



Board of Directors Present

Troy Earls Randall Dennis Terry Harrington Joe Auffert Ryan Cundall

Board of Directors Absent

Other Persons Present

Jolaine Lashley, CEO Charles Rader, COO Mike McAfee, CEDO Melissa Lowe, Education Coordinator
Jennifer Rader, Business Manager Nathan Wickham, Ops Supervisor Kim Willard, Chief Human Resource Officer

July 18th, 2023 Meeting Minutes

Troy Earls, Chairman called the July 18th, 2023, *SHCA Board of Directors Meeting* to order at 6:01 pm

OLD BUSINESS

June 2023 Board Meeting Minutes:

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

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

June 2023 Closed Board Minutes:

- No Closed Minutes to approve.

CEO's Report:

Operational:

- **Sales tax:**
 - Received first of July 2023 was \$195,601.60.
- **Updates:**
 - Vending Machine delivered and moved to front part of office.
 - Stove delivered and installed.
 - Ice Machine delivered and installed in place of cabinetry in hallway.
 - ABC Carpet One bid for vinyl floor replacement by ice machine presented.

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

NEW BUSINESS

June 2023 General Ledger:

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

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

June 2023 Account Balances:

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

June 2023 expenses/revenues:

- No questions

June 2023 billing receivables summary report:

- Digitech reporting is now at 72% in net collections from Dec 21 - June 2023.

WEST PLAINS BANK	
General Account	\$90,708.43
Money Market	\$2,640,394.34
TOTAL	\$2,731,102.77

Departmental Reports:

Operational:

- Presented Chief Executive Officer Job Description
 - Position will be posted on website, MO Jobs, MAA and EMS1
 - Interview process: resume received, phone interview, onsite admin staff interview, board interview.
 - Calls to be fielded by Chief Human Resource Officer
 - Standardized questions to be presented to each applicant.
 - Position projected to be posted in August.
 - Spreadsheet presented for possible salary.
 - Discussion of publishing starting salary
 - Decision made to refrain from posting with description.
- Discussion of changes needed to current salaried employee processes.
 - Ideas for updates will be discussed with 2024 budget preparations.
- New Education Building Plan
 - Architect scheduled to come in next week.
 - Potential 4 Phase building schedule to be presented to architect.
 - Phase 1 - Education Building
 - Phase 2 - Maintenance Remodel
 - Phase3 - Use of empty space once 1&2 are complete.
 - Phase4 - Additional crew quarters

IT:

- Nothing new to report

Education:

- Public Relations
 - Job Fairs promoting education classes.
 - MASH camp at OZH
- Paramedic Class:
 - Progressing as expected
 - All 4 are current employees.
- EMT Class:
 - July class has 9 students.
- CPR:
 - Lots of outside agencies are requesting BLS/CPR classes.

Human Resources

- Filled two PRN and 2 FT EMT positions.
- Current positions open are 2 FT Medics (including a Field Supervisor) and PRN's

Office:

- Write-off list:
 - Presented in the amount of \$43,171.06 for low balances, deceased, TNT and 16-month collection.

Ryan Cundall made a motion to approve the write-off list in the amount of \$43,171.06; motion seconded by Troy Earls; Randall Dennis in favor, Joe Auffert in favor; Terry Harrington in favor; all in favor; motion carried.

Clinical:

- Total Calls:
 - 582 total calls averaging 19.4 calls per day 515 local calls, 349 local transports – 52 Short-hops, 15 Long-hops, for a total of 416 transports. 166 non-transport. Transport % of 71.5%. Non-transport % of 28.5%. PRCs % of 17%.
- Ventilators:
 - Have been ordered, 2 have been received.
- Tahoe:
 - Complete and in service
 - LifePak15 ordered, approximate lead time of one year
- Extrication gear:
 - Remainder of helmets and suits have arrived
 - Jennifer and Jo are placing decals on helmets
 - Will be issued to employees soon
- Ambulance Order:
 - A committee has been put together by employees for recommendations of revisions/enhancements of future ambulance layout

Maintenance:

- Fleet is currently running well:
 - Preventative maintenance continues

Ryan Cundall made a motion to adjourn; motion seconded by Terry Harrington; Troy Earls in favor, Randall Dennis in favor; Joe Auffert in favor; all in favor; motion carried; meeting adjourned at 7:42 pm.

SIGNATURE

DATE