



**Board of Directors Present**

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

**Board of Directors Absent**

**Other Persons Present**

Jolaine Lashley, CEO      Lisa Meade, CHRO      Charles Rader, COO      Daniel Marshall, CCO  
Mike McAfee, Chief Education Officer      Nathan Wickham, Operations Supervisor      Brittini Yardley, Operations Supervisor

**May 17<sup>th</sup>, 2022 Meeting Minutes**

Troy Earls, Chairman called the May 17<sup>th</sup>, 2022, *SHCA Board of Directors Meeting* to order at 6:00pm

**Oath of office:**

- Presented to those board members who were absent at last month's meeting.

**OLD BUSINESS**

**April 2022 Board Minutes:**

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

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

**April 2022 Closed Minutes:**

- No closed board minutes to approve.

**CEO's Report:**

**Operational:**

- **Sales tax:**
  - Received first of May 2022 was \$ 181,756.26
- **Financial Statement Audit:**
  - Due June 30, 2022
- **Lease payoff:**
  - Figures received for pay-off amount of \$114,000 for the first set of ambulances.
- **Cyber insurance:**
  - No further bids have been received.
- **CD investment:**

- Since interest rates have increased, CD investment has been put on hold with money being kept in the Money Market account which had \$627.04 in interest for April 2022.
- **June MAA meeting:**
  - Registration and Hotel arrangements have been made for the June 28 & 29 meeting.

**NEW BUSINESS**

**April 2022 General Ledger:**

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

**Troy Earls made a motion to accept the general ledger as presented; 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.**

**April 2022 Account Balances:**

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

**April 2022 expenses/revenues:**

- No questions presented.

**April 2022 billing receivables summary report:**

- New report with Digitech was reporting 54% net collections thru April 2022.

<b>WEST PLAINS BANK</b>	
General Account	\$ 52,605.37
Money Market	\$ 2,102,008.96
<b>TOTAL</b>	<b>\$ 2,154,614.33</b>

**Departmental Reports:**

**Adm/Operational:**

- **Yearly w/c audit:**
  - Waiting to hear from the auditor for final schedule, should be in June.
- **Update on purchases:**
  - All lawn equipment running great, yard has been mowed and trimmed.
  - Mattresses and covers are in place, no complaints.
- **Asphalt estimate:**
  - Bid from B&W Asphalt for seal and striping came in at \$7,739.43
  - Quote from Amazon for a striping machine priced at \$119.50. If we do our own striping, there will be a savings of approximately \$1,500.

**IT:**

- **Software:**
  - Two of our programs had to be reprogramed due to security leaks.
  - Updating timecard software is a work in progress.
- **Server Room Mini-split issues:**
  - AC unit has gone out again – Woods Mechanical is waiting on a fan part to come in.

**Education:**

- Medical Director's visit:

- Observed skills of those medic students in need of approval before moving on.
- EMT Class starting July 6<sup>th</sup>:
  - As of today, 3 applicants have turned in applications and we need at least 5 to hold a class.
- CPR classes continue to be held weekly or more as needed.
- Have not heard back from Air Evac regarding dispatchers needing an EMT class.
- EMR yearly class continue to be held on Saturdays as needed.
- AccrediCon Conference coming up the end of this month.
  - This conference is geared to learning the up-to-date rules and regulations that apply to our paramedic program and how to keep the program in compliance with such regulations.
  - September 2022 is when recertification for our education program is due, and a site visit should be able to be done this year.

#### **Human Resources:**

- Employee Status:
  - A paramedic went to PRN status due to nursing school.
  - An EMT also went to PRN status.
- This week we celebrate EMS week with meals during the day and highlighting with the employee committee sponsored family night on Friday from 6-9 PM.
- Capped wages:
  - Several of our employees have been capped and did not receive a raise in January.
    - A discussion followed regarding an additional PTO day being granted those capped employees.

**Troy Earls made a motion to grant an additional PTO day to those employees with capped wages; Joe Auffert seconded the motion; Missy Kilkenny in favor, Terry Harrington in favor, Randall Dennis in favor, Ryan Cundall in favor; all in favor; motion carried.**

#### **Office:**

- Write off list for presented for May 2022 is \$7216.10; old accounts carried over from AIM, VA denial of old claims, and a posting error.

**Troy Earls made a motion to approve the May 2022 write-off list in the amount of \$7,216.10; seconded by Ryan Cundall; Joe Auffert in favor, Missy Kilkenny in favor, Randall Dennis in favor, Terry Harrington in favor; all in favor; motion carried.**

#### **Clinical:**

- WAVE conference attended continues to offer great insight especially with QI and QA.
  - Spent some time with Dr. Antevy - creator of Handtevy
- EMS week is that special time of the year and we take great pride in being able to honor our providers for their resilience, commitment, and dedication.
  - This year's theme is Rising to the Challenge – something that our providers do each day and we are blessed and fortunate to have such a wonderful and amazing group – this is about them and the awesome job they do selflessly on a daily basis.
  - Meals have been prepared daily and a Mexican Themed family night to be held on Friday from 6-9PM, sponsored by the Employee Committee.
- Call Volume:
  - Total Calls for the month of April was 525; 446 local calls; 57 short hops; 22 long hops; 298 local transports, 377 total transport; 148 non-Transports; 17.5 calls per day; 71.8% transport percentage and 28.2% non-transport percentage; PRC's of 16.6%
- **Handtevy update:**
  - Review is still in progress. We have been ready to approve several different times but find minor items needing changed at the last minute. When we address those

items, the entire process starts over again. The final process should be finalized by next week.

- **Ventilator update:**
  - Four of our 11-year-old vents have been sent in for repairs, with the cost of repairs at approximately \$1,332.10 apiece.
  - Zoll does not put a time frame on life expectancy for those vents but typically it is recommended to replace them around year 10. This is when it has been identified that electronic components begin having problems.
  - Working on getting quotes with different purchase options available, along with any grants that may be available for this type of equipment.

**Maintenance:**

- Routine maintenance of vehicles and keeping oxygen supplied continues with no issues.
- Repairs consisted of:
  - A/C issues in SH3 and SH8 tied to the vacuum canister failures causing airflow to be diverted from the vents to the defrost, making it feel warmer in the cab.
  - Brake pad replacements on SH1, SH3 & SH9.
  - Power cots now on a PM schedule for cleaning the movement points from dust and debris, to help resolve the issue of not rising to full height.
- Purchases:
  - 55-gallon drum of oil is now \$970.17 vs \$650.00 from last time purchased.
  - Two engine batteries replaced due to shorting out internally.
  - Toyo tires are now back in production and will be replacing tires with them as needed.

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

**Troy Earls made a motion to adjourn @ 7:09pm; seconded by Ryan Cundall, Joe Auffert in favor, Missy Kilkenny in favor, Randall Dennis in favor, Terry Harrington in favor; all in favor, motion carried.**

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**SIGNATURE & TITLE**

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**DATE**