

Cheyenne County Hospital District dba Cheyenne Manor

561 West 1st North, Cheyenne Wells, CO 80810

Minutes of Regular Meeting

December 12, 2023

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 3:05 pm

Verification of Quorum: Chairman Hadachek verified a quorum

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

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

Public Comment: none

Department Heads Report: BOD requested to have all Department Heads submit a weekly report on each Department to keep the BOD abreast of any issues (good and bad) that are happening in their respective area. Chairman Hadachek thanked the Department Heads for their monthly reports and Bookkeeping and Maintenance for their weekly reports.

Financial Review: BOD addressed overtime in the Maintenance Department. Roth moved to assign NHA Wells the task of meeting with Giz Ross to inform her that the 2024 budgeted wage will be moved to a Salary Wage starting January 1, 2024 (BOD set a maximum negotiating amount, if needed), Brown second, discussion was had, all aye, motion passed unanimously. Chairman Hadachek thanked NHA Wells for the Financial Review. Review is on file at Cheyenne Manor.

Administrators Report: Chairman Hadachek thanked NHA Wells for the Report. Report is on file at Cheyenne Manor.

Unfinished Business:

- a. **Budget Hearing:** Ward moved to adopt the 2024 Budget, Brown second, all aye, motion passed unanimously.

New Business:

- a. **NHA Review:** BOD discussed the process of initiating a NHA Performance Evaluation, followed by Department Head and Staff Performance Evaluations. The BOD reviewed a sample NHA Performance Evaluation and NHA Peer Review Questionnaire. It was decided to deliver the Peer Review Questionnaire to all Department Heads, summarize the results and then hold a closed workshop before the January meeting to allow the BOD the opportunity to complete the NHA Performance Evaluation. BOD assigned NHA Wells the task of creating a Department Head Performance Evaluation. NHA Wells and the Department Heads will create an Employee Performance Evaluation that the Department Heads will administer to the employees who work in their specific departments. The purpose of these performance evaluations is to encourage staff development and effectiveness. BOD will review all Evaluations and then send them to the Office of Human Resources.

Executive Session: none

Next Meeting: January 23, 2024 @3:00 pm **Closed Workshop:** January 23, 2024 @ 2:30 pm

Adjournment: Brown made a motion to adjourn at 4:33 pm , Ward second, all aye, motion passed unanimously