



QUAY COUNTY GOVERNMENT
300 South Third Street
P.O. Box 1246
Tucumcari, NM 88401
Phone: (575) 461-2112
Fax: (575) 461-6208

AGENDA
REGULAR SESSION
QUAY COUNTY BOARD OF COMMISSIONERS
JULY 13, 2020

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session June 22, 2020

Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

- I. Christopher Birch, Quay County Detention Center Administrator**
 - Request Approval of Summit Food Services Agreement Amendment
 - Presentation of Quay County Detention Center Bi-Annual Report

- II. Cheryl Simpson, Quay County Finance Director**
 - Request Approval of FY 2019-2020 Resolution No. 56 – Certification of Capital Asset Inventory
 - Request Approval of FY 2019-2020 Resolution No. 57 – Budget Increase for Quay County Detention Center
 - Request Approval of FY 2019-2020 Resolution No. 58 – Budget Increase for NMFA Fund
 - Request Approval of FY 2019-2020 Resolution No. 59 – Budget Increase for End of Year Transfers

- III. Larry Moore, Quay County Road Superintendent**
 - Road Update

- IV. Richard Primrose, Quay County Manager**
 - Presentation of Monthly RPHCA Reports
 - Correspondence

- V. Request Approval of Accounts Payable**

- VI. Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners**

DOC #CM-00491
08/05/2020 10:01 AM Doc Type: COCOM
Fee. (No FieldTag Finance.TotalFees found):
Quay County, NM Ellen White - County Clerk, County Cl

Pages: 17
CLERK, County Cl

VII. Request for Closed Executive Session

- Pursuant to Section 10-15-1(H) 8. Discussion of the Purchase, Acquisition or Disposal of Real Property or Water Rights
- Pursuant to Section 10-15-1(H) 2. The New Mexico Open Meetings Act to Discuss Limited Personnel Matters

VIII. Franklin McCasland, Quay County Commission Chairman

- Proposed action, if any, from Executive Session

Adjourn

Lunch-Time and Location to be Announced

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

July 13, 2020

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 13th day of July, 2020 at 9:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

PRESENT & PRESIDING:

Franklin McCasland, Chairman
Mike Cherry, Member
Sue Dowell, Member
Ellen L. White, County Clerk
Richard Primrose, County Manager

OTHERS PRESENT:

Janie Hoffman, Quay County Assessor
Daniel Zamora, Quay County Emergency Manager
Larry Moore, Quay County Road Superintendent
Lucas Bugg, Quay County Fire Marshal
Cheryl Simpson, Quay County Finance Director
Chris Birch, Quay County Detention Center Administrator
T.J Rich, Former Quay County Detention Center Administrator
Christine Benavidez, Retiring Cook from Quay County Detention Center and extended family
Presbyterian/Trigg Hospital Administrator Troy Clark, along with Associate Director, Vickie Gutierrez and Board Member, Craig Cosner
Ron Warnick, Quay County Sun

Chairman McCasland called the meeting to order. Chris Birch led the Pledge of Allegiance.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the June 22, 2020 regular session as presented. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Agenda. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Public Comments: County Manager, Richard Primrose, recognized Christine Benavidez for her 31 years of service to the Quay County Detention Center as their cook. Chris Birch and T.J.

Rich thanked Benavidez for her dedication and service and expressed gratitude for her going above and beyond her duties as cook to benefit the facility and officers.

NEW BUSINESS:

Chris Birch, Quay County Detention Center Administrator requested approval of the Summit Food Services Contract Amendment to adjust the pricing schedule. Birch noted the 3.2% cost increase. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the Contract Amendment. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". A copy is attached.

Birch presented the Bi-Annual Inmate Count Report for the Detention Center. A copy is attached.

Cheryl Simpson, Quay County Finance Director requested approval of the following Financial Budget Resolutions:

- Request Approval of FY 2019-2020 Resolution No. 56 – Certification of Capital Asset Inventory. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve this Resolution. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached.
- Request Approval of FY 2019-2020 Resolution No. 57 – Budget Increase for Quay County Detention Center (421) \$150,000.00. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve said Resolution. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".
- Request Approval of FY 2019-2020 Resolution No. 58 – Budget Increase for NMFA Debt Reserve Fund (563) \$150,000.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve this Resolution. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached.
- Request Approval of FY 2019-2020 Resolution No. 59 – Budget Increase for End of Year Transfer of Cash from fund 401 to 649 in the amount of \$150,000.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve this Resolution. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached.

Larry Moore, Quay County Road Superintendent gave the following Road Department updates:

1. Received environmental clearance to proceed on Quay Road AF and Quay Road O.
2. Work has started on the School Bus Project in House. Crews are hauling from Craig Downey's caliche pit. This project is for Quay Road BC and Quay Road 33.
3. Darla Munsell is preparing the CBDG Close Out paperwork, which is due by July 15, 2020.
4. The blades have been working when moisture is available.

Commissioner Dowell asked Moore if he has received any updates on the intersection at Quay Road AI and Hwy 54. Moore said some preliminary work has been done and the NM Department of Transportation will continue to work on the project as time allows.

Commissioner Cherry thanked Moore for his crew responding to numerous fires with the blades.

Richard Primrose, Quay County Manager presented the following items for informational purposes:

1. Provided a copy of the monthly RPHCA Report from the Quay County Family Health Center for the month ending June, 2020. A copy is attached.

A MOTION was made by Sue Dowell SECONDED by Mike Cherry to approve the expenditures included in the Accounts Payable Report ending July 9, 2020. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".

Other Quay County Business That May Arise during the Commission Meeting and/or comments from the Commissioners:

Commissioner Dowell reported she has had numerous calls from concerned citizens regarding the new Health Order issued by the Governor requiring masks while outdoors and on boats, as well as the concern over restricting people who own homes at Ute Lake that are residents of Texas from utilizing their property and the lake.

Dowell said she still questions the "one size fits all" statewide mandates and its effects on rural counties.

Commissioner Dowell also said she would like to see more information on the County Facebook Page as to positive information regarding kudos to employees and law enforcement agencies, how to access the County website, perhaps meeting minutes for informational purposes and focus on more positive aspects of Quay County.

Commissioner Cherry thanked Russell's Travel Stop for feeding over fifty firefighters during the recent fire in the Bard area.

Chairman McCasland stated the Board of Commissioners needs to begin considering electronic board meetings to prevent exposure to COVID19. McCasland said with numbers increasing daily, it only takes one exposure at the Courthouse to close offices to the public. Primrose echoed his concern and said the capability to hold electronic meetings by the Commission was available.

A MOTION was made by Mike Cherry, Seconded by Sue Dowell to go into Executive Session pursuant to Section 10-15-1(H) 8 for discussion of the purchase, acquisition or disposal of real property or water rights and Section 10-15-1(H)2 for discussion of limited personnel matters. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Time noted 9:40 a.m.

---Executive Session---

Return to regular session. Time noted 11:45 a.m.

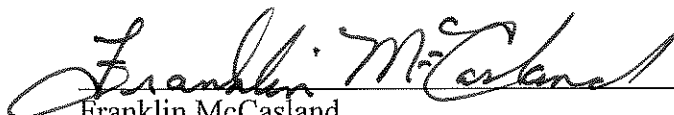
A MOTION was made by Mike Cherry, SECONDED by Sue Dowell that only the above described items were discussed in Executive Session. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".

Chairman McCasland noted No Action as a result of the Executive Session will be taken.

There being no further business, a MOTION was made by Mike Cherry SECONDED by Sue Dowell to adjourn. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". Time noted 11:45 a.m.

Respectfully submitted by Ellen White, County Clerk.


BOARD OF QUAY COUNTY COMMISSIONERS


Franklin McCasland

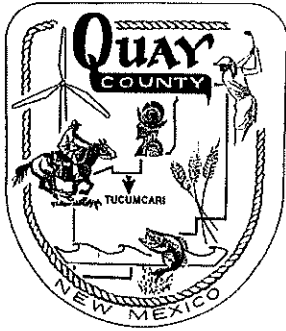

Sue Dowell


Mike Cherry

ATTEST:


Ellen L. White, County Clerk





Quay County Detention Center

223 W. High Street
P.O. Box 1321
Tucumcari, NM 88401
Phone: (575) 461-4664
Fax: (575) 461-0139

Bi-Annual Report

Commission Meeting
DATE 7/13/2020

QCDC ADULT DETENTION

Total number of adults confined: 295
Total number of days prisoners were held: 18,774
Average Daily Population: 36.53
Average length of stay: 39.61 days
Today's Population Adult Total: 26 Male 5 Female

JUVENILE'S IN DETENTION

Total amount of Juveniles confined during this period: 1 Male
Total number of days Juveniles were held this period: 45
Average Length of stay: 45 Days
Today's Juvenile Population Out of County: 0
Cost for Juvenile's Housing Out of County this period: \$ 9,000.00

Juvenile Ankle Monitor Program

*Juveniles on for period: 0
*Total Cost for the period: 0
*Cost if in custody for the period: 0
*Savings of: 0

Adult Ankle Monitor Program

*Adults monitored for period: 13
*Total # of days on Ankle Monitor: 402
*Collected Client Fees for the Period: \$2662.00
*Revenue of: \$1,375.60
*Cost if in custody: \$ 50,250.00

AMENDMENT TO THE FOOD SERVICE PARTNERSHIP AGREEMENT

This Amendment is made and entered into by and between Quay County ("Client"), and Summit Food Services, LLC ("Company") (collectively "the Parties").

WHEREAS, Client and Company have entered into a certain Food Partnership Agreement # 20-000-00-00070 (the "Contract"), effective April 15th, 2009

WHEREAS, Client and Company have agreed to extend the partnership; and

WHEREAS, the parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the parties, intending to be legally bound hereby, mutually agree as follows:

1. This Agreement shall be extended for an additional year beginning July 1st, 2020
2. **Price.** Company shall charge and Client shall pay:

Inmate/Resident Population 2019-2020	Price Per Meal	Inmate/Resident Population 2020 -2021	Price Per Meal With 3.2% Increase
1 – 29	\$2.81	1 – 29	\$2.900
30 – 40	\$2.69	30 – 40	\$2.776
41 – 49	\$2.54	41 – 49	\$2.621
50 – 59	\$2.37	50 – 59	\$2.446
60 – 69	\$2.14	60 – 69	\$2.208

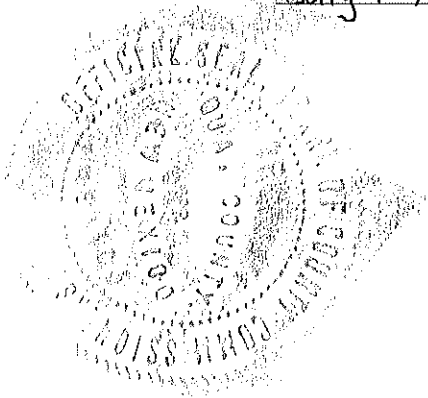
This Amendment is effective as of July 1st, 2020. All other terms and conditions of the original Contract (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Contract.

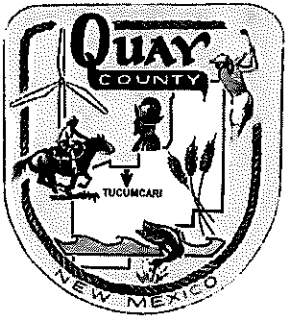
CLIENT

Signature: *Franklin McCasland*
 Name: Franklin McCasland
 Title: Chairman
 Date: July 13, 2020

COMPANY

Signature: _____
 Name: _____
 Title: _____
 Date: _____





QUAY COUNTY GOVERNMENT
FISCAL YEAR 2019-2020
RESOLUTION NO. 56

A RESOLUTION OF CERTIFICATION OF THE QUAY COUNTY
FISCAL YEAR 2020 CAPITAL ASSET INVENTORY

WHEREAS, according to State Audit Rule 2.2.2.10Y Capital Asset Inventory: (2) Section 12-6-10(A) NMSA 1978 requires each agency to conduct an annual physical inventory of movable chattels and equipment costing more than \$5,000.00 on the Capital Inventory list at the end of each fiscal year; and

WHEREAS, NMSA 1978, Section 15-3B-16 directs the general services department to promulgate regulations to user agencies for the accounting and control of fixed assets owned by government agencies; and

WHEREAS, upon adoption of this resolution, the request to dispose of obsolete and defective office equipment (See attached list) will be submitted to the New Mexico State Auditor's Office and the New Mexico Finance & Administration Division for approval, and

WHEREAS, the term "agency" is intended to include New Mexico Counties when used in the Audit Act, (See NMSA 1978, Section 12-6-2(2010)); and

WHEREAS, the Board of County Commissioners met in a regularly scheduled meeting on Monday, July 13, 2020 at 9:00 a.m. in the Commission Chambers, Quay County Courthouse, Tucumcari, NM 88401.

NOW, THEREFORE, BE IT RESOLVED that the physical asset inventory, attached and incorporated hereto as Exhibit "A", is hereby certified to be correct and approval to dispose of obsolete office equipment.

APPROVED, RESOLVED AND CERTIFIED by governing body at its meeting of July 13, 2020.

QUAY COUNTY COMMISSION


Franklin McCasland, Chairman


Sue Dowell, Member


Mike Cherry, Member

ATTEST:


Ellen White, Quay County Clerk

Department	Buildings	Equipment	Office Equipment	Other Equipment	Vehicles	TOTAL	Intangible	Land
Administration	\$ 9,792,842.91	\$ -	\$ 30,366.92	\$ 333,982.88	\$ 103,029.00	\$ 10,260,221.71	\$ 18,909.84	\$ 17,869.00
Assessor	\$ -	\$ -	\$ -	\$ -	\$ 28,853.00	\$ 28,853.00		
Bard-Endee Fire Dept.	\$ 779,087.61	\$ 862,401.25	\$ -	\$ 126,238.08	\$ 751,561.00	\$ 2,519,287.94		
Clerk	\$ -	\$ -	\$ 29,010.00	\$ -	\$ 9,000.00	\$ 38,010.00		
Detention Center	\$ 4,358,538.81	\$ -	\$ -	\$ 53,298.00	\$ 179,011.69	\$ 4,590,848.50		
Dispatch	\$ -	\$ -	\$ 7,392.67	\$ -	\$ -	\$ 7,392.67		
DWI	\$ -	\$ -	\$ 9,048.00	\$ -	\$ -	\$ 9,048.00		
Fairgrounds	\$ 3,644,801.69	\$ 65,388.91	\$ -	\$ 42,245.66	\$ 101,975.88	\$ 3,854,412.14		
Fire District I	\$ 726,868.07	\$ 481,036.00	\$ -	\$ 129,750.11	\$ 396,880.74	\$ 1,734,534.92		
Fire District II	\$ 694,000.00	\$ 412,918.94	\$ -	\$ 6,750.00	\$ 547,540.00	\$ 1,661,208.94		
Fire District III	\$ 603,892.06	\$ 396,093.00	\$ -	\$ 5,790.00	\$ 312,963.00	\$ 1,318,738.06		
Forrest Fire Dept.	\$ 479,085.00	\$ 303,240.00	\$ -	\$ 35,295.99	\$ 490,944.00	\$ 1,308,564.99		
GIS	\$ -	\$ -	\$ 5,881.47	\$ -	\$ -	\$ 5,881.47		
Jordan Fire Dept.	\$ 502,000.00	\$ 359,948.00	\$ -	\$ 5,790.00	\$ 1,011,141.00	\$ 1,878,879.00		
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00	\$ 21,000.00		
Multiple	\$ -	\$ 20,100.00	\$ -	\$ -	\$ -	\$ 20,100.00		
Nara Visa Fire Dept.	\$ 488,000.00	\$ 71,190.00	\$ -	\$ 18,556.04	\$ 461,149.00	\$ 1,038,895.04		
Porter Fire Dept.	\$ 259,000.00	\$ 258,847.00	\$ -	\$ 19,360.00	\$ 262,974.00	\$ 800,181.00		
Quay Valley Fire Dept.	\$ 349,000.00	\$ 650,719.00	\$ -	\$ 17,199.55	\$ 256,469.00	\$ 1,273,387.55		
Quay Fire Marshal	\$ -	\$ 80,450.00	\$ 13,545.00	\$ -	\$ 76,850.83	\$ 170,845.83		
Road Department	\$ 854,000.00	\$ 1,399,053.96	\$ -	\$ 10,611.00	\$ 1,116,075.40	\$ 3,379,740.36		
Sheriff	\$ -	\$ -	\$ -	\$ 8,815.48	\$ 357,551.71	\$ 366,367.19		
Treasurer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTALS	\$ 23,531,116.15	\$ 5,361,386.06	\$ 95,244.06	\$ 813,682.79	\$ 6,484,969.25	\$ 36,286,398.31	\$ 479,728.84	\$ 17,869.00

Report Criteria:

[Report].Disposition Date = {IS NOT NULL}
 [Report].Cost = {>=} 5000.00

	Classification	Asset No	Description	Cost	Accum Depr	Book value	Disp Amount	Gain/(Loss)
Junk								
Total	Office Equip	401.42.1662.001	Minolta 60EZ Reader Printer	7,883.83	.00	7,883.83	.00	(7,883.
Total	Office Equip	401.52.1162.001	HP 1120C Deskjet Printer	5,950.00	.00	5,950.00	.00	(5,950.
Total	Office Equip	401.52.1631.001	5 Meter Satellite Imagery	12,495.21	.00	12,495.21	.00	(12,495.
Total	Office Equip	401.62.1524.001	2007 HP Design 800 Printer	7,038.00	.00	7,038.00	.00	(7,038.
Total Junk:				33,367.04	.00	33,367.04	.00	(33,367.
Grand Totals:				33,367.04	.00	33,367.04	.00	(33,367.

**QUAY COUNTY
FISCAL YEAR 2019-2020
RESOLUTION No. 57**

Authorization of Budgetary Increase to **Quay County Detention Center (421)**

WHEREAS, at meeting of the Board of Quay County Commissioners on July 13, 2020 the following was among the proceedings;

WHEREAS, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase;

State Fund 22600 Budgetary Increase		<u>DEBIT</u>	<u>CREDIT</u>
22600-8002-57010 Care of Prisoners (DOC)	\$77,000.00		
22600-8002-57010 Care of Prisoners	\$13,000.00		
 22600-0001-61100 Transfer In			 \$150,000.00

State Fund 11000 Budgetary Increase	
11000-0001-61200 Transfer Out	\$150,000.00

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **Care of Prisoners costs exceeded budget**

NOW THEREFORE, BE IT RESOLVED that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Increase and Transfer be made.

DONE at Tucumcari, County of Quay, New Mexico this 13th day of July, 2020.

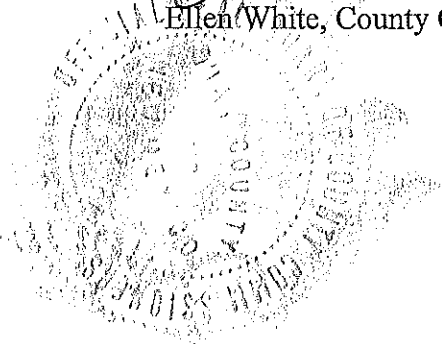

Franklin McCasland, Commissioner

ATTEST:


Ellen White, County Clerk


Sue Dowell, Commissioner


Mike Cherry, Commissioner



**QUAY COUNTY
FISCAL YEAR 2019-2020
RESOLUTION No. 58**

Authorization of Budgetary Increase to **NMFA Debt Reserve (563)**

WHEREAS, at meeting of the Board of Quay County Commissioners on July 13, 2020 the following was among the proceedings;

WHEREAS, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase;

**State Fund 40400
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
40400-0001-46030 Interest Income		\$150,000.00
40400-2004-59050 Commitments & Other Fees	\$150,000.00	


WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **Interest and Loan Activity exceeded budget**

NOW THEREFORE, BE IT RESOLVED that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Increase be made.

DONE at Tucumcari, County of Quay, New Mexico this 13th day of July, 2020.


Franklin McCasland, Commissioner

ATTEST:


Ellen White, County Clerk


Sue Dowell, Commissioner


Mike Cherry, Commissioner



**QUAY COUNTY
FISCAL YEAR 2019-2020
RESOLUTION No. 59**

Authorization of Budgetary Increase to **Transfer Cash from 401 to 649**

WHEREAS, at meeting of the Board of Quay County Commissioners on July 13, 2020 the following was among the proceedings;

WHEREAS, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase;

**State Fund 11000
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
11000-0000-61200 Transfer Out (General)	\$150,000.00	

**State Fund 39900
Budgetary Increase**

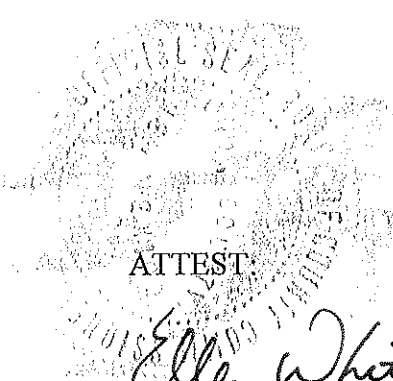
39900-0000-61100 Transfer In (Co. Imp.)		\$150,000.00
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WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **Budget Increase to transfer funds from General Fund to County Improvement Budget (649)**

NOW THEREFORE, BE IT RESOLVED that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Increases be made.

DONE at Tucumcari, County of Quay, New Mexico this 13th day of July, 2020.

ATTEST


Ellen White
Ellen White, County Clerk

Franklin McCasland
Franklin McCasland, Commissioner

Sue Dowell
Sue Dowell, Commissioner

Mike Cherry
Mike Cherry, Commissioner

**RPHCA Program
Monthly Level of Operations Form**

revised 7/7/15

Organization Name: Presbyterian Medical Services		Contract #		
Reporting Site: Quay County Family Health Center		Report Month/Year: 06/01/20		
Action Plan Item		Actual Monthly Level		
Level of Operations	Total Number of Primary Care Encounters		399	
	By Provider Type:			
	Physician Encounters		7	
	Midlevel Practitioner Encounters		392	
	Dentist Encounters			
	Dental Hygienist Encounters			
	Behavioral Health Encounters			
	All Other Licensed/Certified Provider Encounters			
	By Payment Source:			
	Sliding Fee Encounters - Medical/Behavioral Health		37	
	Sliding Fee Encounters - Dental			
	Medicaid Encounters - Medical/Behavioral Health		116	
	Medicaid Encounters - Dental			
	County Indigent Encounters			
	Other 3 rd Party Encounters		100	
Medicare Encounters		139		
100% Self Pay (non-discounted/non-3 rd party) Encounters		7		
Unduplicated Number of Users	Total # of unduplicated users		39	
	At or Below Poverty		24	
	Between Poverty and 200% of Poverty		12	
	Above 200% of Poverty		3	
Staffing Level	Administrative Staff		3	
		Clinical FTEs	Admin FTEs	
	Physicians		0.05	
	Certified Nurse Practitioners		2	
	Physician Assistants			
	Certified Nurse Midwives			
	Dentists			
	Dental Hygienists			
	Behavioral Health Professionals			
	Community Health Workers			
Clinical Support Staff		1.2		
All Other Staff		0.5		
Prior Month's Primary Care Financial Information	Please enter the month being reported: June			
	Total Primary Care Revenues - all sources		62,051	
	Sliding Fee Revenues - Medical		2,557	
	Sliding Fee Revenues - Dental		0	
	Medicaid Revenues - Medical		22,568	
	Medicaid Revenues - Dental		0	
	County Indigent Fund Revenues		0	
	Other 3 rd Party Revenues		5,507	
	Medicare Revenues		9,105	
	100% Self Pay (non-discounted/non-3 rd party) Patient Revenues		135	
	Contracts/Grants Revenues (including RPHCA)		22,179	
	Total Primary Care Expenditures		63,222	
	Total Primary Care Charges		78,317	
	Sliding Fee Discounts - Medical		9,452	
Sliding Fee Discounts - Dental		0		
Prepared by: C Renee Hayoz		7/6/2020		

Clinic/Program Name: Quay County Family Health Center
Month Reported: June 2020

Monthly RPHCA Narrative Report

Please provide brief but detailed information for the following questions. Answer all questions or mark N/A.

- 1. Please describe any changes in the types of services provided during the month reported. Describe any discussions about adding new services**

Been providing about 80-85% of the visits via telephonically. Have been seeing an uptick in face to face visits.

- 2. Please describe any difficulties encountered in providing services during the month reported. What were the causes of the difficulties?**

COVID-19 pandemic

- 3. Were there any changes in the encounters (+ or - 10%) from the previous month reported? Please explain any causes for the changes.**

Encounter goal is almost reached. We believe this is due to both face to face visits and the option of being offered telephonic visits.

- 4. Please describe any changes in the staffing pattern (regardless of the position or the change in FTE).**

We are advertising for one Medical Assistant. Our current and only full-time MA recently became Certified.

- 5. Please describe recruitment efforts for any positions. Which positions? What actions have been taken?**

Posting on local FB jobs page and the PMS website.

- 6. Were there any changes to the hours? Explain.**

No changes were made. Hours continue to be 7:00 AM – 5:30 PM, Monday through Friday.

- 7. What efforts did you make to collaborate with local and statewide entities?**

- Quay Co Health Council
 - Quay Co Emergency Manager Meeting
- All meetings are via Zoom

- 8. Please describe any methods for increasing clinic utilization that your program and staff are engaging in.**

Site continues to provide care at the Quay County Detention Center via telephonic visits. Face to face are done under extenuating circumstances.

9. **Please describe the outreach activities your program and staff provided to the community during the month reported.**

Travel restrictions imposed on all PMS staff.

10. **Have you received any new funding? Are you aware of any new funding opportunities? Please describe any new initiatives or projects that have been implemented.**

None

Please note the date of the last advisory board meeting AND THE AGENDA ITEMS DISCUSSED.

Meeting was held on June 17, 2020

Welcome and Introductions

Regional Goals

- Dental Access
- Behavioral Health services
- Advisory Board Members Engagement

Clinic Update

- Telephonic Visits
- Video Visits
- Staffing Update: MA and BH Interventionist
- Pediatric Postcards
- CDL Flyer
- Community Outreach Events Cancelled
- PMS COVID 19 Precautions and Plan of Action

Home Visiting Update

- Enrolled Clients
- Outreach Events
- Creative Ways of Family Support