



Sublette County Hospital District Board Meeting Minutes
October 25, 2023 at 5:30pm
Marbleton Town Hall

The Sublette County Hospital District Board of Trustees met in regular session in the Marbleton Town Hall on October 25, 2023 at 5:30 p.m. with Tonia Hoffman, Jamison Ziegler, Kenda Tanner, Dave Bell, and Ashli Tatro present. Also present were Lindsey Bond, Kari DeWitt, Karl Lueschow, Julie Bell, Dr. Burnett, Teresa Lindenmeier, Jen Adam, Jody Yeary, Dani Long, Kristy Bartlett, Kayla Bowers, Jann Maxfield, Sharon Rutsch, Dawn Walker, Katie Hoffman, and Robert Galbreath (Pinedale Roundup). Lena Moeller, Rose Scobey, and Ryan Grove appeared via Zoom.

Board Education

Lena Moeller gave a presentation on the previously approved Delegation of Authority by the Board of Trustees. She stated that checks over \$20,000 need to have two wet signatures before being mailed out. She also suggested that Lindsey Bond and Dave Bell review the check register weekly.

Pledge of Allegiance

At 6:00 p.m., the meeting was called to Order and Chairwoman Hoffman led those present in the Pledge of Allegiance.

Set Agenda

The agenda was approved. Dave Bell moved to set the agenda. Ashli Tatro seconded. Motion carried.

Department Reports

Lindsey Bond, Interim Administrator, wanted to spotlight Interim EMS Co-Director, Jen Adam, and Quality Director, Kristy Bartlett.

Jen Adam spoke about the need for a new ambulance. She presented a quote for a new ambulance to the board. She is planning on selling two old ambulances and putting the money toward the new one. Jen stated that morale is good, they are short-staff, and they would appreciate the potential wage adjustment the board is considering.

Kristy Bartlett, Quality Director, spoke about her department getting good feedback. They have been reviewing grievances. Sue has been working with Sharon on job descriptions. Kathy has been working on policies through PolicyTech. They will be hosting a Health Stream training soon. Their MIPS numbers are 68% and 73% patient satisfaction. The goal is 75% patient satisfaction.

Kari DeWitt informed the board that FMG Market out of Jackson, Wyoming is in charge of our Facebook marketing and our newsletters. They have successfully brought our Google, Bing, and Apple listings up-to-date. Kari reviewed the increases in Facebook and Instagram traffic since hiring FMG Marketing.

Dave Bell asked about sending out a postcard for MBPC services. Kari is waiting on an answer from Dr. Gonzalez before sending out the postcard. FMG's contract is up in the Spring. Kari has no indication that they plan on raising rates.

Dr. Burnett gave kudos to Kristy in Quality on how she handles patient complaints. Dr. Burnett also gave kudos to Jen from EMS for helping complete the EMS business license.

Dr. Burnett reported that the credentialing committee met on October 11, 2023 and approved the credentialing of Noah Chutz and Kelsey Wagner. The MEC also met and approved the applications of Noah and Kelsey. He requested that the board accept the committee's recommendation to approve Noah and Kelsey.

Dr. Burnett informed the board that the MEC also met on October 24, 2023 and discussed further editing of the Bylaws. The MEC is working to ensure that the Bylaws meet all requirements set forth by CIHQ. The Bylaws will be ready before the Hospital opens. Dr. Burnett has been meeting with Kathy Donaldson about the binders required for the CIHQ survey and setting timelines.

The extended hours in MBPC have only resulted in three additional patients being seen. Dr. Burnett would like to make the public more aware of the extended hours. Dr. Burnett believes that a postcard will help inform the public. He also suggested letting the schools know.

Jamison Ziegler moved to approve the recommendation of the MEC to approve the credentialing of Noah Chutz and Kelsey Wagner. Dave Bell seconded. Motion carries.

Sublette Center

Dawn Walker gave an update on the Sublette Center activities. She reported that the Q&A session was well-attended. Dawn introduced Katie Hoffman, the Sublette Center's new Director of Nursing. April Rogers is now the head of infection control. The Sublette Center will be hosting a CNA class beginning on November 1, 2023. This class will be a hybrid consisting of online and in-person. They currently have five people signed-up.

The Sublette Center residents will be handing out candy on Halloween.

Dawn thanked Dr. Hasteley and Dr. Eder for working with them on Matrix Care. Dawn also thanked Kathy and Brett for working with the Sublette Center on PolicyTech.

Building Committee

Karl Lueschow reported that there has been lots of activity on the building site. They are pouring concrete and working on stem walls. The project is working from the Hospital toward the long-term-care. Karl has hired Atlas to do the steel inspections. They will be contracted through Jorgensen. Atlas will be conducting an on-site inspection at the steel plant in Idaho Falls. Karl gave an update on the Rocky Mountain Power transformer move. Karl is meeting with parties tomorrow to walk the site and see if the proposed \$420,000 underground storm water system is necessary or if they can find a different option. Karl stated that David is the new

Construction Inspector and is doing a great job. Karl gave an update on the September Pay App. The project is on schedule and is currently 15% complete. Layton Construction purchased blankets and other items in advance to help mitigate the upcoming winter conditions.

Finance Committee

Dave Bell reported on the October 18, 2023 Finance Committee Meeting and the October 24, 2023 Continued Finance Committee Meeting.

The business showed a loss of approximately \$86,000 for the month; however, we are expecting two mill levy checks in November. Dave Bell suggested opening another checking account and separating the CAH expenses from our regular operating costs.

Dave also reviewed the Tegeler's Health Insurance renewal, Compensation Committee Wage Scale adjustments, ambulance purchase, Bank of Jackson Hole presentation, and Appendix A update.

Dave Bell proposed appointing Tim Delaney as a new Finance Committee Member. Tim Delaney's appointment was approved by Tonia Hoffman, Board Chair.

The location of the Jonah building location is proving difficult. The parties will be holding off consideration of this project until Spring.

Dave Bell moved to approve the purchase of the 2022 Dodge ambulance as recommended by Jen Adam in the amount of \$287,707. Jamison seconded. Motion carries.

Ashli Tatro moved to approve the pay scale increases as outlined by the Finance Committee and approved by the Compensation Committee. Kenda Tanner seconded. Motion carried.

Dave Bell moved to open a separate construction account at a financial institution to be determined. The account would require two signers on the account and consist of a sweep account and a checking account. Kenda Tanner seconded. Motion carried.

Merger Committee

Tonia Hoffman reported that the Merger Committee has not met lately as the attorneys are working on the 855A forms.

Compensation Committee

The Compensation Committee has been working on some polices which are not ready to be presented to the board. They are also working on employment classifications as the SCHD and Sublette Center differ.

Quality Committee

Ashli Tatro reported on the Quality Committee. They are reviewing the Press Ganey comments, MIPS numbers, and quality policies.

Sublette County Health Foundation

Kari DeWitt presented an update on the Sublette County Health Foundation fundraising efforts. The Foundation lost Joan Mitchell. She was planning on a Hawaiian themed Boots & Scrubs event next year, which will be held

in her honor in 2024. The Foundation raised \$5.5 million in 15 days. Kari gave an update on the Women's Health Initiative, donations over \$100,000, ARPA Inflation Grant, and the Helmsley donation.

New Business – CEO Search

Tonia informed everyone that the board would like to engage a search firm to recruit a CEO. Tonia will have some more pricing and information by the next meeting.

Dave Bell moved to engage a search firm to assist in the nationwide search for a CEO. Ashli Tatro seconded. Motion carried.

New Business - Policies

On behalf of the Policy Advisory Committee, Lindsey Bond presented the following policies to the board for approval:

1. Non-Discrimination
2. Workplace Harassment
3. Event Reporting
4. Just Culture
5. Reporting Communicable Diseases to the Health Department
6. Specimen Transport – Clinics
7. Drug and Alcohol-Free Workplace

Dave Bell moved to approve the seven (7) policies, as contained in the Consent Agenda. Kenda Tanner seconded. Motion carried.

The following job descriptions were also presented to the board for approval:

1. IT Support Specialist
2. Revenue Cycle Supervisor
3. EMS Protocol Officer
4. EMS QA/QI
5. EMS Safety Officer
6. EMS Scheduling Coordinator
7. EMS Shift Lead Revised
8. EMS Supply Officer
9. EMS Training Officer
10. Policy Writer
11. Clinic Registered Nurse
12. Emergency Room RN
13. Radiology Technologist – Limited
14. Central Supply Manager
15. Director of Facilities
16. Shipping – Receiving Technician

Dave Bell moved to approve the sixteen (16) job descriptions, as contained in the Consent Agenda. Kenda Tanner seconded. Motion carried.

New Business – USDA

Jamison Ziegler moved to give Lindsey Bond, Interim Administrator, authority to sign the USDA Pay Apps, change orders, and any other forms the USDA deems necessary, on behalf of the Sublette County Hospital District. Dave Bell seconded. Motion carried.

Approval of Meeting Minutes

Ashli Tatro moved to approve the meeting minutes from September 27, 2023 and the Executive Meeting Minutes from September 27, 2023, October 3, 2023, and October 9, 2023. Dave Bell seconded. Motion carried.

Approval of Payroll and Bills

Dave Bell moved to approve payroll and bills from September 16, 2023 to October 13, 2023 in the amount of \$1,834,382.63. Kenda Tanner seconded. Motion carried.

Public Comment

Sharon Rutsch thanked the board, on behalf of the employees, for approving the wage scale adjustments.

Executive Session

At 7:46 p.m., Ashli Tatro moved, and Jamison Ziegler seconded, to go into Executive Session for the purpose of discussing legal and personnel issues. Motion carried.

Adjournment

At 9:49 p.m., the board came out of Executive Session.

With no further business, Ashli Tatro moved, and Kenda Tanner seconded, to adjourn at 9:49 p.m. Motion carried.

Minutes taken by Julie Bell, Executive Assistant.



Tonia Hoffman, Board Chair

10/31/2023
Date

Approved as to form:



Julie Bell, Executive Assistant

10/31/23
Date