

Sublette County Hospital District  
Board of Trustees  
First Official Meeting  
January 13, 2020

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

**Trustees Present:**

Tonia Hoffman  
Kenda Tanner  
Wendy Boman  
Jamison Zeigler  
Brendan Fitzsimmons

**Call to Order:**

Dave Doorn called the meeting to order at 5:00 pm.

**Pledge of Allegiance**

**Nomination and Election of Officers:**

**Set Agenda:**

- Public Comment

**New Business**

- Establish a meeting schedule
  - Procurement of Legal Council
    - Creation of By-Laws/Policies/Procedures
    - USDA Loan Paperwork
  - Banking
  - Discussion of USDA Application Status
  - Discussion of Committees
  - Discussion of Management Partners
  - Hiring a temporary Administrative Assistant
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**Nomination and Election of Officers:**

Tonia Hoffman was elected as Board Chair  
Jamison Zeigler was elected as Board Vice Chair  
Kenda Tanner was elected as Secretary/Treasurer

- Public Comment – no public comment

### New Business

- Establish a meeting schedule - A meeting schedule was established for the 3<sup>rd</sup> Wednesday of each month after the Rural Health Care District Board Meetings. Tonia mentioned that the locations should vary throughout the county including Daniel, Bondurant, Boulder etc. Dr. Fitzsimmons made a motion to approve the schedule, Jamison seconded the motion, unanimous approval
- Procurement of Legal Counsel – It was discussed to advertise for legal counsel and Dave Doorn would create a Request for Proposal. Interviews would then be conducted and a decision would be made at the special meeting on January 27<sup>th</sup> at 5 pm. Wendy made a motion to call the special meeting, Tonia Seconded the motion, unanimous approval.
  - Creation of By-Laws/Policies/Procedures – Will be discussed further once legal council is obtained
  - USDA Loan Paperwork - Will be discussed further once legal council is obtained
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- Banking – Tonia mentioned that the board will have to discuss their banking options. She would distribute the Bank of Sublette County's Proposal to be discussed at a later time.
- Discussion of USDA Application Status – Dave Doorn gave an update on the USDA loan application stating that we are awaiting a few small items like a wetlands piece as well as some necessary paperwork once a lawyer is chosen. Tonia made a motion to move forward with the USDA application. Moved by Dr. Fitzsimmons, seconded by Wendy Boman, unanimous approval.
- Discussion of Committees- Three committees were decided upon. Motion made by Jamison, seconded by Dr. Fitzsimmons, unanimous approval
  - MOU Committee – Kenda and Tonia
  - Finance Committee – Kenda and Dr. Fitzsimmons
  - Building Committee – Jamison and Wendy
- Discussion of Management Partners – There would be no decision made at this time but it was important to the board to seek RHCD and Sublette Center employee input as well as public input.
- Hiring a temporary Administrative Assistant - Dr. Fitzsimmons tabled the item, Kenda seconded the motion, unanimous approval

### Public Comment

Diana Watkins congratulated the board on all of their work and she offered her assistance to the board.

Dr. Fitzsimmons made a motion to adjourn the meeting at 6:57pm, Wendy seconded the motion. Unanimous approval.

*Jonie G. Haggman*