the Incident Command System (ICS) and closed the administrative offices to the public. The ICS staff updated the Personal Protective Equipment requirements for all field staff. They are to wear N95 masks when 6 feet of distance cannot be maintained and surgical masks at all other times, except when alone in a bedroom. N95 masks and medical grade gloves are still quite difficult to secure. The District had its first employee who tested positive for COVID. It was not from an exposure while on duty. There are also approximately 8 employees in quarantine due to exposures. Most of them are at the end of their quarantine period. The District is actively looking at surge staffing and other alternatives. The state COVID dial has been updated and a new level of purple was added. The ICS is having regular meetings on Monday, Wednesday and Friday at 2 pm. The FDA has 1-2 vaccines in the approval process. If approved, a vaccine could be available by mid-December. The State is working on a system to determine how patients will get moved depending on available resources. The employee at paramedic school will likely have her ride-alongs curtailed. The District may look at bringing her back here for her field internship.

Eagle County is hosting a community meeting concerning COVID tomorrow at 12:30 pm.

Transition update:

Mr. Bradford and Ms. Gnojek are continuing to meet with Director Babb on a bi-weekly basis. They are working together on the delineating responsibilities and trying to keep situational awareness of each other's worlds. The District hired an HR Manager and hopes to hire an Office Coordinator soon. On the Operations side, Mr. Vardaman has transitioned to his new role as Operations Manager and the subsequent open positions have been filled.

Mr. Montera's contract will finish at the end of this month. Ms. Gnojek expressed gratitude for his assistance.

With the recent elections just finishing, activity at the State has been quiet. Ms. Gnojek has been working with Mr. Dienst to get Emergency Medical Services seen as an essential service.

NEW BUSINESS:

ET3 Update:

The District submitted the implementation plan put together by Mr. Montera and Mr. Creek. There is not currently a go-live date, but an estimated timeline for 2021 is being developed. Medicare is the only payor to date. Anthem will fund Treatment in Place, but not other parts of ET3. Care Point will be the District's telehealth provider. A contract will be going into place soon. Care Point has a robust system in place and timeline to get everything

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accomplished. Mr. Creek will be working with Care Point on protocols and policies. He is also working with Ms. Coakley on a community outreach concerning ET3.

Outside Magazine Best of 2020 Award:

Ms. Coakley sent the survey to staff members a few months ago. There was a great response from employees which propelled the District on to the top 50 Best Places to Work list. The District is the only healthcare provider to be awarded. Ms. Coakley would like to do this on an annual basis.

UPDATES:

Executive Report/ Operations Report –

Mr. Bradford and Mr. Kane have been meeting with the Fire Departments to make sure our strategies align when responding to calls. With the increase in COVID they are working on trying to decrease disease spread and save on PPE by communicating more often.

There have been some challenges lately. Employees are feeling stressed from various facets due to COVID. Mr. Bradford and Ms. Gnojek started hosting an informal meeting over coffee on Tuesday mornings at 7:30 am, in an effort to stay in touch with staff and their concerns in this trying time.

The District had an opportunity to Partner with the Hope Center to debrief all responders on scene after a difficult call a couple of weeks ago.

The move into the new Vail quarters will happen this week. Crews will start responding to calls from the new station starting tomorrow. There are still some issues that are being worked through. The Emergency Department will not open until December 1st, which will make dropping patients off slightly awkward in the interim. The swing staff is finishing their training and will soon be available to help with transfers at night. Surge crews can be spooled up if need be. There is also a plan to have crews help the Community Paramedics if they are busy and 911 call volume is slow.

Transfers last month are even with the same month in 2019. There were 5 transfers in the last 24 hours, 2 to Valley View Hospital, the other 3 to Denver area facilities

Financial Report –

Ms. Jenkins is the District's new Human Resources (HR) Manager. She has been on board for a week. Ms. Byers will continue to assist the District with HR issues until the end of December.

Ms. Cooley Follett has moved laterally to the Accounting Clerk position. Ms. Gnojek has interviews with two potential Office Coordinator candidates this week.

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Open Enrollment is going on right now. There were no changes in premiums or carriers. The District enhanced its benefits with a Lifestyle spending account which will replace the FIR benefit.

The wildland deployments were financially successful. There is about \$175,000 in billable expenses. Ms. Gnojek commented on the great effort of all involved.

The new Google Meet hardware is on order and should be here in a few weeks.

There is no projection yet on the number of employees that will take advantage of the Paid Time Off (PTO) buyout. There are restrictions based on tenure and PTO bank balances. There have been eight or nine responses so far. One hundred percent of the PTO accrual is already on the books as an expense, so it would just be a cash transaction. There will be no change to the bottom line.

There was a decent net surplus in October. The fourth quarter of the year will be telling for the final year end results.

Outreach - The Outreach report was presented at the Board Meeting for review.

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

Graham included an initial summary of the progress on the Quality Management development plan.

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

Update from Director Babb concerning Vail Resorts:

Vail Mountain will open tomorrow and plans to stay open. There will be 250 acres to start. Attendance did not sell out for Friday or Saturday, but is very close to selling out for Sunday. The Town of Vail is requiring masks for all guests visiting the resort whether indoors or outside.

EXECUTIVE SESSION-

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

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The Board reconvened at 10:02 a.m.

Motion by Mr. Bergman to retain the firm Spencer Fane to represent the District for employee housing foreclosure efforts and for management to negotiate in the foreclosure proceedings. Seconded by Mr. Smith. Motion passed unanimously.

RESOLVED to approve the firm Spencer Fane to represent the District for employee housing foreclosure efforts and for management to negotiate in the foreclosure proceedings.

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 November 19, 2020.

Respectfully submitted,

Secretary for the Meeting

Jennifer Cooley Follett

Approved: Board of Directors









