

Cheyenne County Hospital District dba Cheyenne Manor

561 West 1st North, Cheyenne Wells, CO 80810

Minutes of Regular Meeting

February 24, 2024

Board of Directors Present:

Marla Hadachek, Chairman
Tami Brown, Vice Chairman
Doug Tallman, Sec/Treasurer
Gabe Roth
Marilyn Ward

Board of Directors Absent:

Call to Order: Chairman Hadachek called the meeting to order at 3:01 pm

Verification of Quorum: Chairman Hadachek verified a quorum

Adoption of Agenda: Ward made a motion to adopt the agenda, Roth second, all aye, motion passed unanimously

Approval of Minutes: Brown made a motion to approve the minutes, Ward second, all aye, motion passed unanimously

Public Comment: Charla Booker was present

Department Heads Report: Chairman Hadachek thanked the Department Heads for their reports

Financial Review: Chairman Hadachek thanked Charla Booker for the Financial Review. Review is on file at Cheyenne Manor. Tallman made a motion to authorize two board members, President and Treasurer, to be allowed to “view and inquire” all financial records of any/all financial institutes wherein Cheyenne Manor maintains funds, Brown second, all aye, motion passed unanimously.

Roth made a motion to renew the four Eastern Colorado Bank CDs with a March maturity date at the best available rate, transfer \$65,000 from CD #300074365 to Cheyenne Manor Payroll Acct and place remaining funds (\$224,838.58) into a new CD, Ward second, all aye, motion passed unanimously

Administrators Report: Chairman Hadachek thanked NHA Wells for the written Report. (NHA Wells was absent) Report is on file at Cheyenne Manor.

Unfinished Business:

- a. **Employee Review Forms:** the BOD approved forms with addition of a suggested Goal Sheet
- b. **IT Contract:** Ward made a motion to have NHA Wells negotiate an Annual Contract with Computer Concepts Inc with an option for 2 Years if necessary, Brown second, all aye, motion passed unanimously

New Business:

- a. **ACH Transmittal Authorization:** Roth made a motion for Charla Booker, Jennifer Wells, and Danielle Pelton to be authorized for the two person signatures on the ACH

Transmittal Authorization for Eastern Colorado Bank, Ward second, all aye, motion passed unanimously

- b. **Nursing Mattress Purchase:** Tallman made a motion to purchase a Lateral Rotation Mattress for \$3,997.99 from Direct Supply, Brown second, all aye, motion passed unanimously
- c. **Shift Differential:** Roth made a motion to increase the Shift Differential from \$2 to \$3 per hour effective March 1, 2024 (not applicable to pool staff), Brown second, all aye, motion passed unanimously

Executive Session: none

Next Meeting: March 13 Workshop with Dr Shepard @ 11:30-12:30pm

March 13 @1:00 pm *Executive Session pursuant to*

CRS 24-6-402(4)(f) personnel matters

March 26 Board Meeting @ 3:00 pm

Adjournment: Brown made a motion to adjourn at 4:54pm, Tallman second, all aye, motion passed unanimously