

**MONTROSE MEMORIAL HOSPITAL  
BOARD OF TRUSTEES  
MARCH 7, 2016  
REGULAR MEETING MINUTES**

The regular meeting of the Board of Trustees of Montrose Memorial Hospital was held **Monday, March 7, 2016**, at 2:15p.m. in the Montrose County Board Room, located at 161 S. Townsend Ave, Montrose, CO, 81401.

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**Call to Order:** The regular meeting was called to order at 2:17pm., by President Mark Rackay.

Roll call:	Tony Lobato, Trustee	- Present (via phone)
	Mark Young, Vice President	- Present (via phone)
	Pete Klingsmith, Sec./Treas.	- Present (via phone)
	Tim Tinaza, Trustee	- Present
	Mark Rackay, President	- Present

**Quorum present.**

**Pledge of Allegiance:** Tim Tinaza

**1.0 Public Comments:** None                      **Guest Present:** None

**2.0 Commissioners Comments:** None present. No comments

**3.0 Consent Agenda**

**Approval of Meeting Minutes (3.01)** - Minutes for the February 1, 2016 Regular Meeting presented. Motion made by Vice President Mark Young to accept the minutes as presented. Motion seconded by Trustee Tim Tinaza. Those in favor: ALL ; Those opposed: None. Motion passed.

**4.0 Compliance Report(s) :**

***Hospital Inspections (4.01)***– Trustee Tony Lobato reported that he visited hospital on February 5, 2016, and met with Compliance Officer Patricia Chaloupka. Trustee Lobato reported on discussion regarding new Medicaid billing and building location compliance. President Mark Rackay commented on there being discussion about the same at the MMHI Board of Directors Meeting held on 3/21/16, as well. President Mark Rackay further reported on his hospital visit on March 21, 2016 while attending the MMHI Board of Directors meeting, where he stated that he was warmly greeted by members of their board, especially Chair Ron Courtney. President Rackay had no comments during the meeting but thanked the board for recognizing his presences.

**Moss Adams Webcast (4.02)** – This web cast was attended by Trustee Tony Lobato, President Mark Rackay and Administrative Assistant Trisha Schaeffer. Topic of webcast was regarding new regulation for the Healthcare Act, specifically the newly required 501(r) standing, which requires a “Community Health Needs Assessment” (CHNA), which must be completed every three years. This required community health care assessment will be due for Montrose Memorial Hospital again in 2016. Administrative Assistant reported that had pulled up Montrose Memorial Hospital CHNA report online. This report must now be filed every three (3) years for those hospitals receiving any Medicaid/Medicare funding. Trustee Tony Lobato added that in the hospital 2013 CHNA report, there very little to nothing showing any of the healthcare needs outside of Montrose proper. Trustee Lobato also commented on the study being conducted by QHR.

#### **5.0 NEW ITEMS:**

**Bylaws Review (5.01)** – County Attorney Teresa Williams stated that she would review current bylaws and have some suggested update and revisions prepared for the next regular BOT meeting.

**Regular Monthly Meeting Schedule (5.02)** – Coinciding with the updating of the BOT bylaws, consideration of changing the date the regular monthly meeting was discussed. Regular monthly meeting schedule to remain on the first Monday of each month.

**Expense Reimbursement for Trustees (5.03)** – According to Hospital Act the Trustee could not receive any form of compensation for their time serving, however, could receive reimbursement for expenses incurred while performing or for Board of Trustees business. Discussion pertaining to Trustees living inside Montrose area being able to submit reimbursement request for mileage ensued. Attorney Teresa Williams stated that she did not see any legal issue with Trustees living inside Montrose turning in request for reimbursement of mileage as it was no different from those Trustees traveling from the West End turning in their mileage. Motion was made by Trustee Pete Klingsmith that all Trustees get reimbursed for mileage and other expenses incurred while doing BOT business, and motion was seconded by Tim Tinaza. Those in favor: ALL ; Those Opposed: NONE. Motion passed.

**Website (5.04)** - Discussion about BOT having its own website and why it was no longer available turned to discussion about the ability to post BOT minutes and meeting agendas on the County website, as a county board, and as was previously done. County Attorney Teresa Williams stated that all of the other county boards currently post their information to the Montrose County website, so she did not see any problem with the BOT posting meeting minutes to the Montrose county website. Trustee Pete Klingsmith stated that as a county board he really believed that the BOT should be positing all information on the county website. Motion to resume posting meeting minutes and agendas to the Montrose County website made by Trustee Mark Young and seconded by Tim Tanaza. Those in favor: ALL ; Those Opposed: NONE. Motion passed.

#### **6.0 OLD ITEMS:**

**Job Description/Personnel Policy Update (6.01)** – President Mark Rackay reported on Personnel Policy being completed and Trustee Pete Klingsmith also stated that the policy coincided with the current Montrose County employee policy. Trustee Tony Lobato inquired as to an additional policy submitted by County Attorney Teresa Williams. Attorney Teresa Williams explained that she had drafted a letter that better suited

the terms of the current employment specifically of Administrative Assistant Trisha Schaeffer. Attorney Teresa Williams explained the letter was an addition to the Personnel Policy also being presented. The Personnel Policy will be a standing document for the BOT and the letter would be kept in the personnel file of Trisha Schaeffer to recognize her specific employment arrangement. Motion to accept letter regarding Trisha Schaeffer's employment terms and the Personnel Policy manual made by Trustee Tony Lobato and seconded by Tim Tinaza. Those in favor: ALL ; Those Opposed: NONE. Motion passed.

**7.0 FINANCIAL REPORT** - Secretary/Treasurer Pete Klingsmith reported that couple changes have been implemented to the financial report in an effort to provide better tracking of expenses. Starting with each line item, as of 3/1 BOT checking account is showing a balance of \$58,015.63, with outstanding checks of \$359.00 for reimbursement of the surety bond, and \$147.49 to Montrose County for rent on office space. It was reported that due to board only meeting once a month to approve expenditures and sign checks, that the rent payment is written out nearly a month early each month in order to make due date of the 1<sup>st</sup> day of each month. Bank balance after outstanding check consideration brings balance to \$57,509.14. Deposit of \$3,000.00, received from HOLA, bringing actual balance to \$60,509.14. Expenditure presented are payroll; \$1,447.91 Mileage reimbursement to Trustee Tony Lobato; \$100.80, Mileage reimbursement to Trustee George Glasier; \$100.80, office space rent to Montrose County; \$147.49, and Attorneys fees to Hale Westfall, LLP in the amount of \$9,640.00. Total monthly expenditures of \$11,437. leaving an estimated balance of \$49,072.14. President Mark Rackay inquired about invoice for Mediator and County Attorney Teresa Williams suggested that the BOT portion of mediation should be included in monthly invoice received from BOT special counsel. Administrative Assistant to check into invoice from HaleWestfall including mediation fees before separate check is cut to Judge Nottingham for mediation services. Secretary Treasurer Pete Klingsmith also explained the snapshot report showing all debit card purchases made during the previous month. Motion to accept financial report as presented and pay the bills made by Trustee Tony Lobato and seconded by Trustee Tim Tinaza . Those in favor: ALL ; Those Opposed: NONE. Motion passed.

County Attorney Teresa Williams reported that she had gone through personnel file of Administrative Assistant Trisha Schaeffer to ensure that it was up to date, by adding completed form I-9, to meet federal employment regulations.

**8.0 ADJOURNMENT** - Motion to adjourn made by Secretary Treasurer Pete Klingsmith and seconded by Trustee Tim Tinaza. None opposed: Meeting adjourned at 2:43pm.

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Mark Rackay  
President

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Pete Klingsmith  
Secretary/Treasurer