

Sublette County Rural Health Care District  
Board of Trustees  
Regular Meeting  
November 17th, 2020

**Venue:** Sublette County Library Lovatt Room, Pinedale, WY

**Trustees Present:**

Mike Pompy, Chairman  
Sam Bixler, Vice-Chairman  
Tonia Hoffman, Trustee  
Marti Seipp, Secretary  
Lynn Bernard, Treasurer

**Call to Order:**

Mr. Pompy called the meeting to order at 5:00 pm.

**Pledge of Allegiance**

**Set Agenda:**

**Swearing in New Health Care District board members  
Election of officers for the Health Care District Board**

**Executive Session:** 5:00 pm – 5:20 pm

Legal - Wyo. Stat. 16-4-405(a)(iii)

Personnel - Wyo. Stat. 16-4-405(a)(ii) / Wyo. Stat. 16-4-405(a)(x)

**Routine Business**

- Administrative and Finance Report/Dave Doorn
- EMS Report/Bill Kluck
- Public Relations Report / Emily Ray
- Committee Reports
  - CAH Committee (Mike Pompy)
  - Compensation Committee (Marty Seipp)
  - Joint Planning Committee Update (Mike Pompey)

**New Business**

Covid Isolation Unit Equipment  
Public Comments

**Old Business:**

Approve Meeting Minutes for Oct. 21<sup>st</sup> meeting.

**Routine Business**

Approval of Payroll and Bills

**Adjourn;**

**Swearing in of the New Hospital District Board Members**

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Marti made a motion to accept the changes made to the agenda, Tonia seconded the motion, unanimous approval.

Election of officers as follows –

Mike Pompy - Chair

Sam Bixler – Vice Chair

Marti Seipp – Secretary

Lynn Bernard – Treasurer

### **Executive Session: Minutes taken by Tonia Hoffman**

After executive session Mike Pompy stated that there were no decisions made so no motions were required.

### **Routine Business:**

#### **Administrative and Finance Report / Dave Doorn**

He started with financials stating that October was rough, when Covid cases go up our regular business in the clinic does decline. We did not have a good revenue month; we did have a good month last month though. The expenses were all in line, we are still underbudget. At the end of the day we are down \$269,255 with \$82,000 of that in Covid expenses included in the month as well. We continue to keep our greeters in the front, we have been pretty busy and our EMS has been extremely busy so we plan to stay with staff as is for now so we can keep up with what is going on. Statistics show that in Marbleton our scheduled appointments were down 20% and Pinedale 23%; in Pinedale same day appt 35% and Pinedale 29%. These statistics are comparing October of last year compared to October of this year. If you do compare October to September we are below September as well. Our ancillary revenue went down as well, but our lab is staying strong because of Covid. EMS was down a little bit but not quite as bad. We have 12 flights out, but EMS has sped up a lot in the month of November. Dave did mention that we received our big tax check in November, which is why it is not showing up on this report.

Sam Bixler asked if our PPP loan from the feds would be able to move from a liability to an asset yet?

Dave said that we are unable to yet but we have filed all the necessary paperwork and it should happen soon.

Tonia asked when do you anticipate an answer from them?

We filed it about 3 months ago, it has been at least 90 days since we filed but they are really slow so we will keep waiting.

He reported on the Covid Isolation units - we are digging utilities in Marbleton. He is hoping we can set that down sometime next week in Marbleton and then they will move onto Pinedale. The Pinedale unit they are building right now, they are ahead of schedule and should be done in a couple of weeks. It looks like we are going to be needing them the way things are going. In Pinedale it will be located between the clinic and the EMS Barn and it will be out the east side of the Marbleton clinic. It puts us close to the mechanical building side of things for water and electricity availability.

Dave mentioned that we are tracking ICU bed availability. St. John's and EIRMC are getting really busy. So far, we haven't been turned down but we are keeping an eye on it. We have not heard anything from U of U, but we have not been turned down by them either.

USDA application update. We are shooting for the application to be complete before the first of the year which will then be Special hospital district business.

Vicky's report – The ER education was on sepsis this month, providers were re-certified in PALS, Vicky, Sharon and Bill attended the SLIB board meeting but were unable to get the funding. We have been working closely with the County Incident command and it is made up of all of the departments within the county and we meet them 2x/week. we are working as a team for PPE and internal department statuses throughout the county. We support each other, for example Shad cooper heard about how busy EMS was and offered sharing some of their guys to be extra drivers if ours are getting too tired.

Sam Bixler asked about staff morale, this is a dynamic situation with the district transition.

Vicky said that they are more concerned because of Covid not because of the transition.

Emily mentioned that it is a positive change to have this transition compared to the election having a different outcome.

Dave said we are mindful of watching each other for mental health issues.

#### EMS Report/Bill Kluck

Bill stated that the crew put on over 2400 miles in over 48 hours, so it is really ramping up. We are staying up on BCL ACLS and other training courses like Vicky stated.

Safety; The animals are migrating so be extra cautious driving. Also, EMS is still following CDC guidelines for the Covid, we are taking all precautions our PPE is holding up fairly well. We are getting in orders that we ordered 4 months ago. I also put out a reminder to staff about changing road conditions, it can change quickly.

Events; December 21 in Pinedale from 1-6 and December 22 in Marbleton he has coordinated a blood drive at both EMS facilities.

General; the new ambulance is on schedule, we are expecting to see it by mid-December, once everything is installed and completed in Salt Lake it will be delivered to Pinedale.

Maintenance issues: MS129 took a transfer to Idaho Falls and they had a major malfunction with the transfer case. So, it is sitting in Idaho Falls and we are hopefully going to get some numbers for when they will have it done. MS141 has a #4 injector that is out, but it should be up and running tomorrow. MS256 had a #5 injector go out but it was fixed and running now. 140 the 4wd actuator is not longer working and he has ordered he parts but will repair next week once something.

Marti asked about the electric lift.

Bill stated that he applied twice to the SLIB board and was denied both times. He just put it in late last week and he went to the Green River Valley Health Foundation. They stated that since we were denied the first few times, we are denied the third time. The foundation is going to continue to look for money for that, he has asked around but there have been no takers. He is hoping to get that purchased one way or

another.

Bill also stated that he is going to have to retire an ambulance but he does not know which one that will be yet.

#### PR Report/ Emily Ray

We have been busy with the hospital district. The promotion for November was focusing on National Diabetes Awareness Month. Anyone who came in for an A1C was entered into a raffle to win a gift certificate through the rural health care district. For December our promo is give the gift of health. We have gift certificates available for purchase and individuals can donate funds to entities like the food basket, or we also have a family in need list as well. She advertises in the newspaper, social media, the website and newsletters as well. She works closely with the Covid response group to put out a weekly public address on Facebook that usually gets about 1,000 viewers. Our Facebook reached about 1300 people this month, we are also on Instagram which reaches about 400, and our website reached about 1200 this month. She also works on internal communication ensuring all staff are on the same page. We have two weekly meetings between both clinics via zoom and we do morning huddle at the start of the day each morning. If there are new policies, procedures, testing updates and overall announcements she sends out mass emails to staff. She also logs feedback forms, which was just started last year. We have collected 70 for the year, of both positive and negative feedback. This gives us a great opportunity to review and improve our services. this also ensure that we have written documentation of all complaints/compliments to ensure all staff is on the same page. She also logs the daily ICU bed availability for surrounding clinics, the numbers can vary from morning to evening but this gives us a good idea of where we need to start looking at sending patients. She also created rack cards without basic information on it that are dispersed at real estate offices, the chamber of commerce and other businesses. This will hopefully assist us with the newcomers wanting to establish care with a Primary Care Physician.

#### Committee Reports

Mike Pompy – the only report is the Hospital District Passed. We continue to get the Architectural report done to get the documentation complete for the USDA loan.

Dave said that we are still working on the smaller details that will be required for the application. A lot of this is going to fall down to the hospital district board because that is where the USDA application will be completed through.

#### Compensation Committee/Marti Seipp

Marti stated that we have finished up all the policies last meeting. But she would like to bring up the issue of bonuses for the employees. The work they are doing now especially with Covid as well as the transition that they are going to have to go through. She would recommend that we consider a 2% bonus or something for our employees to say thank you.

Dave said the staff have been excellent. Everyone is really stepping up and helping out. the nursing volume is 2-3x what it was in the past.

Lynn asked if a bonus was given last year, if so at what percent? Would this encompass administration or just employees? And is there an approximate dollar amount on the percentage basis?

Marti said there was no bonuses given last year, it would encompass administration as well as employees, and she did not know the approximate dollar amount but Dave stated that he will come to the board at the next meeting with options and an estimated figure for these bonuses. Lynn said he is good with that.

Tonia said she is in favor, if we can make it work, we should because our staff is working hard.

Sam is in agreement in principle and it is hard without the hard numbers.

Lynn said one of the things we had to keep in mind is when it comes to a bonus can we put that in parallel with the PPP money, that we actually had bonus money come into the organization, and we can possibly utilize this to not have any adverse effect on our budget.

Dave stated that we did receive PPP money last year but it is still on the liability side of the finances right now.

Lynn stated its taxpayer's money and he recognizes that but at the same time this additional that came in might be utilized.

Kelli wanted to make sure that the board got the information that you are asking for. Kelli gave packets to all new board members.

It was decided that Dave would come back with more information at the next board meeting so they can make an informed decision.

#### Joint Planning Committee Update/Mike Pompy

Tonia stated that we are just working on facilitating the transition.

Mike said it was a great sigh of relief, no more Q&A's. He also stated that we are having discussions about the MOU between the Sublette Center. We are finding out that it is going to be between the hospital district and the Sublette Center now.

#### **New Business**

##### Covid Isolation Unit Equipment

Dave said that basically we are getting the Covid units paid for by the SLIB board but we need the equipment inside to be able to care for the people that will be utilizing them. We would need 4 Zoll monitors which Vicky stated are the gold standard for being able to defibulate if needed, monitor vitals and they are just a necessary thing to be able to keep patients even if it is only for a short period of time. These are the same units we have now to the staff will be able to use them immediately. For 4 it is approximately \$121,000. Matt Gaffney is assisting us with the application again for the SLIB board, we have one more shot with them and we might have another shot with the commissioners to ask one more time as well but at the end of the day if we strike out we still need the equipment. HE is looking for a motion from the board to purchase the equipment, we can add it to the budget under the emergency clause but it is a crazy situation because we have just a limited amount of time. WE have to order, receive and pay for them before the end of the year. It is a little backwards but we are following SLIB board requirements to get this done. Also we are asking for stretchers that will assist with moving people from our inside ER to the Covid units. He would also like to put in a request for Bill's power lift as well.

Tonia's question was regarding the Zolls. Where would the 4 be placed? Vicky stated that we are equipping 4 rooms similar to the ER and we are leaving one of the 3 rooms open for Covid Swabbing.

Lynn asked if they needed to be received before the end of the year?

Vicky said yes and the representative stated that it will be received before the end of the year.

Sam asked if there were any effort made to call SLIB board members?

Vicky stated that they sent a cover letter with their request this time, and Sam offered his assistance to speak with any SLIB board members.

Tonia made a motion to approve these charges in the amount of \$158,000

Mike seconded the motion

Unanimous approval

Mike moved onto legal council expenses.

Dave stated that we just found out that this board cannot loan or donate money to the hospital district. So, Rachel and Dave did forward on some options to the Hospital District. So, it can be removed from the agenda.

### **New Business:**

SCRHCD Business Signatures – Kelli received updated information and signatures from new board members for all necessary paperwork.

The following information was approved by all 5 of the board members. Kelli stated that we should remove Wendy Boman and William Johnson for signers for our bank account. We need to add signers for Lynn Bernard and Sam Bixler, we need to remain signers for Tonia Hoffman, Michael Pompy, and Martha Siepp and the following employees should remain on the bank account for cash management purposes, Dave Doorn, Kelli Lovell, Michelle Stauthammer and Brittany White.

### **Public Comments:**

Diana Watkins congratulated everyone and thanked everyone for such a wonderful experience. She stated that she will be assisting Tip Top Search and Rescue in the future and she offered her assistance to the Health Care District in any way she can.

Sam Bixler asked about advertising for an open board position. After discussion Sam made a motion to advertise for a vacancy on the board contingent upon an individual member resigning. Tonia seconded the motion. Unanimous approval.

Mike stated that policies to not require that we ask for names but in the effort of being transparent we are looking for volunteers for people that are interested in filling that position. Individuals will be considered at the next board meeting. All letters of intent and resumes will be sent to Emily who will disperse to board members.

### **Old Business**

**Meeting minutes October 21<sup>st</sup>, 2020** – Marti moved to approve the meeting minutes for October 21<sup>st</sup>. Tonia seconded the motion. Unanimous approval

Approval of Payroll and bills

Tonia made a motion to approve payroll and bills in the amount of \$682,692.27. Marti seconded the motion. Unanimous approval.

Tonia thanked the board for the opportunity to serve and she officially gave her resignation. Mike thanked her for her time and we all look forward to working together in the future.

Mike made a motion to adjourn, Sam seconded the motion, unanimous approval.

**Adjournment:**

Minutes taken by Emily Ray

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Mike Pompy, Chairman

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Dave Doorn, Administrative Director