

Sublette County Rural Health Care District  
Board of Trustees  
Regular Meeting  
April 15, 2020

**Venue:** Marbleton City Hall, Marbleton, WY

**Trustees Present:**

Wendy Boman, Chairman  
Bill Johnson, Vice-Chairman  
Tonia Hoffman, Secretary/Treasurer  
Mike Pompy, Trustee  
Marti Seipp, Trustee – VIA PHONE/Zoom

**Pledge of Allegiance: 5:00 PM**

**Set Agenda:**

Tonia had a correction under old business – meeting February 17<sup>th</sup> to February 12<sup>th</sup>  
Wendy made a motion to move into executive session, Tonia seconded, unanimous approval

**Executive Session:** [Minutes taken by Tonia Hoffman]

Bill made a motion to approve the MOU of the Town of Pinedale for purchase of the ballfields and the land, Tonia seconded

Wendy opened it up for discussion;

Mike's concerns were that the district is going to be stuck with any overages when the district has nothing to do with any design. But there is some encouraging information that indicates the town is looking at any overages and try to mitigate those instead of sticking us with the bill.

Wendy agreed and said also the town has committed half a million dollars more than what they committed to previously so they are really stepping up.

After discussion unanimous approval.

**Routine Business:**

**Administrative and Finance Report / Dave Doorn**

Dave wanted to talk about an email that he received from the county, Matt Gaffney, it was a question to our board as to whether they would be interested in doing some cost sharing as far as the COVID response. He then asked the board if they were willing to do cost sharing? He stated that this was just a general statement that we're participating in the overall cost of the pandemic to the county.

Dave went onto say, the district has been really active in the IC command, Bill has been active as the safety officer, Vicky is on as our representative, Dave is on IC command and we are on meeting every day, Emily is working with Travis on the Public information. A lot have been involved as well as Dr. Fitzsimmons.

Wendy stated that it was her understanding that the commissioners would pay for most of our costs as far as the virus is concerned, however, she thinks we will be getting some funds from the state, but she feels that we don't have any choice as far as the cost sharing is concerned. That is her opinion and she asked the other board members what they thought.

Mike stated that there was an issue about another grant. He asked Sharon about it.

Sharon and Dave said that they are working on a number of grants.

Dave clarified that it was the Payroll Protection Plan that we have applied for and got all of the signatures needed to be able to apply. Dave said that there is another one under the CARES act that we are working on as well as several others.

Bill Kluck addressed Wendy's comment that the commissioners were paying the bill. He thought that they were supporting it but there is a process that it does need to go through, through IC that would then decide how the costs would be shared

Wendy clarified that when she was in the meeting with the commissioners Dr. Burnette mentioned that the commissioners would reimburse for salaries and things like that and he indicated to submit it to ML.

Dave stated that it is a process and they are trying to get some FEMA funds but there are a lot of things up in the air.

Tonia stated that this is a community response and we have a shared responsibility to figure out how to make it work.

Dave mentioned that the clinics have received a ton of support, guys like Jim Mitchell, Steve Kipp, it has been a good process.

Wendy asked how many tests we have done.

Sharon stated 45, with one positive.

Wendy asked how many tests do we still have that can be utilized

Sharon said 335, we have just received 109 from Public Health last week and this week we received 109 again from them. The state now has narrowed down their criteria for who they will be testing because they are limited on their test kits. We send them to Quest and our turnaround is about 48 hours, we sent them to St. Johns and then they send them to Quest so we now have two avenues for testing.

Wendy asked if we got the equipment that we were purchasing for rapid tests.

Sharon said not yet but she received a phone call inquiring if we were ready to receive it any time after April 15<sup>th</sup>. So, she does not have a date yet but it looks like they are pushing to get it out.

Bill Johnson stated that if you look up Covid-19 for Wyoming online, for the past week or 10 days it says 2 pending there. If the tests only take 48 hours then why would they be on there for so long?

Sharon stated if you send them out, the two pending you get those back, you send one more and get that back, it changes every day who those two are but that seems to be our average.

Wendy asked what Sharon's gut feeling was on the two probable cases.

Sharon said that she would give that question to Janna with public health. Probable cases are someone that have been in contact with a known positive case and have been asked to self-quarantine or have been told to quarantine. They are probably not going to test them.

Mike asked what the testing protocol is.

Sharon said the physicians are deciding that, now if you have gone out of the county and you have the signs and symptoms then the physician decides. If they meet the criteria then it goes to the state for testing, if you don't meet the criteria then it goes to Quest for testing. It is pretty much provider driven. Their main questions are symptoms and travel.

Bill asked if we still have a lot of people that drive to Jackson?

Sharon said that she doesn't know, but there are probably a lot of people that work in Jackson.

Dave said in Sublette County we are obviously very fortunate to be here and that is due to a lot of the work that we have done in the clinic and everyone has been doing their social distancing, and we have just got to stay at it. We have talked a lot about being complacent and it is kind of a long haul and it can go on for a long time.

Wendy agreed that people might get complacent with only one case. It is hard to stay home.

Dave moved onto financials. Surprisingly it was a pretty good month, Marbleton shined again with 69 new patients. Basically, March last year, compared to march last year we are pretty close to even. But if you look at our previous months, we have dropped off pretty good. Basically, the COVID has slowed down business inside the clinic. We did that on purpose because we knew we had to protect the clinic. We have traffic signs and a screener at the front door. We have done a lot of telemedicine and the physicians have done a lot of phone calls. They have loosened up billing on those services where we can bill for them, in the past we couldn't. Kelli is making sure of it. Last month we spent quite a bit of money on Xray equipment that was installed in Marbleton. We are waiting on one piece that is supposed to head to the Sublette Center. Once that is done, we will move our old portable from Marbleton down to the center and they will be able to take x-rays on site. Basically, we will have to send Kayla or Sara down to take x-rays. The big benefit is that the resident doesn't have to be transferred to the clinic. Also, Through IC we are purchasing extra IV pumps as well to help the Sublette Center become more self-sufficient. We are going to place 2 of them down there if one of the residents needs to be on IV fluids, they will have it there without having them come to the clinic and back to keep them as safe as possible. They are the most vulnerable people in town.

Dave said it was basically a break-even month even with the purchase of the x-ray equipment. We are about \$628,000 below budget for the year so we are in good shape. Budget meetings are next week on the 21<sup>st</sup>. Michelle has been working with department heads already so we will all be ready for the meeting.

Marti asked if Dave felt that we will be coming close to breaking even this year?

Dave said yes, we will be really close.

Bill and Wendy thought it was a major accomplishment.

Vicky wanted to forward on that she has been doing a lot with COVID as well as Sharon and the rest of the staff.

Wendy asked if we got the air purifiers up and running.

Dave said that they are up and running and that we should do a public thank you to Ultra.

Emily Ray confirmed that they put out a public thank you yesterday or two days ago.

Dave recognized everyone for sewing gowns and masks, the community has been working really hard to support us.

#### EMS Report / Bill Kluck \* Air Flight Membership Changes

Bill started on training which has been focusing mainly on COVID. He stated that EMS has been doing well they have been responding to all scenes, all 911 calls with minimum masks gloves and eyewear and if COVID is suspected they back out and put a gown on. Two decon rooms have been set up, one in Pinedale, one in Piney, just in case they transport a possible Covid and they have protocol for EMS staff on how to decontaminate themselves and the ambulance.

Wendy asked if he remembered years ago when we had to set up the Decon tents?

Bill Kluck said that they asked about the tents and we don't have access to them right now. He said they have added some procedures to the decontamination response, equipment and clothing. He also asked his EMS to see if the clinic needs help. They are now waiting for a call and they will be informed by the clinic if it is a COVID patient or not. He went onto safety, he said to make sure you have proper clothing for the weather, watch for animals, migration is starting and we are currently and have been for a while have been really concerned about the mental health on the EMS side of it. Vicky has made some spreadsheets as well. Bill asks his crew daily 6 questions about how they are doing and he plans on following up daily. Bill said that there has been a CISD for the incident down here, right before the board meeting.

Bill said they participated in the lights on for graduation. He has a blood drive coming up, May 27<sup>th</sup> at the Pinedale EMS Classroom. They are crying almost every other day for blood.

Bill wanted to thank the community for all of the donations, masks, supplies, and food... lots of food. He cannot say thank you enough to everyone out there. It is tremendous and means a lot to the crews and the clinic staff. Bill also said thank you to Yeti, they have a new antimicrobial solution. For free they sprayed the interior of all of our rigs and it is supposed to kill viruses that land on it for 30 days. He has a few vehicles left to get to them but they are doing all of the EMS vehicles for nothing. Bill is unsure of the cost for it. Thank you, Chad and his group, at Yeti.

Bill gave a quick overview of the life flight updates. As of April 1<sup>st</sup>, Air-med Care, Classic, they were ordered to stop selling memberships in the State of WY. Statute 26-5-103 that now makes it illegal to

sell memberships in WY. To bring it all together if you have a current membership with Air Med Care (Guardian) or Classic, they will honor them until their expiration date, they can't renew it or sell you a new one. So, with that, the letter that most got if you do fly with them without a membership it says in their letter that you will be responsible for the balance of the bill. Air Idaho (Air Methods) does not sell memberships and has the patient advocate program. We use them the most, but this statute does not affect Air Med which is U of U out of Rock Springs. Bill said that he will do whatever he can to use one of those two flight companies to save people money. Bill said that someone asked if it affected MASA. MASA is a nationwide insurance company so this statute did not affect them so they are able to sell life flight insurances as well but it is more expensive. Single was \$540 family was \$720. They did give us a corporate rate in years past but he is unsure about that. If anyone has questions please contact Bill Kluck or Emily Ray.

Bill Johnson asked why it was illegal in just Wyoming?

Bill Kluck said that Utah does the same as well. From what he understands (just a personal understanding) when they look at the definition of membership it fell more under the definition of insurance. And to sell insurance you had to be registered as an insurance company.

Wendy asked BCBS for the most part you would have to use either U of U or EIRMC to get them to pay the majority of it.

Bill Kluck stated that they will still bill their insurance, what the insurance won't pay you will be responsible for that. Air Idaho is now in network with BCBS, the last people that he spoke to that flew with air Idaho paid 42 or 48 dollars.

Wendy asked if a company wanted to insure their company under MASA they could do that right?

Bill said yes but they would have to reach out to a representative to find out all the necessary information.

Dave forgot to mention a couple personnel changes. Cori Anderson – PA started on April 6<sup>th</sup>, she is from the Marbleton/Big Piney area, also, Jon Said another PA from the area has started part time with us as well as his wife Mary Said.

Wendy asked Bill Kluck about how we are doing on overtime? She knew that that was an issue last month.

Bill said that he had one in training, part time person that completed his training. He will be taking those shifts that usually are over time and he is picking up two on the 17<sup>th</sup>. After the 17<sup>th</sup> he has two that would like to participate in the part time and it should help a lot.

Dave asked Vicky if there was anything, he missed with the COVID update. Vicky made a comment that Covid is that it is an ever-changing animal and we are constantly changing our policies and procedure and we implemented our calling of patients with chronic illnesses to make sure they are getting what they need. If they have needs, we can direct them to the necessary resources.

#### Public Relations/ Emily Ray

Emily said that she took on a little of anything and everything that is needed in the clinic because all of the events have been cancelled. She has been helping Travis Bingham with the PIO position for the

Covid response group which takes up quite a bit of time. She has been working on the overall consistent messaging, where the message is created and comes from one source and everyone shares that one message. That has been really nice, internal communication updates have been happening, everyone can access our morning meetings via zoom at any location, we are trying to practice what we preach. She has been doing media updates, social media, newspapers, public addresses on Facebook up to 3 times a week. She has been coordinating student rotations as well, there are 2 students arriving in the next month. She has been helping coordinate scheduling for childcare as well. She was certified in ICS 100 and 200. She has had a lot of public questions that she has addressing and directing to the proper resources. She has also been helping with volunteers, donations, and recognition for all of those in the community that have reached out. She said that we are trying to write thank you cards to everyone and entering them into our monthly promotion which enters individuals into raffles to win \$100 SCRHCD Gift Card.

Emily went onto statistics, she stated that social media statistics show that Facebook is the main source to get all of our information out. We have reached about 24,000 people in the last month. We have had 9,500 engaged, 73 new people have started following us as well which is amazing. Instagram is down which proves that Facebook is the most widely used platform. It has only been reaching about 118 people last week. Our website is up 57% as well, which has been updated with all of our Covid information and it links to all of our national websites for information. We have implemented a new Covid specific sublette county website which she has been helping with and that will be directed to them on our website as well.

### **Committee Reports**

#### **CAH Committee (Bill Johnson / Mike Pompy):**

Ball Field Purchase – Bill said first that he would like to ask Dave where we are standing with Lorraine Werner.

Dave said that we have some work to do. We have a meeting set up with JD on Monday at 10:00, basically he is going to have all of our managers go over that layout one more time, and the reason behind that is that we need to have a footprint that does not change much when we start the project. He wants everyone on the same page and everyone's input on how things are laid out.

Wendy asked about the Sublette Center portion of the footprint.

Dave said that he wants that MOU signed but he can reach out to them and start doing zoom meetings with them as well.

Wendy asked that we also have the person on the state level that has the experience in memory care and possibly using that person a little bit.

Dave said that they offered to help promote the Alzheimer's unit and he is trying to get them hooked up with the Sublette Center so they can work together. Dave invited Bill and Mike to the meeting at 10 am.

Tonia stated a concern that she has about that. She has had a lot of conversations with the staff at public health and sanitation and they really want to preserve that portion of the building. She feels that that conversation needs to be brought up and revisited.

Bill Johnson said that he went and measured it out one day. From the veteran's door to the west side of the building, it is about 63 feet from the west end to that area so if we kept that much of it, and tore down the rest there would be 100-foot opening between there and the clinic. So, the public nurses would have everything they want because he asked her specifically show me what you need, and that is the area that she went back to. It does not include the conference room, billing, all that area. He feels like they are going to have to pay a share if not all of it if everything is moved. The commissioners are going to have a say in all of that so if we keep that 65 foot building and side it to match the hospital they have everything they need. Furnaces, power, generators, if we save money from not tearing that down then that is more money that we can put into the hospital.

Wendy knew that their considerations too they wanted to keep their conference room. Her feeling is that if we have to tear down anything just tear down what used to be the ER portion of it and let them keep the rest of it so they can have their meeting room. They are very happy there.

Tonia said that this will all take compromise if we are going to move forward and get the plans submitted then they need to have a voice in the process.

Mike agrees.

Wendy said that JD needs to get something to us about the Marbleton Big Piney Clinic ASAP as well.

#### Building Committee (Mike Pompy):

Mike addressed that that he has been in contact with Pat Davis with the state. He is the person that will be involved in the Marbleton portion of it of what we have to do to meet state standards. Mike sent him the PAR from JD and he also sent him another document created in 2017 from an architectural firm that the previous board had done and it included not only the analysis of the ball fields and building up there and the design they came up with but it also included a discussion on what needed to be done with both clinics. That document discussed what upgrades were necessary for the Marbleton Clinic. Pat indicated they spent 100 hours; he had all this stuff to start with so he has a pretty good background in all of this. So, that is proceeding as well for what it is going to take for the Marbleton Clinic on what we need to do.

Wendy said that they have been looking at that for how long? They had to extend the June 30 deadline because they didn't have all of the minimum requirements ready.

Bill said that he felt like we are on Lorraine Werner's time line. He would think that we would hear something by the 10<sup>th</sup> of may or before and then we go into the architect and bidding process and they allow you 90 days but can that be shortened?

Dave was unsure.

Bill said that we are in a predicament with no beds and we are trying to catch up etc. but the summer building season we can get that done if that weren't quite so long, and then start on the dirt work in July or August and hopefully get concrete poured and a little bit of building up so the contractors have a winter's work. He said he is optimistic.

Mike said that Pinedale has 30 businesses interested in building a ballfield we should get some interest.

Wendy said that she would like to see us use local contractors as much as we can.

**New Business:**

SCRHCD COVID policies 322.1 and 322.2. –

Dave stated that the new policies that were generated out of the Covid pandemic, they are the new regs developed by the feds that we now have to follow and basically, we have to cover absences that are caused by COVID. Basically, we are responsible for covering those absences, they have been reviewed and meet the new guidelines.

Sharon stated that basically what happened was in the second budget package that came out, they passed the emergency family first coronavirus response act was when they passed emergency family medical leave and emergency paid sick leave act. They first said that all providers were exempt, but now they came back and stated that anyone working in the health care industry are exempt from that act and that we could exclude ourselves from that. With that exemption we could make our own policies. They feel that we need to mirror these policies as closely as we can. We do not as a public entity qualify for any tax exemptions that come with that as well. We don't get any benefits out of the act and none of our employees fall under that act. We spoke with Brad Kay and stated that as a district we can make our own because he said the federal government is not going to help with any of it.

Marti made a motion to approve the 322.1 and 322.2 employee policies

Sharon clarified that 322.1 will be in place for emergency situations, what will change 322.2 will go away once Covid goes away. If we have Covid next year then we will have to do another policy for next year.

Wendy said that we have to take care of our employees, she is good with the long-term plan as well.

Mike seconded the motion, unanimous approval.

**Job Description - Physical Demand Wording**

Sharon said that we approved the job descriptions but we didn't approve the working conditions and physical demands and Clay wanted to make sure that they met the American Disabilities Act. He has updated them with the proper wording needed.

Tonia made a motion to approve the Job Description on the Physical Demand Wording, Bill seconded, unanimous approval.

**Public Comments:**

None

**Old Business:**

Approval of Minutes - Meeting March 26th, 2020  
Meeting Feb 12th, 2020

Tonia moved to approved both meeting minutes form March 26<sup>th</sup> and February 12, Mike seconded, unanimous approval.

**Routine Business:**

Approval of Payroll and Bills

Tonia made a motion to approve payroll and bills in the amount of \$582,719.11, Mike seconded, Unanimous approval

**Adjournment:**

Mike made a motion to adjourn, Tonia seconded, unanimous approval

Minutes taken by Emily Ray

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Wendy Boman, Chairman

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Dave Doorn, Administrative Director