

**LAKE FORK HEALTH SERVICE DISTRICT**  
**BOARD OF DIRECTORS MONTHLY MEETING AGENDA**

**MISSION STATEMENT**

*The mission of the Lake Fork Health Service District is to enhance the quality of life in our community by promoting wellness and providing quality health services with care and compassion while exercising fiscal responsibility.*

**Monday, October 16, 2017 – Moseley Health Care Complex, Zeller Wellness Center**

- I. CALL TO ORDER- Approximately 8:00AM
- II. ROLL CALL
- III. WORKSHOP (30 Minutes)
  - Discuss bylaw updates
  - Update from medical director search committee
  - Discuss definitions for each committee- Business Development, Community Relations, Personnel, Policy
  - Discuss having Gudrun Durmon contract to do sonography on a PRN basis
  - Discuss addition of policy to change door codes when there is any change in staff or board members
  - Discuss sign in log for visitors that are not patients, family, or staff
  - Review and discuss organizational chart
  - Any other items
- IV. MEETING AGENDA ITEMS – 8:30 AM
  - A. Approval of minutes from prior board meetings- 09/18/2017, 09/25/2017, & 10/02/2017.
  - B. Consider approval of revised bylaws
  - C. Consider approval of policy OPER-18, Door Codes and Keys
  - D. Any other items
- V. REPORTS
  - A. President
  - B. Medical Director
  - C. Dental Director
  - D. Business Manager
    1. Financial
    2. Business Development
    3. Community Relations
    4. Personnel
    5. Policies
    6. Volunteer Hours
    7. Strategic Work Plan
- VI. CITIZEN COMMENTS FROM THE FLOOR
- VII. ADJOURN

ACCOUNTS RECEIVABLE AGING  
Lake City Area Medical Center

ACCOUNT NUMBER	ACCOUNT NAME	BUD GET	--LAST PAYMENT-- DATE	AGE AMOUNT TYPE	TOTAL BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	120+ DAYS	
			05/18/17	3.00INS	1,097.00	.00	.00	.00	.00	1097.00	
				PAT	.00	.00	.00	.00	.00	.00	
				ACCT	1,097.00	.00	.00	.00	.00	1097.00	
			07/26/13	30INS	.30-	.30-	.00	.00	.00	.00	
				PAT	.00	.00	.00	.00	.00	.00	
				ACCT	.30-	.30-	.00	.00	.00	.00	
			04/10/17	12.25INS	464.00	.21	.00	.00	103.00	360.79	
				PAT	.00	.00	.00	.00	.00	.00	
				ACCT	464.00	.00	.00	.00	103.00	361.00	
			10/19/16	9.00INS	463.00	.00	.00	.00	.00	463.00	
				PAT	.00	.00	.00	.00	.00	.00	
				ACCT	463.00	.00	.00	.00	.00	463.00	
			08/11/17	6.50INS	103.00	.00	103.00	.00	.00	.00	
				PAT	.00	.00	.00	.00	.00	.00	
				ACCT	103.00	.00	103.00	.00	.00	.00	
1,042 ACCOUNTS FOR GRAND TOTALS					INS	215,529.14	52339.30	40990.65	26169.79	19315.94	76713.46
PERCENT OF GRAND TOTAL BALANCE							24.3%	19.0%	12.1%	9.0%	35.6%
					PAT	34,708.60	12276.47	.00	4561.80	3646.06	14224.27
PERCENT OF GRAND TOTAL BALANCE							35.4%	.0%	13.1%	10.5%	41.0%
					ACCT	250,237.74	47070.74	46094.04	36129.76	24897.35	96045.85
PERCENT OF GRAND TOTAL BALANCE							18.8%	18.4%	14.4%	9.9%	38.4%
TOTAL CREDIT BALANCES						4,630.45-					

120+ DAYS BREAKDOWN					120 DAYS	150 DAYS	180 DAYS	210+ DAYS	
PERCENT OF GRAND TOTAL BALANCE					INS	12816.68	17414.78	10493.06	35988.94
						5.9%	8.1%	4.9%	16.7%
PERCENT OF GRAND TOTAL BALANCE					PAT	1744.53	1317.30	2203.19	8959.25
						5.0%	3.8%	6.3%	25.8%
PERCENT OF GRAND TOTAL BALANCE					ACCT	15152.17	19645.77	11954.49	49293.42
						6.1%	7.9%	4.8%	19.7%

## LAKE FORK HEALTH SERVICE DISTRICT Profit & Loss Prev Year Comparison

August 2017

	<u>Aug 17</u>	<u>Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
421 · Medicaid Incentive Payment	0.00	330.00	-330.00	-100.0%
850 · Rental Income				
850.1 · Space Rental	485.00	1,055.00	-570.00	-54.03%
<b>Total 850 · Rental Income</b>	<u>485.00</u>	<u>1,055.00</u>	<u>-570.00</u>	<u>-54.03%</u>
<b>Dental Income</b>				
Dental Income - Patient				
ADJUSTMENTS				
Reserve	-1,948.00	75.45	-2,023.45	-2,681.84%
ADJUSTMENTS - Other	-670.42	-4,151.97	3,481.55	83.85%
<b>Total ADJUSTMENTS</b>	<u>-2,618.42</u>	<u>-4,076.52</u>	<u>1,458.10</u>	<u>35.77%</u>
Dental Income - Patient - Other	15,530.80	14,392.00	1,138.80	7.91%
<b>Total Dental Income - Patient</b>	<u>12,912.38</u>	<u>10,315.48</u>	<u>2,596.90</u>	<u>25.18%</u>
<b>Total Dental Income</b>	<u>12,912.38</u>	<u>10,315.48</u>	<u>2,596.90</u>	<u>25.18%</u>
400 · Patient Services Revenue				
Incentive Payments				
RMHMO	0.00	2,500.00	-2,500.00	-100.0%
<b>Total Incentive Payments</b>	<u>0.00</u>	<u>2,500.00</u>	<u>-2,500.00</u>	<u>-100.0%</u>
400.1 · Services	0.30	0.00	0.30	100.0%
400.9 · Patient Fee Writeoffs				
Reserve Adjmt	-2,764.54	-7,035.69	4,271.15	60.71%
400.92 · Refunds-Allowances	-482.05	-778.35	296.30	38.07%
400.9 · Patient Fee Writeoffs - Other	-23,988.44	-16,674.05	-7,314.39	-43.87%
<b>Total 400.9 · Patient Fee Writeoffs</b>	<u>-27,235.03</u>	<u>-24,488.09</u>	<u>-2,746.94</u>	<u>-11.22%</u>
400 · Patient Services Revenue - Other	67,445.45	76,890.70	-9,445.25	-12.28%
<b>Total 400 · Patient Services Revenue</b>	<u>40,210.72</u>	<u>54,902.61</u>	<u>-14,691.89</u>	<u>-26.76%</u>
408 · Medical Records Copy Fee	22.00	0.00	22.00	100.0%
<b>Total Income</b>	<u>53,630.10</u>	<u>66,603.09</u>	<u>-12,972.99</u>	<u>-19.48%</u>
<b>Expense</b>				
642 · Donations	0.00	200.00	-200.00	-100.0%
649 · Dental Expense				
Billing	814.54	432.18	382.36	88.47%
Advertising	0.00	179.86	-179.86	-100.0%
Accounting	75.00	270.00	-195.00	-72.22%
Dental Wages	7,892.70	6,307.50	1,585.20	25.13%
Dental Office Supplies	40.95	0.00	40.95	100.0%
Dental Lab	216.50	0.00	216.50	100.0%
Dental Professional Pay				
Travel	777.38	301.70	475.68	157.67%
Dental Professional Pay - Other	1,505.00	1,260.00	245.00	19.44%
<b>Total Dental Professional Pay</b>	<u>2,282.38</u>	<u>1,561.70</u>	<u>720.68</u>	<u>46.15%</u>
Dental Supplies	126.74	1,088.26	-961.52	-88.35%
649 · Dental Expense - Other	86.60	94.94	-8.34	-8.78%

## LAKE FORK HEALTH SERVICE DISTRICT Profit & Loss Prev Year Comparison

August 2017

	Aug 17	Aug 16	\$ Change	% Change
<b>Total 649 - Dental Expense</b>	11,535.41	9,934.44	1,600.97	16.12%
<b>605 - Accounting</b>				
605.4 - Billing Fees -Prac Part & Tina	2,183.57	1,743.38	440.19	25.25%
605.01 - LFHSD	292.50	168.75	123.75	73.33%
605.02 - LCAMC	720.00	700.00	20.00	2.86%
<b>Total 605 - Accounting</b>	3,196.07	2,612.13	583.94	22.36%
<b>610 - Advertising</b>				
610.01 - LFHSD	0.00	82.50	-82.50	-100.0%
610.02 - LCAMC	708.47	0.00	708.47	100.0%
<b>Total 610 - Advertising</b>	708.47	82.50	625.97	758.75%
<b>612 - Audit, LFHSD</b>	4,250.00	4,100.00	150.00	3.66%
<b>620 - Bank Charges</b>	0.00	229.06	-229.06	-100.0%
<b>625 - Bank Credit Card Fees</b>	392.69	199.24	193.45	97.09%
<b>628 - Cash Over Short</b>	-1.00	0.00	-1.00	-100.0%
<b>639 - Computer</b>				
639.5 - Maintenance Contract	1,830.00	2,250.00	-420.00	-18.67%
639.1 - Software	155.00	160.00	-5.00	-3.13%
639.2 - Services	450.00	0.00	450.00	100.0%
639.4 - On Line Internet	99.00	99.00	0.00	0.0%
<b>Total 639 - Computer</b>	2,534.00	2,509.00	25.00	1.0%
<b>640 - Contract Labor</b>	1,136.14	150.00	986.14	657.43%
<b>641 - Courier</b>	285.00	200.00	85.00	42.5%
<b>656 - Entertainment/Meals</b>	0.00	120.41	-120.41	-100.0%
<b>660 - Education,Staff</b>				
660.1 - Tuition & Fees	0.00	800.00	-800.00	-100.0%
745 - Seminars & Meetings, Business	630.00	0.00	630.00	100.0%
<b>Total 660 - Education,Staff</b>	630.00	800.00	-170.00	-21.25%
<b>670 - Insurance</b>				
670.2 - Health Employee	4,432.90	7,786.86	-3,353.96	-43.07%
<b>Total 670 - Insurance</b>	4,432.90	7,786.86	-3,353.96	-43.07%
<b>677 - Interest Expense</b>				
Medicaid	0.00	141.66	-141.66	-100.0%
<b>Total 677 - Interest Expense</b>	0.00	141.66	-141.66	-100.0%
<b>681 - Radiologist Interpretation</b>	0.00	1,848.50	-1,848.50	-100.0%
<b>690 - Licenses &amp; Fees</b>	150.00	341.00	-191.00	-56.01%
<b>715 - Personnel Expenses</b>				
715.3 - Taxes/Payroll - 8.5%	5,787.94	5,166.57	621.37	12.03%
715.4 - Wages	65,285.86	59,311.35	5,974.51	10.07%
715.6 - HSA	500.00	500.00	0.00	0.0%
715 - Personnel Expenses - Other	297.30	0.00	297.30	100.0%
<b>Total 715 - Personnel Expenses</b>	71,871.10	64,977.92	6,893.18	10.61%
<b>725 - Postage</b>	134.20	213.72	-79.52	-37.21%
<b>735 - Repair &amp; Maintenance</b>				
735.1 - Building & Building Eqmt	763.22	66.12	697.10	1,054.3%

## LAKE FORK HEALTH SERVICE DISTRICT Profit & Loss Prev Year Comparison

August 2017

	<u>Aug 17</u>	<u>Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>735.2 - Cleaning</b>				
Wages	2,064.19	1,629.76	434.43	26.66%
<b>Total 735.2 - Cleaning</b>	<u>2,064.19</u>	<u>1,629.76</u>	<u>434.43</u>	<u>26.66%</u>
<b>735.3 - Equipment-Medical</b>	2,647.63	1,485.00	1,162.63	78.29%
<b>Total 735 - Repair &amp; Maintenance</b>	<u>5,475.04</u>	<u>3,180.88</u>	<u>2,294.16</u>	<u>72.12%</u>
<b>750 - Supplies</b>				
<b>723 - Pharmacy &amp; Medications</b>	11,960.48	4,566.12	7,394.36	161.94%
<b>750.1 - Lab</b>	1,583.28	2,603.60	-1,020.32	-39.19%
<b>750.2 - Medical</b>	2,256.95	3,073.85	-816.90	-26.58%
<b>750.3 - Office</b>	723.60	1,025.71	-302.11	-29.45%
<b>750.4 - General Supplies</b>	1,044.83	168.00	876.83	521.92%
<b>Total 750 - Supplies</b>	<u>17,569.14</u>	<u>11,437.28</u>	<u>6,131.86</u>	<u>53.61%</u>
<b>765 - Telephones</b>				
<b>765.1 - Centurytel</b>	497.96	1,153.98	-656.02	-56.85%
<b>Total 765 - Telephones</b>	<u>497.96</u>	<u>1,153.98</u>	<u>-656.02</u>	<u>-56.85%</u>
<b>775 - Utilities</b>				
<b>775.1 - Cable</b>	45.99	49.98	-3.99	-7.98%
<b>775.2 - Electric</b>	1,197.73	1,339.11	-141.38	-10.56%
<b>775.3 - EMS Utilities Reimbursement</b>	-3,750.00	0.00	-3,750.00	-100.0%
<b>775.4 - Gas</b>	0.00	865.10	-865.10	-100.0%
<b>Total 775 - Utilities</b>	<u>-2,506.28</u>	<u>2,254.19</u>	<u>-4,760.47</u>	<u>-211.18%</u>
<b>777 - Waste Management</b>				
<b>777.1 - Bio-Hazard Materials</b>	1,040.66	2,397.85	-1,357.19	-56.6%
<b>777.2 - Trash Disposal</b>	240.00	240.00	0.00	0.0%
<b>Total 777 - Waste Management</b>	<u>1,280.66</u>	<u>2,637.85</u>	<u>-1,357.19</u>	<u>-51.45%</u>
<b>999 - Suspense</b>				
BCBS	0.00	0.00	0.00	0.0%
MEDICAID	-1,055.73	0.00	-1,055.73	-100.0%
DENTAL	0.00	0.00	0.00	0.0%
AR	0.00	0.00	0.00	0.0%
AETNA	0.00	0.00	0.00	0.0%
<b>Total 999 - Suspense</b>	<u>-1,055.73</u>	<u>0.00</u>	<u>-1,055.73</u>	<u>-100.0%</u>
<b>Total Expense</b>	<u>122,515.77</u>	<u>117,110.62</u>	<u>5,405.15</u>	<u>4.62%</u>
<b>Net Ordinary Income</b>	-68,885.67	-50,507.53	-18,378.14	-36.39%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>890 - Donation Income</b>	1,100.00	0.00	1,100.00	100.0%
<b>896 - Interest Earned</b>				
11932	8.64	5.24	3.40	64.89%
<b>896.2 - Colorado Trust</b>	0.00	69.85	-69.85	-100.0%
<b>Total 896 - Interest Earned</b>	<u>8.64</u>	<u>75.09</u>	<u>-66.45</u>	<u>-88.49%</u>
<b>900 - Health Service District Revenue</b>				
<b>901 - 1% Motor Vehicle Sales Tax</b>				
<b>901.1 - Treasurer Fee</b>	-0.11	-2.18	2.07	94.95%

## LAKE FORK HEALTH SERVICE DISTRICT Profit & Loss Prev Year Comparison

August 2017

	Aug 17	Aug 16	\$ Change	% Change
901 - 1% Motor Vehicle Sales Tax - Other	3.50	65.50	-62.00	-94.66%
<b>Total 901 - 1% Motor Vehicle Sales Tax</b>	<b>3.39</b>	<b>63.32</b>	<b>-59.93</b>	<b>-94.65%</b>
<b>902 - 1% Sales Tax</b>				
902.1 - Hinsdale County	21,082.28	18,961.46	2,120.82	11.19%
<b>Total 902 - 1% Sales Tax</b>	<b>21,082.28</b>	<b>18,961.46</b>	<b>2,120.82</b>	<b>11.19%</b>
<b>904 - Property Tax</b>				
904.1 - Earned Interest/Property Tax	285.40	338.77	-53.37	-15.75%
904 - Property Tax - Other	11,264.08	12,607.81	-1,343.73	-10.66%
<b>Total 904 - Property Tax</b>	<b>11,549.48</b>	<b>12,946.58</b>	<b>-1,397.10</b>	<b>-10.79%</b>
905 - Specific Ownership Tax	1,990.75	2,000.82	-10.07	-0.5%
<b>Total 900 - Health Service District Revenue</b>	<b>34,625.90</b>	<b>33,972.18</b>	<b>653.72</b>	<b>1.92%</b>
<b>Total Other Income</b>	<b>35,734.54</b>	<b>34,047.27</b>	<b>1,687.27</b>	<b>4.96%</b>
<b>Other Expense</b>				
950 - Health Services District Expens				
951 - 5% Treasurer's Fee/Property Tax	577.47	129.48	447.99	345.99%
956 - Legal Fees	0.00	291.00	-291.00	-100.0%
970 - Seminars & Meetings	0.00	315.00	-315.00	-100.0%
<b>Total 950 - Health Services District Expens</b>	<b>577.47</b>	<b>735.48</b>	<b>-158.01</b>	<b>-21.48%</b>
<b>Total Other Expense</b>	<b>577.47</b>	<b>735.48</b>	<b>-158.01</b>	<b>-21.48%</b>
<b>Net Other Income</b>	<b>35,157.07</b>	<b>33,311.79</b>	<b>1,845.28</b>	<b>5.54%</b>
<b>Net Income</b>	<b>-33,728.60</b>	<b>-17,195.74</b>	<b>-16,532.86</b>	<b>-96.15%</b>

**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Budget vs. Actual**

January through August 2017

TOTAL

	<u>Jan - Aug 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>421 - Medicaid Incentive Payment</b>				
Repayment	0.00	0.00	0.00	0.0%
<b>421 - Medicaid Incentive Payment - Other</b>	10,104.88	0.00	10,104.88	100.0%
<b>Total 421 - Medicaid Incentive Payment</b>	10,104.88	0.00	10,104.88	100.0%
<b>850 - Rental Income</b>				
850.1 - Space Rental	2,285.00	2,666.64	-381.64	85.69%
850 - Rental Income - Other	100.00			
<b>Total 850 - Rental Income</b>	2,385.00	2,666.64	-281.64	89.44%
<b>Dental Income</b>				
Dental Income - Patient				
<b>ADJUSTMENTS</b>				
Refunds	-304.00	0.00	-304.00	100.0%
Reserve	-4,159.74	0.00	-4,159.74	100.0%
<b>ADJUSTMENTS - Other</b>	-13,321.96	-21,100.00	7,778.04	63.14%
<b>Total ADJUSTMENTS</b>	-17,785.70	-21,100.00	3,314.30	84.29%
Dental Income - Patient - Other	94,582.60	90,100.00	4,482.60	104.98%
<b>Total Dental Income - Patient</b>	76,796.90	69,000.00	7,796.90	111.3%
Dental Inc - Insurance Incentiv	139.00			
<b>Total Dental Income</b>	76,935.90	69,000.00	7,935.90	111.5%
<b>400 - Patient Services Revenue</b>				
Incentive Payments				
Colo Rural Health Center	0.00	0.00	0.00	0.0%
RMHMO	5,000.00	0.00	5,000.00	100.0%
Incentive Payments - Other	0.00	0.00	0.00	0.0%
<b>Total Incentive Payments</b>	5,000.00	0.00	5,000.00	100.0%
400.1 - Services	480.30			
400.9 - Patient Fee Writeoffs				
400.94 - Refunds	-29.60			
Reserve Adjmt	-27,819.77	0.00	-27,819.77	100.0%
400.92 - Refunds-Allowances	-4,230.60	0.00	-4,230.60	100.0%
400.9 - Patient Fee Writeoffs - Other	-136,824.31	-105,895.00	-30,929.31	129.21%
<b>Total 400.9 - Patient Fee Writeoffs</b>	-168,904.28	-105,895.00	-63,009.28	159.5%
400 - Patient Services Revenue - Other	424,490.32	439,510.00	-15,019.68	96.58%
<b>Total 400 - Patient Services Revenue</b>	261,066.34	333,615.00	-72,548.66	78.25%
408 - Medical Records Copy Fee	82.00	0.00	82.00	100.0%
420 - Medicare Audit-Cost Report	0.00	0.00	0.00	0.0%
<b>Total Income</b>	350,574.12	405,281.64	-54,707.52	86.5%
<b>Expense</b>				
664 - Gifts-Business	0.00	0.00	0.00	0.0%
642 - Donations	700.00	750.00	-50.00	93.33%
649 - Dental Expense				
Dues and Subscriptions	0.00	730.00	-730.00	0.0%

**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Budget vs. Actual**  
 January through August 2017

	TOTAL			
	Jan - Aug 17	Budget	\$ Over Budget	% of Budget
Workmans Comp	0.00	0.00	0.00	0.0%
Licenses and Fees	51.00	1,243.00	-1,192.00	4.1%
Tuition and Fees	-69.01	0.00	-69.01	100.0%
Dental Memberships	1,444.00	1,498.00	-54.00	96.4%
Service Agreements	0.00	0.00	0.00	0.0%
Billing	3,560.49	2,610.00	950.49	136.42%
Advertising	718.05	0.00	718.05	100.0%
Depreciation	0.00	0.00	0.00	0.0%
Dental Payroll Taxes	0.00	0.00	0.00	0.0%
Accounting	980.00	400.00	580.00	245.0%
Repairs & Maint	0.00	500.00	-500.00	0.0%
Dental Wages	33,626.97	26,914.80	6,712.17	124.94%
Dental Office Supplies	130.94	132.00	-1.06	99.2%
Dental Lab	2,539.70	1,735.00	804.70	146.38%
Dental Insurance Cost	0.00	0.00	0.00	0.0%
Dental Professional Pay				
Travel	2,508.20	1,813.60	694.60	138.3%
Dental Professional Pay - Other	10,565.00	10,110.00	455.00	104.5%
<b>Total Dental Professional Pay</b>	<b>13,073.20</b>	<b>11,923.60</b>	<b>1,149.60</b>	<b>109.64%</b>
Dental Supplies				
Chg in Inventory	0.00	0.00	0.00	0.0%
Dental Supplies - Other	4,306.47	5,600.00	-1,293.53	76.9%
<b>Total Dental Supplies</b>	<b>4,306.47</b>	<b>5,600.00</b>	<b>-1,293.53</b>	<b>76.9%</b>
<b>649 - Dental Expense - Other</b>	<b>504.76</b>	<b>1,320.00</b>	<b>-815.24</b>	<b>38.24%</b>
<b>Total 649 - Dental Expense</b>	<b>60,866.57</b>	<b>54,606.40</b>	<b>6,260.17</b>	<b>111.46%</b>
<b>605 - Accounting</b>				
<b>605.4 - Billing Fees -Prac Part &amp; Tina</b>				
Seminars	0.00	0.00	0.00	0.0%
605.4 - Billing Fees -Prac Part & Tina - Other	10,836.88	10,755.00	81.88	100.76%
<b>Total 605.4 - Billing Fees -Prac Part &amp; Tina</b>	<b>10,836.88</b>	<b>10,755.00</b>	<b>81.88</b>	<b>100.76%</b>
605.01 - LFHSD	1,536.25	1,320.00	216.25	116.38%
605.02 - LCAMC	6,449.42	3,860.00	2,589.42	167.08%
<b>Total 605 - Accounting</b>	<b>18,822.55</b>	<b>15,935.00</b>	<b>2,887.55</b>	<b>118.12%</b>
<b>610 - Advertising</b>				
610.01 - LFHSD	0.00	280.00	-280.00	0.0%
610.02 - LCAMC	6,687.27	800.00	5,887.27	835.91%
<b>Total 610 - Advertising</b>	<b>6,687.27</b>	<b>1,080.00</b>	<b>5,607.27</b>	<b>619.19%</b>
<b>612 - Audit, LFHSD</b>	<b>4,250.00</b>	<b>4,250.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>620 - Bank Charges</b>	<b>206.49</b>	<b>1,920.00</b>	<b>-1,713.51</b>	<b>10.76%</b>
<b>625 - Bank Credit Card Fees</b>	<b>2,620.45</b>	<b>1,040.00</b>	<b>1,580.45</b>	<b>251.97%</b>
<b>628 - Cash Over Short</b>	<b>-0.90</b>	<b>0.00</b>	<b>-0.90</b>	<b>100.0%</b>
<b>639 - Computer</b>				
639.5 - Maintenance Contract	23,542.12	8,000.00	15,542.12	294.28%
639.1 - Software	2,069.95	2,400.00	-330.05	86.25%



**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Budget vs. Actual**

January through August 2017

TOTAL

	Jan - Aug 17	Budget	\$ Over Budget	% of Budget
639.2 - Services	1,654.00	800.00	854.00	206.75%
639.3 - Hardware/Office Machines	1,255.00	680.00	575.00	184.56%
639.4 - On Line Internet	693.00	800.00	-107.00	86.63%
<b>Total 639 - Computer</b>	<b>29,214.07</b>	<b>12,680.00</b>	<b>16,534.07</b>	<b>230.4%</b>
640 - Contract Labor	3,111.14	0.00	3,111.14	100.0%
641 - Courier	2,255.00	1,600.00	655.00	140.94%
650 - Depreciation				
Xray Eqmt	0.00	0.00	0.00	0.0%
Medical Eqmt	0.00	0.00	0.00	0.0%
Office Eqmt	0.00	0.00	0.00	0.0%
Bldgs	0.00	0.00	0.00	0.0%
<b>Total 650 - Depreciation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
655 - Dues & Subscriptions				
LAB Proficiency	0.00	0.00	0.00	0.0%
655.2 - Memberships	3,120.00	0.00	3,120.00	100.0%
655.3 - Subscriptions	0.00	0.00	0.00	0.0%
655 - Dues & Subscriptions - Other	55.00	1,600.00	-1,545.00	3.44%
<b>Total 655 - Dues &amp; Subscriptions</b>	<b>3,175.00</b>	<b>1,600.00</b>	<b>1,575.00</b>	<b>198.44%</b>
656 - Entertainment/Meals	298.72	2,000.00	-1,701.28	14.94%
660 - Education,Staff				
660.4 - Staff Meetings	1,063.50	0.00	1,063.50	100.0%
660.3 - Meals	0.00	0.00	0.00	0.0%
660.1 - Tuition & Fees	2,517.80	8,000.00	-5,482.20	31.47%
660.2 - Travel & Lodging	1,399.55	0.00	1,399.55	100.0%
745 - Seminars & Meetings, Business				
745.3 - Travel & Lodging	1,600.20	0.00	1,600.20	100.0%
745 - Seminars & Meetings, Business - Other	380.00	0.00	380.00	100.0%
<b>Total 745 - Seminars &amp; Meetings, Business</b>	<b>1,980.20</b>	<b>0.00</b>	<b>1,980.20</b>	<b>100.0%</b>
660 - Education,Staff - Other	89.40			
<b>Total 660 - Education,Staff</b>	<b>7,050.45</b>	<b>8,000.00</b>	<b>-949.55</b>	<b>88.13%</b>
670 - Insurance				
670.1 - Building Liability	4,473.56	7,000.00	-2,526.44	63.91%
670.2 - Health Employee	25,543.30	28,000.00	-2,456.70	91.23%
670.3 - General Liability	3,456.41	3,000.00	456.41	115.21%
670.5 - Malpractice	13,717.00	7,500.00	6,217.00	182.89%
<b>Total 670 - Insurance</b>	<b>47,190.27</b>	<b>45,500.00</b>	<b>1,690.27</b>	<b>103.72%</b>
677 - Interest Expense				
Medicaid	0.00	0.00	0.00	0.0%
<b>Total 677 - Interest Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
681 - Radiologist Interpretation	0.00	2,000.00	-2,000.00	0.0%
690 - Licenses & Fees	5,498.67	3,500.00	1,998.67	157.11%
712 - Penalties	0.00	0.00	0.00	0.0%
715 - Personnel Expenses				
Town of CB Reimb	0.00	0.00	0.00	0.0%

## LAKE FORK HEALTH SERVICE DISTRICT Profit & Loss Budget vs. Actual

January through August 2017

TOTAL

	Jan - Aug 17	Budget	\$ Over Budget	% of Budget
715.3 - Taxes/Payroll - 8.5%	29,663.01	27,337.50	2,325.51	108.51%
715.4 - Wages	333,196.94	322,500.00	10,696.94	103.32%
715.5 - Workman's Compensation	7,426.73	9,500.00	-2,073.27	78.18%
715.6 - HSA	3,750.00	4,800.00	-1,050.00	78.13%
715 - Personnel Expenses - Other	535.14			
<b>Total 715 - Personnel Expenses</b>	<b>374,571.82</b>	<b>364,137.50</b>	<b>10,434.32</b>	<b>102.87%</b>
<b>722 - Pharmacy Consultant</b>				
722.1 - Consulting Fees	1,140.00	1,520.00	-380.00	75.0%
722.2 - Travel	363.60	360.00	3.60	101.0%
<b>Total 722 - Pharmacy Consultant</b>	<b>1,503.60</b>	<b>1,880.00</b>	<b>-376.40</b>	<b>79.98%</b>
725 - Postage	1,462.34	1,600.00	-137.66	91.4%
<b>735 - Repair &amp; Maintenance</b>				
735.1 - Building & Building Eqmt	11,621.74	8,000.00	3,621.74	145.27%
735.2 - Cleaning				
Wages	10,289.05	9,320.00	969.05	110.4%
735.2 - Cleaning - Other	172.20	0.00	172.20	100.0%
<b>Total 735.2 - Cleaning</b>	<b>10,461.25</b>	<b>9,320.00</b>	<b>1,141.25</b>	<b>112.25%</b>
735.3 - Equipment-Medical	2,947.63	0.00	2,947.63	100.0%
735.4 - XRAY	772.50	1,640.00	-867.50	47.1%
735 - Repair & Maintenance - Other	519.75			
<b>Total 735 - Repair &amp; Maintenance</b>	<b>26,322.87</b>	<b>18,960.00</b>	<b>7,362.87</b>	<b>138.83%</b>
<b>750 - Supplies</b>				
723 - Pharmacy & Medications				
Change in Inventory	0.00	0.00	0.00	0.0%
723 - Pharmacy & Medications - Other	24,778.24	23,320.00	1,458.24	106.25%
<b>Total 723 - Pharmacy &amp; Medications</b>	<b>24,778.24</b>	<b>23,320.00</b>	<b>1,458.24</b>	<b>106.25%</b>
750.1 - Lab	13,656.18	11,640.00	2,016.18	117.32%
750.2 - Medical				
Reimbursement	0.00	0.00	0.00	0.0%
Change in Inventory	0.00	0.00	0.00	0.0%
750.2 - Medical - Other	8,821.55	9,320.00	-498.45	94.65%
<b>Total 750.2 - Medical</b>	<b>8,821.55</b>	<b>9,320.00</b>	<b>-498.45</b>	<b>94.65%</b>
750.3 - Office	6,153.08	5,640.00	513.08	109.1%
750.4 - General Supplies	1,044.83	800.00	244.83	130.6%
750 - Supplies - Other	753.58			
<b>Total 750 - Supplies</b>	<b>55,207.46</b>	<b>50,720.00</b>	<b>4,487.46</b>	<b>108.85%</b>
<b>765 - Telephones</b>				
765.1 - Centurytel	5,165.17	4,533.28	631.89	113.94%
<b>Total 765 - Telephones</b>	<b>5,165.17</b>	<b>4,533.28</b>	<b>631.89</b>	<b>113.94%</b>
<b>775 - Utilities</b>				
775.1 - Cable	350.02	240.00	110.02	145.84%
775.2 - Electric	7,897.63	8,435.00	-537.37	93.63%
775.3 - EMS Utilities Reimbursement	-11,250.00	-8,500.00	-2,750.00	132.35%
775.4 - Gas	10,717.48	14,000.00	-3,282.52	76.55%

## LAKE FORK HEALTH SERVICE DISTRICT Profit & Loss Budget vs. Actual

January through August 2017

TOTAL

	Jan - Aug 17	Budget	\$ Over Budget	% of Budget
775.5 - Water & Sewer	480.00	400.00	80.00	120.0%
<b>Total 775 - Utilities</b>	8,195.13	14,575.00	-6,379.87	56.23%
<b>777 - Waste Management</b>				
777.1 - Bio-Hazard Materials	8,514.58	8,680.00	-165.42	98.09%
777.2 - Trash Disposal	1,487.19	1,295.00	192.19	114.84%
<b>Total 777 - Waste Management</b>	10,001.77	9,975.00	26.77	100.27%
<b>999 - Suspense</b>				
RMHMO	0.00	0.00	0.00	0.0%
BCBS	0.00	0.00	0.00	0.0%
MEDICAID	-1,228.73	0.00	-1,228.73	100.0%
DENTAL	-1,043.84	0.00	-1,043.84	100.0%
AR				
NOT CLEARED	0.00			
AR - Other	525.44	0.00	525.44	100.0%
<b>Total AR</b>	525.44	0.00	525.44	100.0%
MEDICARE	0.00	0.00	0.00	0.0%
AETNA	-173.00	0.00	-173.00	100.0%
999 - Suspense - Other	418.00	0.00	418.00	100.0%
<b>Total 999 - Suspense</b>	-1,502.13	0.00	-1,502.13	100.0%
<b>Total Expense</b>	672,873.78	622,842.18	50,031.60	108.03%
<b>Net Ordinary Income</b>	-322,299.66	-217,560.54	-104,739.12	148.14%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
HF Proceeds	0.00	0.00	0.00	0.0%
Other Income	0.00	1,000.00	-1,000.00	0.0%
890 - Donation Income	3,120.00	650.00	2,470.00	480.0%
895 - Grant Income	312.00	20,680.00	-20,368.00	1.51%
896 - Interest Earned				
11932	67.64	40.00	27.64	169.1%
896.2 - Colorado Trust	791.89	460.00	331.89	172.15%
896.3 - CD	0.00	0.00	0.00	0.0%
<b>Total 896 - Interest Earned</b>	859.53	500.00	359.53	171.91%
<b>900 - Health Service District Revenue</b>				
901 - 1% Motor Vehicle Sales Tax				
901.1 - Treasurer Fee	-1.93	0.00	-1.93	100.0%
901 - 1% Motor Vehicle Sales Tax - Other	58.53	275.00	-216.47	21.28%
<b>Total 901 - 1% Motor Vehicle Sales Tax</b>	56.60	275.00	-218.40	20.58%
902 - 1% Sales Tax				
902.1 - Hinsdale County	45,931.57	41,150.00	4,781.57	111.62%
<b>Total 902 - 1% Sales Tax</b>	45,931.57	41,150.00	4,781.57	111.62%
904 - Property Tax				
904.1 - Earned Interest/Property Tax	440.72	0.00	440.72	100.0%
904 - Property Tax - Other	311,346.06	312,448.69	-1,102.63	99.65%
<b>Total 904 - Property Tax</b>	311,786.78	312,448.69	-661.91	99.79%

**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Budget vs. Actual**

January through August 2017

TOTAL

	<u>Jan - Aug 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
905 - Specific Ownership Tax	13,096.16	10,500.00	2,596.16	124.73%
<b>Total 900 - Health Service District Revenue</b>	<b>370,871.11</b>	<b>364,373.69</b>	<b>6,497.42</b>	<b>101.78%</b>
<b>Total Other Income</b>	<b>375,162.64</b>	<b>387,203.69</b>	<b>-12,041.05</b>	<b>96.89%</b>
<b>Other Expense</b>				
950 - Health Services District Expens				
958 - Dues & Memberships	0.00	0.00	0.00	0.0%
951 - 5% Treasurer's Fee/Property Tax	15,589.36	15,618.00	-28.64	99.82%
952 - Board of Director's Expenses	347.84	680.00	-332.16	51.15%
955 - Election Expense	20.00			
956 - Legal Fees	9,209.07	1,435.00	7,774.07	641.75%
960 - Public Officials Liability Insu	1,542.92	0.00	1,542.92	100.0%
966 - Public Health/Community Service				
Advertising	0.00	0.00	0.00	0.0%
<b>Total 966 - Public Health/Community Service</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
970 - Seminars & Meetings	0.00	560.00	-560.00	0.0%
950 - Health Services District Expens - Other	128.50			
<b>Total 950 - Health Services District Expens</b>	<b>26,837.69</b>	<b>18,293.00</b>	<b>8,544.69</b>	<b>146.71%</b>
<b>Total Other Expense</b>	<b>26,837.69</b>	<b>18,293.00</b>	<b>8,544.69</b>	<b>146.71%</b>
<b>Net Other Income</b>	<b>348,324.95</b>	<b>368,910.69</b>	<b>-20,585.74</b>	<b>94.42%</b>
<b>Net Income</b>	<b>26,025.29</b>	<b>151,350.15</b>	<b>-125,324.86</b>	<b>17.2%</b>

**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Prev Year Comparison**  
 January through August 2017

	<u>Jan - Aug 17</u>	<u>Jan - Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>421 - Medicaid Incentive Payment</b>				
Repayment	0.00	-21,250.00	21,250.00	100.0%
<b>421 - Medicaid Incentive Payment - Other</b>	10,104.88	2,856.46	7,248.42	253.76%
<b>Total 421 - Medicaid Incentive Payment</b>	<u>10,104.88</u>	<u>-18,393.54</u>	<u>28,498.42</u>	<u>154.94%</u>
<b>850 - Rental Income</b>				
850.1 - Space Rental	2,285.00	3,223.82	-938.82	-29.12%
850 - Rental Income - Other	100.00	0.00	100.00	100.0%
<b>Total 850 - Rental Income</b>	<u>2,385.00</u>	<u>3,223.82</u>	<u>-838.82</u>	<u>-26.02%</u>
<b>Dental Income</b>				
Dental Income - Patient				
<b>ADJUSTMENTS</b>				
Refunds	-304.00	0.00	-304.00	-100.0%
Reserve	-4,159.74	-1,993.47	-2,166.27	-108.67%
<b>ADJUSTMENTS - Other</b>	-13,321.96	-21,098.95	7,776.99	36.86%
<b>Total ADJUSTMENTS</b>	<u>-17,785.70</u>	<u>-23,092.42</u>	<u>5,306.72</u>	<u>22.98%</u>
Dental Income - Patient - Other	94,582.60	83,916.00	10,666.60	12.71%
<b>Total Dental Income - Patient</b>	<u>76,796.90</u>	<u>60,823.58</u>	<u>15,973.32</u>	<u>26.26%</u>
Dental Inc - Insurance Incentiv	139.00	0.00	139.00	100.0%
<b>Total Dental Income</b>	<u>76,935.90</u>	<u>60,823.58</u>	<u>16,112.32</u>	<u>26.49%</u>
<b>400 - Patient Services Revenue</b>				
Incentive Payments				
RMHMO	5,000.00	7,500.00	-2,500.00	-33.33%
<b>Total Incentive Payments</b>	<u>5,000.00</u>	<u>7,500.00</u>	<u>-2,500.00</u>	<u>-33.33%</u>
400.1 - Services	480.30	0.00	480.30	100.0%
<b>400.9 - Patient Fee Writeoffs</b>				
400.94 - Refunds	-29.60	0.00	-29.60	-100.0%
Reserve Adjmt	-27,819.77	-38,222.00	10,402.23	27.22%
400.92 - Refunds-Allowances	-4,230.60	-3,553.26	-677.34	-19.06%
400.9 - Patient Fee Writeoffs - Other	-136,824.31	-83,629.76	-53,194.55	-63.61%
<b>Total 400.9 - Patient Fee Writeoffs</b>	<u>-168,904.28</u>	<u>-125,405.02</u>	<u>-43,499.26</u>	<u>-34.69%</u>
400 - Patient Services Revenue - Other	424,490.32	404,486.65	20,003.67	4.95%
<b>Total 400 - Patient Services Revenue</b>	<u>261,066.34</u>	<u>286,581.63</u>	<u>-25,515.29</u>	<u>-8.9%</u>
408 - Medical Records Copy Fee	82.00	26.00	56.00	215.39%
<b>Total Income</b>	<u>350,574.12</u>	<u>332,261.49</u>	<u>18,312.63</u>	<u>5.51%</u>
<b>Expense</b>				
642 - Donations	700.00	699.00	1.00	0.14%
998 - Void Checks	0.00	0.00	0.00	0.0%
<b>649 - Dental Expense</b>				
Dues and Subscriptions	0.00	569.31	-569.31	-100.0%
Licenses and Fees	51.00	1,243.00	-1,192.00	-95.9%
Tuition and Fees	-69.01	0.00	-69.01	-100.0%
Dental Memberships	1,444.00	1,426.00	18.00	1.26%

**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Prev Year Comparison**  
 January through August 2017

	<u>Jan - Aug 17</u>	<u>Jan - Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
Billing	3,560.49	3,189.42	371.07	11.63%
Advertising	718.05	367.36	350.69	95.46%
Accounting	980.00	450.00	530.00	117.78%
Dental Wages	33,626.97	26,914.80	6,712.17	24.94%
Dental Office Supplies	130.94	150.72	-19.78	-13.12%
Dental Lab	2,539.70	2,249.00	290.70	12.93%
Dental Professional Pay				
Travel	2,508.20	1,813.60	694.60	38.3%
Dental Professional Pay - Other	10,565.00	8,830.00	1,735.00	19.65%
Total Dental Professional Pay	<u>13,073.20</u>	<u>10,643.60</u>	<u>2,429.60</u>	<u>22.83%</u>
Dental Supplies	4,306.47	5,275.74	-969.27	-18.37%
649 - Dental Expense - Other	504.76	450.79	53.97	11.97%
Total 649 - Dental Expense	<u>60,866.57</u>	<u>52,929.74</u>	<u>7,936.83</u>	<u>15.0%</u>
605 - Accounting				
605.4 - Billing Fees -Prac Part & Tina				
Seminars	0.00	1,619.11	-1,619.11	-100.0%
605.4 - Billing Fees -Prac Part & Tina - Other	10,836.88	11,384.35	-547.47	-4.81%
Total 605.4 - Billing Fees -Prac Part & Tina	<u>10,836.88</u>	<u>13,003.46</u>	<u>-2,166.58</u>	<u>-16.66%</u>
605.01 - LFHSD	1,536.25	1,368.75	167.50	12.24%
605.02 - LCAMC	6,449.42	3,925.00	2,524.42	64.32%
Total 605 - Accounting	<u>18,822.55</u>	<u>18,297.21</u>	<u>525.34</u>	<u>2.87%</u>
610 - Advertising				
610.01 - LFHSD	0.00	276.80	-276.80	-100.0%
610.02 - LCAMC	6,687.27	513.63	6,173.64	1,201.96%
Total 610 - Advertising	<u>6,687.27</u>	<u>790.43</u>	<u>5,896.84</u>	<u>746.03%</u>
612 - Audit, LFHSD	4,250.00	4,100.00	150.00	3.66%
620 - Bank Charges	206.49	1,655.74	-1,449.25	-87.53%
625 - Bank Credit Card Fees	2,620.45	935.05	1,685.40	180.25%
628 - Cash Over Short	-0.90	-0.30	-0.60	-200.0%
639 - Computer				
639.5 - Maintenance Contract	23,542.12	15,360.99	8,181.13	53.26%
639.1 - Software	2,069.95	2,611.41	-541.46	-20.73%
639.2 - Services	1,654.00	665.00	989.00	148.72%
639.3 - Hardware/Office Machines	1,255.00	242.00	1,013.00	418.6%
639.4 - On Line Internet	693.00	693.00	0.00	0.0%
Total 639 - Computer	<u>29,214.07</u>	<u>19,572.40</u>	<u>9,641.67</u>	<u>49.26%</u>
640 - Contract Labor	3,111.14	1,100.00	2,011.14	182.83%
641 - Courier	2,255.00	1,510.00	745.00	49.34%
655 - Dues & Subscriptions				
LAB Proficiency	0.00	352.00	-352.00	-100.0%
655.2 - Memberships	3,120.00	275.00	2,845.00	1,034.55%
655 - Dues & Subscriptions - Other	55.00	228.05	-173.05	-75.88%
Total 655 - Dues & Subscriptions	<u>3,175.00</u>	<u>855.05</u>	<u>2,319.95</u>	<u>271.32%</u>
656 - Entertainment/Meals	298.72	1,222.91	-924.19	-75.57%

**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Prev Year Comparison**  
January through August 2017

	<u>Jan - Aug 17</u>	<u>Jan - Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>660 - Education,Staff</b>				
660.4 - Staff Meetings	1,063.50	0.00	1,063.50	100.0%
660.3 - Meals	0.00	109.21	-109.21	-100.0%
660.1 - Tuition & Fees	2,517.80	5,931.27	-3,413.47	-57.55%
660.2 - Travel & Lodging	1,399.55	1,520.26	-120.71	-7.94%
745 - Seminars & Meetings, Business				
745.3 - Travel & Lodging	1,600.20	575.33	1,024.87	178.14%
745 - Seminars & Meetings, Business - Other	380.00	0.00	380.00	100.0%
<b>Total 745 - Seminars &amp; Meetings, Business</b>	<u>1,980.20</u>	<u>575.33</u>	<u>1,404.87</u>	<u>244.19%</u>
660 - Education,Staff - Other	89.40	0.00	89.40	100.0%
<b>Total 660 - Education,Staff</b>	<u>7,050.45</u>	<u>8,136.07</u>	<u>-1,085.62</u>	<u>-13.34%</u>
<b>670 - Insurance</b>				
670.1 - Building Liability	4,473.56	0.00	4,473.56	100.0%
670.2 - Health Employee	25,543.30	30,981.13	-5,437.83	-17.55%
670.3 - General Liability	3,456.41	0.00	3,456.41	100.0%
670.5 - Malpractice	13,717.00	6,459.00	7,258.00	112.37%
<b>Total 670 - Insurance</b>	<u>47,190.27</u>	<u>37,440.13</u>	<u>9,750.14</u>	<u>26.04%</u>
<b>677 - Interest Expense</b>				
Medicaid	0.00	141.66	-141.66	-100.0%
<b>Total 677 - Interest Expense</b>	<u>0.00</u>	<u>141.66</u>	<u>-141.66</u>	<u>-100.0%</u>
<b>681 - Radiologist Interpretation</b>	0.00	3,062.26	-3,062.26	-100.0%
<b>690 - Licenses &amp; Fees</b>	5,498.67	5,110.62	388.05	7.59%
<b>715 - Personnel Expenses</b>				
Town of CB Reimb	0.00	-12,010.90	12,010.90	100.0%
715.3 - Taxes/Payroll - 8.5%	29,663.01	28,268.15	1,394.86	4.93%
715.4 - Wages	333,196.94	323,197.69	9,999.25	3.09%
715.5 - Workman's Compensation	7,426.73	-1,144.03	8,570.76	749.17%
715.6 - HSA	3,750.00	4,700.00	-950.00	-20.21%
715 - Personnel Expenses - Other	535.14	0.00	535.14	100.0%
<b>Total 715 - Personnel Expenses</b>	<u>374,571.82</u>	<u>343,010.91</u>	<u>31,560.91</u>	<u>9.2%</u>
<b>722 - Pharmacy Consultant</b>				
722.1 - Consulting Fees	1,140.00	1,140.00	0.00	0.0%
722.2 - Travel	363.60	363.60	0.00	0.0%
<b>Total 722 - Pharmacy Consultant</b>	<u>1,503.60</u>	<u>1,503.60</u>	<u>0.00</u>	<u>0.0%</u>
<b>725 - Postage</b>	1,462.34	1,382.88	79.46	5.75%
<b>735 - Repair &amp; Maintenance</b>				
735.1 - Building & Building Eqmt	11,621.74	3,757.13	7,864.61	209.33%
735.2 - Cleaning				
Wages	10,289.05	9,050.95	1,238.10	13.68%
735.2 - Cleaning - Other	172.20	167.67	4.53	2.7%
<b>Total 735.2 - Cleaning</b>	<u>10,461.25</u>	<u>9,218.62</u>	<u>1,242.63</u>	<u>13.48%</u>
735.3 - Equipment-Medical	2,947.63	4,605.00	-1,657.37	-35.99%
735.4 - XRAY	772.50	1,200.00	-427.50	-35.63%
735 - Repair & Maintenance - Other	519.75	0.00	519.75	100.0%

**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Prev Year Comparison**  
 January through August 2017

	<u>Jan - Aug 17</u>	<u>Jan - Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Total 735 · Repair &amp; Maintenance</b>	26,322.87	18,780.75	7,542.12	40.16%
<b>750 · Supplies</b>				
<b>723 · Pharmacy &amp; Medications</b>	24,778.24	22,475.74	2,302.50	10.24%
<b>750.1 · Lab</b>	13,656.18	13,522.31	133.87	0.99%
<b>750.2 · Medical</b>				
Reimbursement	0.00	-10.00	10.00	100.0%
<b>750.2 · Medical - Other</b>	8,821.55	9,921.44	-1,099.89	-11.09%
<b>Total 750.2 · Medical</b>	8,821.55	9,911.44	-1,089.89	-11.0%
<b>750.3 · Office</b>	6,153.08	5,013.98	1,139.10	22.72%
<b>750.4 · General Supplies</b>	1,044.83	196.39	848.44	432.02%
<b>750 · Supplies - Other</b>	753.58	0.00	753.58	100.0%
<b>Total 750 · Supplies</b>	55,207.46	51,119.86	4,087.60	8.0%
<b>765 · Telephones</b>				
<b>765.1 · Centurytel</b>	5,165.17	4,517.41	647.76	14.34%
<b>Total 765 · Telephones</b>	5,165.17	4,517.41	647.76	14.34%
<b>775 · Utilities</b>				
<b>775.1 · Cable</b>	350.02	204.92	145.10	70.81%
<b>775.2 · Electric</b>	7,897.63	9,470.90	-1,573.27	-16.61%
<b>775.3 · EMS Utilities Reimbursement</b>	-11,250.00	-7,500.00	-3,750.00	-50.0%
<b>775.4 · Gas</b>	10,717.48	14,867.29	-4,149.81	-27.91%
<b>775.5 · Water &amp; Sewer</b>	480.00	480.00	0.00	0.0%
<b>Total 775 · Utilities</b>	8,195.13	17,523.11	-9,327.98	-53.23%
<b>777 · Waste Management</b>				
<b>777.1 · Bio-Hazard Materials</b>	8,514.58	8,891.92	-377.34	-4.24%
<b>777.2 · Trash Disposal</b>	1,487.19	1,275.00	212.19	16.64%
<b>Total 777 · Waste Management</b>	10,001.77	10,166.92	-165.15	-1.62%
<b>999 · Suspense</b>				
RMHMO	0.00	0.00	0.00	0.0%
BCBS	0.00	0.00	0.00	0.0%
MEDICAID	-1,228.73	0.00	-1,228.73	-100.0%
DENTAL	-1,043.84	-118.00	-925.84	-784.61%
AR				
NOT CLEARED	0.00	0.00	0.00	0.0%
AR - Other	525.44	0.00	525.44	100.0%
<b>Total AR</b>	525.44	0.00	525.44	100.0%
MEDICARE	0.00	0.00	0.00	0.0%
AETNA	-173.00	0.00	-173.00	-100.0%
<b>999 · Suspense - Other</b>	418.00	0.00	418.00	100.0%
<b>Total 999 · Suspense</b>	-1,502.13	-118.00	-1,384.13	-1,172.99%
<b>Total Expense</b>	672,873.78	605,445.41	67,428.37	11.14%
<b>Net Ordinary Income</b>	-322,299.66	-273,183.92	-49,115.74	-17.98%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
HF Proceeds	0.00	0.00	0.00	0.0%



**LAKE FORK HEALTH SERVICE DISTRICT**  
**Profit & Loss Prev Year Comparison**  
January through August 2017

	<u>Jan - Aug 17</u>	<u>Jan - Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
890 - Donation Income	3,120.00	650.00	2,470.00	380.0%
895 - Grant Income	312.00	624.00	-312.00	-50.0%
896 - Interest Earned				
11932	67.64	41.24	26.40	64.02%
896.2 - Colorado Trust	791.89	394.56	397.33	100.7%
896.3 - CD	0.00	47.55	-47.55	-100.0%
<b>Total 896 - Interest Earned</b>	<u>859.53</u>	<u>483.35</u>	<u>376.18</u>	<u>77.83%</u>
900 - Health Service District Revenue				
901 - 1% Motor Vehicle Sales Tax				
901.1 - Treasurer Fee	-1.93	-9.21	7.28	79.05%
901 - 1% Motor Vehicle Sales Tax - Other	58.53	277.00	-218.47	-78.87%
<b>Total 901 - 1% Motor Vehicle Sales Tax</b>	<u>56.60</u>	<u>267.79</u>	<u>-211.19</u>	<u>-78.86%</u>
902 - 1% Sales Tax				
902.1 - Hinsdale County	45,931.57	42,075.66	3,855.91	9.16%
<b>Total 902 - 1% Sales Tax</b>	<u>45,931.57</u>	<u>42,075.66</u>	<u>3,855.91</u>	<u>9.16%</u>
904 - Property Tax				
904.1 - Earned Interest/Property Tax	440.72	778.08	-337.36	-43.36%
904 - Property Tax - Other	311,346.06	312,448.69	-1,102.63	-0.35%
<b>Total 904 - Property Tax</b>	<u>311,786.78</u>	<u>313,226.77</u>	<u>-1,439.99</u>	<u>-0.46%</u>
905 - Specific Ownership Tax	13,096.16	12,991.02	105.14	0.81%
<b>Total 900 - Health Service District Revenue</b>	<u>370,871.11</u>	<u>368,561.24</u>	<u>2,309.87</u>	<u>0.63%</u>
<b>Total Other Income</b>	<u>375,162.64</u>	<u>370,318.59</u>	<u>4,844.05</u>	<u>1.31%</u>
<b>Other Expense</b>				
950 - Health Services District Expens				
951 - 5% Treasurer's Fee/Property Tax	15,589.36	3,132.25	12,457.11	397.71%
952 - Board of Director's Expenses	347.84	99.73	248.11	248.78%
955 - Election Expense	20.00	0.00	20.00	100.0%
956 - Legal Fees	9,209.07	2,918.21	6,290.86	215.57%
960 - Public Officials Liability Insu	1,542.92	0.00	1,542.92	100.0%
966 - Public Health/Community Service				
Advertising	0.00	690.00	-690.00	-100.0%
<b>Total 966 - Public Health/Community Service</b>	<u>0.00</u>	<u>690.00</u>	<u>-690.00</u>	<u>-100.0%</u>
970 - Seminars & Meetings	0.00	590.00	-590.00	-100.0%
950 - Health Services District Expens - Other	128.50	0.00	128.50	100.0%
<b>Total 950 - Health Services District Expens</b>	<u>26,837.69</u>	<u>7,430.19</u>	<u>19,407.50</u>	<u>261.2%</u>
<b>Total Other Expense</b>	<u>26,837.69</u>	<u>7,430.19</u>	<u>19,407.50</u>	<u>261.2%</u>
<b>Net Other Income</b>	<u>348,324.95</u>	<u>362,888.40</u>	<u>-14,563.45</u>	<u>-4.01%</u>
<b>Net Income</b>	<u><u>26,025.29</u></u>	<u><u>89,704.48</u></u>	<u><u>-63,679.19</u></u>	<u><u>-70.99%</u></u>

## LAKE FORK HEALTH SERVICE DISTRICT Balance Sheet Prev Year Comparison

As of August 31, 2017

	<u>Aug 31, 17</u>	<u>Aug 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>100 - Bank / Cash Assets</b>				
107 - CD #607056 Tabor	0.00	15,866.82	-15,866.82	-100.0%
109 - Petty Cash{49}	320.00	320.00	0.00	0.0%
110 - Operating Lake City 1511	42,781.49	226,394.49	-183,613.00	-81.1%
110.2 - Operating Dental	33,552.62	27,042.37	6,510.25	24.07%
113 - Tabor 11932	40,675.78	24,701.20	15,974.58	64.67%
115 - Colorado Trust - Capital	252,819.73	118,701.45	134,118.28	112.99%
<b>Total 100 - Bank / Cash Assets</b>	<u>370,149.62</u>	<u>413,026.33</u>	<u>-42,876.71</u>	<u>-10.38%</u>
<b>Total Checking/Savings</b>	370,149.62	413,026.33	-42,876.71	-10.38%
<b>Accounts Receivable</b>				
123.98 - EMS Rental Receivable	3,750.00	0.00	3,750.00	100.0%
123.99 - Rental Receivable	0.00	700.00	-700.00	-100.0%
121.7 - Healthchoice Pmts not Posted	-206.63	0.00	-206.63	-100.0%
121.6 - WOMENS WELLNESS PMTS	0.00	-365.00	365.00	100.0%
121.5 - BCBS PAYMENTS	-772.46	0.00	-772.46	-100.0%
121.4 - MEDICAID PMTS	-2,055.34	-4,476.97	2,421.63	54.09%
121.3 - Practice Partner-RMHMO	-72.52	-540.86	468.34	86.59%
121.2 - PRACTICE PARTNER-AETNA PMTS	0.00	-857.16	857.16	100.0%
121.1 - Practice Partner-Medicare Pmts	0.00	-8,693.64	8,693.64	100.0%
<b>120 - Accounts Receivable</b>				
<b>120.6 - Dental AR</b>				
Dental Pmts not Posted	-131.00	0.00	-131.00	-100.0%
TINA	57,788.74	47,399.26	10,389.48	21.92%
Allow for Bad debts	-17,336.62	-14,222.97	-3,113.65	-21.89%
120.6 - Dental AR - Other	165.20	0.00	165.20	100.0%
<b>Total 120.6 - Dental AR</b>	<u>40,486.32</u>	<u>33,176.29</u>	<u>7,310.03</u>	<u>22.03%</u>
<b>121 - Practice Partner</b>				
Pmts Ajmt	-236.13	0.00	-236.13	-100.0%
121 - Practice Partner - Other	230,301.10	212,184.78	18,116.32	8.54%
<b>Total 121 - Practice Partner</b>	<u>230,064.97</u>	<u>212,184.78</u>	<u>17,880.19</u>	<u>8.43%</u>
125 - Allowance for Doubtful	-80,605.39	-74,244.02	-6,361.37	-8.57%
120 - Accounts Receivable - Other	653.00	0.00	653.00	100.0%
<b>Total 120 - Accounts Receivable</b>	<u>190,598.90</u>	<u>171,117.05</u>	<u>19,481.85</u>	<u>11.39%</u>
<b>Total Accounts Receivable</b>	191,241.95	156,883.42	34,358.53	21.9%
<b>Other Current Assets</b>				
146 - Prepaid Deposit	16,625.00	13,953.78	2,671.22	19.14%
127 - Receivable-Medicar Cost Report	128.00	0.00	128.00	100.0%
<b>140 - Inventory</b>				
Dental Supplies	8,666.32	8,428.87	237.45	2.82%
Medical & Lab Supplies	32,558.12	29,580.26	2,977.86	10.07%
Pharmacy	15,430.87	15,409.88	20.99	0.14%

LAKE FORK HEALTH SERVICE DISTRICT  
 Balance Sheet Prev Year Comparison

As of August 31, 2017

	Aug 31, 17	Aug 31, 16	\$ Change	% Change
Total 140 - Inventory	56,655.31	53,419.01	3,236.30	6.06%
Total Other Current Assets	73,408.31	67,372.79	6,035.52	8.96%
<b>Total Current Assets</b>	<b>634,799.88</b>	<b>637,282.54</b>	<b>-2,482.66</b>	<b>-0.39%</b>
<b>Fixed Assets</b>				
163 - Dental Equipment	113,085.56	113,085.56	0.00	0.0%
152 - Land	121,500.00	121,500.00	0.00	0.0%
159 - Medical Equip	377,651.70	375,551.70	2,100.00	0.56%
160 - Furniture & Equipment				
Computer Equip	272,562.60	253,422.30	19,140.30	7.55%
160 - Furniture & Equipment - Other	178,353.49	178,353.49	0.00	0.0%
<b>Total 160 - Furniture &amp; Equipment</b>	<b>450,916.09</b>	<b>431,775.79</b>	<b>19,140.30</b>	<b>4.43%</b>
161 - Building & Improvements				
New Building Project	2,506,079.78	2,506,079.78	0.00	0.0%
LAB	15,368.28	15,368.28	0.00	0.0%
161 - Building & Improvements - Other	446,295.15	446,295.15	0.00	0.0%
<b>Total 161 - Building &amp; Improvements</b>	<b>2,967,743.21</b>	<b>2,967,743.21</b>	<b>0.00</b>	<b>0.0%</b>
162 - Xray Equipment	226,886.79	226,886.79	0.00	0.0%
171 - Accumulated Depreciation	-1,490,373.00	-1,304,898.00	-185,475.00	-14.21%
<b>Total Fixed Assets</b>	<b>2,767,410.35</b>	<b>2,931,645.05</b>	<b>-164,234.70</b>	<b>-5.6%</b>
<b>TOTAL ASSETS</b>	<b>3,402,210.23</b>	<b>3,568,927.59</b>	<b>-166,717.36</b>	<b>-4.67%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Note Payable-Medicaid Incentive	0.00	141.66	-141.66	-100.0%
2100 - Payroll Liabilities				
HSA	0.00	650.00	-650.00	-100.0%
941 - Overpaid	0.00	1,360.00	-1,360.00	-100.0%
2100 - Payroll Liabilities - Other	1,829.00	0.00	1,829.00	100.0%
<b>Total 2100 - Payroll Liabilities</b>	<b>1,829.00</b>	<b>2,010.00</b>	<b>-181.00</b>	<b>-9.01%</b>
222 - CO WH Payable	2,736.00	2,416.00	320.00	13.25%
223 - CO UTA Payable	53.23	37.42	15.81	42.25%
<b>Total Other Current Liabilities</b>	<b>4,618.23</b>	<b>4,605.08</b>	<b>13.15</b>	<b>0.29%</b>
<b>Total Current Liabilities</b>	<b>4,618.23</b>	<b>4,605.08</b>	<b>13.15</b>	<b>0.29%</b>
<b>Total Liabilities</b>	<b>4,618.23</b>	<b>4,605.08</b>	<b>13.15</b>	<b>0.29%</b>
<b>Equity</b>				
320 - Opening Balance Equity	3,371,566.71	3,474,618.03	-103,051.32	-2.97%
Net Income	26,025.29	89,704.48	-63,679.19	-70.99%
<b>Total Equity</b>	<b>3,397,592.00</b>	<b>3,564,322.51</b>	<b>-166,730.51</b>	<b>-4.68%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,402,210.23</b>	<b>3,568,927.59</b>	<b>-166,717.36</b>	<b>-4.67%</b>

## **Policy and Procedure Committee Purpose Statement**

**The purpose of the Policy and Procedure Committee is to clarify rulemaking procedures from the Board of Directors, and the procedure for the development, review and approval of policies initiated at other levels or by other bodies in the Lake City Medical Center. The policies and procedures at the Medical Center are a living document and should be reviewed and updated periodically. The committee should be appointed by the president with two board members and two other members of their choice.**

Lake Fork Health Service District		
<b>Category: Organizational</b>		<b>Page 1 of 1</b>
<b>Policy: Policy and Procedure Review Committee</b>		<b>Policy Number: ORG-11</b>
<b>Effective Date:</b> 11/01/2009	<b>Last Revised Date:</b> 11/05/2015	<b>Reference:</b> 42CFR491.9(b)(2)-Policy and Procedure Review Committee

**Purpose:**

42CFR491.9(b)(2) requires that policies and procedures for the **Lake City Area Medical Center** are developed with the advice of:

- one or more physicians (MD / DO)
- one or more physician assistants (PA) or nurse practitioners (NP)
- one person that is not a member of the clinic or center staff (i.e. Board member)

**Statement of Policy**

A Policy and Procedures Review Committee will annually review all policies and procedures for the Lake Fork Health Service District. Members will include the following:

- 1) Medical Director
- 2) Nurse Practitioner &/or Physician Assistant
- 3) Business Manager
- 4) one person that is not a member of the clinic staff ( recommend Chair of the Board Policy Committee)

It is the responsibility of the Policy and Procedures Review Committee to assure the District's Policy and Procedures Manual covers key human resource policies, administrative policies, clinical procedures and protocols, and medical guidelines per the Code of Federal Regulations 42CFR491.9(b)(3)(i)(ii)(iii) including, but not limited to:

1. Description of the services the clinic furnishes directly and those furnished through agreement or arrangement.
2. Guidelines for the medical management of health problems which include the conditions requiring medical consultation and/or patient referral.
3. Regular Chart Review (during weekly staff meetings).
4. Standing Orders.
5. The maintenance of healthcare records.
6. Procedures for the periodic review and evaluation of the services furnished by the clinic.
7. Rules for the storage, handling and administration of drugs and biologicals.
8. Written policies and procedures that govern the use and removal of records from the clinic and the conditions for release of information.

**Procedure:**

The Policy and Procedures Review Committee will report on their assessment and recommendations at the December Lake Fork Health Service District Board meeting as part of the 'Total Program Evaluation'. The Board will consider any suggested changes or additions to the Policy and Procedure Manual.

The Policy and Procedures Review Committee for **the District** will meet annually or as necessary to review and make recommendations on policy and procedure changes for the District.

**From:** JANEL WARREN janelwarren@mac.com  
**Subject:** purpose statement  
**Date:** September 27, 2017 at 11:31 AM  
**To:** Lynda Schell n321am@gmail.com

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*Second Try*

*To organize, explore, and identify business opportunities and negotiations that would benefit the community, specifically the Lake Fork Health Service District. The Business Development Committee shall include 2 standing board members as well as others to be chosen by the representing members. The Business Development Committee shall explore rural health outreach and the Lake Fork Health Service Districts special needs.*

*Who should we ask to join the committee?*

*Janel*

# LAKE FORK HEALTH SERVICES DISTRICT

## MISSION STATEMENT

**The mission of the Lake Fork Health Services District is to enhance the quality of life in our community by promoting wellness and providing quality health services with care and compassion while exercising fiscal responsibility.**

## **BY-LAWS**

Section 1. Authority. The Lake Fork Health Services District ("District") is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi-municipal corporation which are specifically authorized by, and in compliance with, §32-1-101 *et seq.*, C.R.S.

Section 2. Purpose. It is hereby declared that the By-Laws hereinafter set forth will serve a public purpose.

Section 3. Policies of the Board. It shall be the policy of the Board of Directors ("Board") of the District, consistent with the availability of revenues, personnel, and equipment, to use its best efforts to provide health services as set forth in its Service Plan, in its Mission Statement, and as authorized in law.

Section 4. Office. The principal medical clinic and the business office of the District shall be located at 700 North Henson, Lake City, Colorado 81235, until otherwise designated by the Board.

Section 5. Directors. To qualify for election or appointment as a Director of this District a person must be an "elector", defined as a registered voter of Colorado, and/or meet the requirements defined in §§ 32-1-103(5), C.R.S.

Section 6. Board of Directors. All powers, privileges, and duties vested in, or imposed upon, the District by law shall be exercised and performed by and through the Board, whether set forth specifically or implied in these By-Laws. The Board may delegate to the officers, employees, and agents of the District any or all administrative and ministerial powers. The Board of Directors, both severally and individually, shall be indemnified by the District against financial loss arising from good faith exercise of their duties, such indemnification shall be in compliance with the Colorado Governmental Immunity Act.

Without restricting the general powers conferred by these By-Laws, it is hereby expressly declared that the Board by majority vote in open meeting shall have the following powers and duties:

a. To confer upon any appointed officer of the District the power to choose, remove, or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the District.

b. To determine and designate, except as otherwise provided by law or by these By-Laws, who shall be authorized to make purchases, negotiate leases, and sign endorsements, checks, releases, and other documents.

c. To create Standing and Ad Hoc or special Committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations. Standing committees, other than Finance Committee and the Personnel Committee which are established by these By-Laws, shall be authorized by formal vote of the Board. Ad Hoc or special committees, which shall also require a vote of authorization, may be appointed by the President as needed to serve specific shorter term purposes.

d. To prepare financial reports, other than the statutory audit, covering each year's fiscal activities, and such reports, if requested, shall be submitted to the Board and made available for inspection by the public.

e. To appoint a statutorily qualified person to fill any vacancy which may occur on the Board. Any vacancy on the board shall be filled by appointment by the remaining board member or members. If, within sixty days of the occurrence of any vacancy, the board fails, neglects, or refuses to appoint a board member from the pool of any duly qualified, willing candidates, the board of county commissioners of the county which approved the organizational petition may appoint a board member to fill such vacancy. The remaining board member or members shall not lose their authority to make an appointment to fill any vacancy unless and until the board of county commissioners



which approved the organizational petition has actually made an appointment to fill that vacancy. 32-1-905(2)(a) C.R.S. This appointment must be by an affirmative vote of a majority of the remaining Board members.

f. Failure of a Director to attend three consecutive regular meetings will result in the mandatory removal of the Director, unless approval of absence is entered in the minutes, or absence is excused by mental or physical disability or illness § 32-905(1)(g),C.R.S.

Section 7. Officers The Board of Directors shall elect from its membership a President, Vice President, Secretary, and Treasurer who shall be the officers of the Board of Directors and of the District. The officers shall be elected by a majority of the Directors voting at such election. All Board members, including the President, may participate in nominating and voting for Board officers. The Vice President shall have all powers of the President during any meeting when the President is absent. The Board may, from time to time, appoint an acting officer in the absence of any individual officer. The election of officers shall take place at the first regular meeting of the Board following the regular biennial District election. Each officer so elected shall serve for a term of two years, which term shall expire upon the election of their successor or upon their reelection to that office. When a vacancy in the position of any of the four Board officers occurs due to resignation, death, or inability to serve, the vacancy shall be filled by an interim election, in the manner prescribed in this paragraph for regular elections to officer positions, to fill the remainder of that officer's term. Such election shall take place at the next scheduled regular meeting of the Board.

Powers and Duties:

Each Director shall exercise power only as a member of the Board. The Board, acting officially and by recorded vote, has all power and authority of the District. Individual Directors have no power or authority acting outside their votes as Board members.

a. President The President shall preside at all Board meetings. The President is authorized to sign all contracts, deeds, debentures, warrants, and other instruments on behalf of the District. The President shall appoint the Chairperson of Standing Committees other than the Finance Committee, which Chairperson shall be the Treasurer. Additional Standing Committees may be formed by amendment of these By-Laws. The President may form Ad Hoc or special committees, after authorization by the Board, which do not include more than two (2) Board members, to serve a shorter term and specific purpose and may appoint that committee's Chairperson and members, including members from the community with appropriate special qualifications to serve that committee.

b. Vice President. In the absence of the President, the Vice President shall preside at all Board meetings. In the absence of the President the Vice President shall have all powers of the President enumerated -in 7 a. above.

c. Secretary. The Secretary shall be responsible for all records of the District; shall act as Secretary at meetings of the Board; must record all votes; and shall be responsible for composing and signing a record in the minute book of the proceedings of the Board which shall become the official record of the Board, and shall perform all other duties incident to that office. Upon formal approval by the Board the Secretary may appoint a Recording Secretary to perform the actual secretarial duties of keeping minutes and preparing them for approval by the Board. The appointed Recording Secretary need not be a member of the Board. The Secretary may not delegate the responsibility of keeping accurate minutes, of signing those minutes, and of being responsible for keeping the official record book. The Secretary shall be responsible for the preparation and posting of all required notices. Upon formal approval by the Board, following the Secretary's request, this preparation and posting may be performed by an appointed person who need not be a member of the Board.

d. Treasurer The Treasurer shall be authorized to invest all surplus funds or other available funds of the District in permitted investments authorized by law or as specified by the Board. The Treasurer shall be the Chairperson of the Finance Committee. The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The Treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board, but not less than \$5,000.00, conditioned on the faithful performance of the duties of the Treasurer's office. The Treasurer shall also prepare, or have prepared, an accurate report of Receipts and Disbursements as well as a summary of account balances which shall be presented to the Board at each regular meeting.

## Section 8. **Meetings**

a. Regular Meetings. Regular meetings of the Board shall be conducted monthly on the third (3rd) Monday of each month and held at the Moseley Health Care Complex, Zeller Wellness Center, 700 North Henson St., Lake City, Colorado 81235, unless otherwise notice of to each Board member as well as being publicly posted as set out in paragraph 8 c.

Below (Notice of Meetings).

b. All Meetings. All meetings of the Board, other than Executive Sessions, shall be open to the public.

c. Notice of Meetings. Section 8 a. above shall constitute formal notice of regular meetings to the Board members, and, unless time or place are changed, no other notice of regular meetings shall be required to be given to the Board, other than permanent posting. Written waivers of notice by Board members are not necessary. Public notice of all Board meetings, except as set out in 8.e below, must be posted at least seventy-two (72) hours in advance and in at least three (3) public places within the District and at the office of the Hinsdale County Clerk and Recorder. Any Board member may call a Special Meeting or an Emergency Meeting when that member believes circumstances warrant such a meeting.

In addition to the seventy-two (72) hour notice requirement, notice of all meetings of a quorum of the Board, such as committee meetings where a quorum will be present, at which any public business is discussed must be posted in the same public places as for seventy-two (72) hour noticed meetings at least twenty-four (24) hours prior to such meeting. The twenty-four (24) hour posted notice must include specific agenda information whenever possible.

d. Special Meetings. Special meetings of the Board may be called upon seventy-two (72) hours written notice to the Board members and public notice shall be posted as required in paragraph 8 c. above. Special meetings may be used to conduct any business of the Board.

e. Emergency Meetings. Emergency meetings are defined as "these meetings which are called for the sole purpose of dealing with a previously unforeseen circumstance that calls for immediate action". Such an unforeseen circumstance must be one that clearly jeopardizes the Board's ability to continue to act in accordance with its Service Plan and the Mission Statement of the Board unless it is dealt with immediately. Emergency meetings shall be open to the public, must be noticed to all Board members, but do not require prior posting due to the emergency nature of the situation unless time permits. Only business related to the specific emergency may be dealt with at Emergency meetings.

f. Workshop Meetings. Workshop meetings of the Board must be scheduled, noticed, posted, and held in accordance with all other usual meeting guidelines incorporated herein but no formal or informal action of the Board may be

taken. These Workshop Meetings, which are in essence meetings of a "Committee of the Whole" do not require minutes to be taken since no action may be taken and they are intended only as discussion and education sessions. These meetings are open to the public but do not require allotting time for citizen comment although such may be permitted if the Board considers it appropriate.

g. Executive Sessions. An Executive Session may only be called at a regular or special meeting of the Board by an affirmative vote of two-thirds of the quorum present. If it is known in advance that an executive session is desired during or after a regular or special meeting such executive session must be noted in the agenda published prior to the meeting, if not it may be requested as an additional agenda item at the opening of the meeting. The President of the Board must announce, and the minutes must reflect, the topic of discussion which may only be one of those considered valid in §24-6-402(4)(c), C.R.S.

Discussion in the executive session shall be limited to the reason for which the executive session was called. Minutes of the executive session must reflect the topic of discussion, the time the executive session is opened, and the time it is adjourned. No minutes shall be taken during the executive session which would destroy the confidentiality which necessitated the executive session. No formal action of the Board may be taken while in executive session.

h. Staff Meetings. Board member meetings with staff where less than three (3) Board members are present do not constitute a required open meeting and need not be publicly scheduled, noticed, or posted.

#### Section 9. Conduct of Business.

a. Quorum. A quorum of three (3) Directors of the Board must be present in person or telephonically in order to transact any official business of the Board.

b. Vote Requirements. Any action of the Board requires the affirmative vote of a majority of the Directors present and voting at any regular, special, or emergency meeting, except those actions which may result in the dismissal of a Board employee. Any action to dismiss a Board employee must be by vote of a majority of the then sitting Board members. In emergency circumstances affecting the health and safety of the District's residents those Directors present, even in the absence of a quorum, may take any action considered necessary and may so instruct the District's employees, agents, and contractors. Such actions shall later be ratified

by the Board at the earliest possible regular or special meeting.

c. Conduct of Meetings, Motions or Resolutions, and Minutes. All regular or special meetings of the Board shall be conducted in general compliance with, and minutes shall be kept as set out in, Robert's Rules of Order Newly Revised. The rules contained in the current edition of these rules (RONR) shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any Policies and Procedures which the District may adopt. Minutes shall also conform to §32-1-902(1), C.R.S. Copies of minutes shall be kept in a suitable binder and open to public inspection upon request in conformance to §§32-1-902(1), 24-6-402(1)(d)(J 1), C.R.S.

#### Section 10. Standing Committees.

The President shall be an ex-officio member of all Standing and Ad Hoc or special Committees, may attend committee meetings at will, but is not required to do so unless requested by the Committee Chairperson.

a. Finance Committee:

The Finance Committee shall be chaired by the Board Treasurer. The Administrator and clinic financial manager shall be members of the Finance Committee. The President may appoint one other Board member to the Finance Committee if the Board deems it necessary and desirable. The Finance Committee shall be charged with the responsibility of developing the annual budget of the District, monitoring budget performance, and causing the statutorily required annual Audit to be completed in accord with the applicable Colorado Revised Statutes.

b. Personnel Committee:

The Personnel Committee is charged with the responsibility of recommending to the Board the physician to be employed as Supervising Physician and the person to be employed as Administrator of the Lake City Area Medical Center. The Personnel Committee, in conjunction with the Supervising Physician and the Administrator, is charged with the responsibility of continually appraising and recommending to the Board the staff structure to be utilized in staffing the Lake City Area Medical Center. The Personnel Committee shall work with the Administrator to identify employment candidates and employ all other staff of the LCAMC. This committee shall also work with the Administrator to identify and recommend to the Board any changes in Personnel Policy as currently set out in the Personnel Policy

manual adopted December 16, 2003 which they may deem advisable. The Personnel Committee shall work with the Administrator to develop and implement an effective annual employee evaluation program, including evaluation of the Administrator.

If the position of Administrator is vacant for any reason, the Board shall undertake all duties and activities for which the Administrator would normally be responsible. Such undertaking may include temporary appointment of another staff member, temporary appointment of an individual Board member, or interim employment of a qualified person from outside the organization, as well as full undertaking of these responsibilities by the Board.

Section 11. Amendment of By-Laws. These By-Laws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the Board after notice of intent in the published agenda.

Adopted this \_\_\_\_\_, 2017, by a majority vote of the Board of Directors of the Lake Fork Health Services District.

Acting Chairperson Signature \_\_\_\_\_

<b>Lake Fork Health Service District</b>		
<b>Category: Operations</b>		<b>Page 1 of 1</b>
<b>Policy: Door Codes and Keys</b>		<b>Policy Number: OPER 18</b>
<b>Effective Date:</b> <b>October 16, 2017</b>	<b>Last Revised Date:</b> <b>October 16, 2017</b>	<b>Reference:</b>

**Purpose:**

To provide continued safety and privacy of the facility and patients.

**Statement of Policy:**

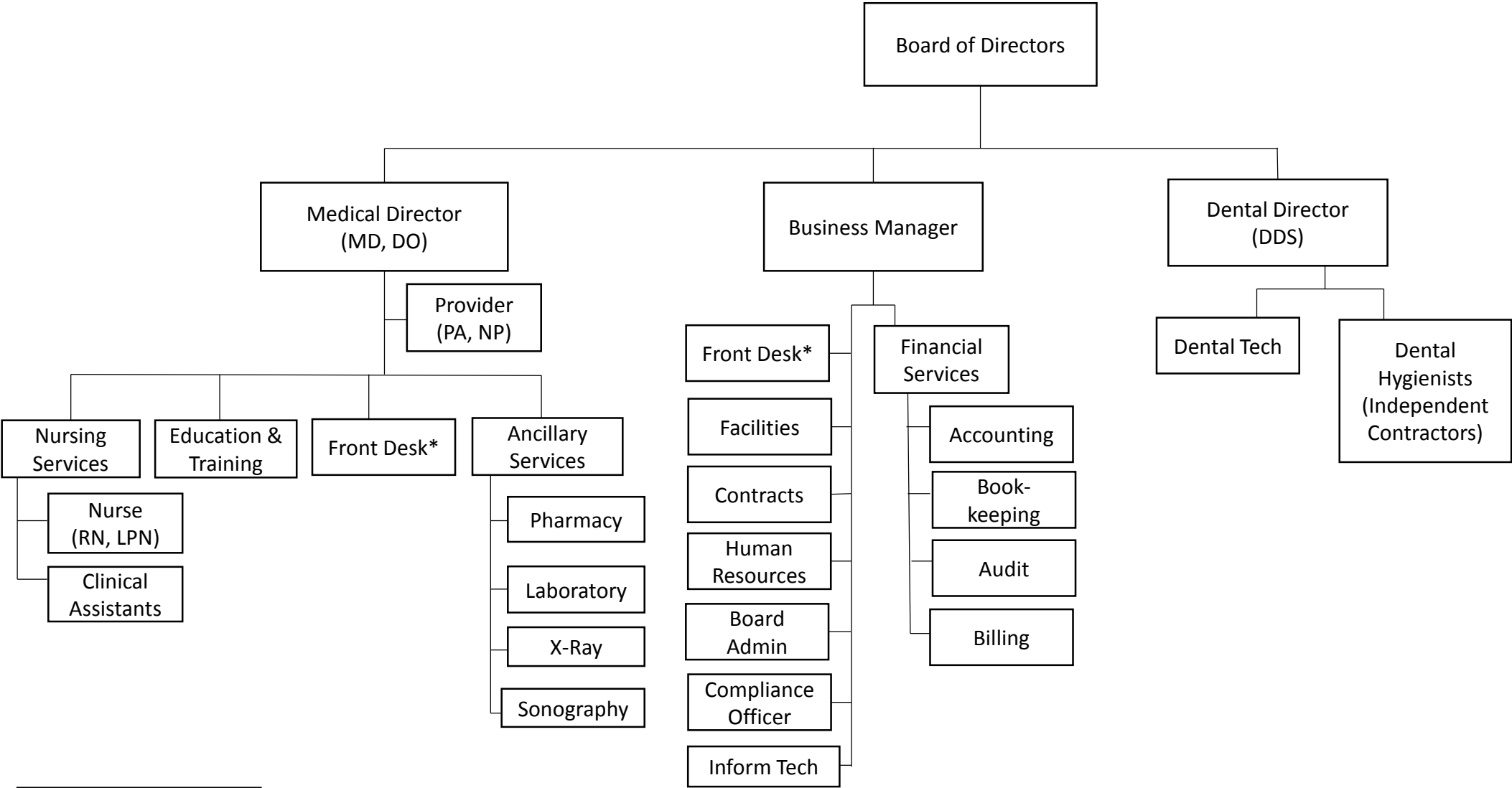
Door access codes and keys shall be changed/returned any time an employee or board member resign. This also applies to anyone else who may have access to the facility including volunteers, contract laborers, etc.

**Policy:**

1. Any time an employee, board member, volunteer, contract laborer, or anyone else with access to the facility resigns/no longer needs access, the door access codes will be updated.
2. Any time an employee, board member, volunteer, contract laborer, or anyone else with keys to the facility resigns/no longer needs access, the keys shall be returned to the receptionist or business manager.



# Lake Fork Health Service District



\* dual-hat position(s)