



**BOARD OF DIRECTORS  
MEETING  
June 26, 2012**

**Health District Office Building  
120 Bristlecone Drive, Fort Collins**

**MINUTES**

**BOARD MEMBERS PRESENT:** Bernard J. Birnbaum, MD, Vice President  
Timothy S. O’Neill, Secretary (via phone)  
Joe D. Hendrickson, Liaison to PVHS Board

**BOARD MEMBERS ABSENT:** Celeste Holder Kling, President  
Steven J. Thorson, MD, Treasurer

**STAFF PRESENT:** Carol Plock, Executive Director  
Emily Behrends, Accountant  
Bruce Cooper, M.D., Medical Director  
Richard Cox, Communications Director  
Lorraine Haywood, Finance Director  
Kim Lipker, Communications Specialist  
Laura Mai, Accountant  
John Newman, Medical Services Director  
Chris Sheafor, Support Services Director  
Nancy Stirling, Assistant to Executive Director

**OTHERS PRESENT:** Steve Collins, Sample & Bailey  
Molly Lockman, Sample & Bailey

**CALL TO ORDER; APPROVAL OF AGENDA**

Vice President Bernard Birnbaum called the meeting to order at 5:55 p.m. The meeting agenda was approved as presented.

**MOTION:** To approve the agenda as presented.  
*Motion/Seconded/Carried Unanimously*

**PUBLIC COMMENTS**

None.

## **DISCUSSION AND APPROVAL**

### **2011 Audit Report**

Steve Collins and Molly Lockman attend this meeting as representatives of Sample & Bailey, CPAs, P.C., which conducted the 2011 audit. While Dr. Thorson is not in attendance this evening, it was noted that, in his role as Board Treasurer, he had the opportunity to review the audit earlier, and to comment on it in a meeting with the auditors and the Executive Director prior to this meeting. Ms. Lockman briefly reviewed key points from the audit. She noted that the audit went extremely well and that staff were prepared and could answer all questions. The audit resulted in an unqualified opinion - that the financials are fairly stated and that there are no issues- which is a good opinion. The report shows good management of budgets and expenses, and no management comments nor control deficiencies.

In a quick summary, she noted that the Health District's assets exceeded total current liabilities at the close of 2011; the majority of revenues were dedicated to providing health services; there was some decrease in revenue and expenses in 2011 with explanations provided in the report; the Health District came under budget in both revenues and expenses (mostly attributed to grants that were budgeted but were not awarded or still in the application process).

Mr. Collins commented that the lease amendment changes that were recently made and approved by the Board earlier this year (2012) were not applicable to the 2011 budget year and therefore not included in the 2011 financial statements. However, some minor changes to wording and language were made in this report in preparation for when new lease amendment payments are received. It was also noted that expenses the Health District incurred for attorney fees in relation to the JOA process have been (or will be) paid by Poudre Valley Health System.

**MOTION: To accept the 2011 Audit as presented.**  
*Motion/Seconded/Carried Unanimously*

Ms. Lorraine Haywood and Ms. Plock both expressed much appreciation to the Finance Staff for their dedication and hard work which produced such a positive report.

### **Employee Handbook: Proposed Revisions**

Mr. Chris Sheafor, Support Services Director, reminded the Board of their previous review of proposed changes to the Employee Handbook. At that time, the Board approved the proposed changes and requested that the term "domestic partnership" be specifically defined where mentioned in the Handbook. This evening, Mr. Sheafor returns with a proposed definition, as well as proposed revisions to sections pertaining to breaks, rest periods, and meal breaks that would bring our policy into accordance with the state requirement minimums.

**MOTION: To approve the proposed revisions to the Employee Handbook as presented.**  
*Motion/Seconded/Carried Unanimously*

### **Compass Advisory Committee Members**

Ms. Kim Lipker, the new Communications Specialist, was introduced to the group. Ms. Lipker is primarily responsible for the Compass newsletter, which includes working with the Advisory Committee to obtain feedback and ideas. The Advisory Committee is comprised of community members and staff. Due to the loss of several committee members to term expirations, the following individuals are being proposed to fill those vacancies (see memo for more details):

- Ann Martin, Prescription Assistance, Health District representative

- Laura Mai, Finance, Health District representative
- Michelle Kooi, CPA, Community member
- Kristi Fanning, Community member
- Yvonne Myers, Community member

If approved, the first meeting of this Committee will be held in August.

**MOTION: To approve the proposed individuals to participate on the Compass Advisory Committee.**  
*Motion/Seconded/Carried Unanimously*

The Board commented that the Compass newsletter is an important tool for distributing important and useful health information. It was noted that in addition to Compass being mailed to district residents, current and past issues of Compass can also be viewed on-line at the Health District's web site. Other social messaging media, such as Facebook and Twitter, are also being utilized to highlight specific topics or articles.

## **UPDATES & REPORTS**

### **High Park Fire: Health District Involvement**

Ms. Plock provided an update to the Board of Health District involvement with the High Park Fire and Estes Park fire response efforts. The Health District has the assignment to work with Touchstone to call out trained mental health disaster responders in the event of local disasters. In a disaster, we are first contacted by the local Red Cross. Ms. Dee Colombini, Coordinator of the Mental Health Connections program, Mr. Newman, and Ms. Plock all responded early in the disaster and have been assisting local and state/national Red Cross personnel in providing, coordinating, orienting, and deploying adequate mental health professionals to provide support for those impacted by the fires at various sites and meetings. The Health Van was also requested and has been staffed by PVHS Urgent Care personnel at The Ranch to provide minor medical assistance to those in need. Mr. Newman and Dr. Cooper have been orienting medical personnel using the Van and a process for patients to obtain prescription assistance from the Health District was developed. Just prior to the request, the Van had been stocked with medical necessities by Health District personnel, so the Van was nearly ready to go when the request came in. The Van has been treating between 4 and 12 patients each day. Health District staff worked closely with both Red Cross and Touchstone workers in organizing these fire responses.

Several Health District employees were personally affected by the fires. Several have been evacuated for varying amounts of time, one helped with duties as a volunteer firefighter, one lived in a community where the homes around theirs were destroyed but their home was just barely spared, and one lost a vacation home entirely.

Ms. Plock asked the Board if they would approve giving her discretion to offer paid time off for those directly affected by the fires.

**MOTION: To give discretionary decision making to the Executive Director concerning paid time off for staff affected by the current fires (only).**  
*Motion/Seconded/Carried Unanimously*

It was noted that this discretion is granted for this particular circumstance only. While a formal policy might be useful, the challenge is that each disaster and the needs of those involved are likely to be quite different from each other.

## **PVHS Liaison Report**

Mr. Hendrickson noted the following:

- PVHS made a \$25,000 donation to the Red Cross to help with the High Park Fire efforts, along with \$5,000 each to the Rist Canyon Fire Department and the Poudre Canyon Fire Department.
- Memorial Hospital in Colorado Springs has received approval from its board to join the University of Colorado Health System. The next step to the approval process is for the issue to go to the City Council, and then to a vote of the people in Colorado Springs.
- One focus of the next meeting of the PVHS Board is to figure out the Board's role within the whole UC Health System structure.

Dr. Birnbaum mentioned that there may be some hard feelings from a few members of upper management and/or board levels of PVHS towards the Health District (after the lease negotiations) and mentioned the importance of having the two boards go forward in a positive manner. Staff and board members will monitor communications and relations and do their best to promote positive relations.

## **Officer Elections**

It is typical for Board members to appoint fellow Board members to specific Board Officer positions during the board meeting following a Board election. Since two of the members are not present this evening, it was recommended that current officers remain in place until a subsequent meeting when all are present. Traditionally, the Vice President presents a slate, and Dr. Birnbaum will be contacting each member prior to the next meeting in order to prepare one.

## **CONSENT AGENDA**

- Approval of April and May 2012, and Final December 2011 Financial Statements

**MOTION: To approve the agenda as presented.**  
*Motion/Seconded/Carried Unanimously*

## **ANNOUNCEMENTS**

- July 19, 8:00 am to 9:00 pm – Annual Board Retreat at the Tapestry House in LaPorte
- July 24 – Regular Board of Directors Meeting – CANCELLED
- August 9, 4:00 to 7:00 pm – Annual Staff Picnic at Spring Canyon Park
- August 28, 5:30 pm – Regular Board of Directors Meeting

## **ADJOURN**

**MOTION: To adjourn the meeting.**  
*Moved/Seconded/Carried Unanimously*

The meeting was adjourned at 7:14 p.m.

Respectfully submitted:

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Nancy L. Stirling, Assistant Secretary

(Absent from June 26, 2012 meeting)

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Celeste Holder Kling, President

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Bernard J. Birnbaum, MD, Vice President

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Timothy S. O'Neill, Secretary

(Absent from June 26, 2012 meeting)

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Steven J. Thorson, MD, Treasurer

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Joe D. Hendrickson, PVHS Board Liaison