



**Board of Directors Present**

Ryan Cundall      Troy Earls      Joe Auffert      Randall Dennis      Terry Harrington      Missy Kilkenny

**Board of Directors Absent**

**Other Persons Present**

Jolaine Lashley, CEO      Charles Rader, COO      Daniel Marshall, CCO      Lisa Meade, CHRO  
Mike McAfee, CEDO      Melissa Lowe, Education Coordinator      Jennifer Rader, Admin Assistant

**January 17<sup>th</sup>, 2023 Meeting Minutes**

Troy Earls, Chairman called the January 17<sup>th</sup>, 2023, *SHCA Board of Directors Meeting* to order at 6:00 pm

**OLD BUSINESS**

**December 2022 Board Meeting Minutes:**

- Following a review of the December 2022 minutes: no questions presented.

Joe Auffert made a motion to accept the December 2022 board minutes as presented; motion seconded by Ryan Cundall, Terry Harrington in favor, Troy Earls in favor, Missy Kilkenny in favor, Randall Dennis in favor; all in favor; motion carried.

**December 2022 Closed Board Minutes:**

- No closed board minutes to approve.

**CEO's Report:**

**Operational:**

- **Sales tax:**
  - Received first of January 2023 was \$ 198,572.69.
- **Updates**
  - All candidates have filed, and no election will be needed in April of 2023.
  - 2022 Highlights/Overview – see notes included.

**NEW BUSINESS**

**December 2022 General Ledger:**

- Following a review of the December 2022 general ledger – no questions presented.

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

**December 2022 Account Balances:**

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

**December 2022 expenses/revenues:**

- No questions

**December 2022 billing receivables summary report:**

- A new report from Digitech was reporting 66% net collections through December 2022.

<b>WEST PLAINS BANK</b>	
General Account	\$ 92,975.11
Money Market	\$ 2,692,833.96
<b>TOTAL</b>	<b>\$ 2,785,809.07</b>

**General information:**

**Departmental Reports:**

**Operational:**

- Revise collection policy:
  - Changes were made to the policy reflecting the new 2023 collection laws.
  - These changes will affect how we address the write-off accounts sent for approval by the board each month.

Ryan Cundall made a motion to accept the collection policy with a minor change to reflect “collection agency” in place of a specific one, i.e.: Grant Mercantile; motion seconded by Troy Earls, Joe Auffert in favor, Terry Harrington in favor, Missy Kilkenny in favor, Randall Dennis in favor; all in favor; motion carried.

**Education:**

- Busy time of the year:
  - New January Classes:
    - EMT Class started with 6 students.
    - Paramedic class started with 5 students.
    - EMR (first responder) class is starting on Saturdays this month.
    - Refresher classes for both EMT’s and Paramedics are scheduled for this month and next.
  - Three of our 2022 EMT Students have obtained a State license and one is waiting to take the exam.
  - 75% of the 2022 Paramedic students have completed simulation training and are eligible to start taking their exams.
    - One student has passed the psychomotor exam and is waiting until they can take the written exam.
  - The changes that were implemented for the new class model for the 2022 Paramedic Class have seen positive results.
- Replaced manikin skins and updated audio/visual.
  - Interfaces can train on all equipment familiar with where the individuals work.
- Mike McAfee is transitioning to new program director role
- CoAEMSP will be conducting a site visit in April 2023 and currently a self-study is being completed as required before their arrival.
- MO Fast Track has been approved and allows qualified adults (25+) to apply for education grants to attend our classes/school.

- An application for our agency has been submitted, waiting for approval.

**Human Resources:**

- Terminating letters were sent to PRN employees who had not picked up shifts and/or certifications were not current.
- One full-time position is available, which can be filled with either an EMT or Paramedic.
- Annual Family care registry and MVR checks are in the process of being done.

**Write off list:**

- The write-off list was presented for January in the amount of \$56,059.01, for accounts under \$100 (see letter from Grant Mercantile), old accounts from 2021, and a hardship packet.

**Ryan Cundall made a motion to approve the write-off list presented in the amount of \$56,059.01, motion seconded by Troy Earls; Terry Harrington in favor, Randall Dennis in favor, Missy Kilkenny in favor, Joe Auffert in favor; all in favor; motion carried.**

**Clinical:**

- **Call Volume:**
  - 7010 total calls for the year (New Service Record)
  - 6,232 Local calls: 4318 Local Transports: 538 Short Distance transfers and 240 Long Distance transfers.
  - 5096 Total Transports; 1914 Non-Transports. 19.2 average calls per day.
  - Transport Percentage of 72.8%, Non-Transport Percentage of 16.9%.
  - 1129 PRCs for a PRC Percentage of 16.9%.
  - Average production time per crew was 6 hours (does not account for documentation, restocking, etc., (which would add an additional 2-4 hours).
- **Purchases:**
  - Will be purchasing per budget the Kohler Brightstar Light Hawk LED Flashlights for all ambulances in the amount of \$2,687.13.
- **SH-6 sold:**
  - A check in the amount of \$24,000 has been received and cleared by the bank.
  - Arrangements are in the works for PILIP Ambulance Co. to pick it up.
- **Supervisor Vehicle:**
  - The Tahoe build was scheduled to start on January 13 and more information should be forthcoming by the next meeting.
- **A.D.A.M Meeting:**
  - Thursday, January 19, 2023, will be attending the ADAM meeting to be held at St. Charles County Ambulance base.

**Maintenance:**

- 2022 total mileage for all vehicles was 322,181 miles – approximately 45,000 miles per vehicle.
- SH 5 is back from the body shop without the stripping which is still on back order.
- All the Stryker trolleys have had annual preventive maintenance done with wear plates replaced to prevent future issues.
- Studded tires are now on all trucks, and they seem to be operating well.

**IT:**

- On-line Quick Books has been going well.
  - The migration for our 2022 payroll info has not been going as well as expected, but they have told us that everything will be ready by the end of the month.

- The State of MO sent us a survey for information needed regarding commercial insurance balance billing to patients.
  - Digitech completed the information and sent us the report, showing the average write-off per call would be \$10.43. The survey was completed and sent to the State of MO.

**No closed session was convened at this time.**

**Joe Auffert made a motion to adjourn; seconded by Missy Kilkenny; Terry Harrington in favor, Troy Earls in favor, Ryan Cundall in favor, Randall Dennis in favor; all in favor; meeting adjourned at 6:57 pm.**

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**SIGNATURE & TITLE**

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**DATE**