

Sublette County Rural Health Care District
Board of Trustees
Regular Meeting
January 17, 2018

Venue: Sublette County Commissioners Room, Pinedale, WY

Trustees Present:

Scott Scherbel Chairman
Laura Clark, Vice-Chairman
John Godfrey, Secretary/Treasurer
Chuck Bacheller, Trustee
Wendy Boman, Trustee

Call to Order

Mr. Scherbel called the meeting to order at 6:00 pm.

Set Agenda

Mr. Godfrey requested advertisement funding to explain the hospital decisions be put under New Business. Ms. Key requested the Clinical Excellence Coordinator and the Infection Control job descriptions be removed from the agenda. Mr. Scherbel requested that the selection of the environmental reporting firm be added under New Business along with an approval for a 3rd party plan review and inspection firm application, approval of an EMS workshop, and approval of a real estate appraisal firm for the USDA financing package. He also requested the executive session at the end of the meeting be removed from the agenda. Mr. Godfrey made a motion to accept the amended agenda to include all of the above requests; seconded by Ms. Clark. Motion carried.

Routine Business

Finance Report/Lorraine Gatzke: Ms. Gatzke reported the current checking account balance is approximately \$3.2 million. EMS and ER stats were down from December but clinics were constant. In reference to the December financial statements, revenues and expenditures should be at 50% of the budgeted amounts. Operating revenues were at 44%, operating expenditures were at 39%, and overall revenues were at 48%. Ms. Gatzke reminded the board members that budget committee members should be determined by next board meeting to begin the 2019 budget process.

Operations Report/Amanda Key: Ms. Key reported that members of the District staff would be traveling to St. John's cardiopulmonary department on January 18, 2018 to receive training in treadmill stress EKG testing. These tests will be available at both clinics beginning with the Sublette County Unified Fire in February. Regarding MIPS/QPP reporting, the District opted for a 90-day reporting period. All clinicians were at 70% or higher within those 90 days which equates to Medicare reimbursement staying neutral in 2019 or possibly a small bonus amount. Laura Lopeman will be starting a 6 week long Healthy U Workshop series on January 18, 2018. Jason Ray and Brian Barton, both physician assistants, will be presenting Tele stroke services information at the two Sr. Centers in Sublette County in January. A District Annual Report to the community will be completed and

distributed to the community in February. A District wide in-service will take place on January 30, 2018 at the Daniel Schoolhouse. Both clinics will be closed on that afternoon, but ER services will still be available. Newsletters and Facebook numbers are skyrocketing as District marketing progresses.

EMS Report/Bill Kluck: Mr. Kluck reported Sublette County EMS has received funding for a powerlift cot from the Rural Health Foundation. Free baseline EKG's will again be offered in February. Mr. Kluck has hired a part time Paramedic, Danielle Kendall. He has requested a Community EMT outline from Cody, WY as they are attempting to implement this service within their community.

RHF Report/Dave Racich: Mr. Racich reported that a new Executive Director has been chosen for the Rural Health Foundation, Sherrie Escobar. They have also hired a part time bookkeeper, Kristy Hosler. The RHF is working on their page for the District Annual Report to the Community. Susan Barney will be attending the SCRHCD regular board meetings in Big Piney to offer the RHF report.

Collaboration Committee Report/Laura Clark & Scott Scherbel: The next collaboration committee meeting with St. John's Hospital is scheduled for January [LCI]29, 2018.

Functional Planning Committee Report/Amanda Key: Ms. Key explained that the committee has been working closely with the design team, Altus, on the space program. Line items have been reviewed for location and square footage always keeping the specified budget in mind. Some spaces have been eliminated with a prioritized listing for spaces to go back into the plan if the budget allows. Sletten Construction will fine tune the cost per square foot based on the type of construction for each department.

New Business:

Christmas Eve 2018 Holiday Approval/Lorraine Gatzke: Mr. Godfrey suggested that Christmas Eve 2018 be a full day holiday as it falls on a Monday. Mr. Godfrey made a motion to amend the 2018 Holiday Schedule to include a full day off on December 24, 2018; seconded by Ms. Clark. Motion carried.

Hospital Naming Survey Results/Scott Scherbel: Mr. Scherbel reviewed the results of the public offered naming survey. Bob Rule of KPIN radio, stated that he had conducted his own survey at Ridley's grocery store and found that the majority of the people wanted the words "Sublette" or "Sublette County" in the title. All board members agreed that the name should be what the public voted. Maxine Leckie told the board that since the hospital includes a clinic, it should be called a Medical Center. Bob Jones asked if there were certain specifications that must be met to be called a Medical Center. A Medical Center involves a campus of health care facilities. Ms. Boman made a motion to name the new hospital "Sublette County Medical Center". Ms. Clark seconded the motion. Motion carried unanimously.

Moving the Ambulance Barn to new location/Wendy Boman: Ms. Boman told the board she felt that moving the ambulance barn just because the funds may be available from the USDA was poor financial management. Mr. Godfrey suggested that this topic be revisited at a later date. Mr. Scherbel stated that he would like to see it moved to the lowest priority of available space within the construction budget. Ms. Boman stated she would like to take it off completely and wait until the District had the funds available to build it rather than leave another empty Sublette County building. After discussion, Mr. Scherbel instructed Ms. Key to move it to the lowest priority on the space program list.

Request for dedicated funds for the Marbleton Clinic/Louann Heydt: Ms. Heydt requested the board set aside \$600,000 for remodeling of the Marbleton/Big Piney to ensure a functioning ER during daytime hours. She stated she had contacted Eric Boley of the Wyoming Hospital Association, and it appears that legislation regarding the regulations of a ~~Free Standing~~ Free-~~Standing~~ ER will be ready at the end of this spring. She also stated that she had contacted all county commissioners and mayors regarding their thoughts on the Marbleton/Big Piney ER renovations. All county commissioners told her that they wanted to see it done. At this time, no regulations have been released regarding life safety requirements or whether or not an upgrade will be necessary. Discussion followed. Mr. Scherbel told the board and the public a decision from the Sublette County Commissioners to allow modification would be necessary. A financial commitment from them should also be requested. Ms. Boman volunteered to attend a Feb. county commissioner meeting. Ms. Boman made a motion to earmark \$600,000 of funding for the Marbleton/Big Piney ER in accordance with state statutes with the condition of permission to modify the building and a discussion for cost sharing financing. Mr. Bacheller seconded the motion. Motion carried. Mr. Scherbel stated any board members may attend the commissioners' meeting. He will set it up once the PAR is completed. A discussion regarding lease options for the remaining clinics and ambulance barns should also be included.

Design team to begin final design after completion of submitted USDA loan application/Scott Scherbel: Mr. Scherbel explained that it may take 4 to 6 weeks to get a commitment from the USDA on the loan application. Waiting for final approval could set back the construction timeline. Sletten Construction and group have determined the preconstruction costs should run at \$457,400. Ms. Werner of the USDA recommends that no funds should be spent until the USDA package has been put together. Mr. Eater has spoken with the Army Corp of Engineers and has been told that most likely a delineation of wetlands will not be necessary and that a nation-wide 39 permit allows for up to ½ acre of disturbance of wetlands. Mr. Scherbel stated that the project is feasible via the BKD study and Dougherty Mortgage has been contracted to make sure the USDA loan goes through. Discussion followed. Ms. Clark made a motion to fast track and approve Sletten/Plan One continue with the design upon completion of the USDA application. Mr. Godfrey seconded the motion. All aye with the exception of Ms. Boman who voted nay. Motion carried.

Specialty Clinics/Amanda Key: Ms. Key explained to the board that CAH specialty clinics can only operate in the same District clinical space if the District takes over the revenue cycle for those visits. The specialty clinic patients become the District's patients and the specialty providers are paid on contract to provide the services. Currently, the specialty providers are paying the District rent for clinic space to see their patients. A separate space from the District clinic would be necessary if this method was continued. Discussion followed. The board recommended the specialists be contracted with the CAH. Ms. Key will have a discussion with the current specialists regarding contracts.

A ~~15-minute~~ 15-minute break was taken at this time.

Land Transaction Details/Laura Clark & John Godfrey: Ms. Clark and Mr. Godfrey volunteered to work with Mr. John Harbor on the land transaction details. Mr. Scherbel appointed Ms. Clark and Mr. Godfrey for this purpose.

Advertising Funding for hospital information/ John Godfrey: Mr. Godfrey suggested a series of radio spots to provide the public with information regarding the new hospital. He also suggested a full page ~~one-time~~ one-time ad in each paper at a total cost of \$1600. Ms. Gatzke was consulted as to whether or not there is funding available and it was determined to use budgeted contingency funds to pay for the ads.

Selection of Environment Report firm/Scott Scherbel: Mr. Scherbel presented to the board all four firms that answered the RFP for environmental reporting. He recommended Peak Environmental Management because they had provided a report on the same property when the Pinedale Elementary School was built; they are a local company from Green River; and they were lowest bidder. Ms. Clark made a motion to approve the selection of Peak Environmental Management to perform the environmental report; seconded by Ms. Boman. Motion carried.

3rd Party Plan Review and Inspection firm/Scott Scherbel: Mr. Scherbel explained to the board that if the board determined that a 3rd party inspector be used on the CAH project, an application must be sent to the Wyoming Department of Health and Life Safety to request their use. Mr. Scherbel reviewed the duties of the 3rd Party Inspector and the understaffing of the Wyoming HLS department. Sletten Construction has recommended using West Coast Code Consultants (WC3). Mr. Godfrey made a motion to authorize the Board Chairman and Vice-Chairman to sign a 3rd party inspection application; seconded by Mr. Bacheller. Motion carried.

EMS Workshop/Scott Scherbel: Mr. Scherbel stated that there is confusion of the interpretation of “Duty to Act” and “Community EMS”. Mr. Kluck gave a short explanation of the Cody Community EMS program that is currently in process of implementation. Mr. Scherbel would like to request an EMS workshop to include those members from the State EMS to attend and explain the rules and regulations. The board agreed to a February workshop to be set up by Mr. Scherbel.

Real Estate Appraisal for USDA Loan/Scott Scherbel: Dougherty Mortgage has recommended an appraisal firm called Tellatin to conduct the necessary appraisal for the USDA loan application. Mr. Bacheller made a motion to authorize Mr. Scherbel and/or Ms. Clark to sign the appraisal agreement with Tellatin. Ms. Clark seconded the motion. Motion carried.

Public Comments:

Bob Rule asked if something could be included in the new hospital to honor all physicians who practiced in Sublette County.

Old Business:

Approval of Minutes-Regular Meeting, December 20, 2017: Mr. Bacheller made a motion to approve the December 20, 2017 minutes as presented; second by Ms. Boman. Motion carried.

Approval of Minutes-Special Meeting, January 5, 2018: Mr. Godfrey made a motion to approve the January 5, 2018 minutes as presented; second by Mr. Bacheller. Motion carried.

Routine Business:

Approval of Payroll and Bills: Mr. Godfrey made a motion to approve the payroll and bills included on the check register in the amount of \$667,959.98; seconded by Ms. Clark. Motion carried.

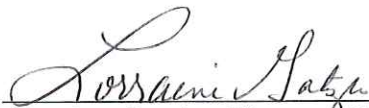
Adjournment:

Mr. Bacheller motioned to adjourn at 9:00 pm; seconded by Ms. Clark. Motion carried.

Minutes taken by Lorraine Gatzke, Finance Director



Scott Scherbel, Board Chairman



Lorraine Gatzke, Finance Director