



Board

Ryan Cundall Troy Earls Joe Auffert Randall Dennis Terry Harrington

Board of Directors Absent

Missy Kilkenny/Smith

Other Persons Present

Jolaine Lashley, CEO Charles Rader, COO Lisa Meade, CHRO Nathan Wickham, Ops Supervisor
Melissa Lowe, Education Coordinator Jennifer Rader, Admin Assistant

February 21st, 2023 Meeting Minutes

Troy Earls, Chairman called the February 21st, 2023, *SHCA Board of Directors Meeting* to order at 6:04 pm

OLD BUSINESS

January 2023 Board Meeting Minutes:

- Following a review of the January 2023 minutes: no questions presented.

Troy Earls made a motion to accept the Jan 2023 board minutes as presented; motion seconded by Ryan Cundall; Joe Auffert in favor, Terry Harrington in favor, Randall Dennis in favor; all in favor, motion carried.

January 2023 Closed Board Minutes:

- No closed board minutes to approve.

CEO's Report:

Operational:

- **Sales tax:**
 - Received first of February 2023 was \$212,399.88.
- **Updates**
 - Floors were cleaned Friday, February 17, and scheduled quarterly.
 - HRSA Reporting for monies received in 2021 is due March 31, 2023
 - Bids received for new furnace units moved out of attic.:
 - Current, Inc. was \$19,300 and Butlers Heating & Air for \$20,985.
 - Recommendation is to go with Current, Inc., their customer service exceeds the competitors and they will honor the bid placed back in November 2022.

Terry Harrington made a motion to accept the bid from Current, Inc. for furnace replacement, not to exceed \$20,000; motion seconded by Joe Auffert; Troy Earls in favor, Randall Dennis in favor, Ryan Cundall in favor; all in favor, motion carried.

NEW BUSINESS

January 2023 General Ledger:

- Following a review of the January 2023 general ledger – no questions presented.

Ryan Cundall made a motion to accept the general ledger as presented; motion seconded by Randall Dennis; Joe Auffert in favor, Troy Earls in favor, Terry Harrington in favor; all in favor; motion carried.

January 2023 Account Balances:

- General Account balances – no questions presented.
- Money Market Account balances – graph presented, no questions.

January 2023 expenses/revenues:

- Expenses reviewed with No questions presented.

January 2023 billing receivables summary report:

- A new report with Digitech was reporting 67% net collections Dec 21 - Jan 2023.

WEST PLAINS BANK	
General Account	\$ 132,446.42
Money Market	\$ 2,761,856.96
TOTAL	\$ 2,894,303.38

General information:

Departmental Reports:

Operational:

- Revised Drug Policy presented:
 - Slight change in policy to address legalized marijuana.

Troy Earls made a motion to approve the drug policy revision; motion seconded by Joe Auffert; Ryan Cundall in favor, Terry Harrington in favor, Randal Dennis in favor; all in favor; motion carried.

- QuickBooks Handbook feature:
 - Available to us at no charge was a handbook feature in which QuickBooks put together after the information was supplied to them.
 - Copies of the new handbook were given to the board to look over until next month’s meeting when a discussion with their input can be addressed.
- A fraud investigator from CMS came by last week to verify our address and take pictures of our facility and ambulances.
- Miscellaneous:
 - Capital items replacement and items on the wish list:
 - Addressing capital asset replacement and possible wish list purchase will be discussed at the next meeting.
 - Would like to see some ideas for a Mechanic workspace/workshop with lift which involves getting an architect to design.

Education:

- 2022 Paramedic Class:
 - 3 students have passed the psychomotor exam and started clinicals.
- 2023 Paramedic Class:
 - Getting ready to take their first exam covering A & P.
- EMR Class:
 - All seven (7) students have finished and passed the exam.
- 2023 EMT Class:
 - Starting with seven (7) students – two have dropped out of the class. One is going into the Marines and the other student had a letter of termination sent for not attending any classes.
- Hands only CPR:
 - Burton Creek Clinic wants to partner with us to do a Hands-Only CPR Class at the Civic Center.

Human Resources:

- Hired two new PRN EMT's.
- A full-time position was offered to a current PRN EMT, and they accepted.
- Sent two PRN Paramedics termination letters.

Office:

- Discussion regarding election of officers in April 2023:
 - There are three (3) elected positions that consist of the Chairman, Secretary & Treasurer.
 - All other positions are appointed (vice-chair, budget officer, custodian of records).
- A recommendation from the admin team would be to consider our current Administration Assistant for the position of Secretary/Treasurer.
- Currently, our elected officials are Chairman, Troy Earls; Secretary/Treasurer, Jolaine Lashley.
 - The appointed offices are Vice-Chairman, Randall Dennis; Budget Officer and Custodian of Records is Jolaine Lashley.

Write off list:

- The write-off list was presented in the amount of \$22,066.68, consisting of small balances and previous years' balances.

Ryan Cundall made a motion to accept the write-off list in the amount of \$22,066.68; motion seconded by Terry Harrington; Joe Auffert in favor, Troy Earls in favor, Randall Dennis in favor, all in favor; motion carried.

Clinical:

- Batteries for stretchers:
 - Seven (7) new batteries were ordered at \$619 each + shipping.
- Call volume:
 - 573 total calls for an average of 18.5 calls per day for January 2023.
 - 361 local transports with 50 Short hops and 34 Long hops for 445 total transports and 128 non-Transports.
 - Transport percentage of 77.7%, non-transport percentage of 22.3%.
 - 63 PRCs for a PRC percentage of 11%.
 - Average productive time per crew was 6.2 hours with an average downtime of 17.8 hours.
- Hands only CPR:
 - W.P.H.S. was where our staff was last week teaching hands only CPR to the P.E. Classes.
 - Clinical and Education will be working at getting this training throughout the school systems.
- Flashlights:
 - Have been delivered and are being installed.

- Tahoe:
 - The last report is that it will be delivered to Don Brown's lot next month.
 - Waiting for a follow-up report to confirm delivery.

Maintenance:

- SH 9:
 - Bearing failure occurred while on a call and had to be towed back.
 - Installation of new hub/rotors, bearings, brake pad on front of unit completed.
- Misc. electrical issues:
 - Inverters and shorelines are being replaced.
- Monthly miles:
 - 33,671 miles driven in January 2023 is our highest month ever recorded.

IT:

- Repeater issues:
 - Primary Repeater down K Hwy is down.
 - The back-up repeater located on the Wayhaven tower is now acting as the primary repeater.
 - This quick fix has resulted in some static issues but for right now this is our best option until the Primary repeater is repaired and working again.
- Trainings:
 - COO has completed the Ambulance Administrator training and will be attending the PWW ABC conference in March held in Las Vegas.
 - A new financial officer training/certification (CAFO) for ambulance services is being provided by PWW and will be recommended for the COO and the Admin Assistant when possible.

No closed session was convened at this time.

Troy Earls made a motion to adjourn; seconded by Ryan Cundall; Joe Auffert in favor, Randall Dennis in favor, Terry Harrington in favor; all in favor; meeting adjourned at 7:13 pm.

SIGNATURE AND TITLE

DATE