



Sublette County Hospital District Board Meeting Minutes
January 24, 2024 at 4:30 p.m.
Pinedale Commissioner's Room
Pinedale, Wyoming

The Sublette County Hospital District Board of Trustees met in regular session in the Commissioner's Room, Pinedale, WY on January 24, 2024 at 4:30 p.m. with Tonia Hoffman, Kenda Tanner and Ashli Tatro present. Dave Bell attended via Teams. Also present were Lindsey Bond, Dr. Burnett, Jann Maxfield and Dawn Walker. Multiple community members as well as many SCHD staff were also present. Lena Moeller & Dan Askenazi and JD Dreyer appeared on Microsoft Teams as well as other community members and staff.

4:30 p.m. Ovation Team, prospective management company, presentation to board followed by board Q & A.

Pledge of Allegiance

At 6:08 p.m., the meeting was called to Order and Chair Hoffman led those present in the Pledge of Allegiance.

Set Agenda

Two additional items were requested to be added to the agenda which were Trauma Resolution and continuation of services with Dan Askenazi for reconciliation of operating account. The agenda was approved. Ashli Tatro motioned to set the agenda. Kenda Tanner seconded. All in favor and motion carried.

Ovation Presentation

Ovation, possible management company, gave a brief overview of company. Public was allowed to ask questions to Ovation.

Department Reports

Jen Adam, Interim EMS Director, reported that all ambulances are running at 100%. They are still in the processing of hiring and just offered a Paramedic a PRN position. Potential EMS director will be in town on Monday and Tuesday to do final interview and tour Pinedale and Big Piney. There are currently 11 students in the EMT class.

Sharon Rutsch, HR Director, reported that the HR offices are currently located in the Sublette Center. They are ½ way through archiving and digitizing old HR records. They have recently created a new credentialing process. Theresa and Sharon are enjoying interacting with the Sublette Center employees and residents and Theresa is doing a great job with the staff at all locations. Brittany White has moved to payroll and benefits. The merge party was wonderful and was a great family friendly event.

Molly Landers, RN, presented to the board a Trauma Resolution that needed to be signed by the board. They have an upcoming trauma review by the State in April.

Kenda Tanner motioned to accept the Trauma Resolution as presented. Ashli Tatro seconded. All in favor and motion carried.

A concerned citizen spoke up about loss of a good providers and thanked the board for their work.

Dr. Burnett thanked Molly for her continued work to pursue trauma certification for the district. Sharon Rutsch was thanked for putting the credentialing process in place. Credentialing Committee recently met and recommended approval of Dr. Rex Wortham's credentialing to the Medical Executive Committee. MEC also approved the credentialing of Dr. Wortham and a recommendation has been made to the board. There will be LOCUM staff in place in Marbleton beginning February 5th and pending board approval, Dr. Wortham will begin on February 1st and begin seeing patients in the Marbleton Clinic on February 5th. Cori Anderson will be returning on February 21st. Credentialing is being worked on for Dr. George. When approved, he will work 2 days per week in GYN and help us develop women's health care in the county. We will be having an ENT and Cardiologist visit the Marbleton Clinic the 3rd Thursday of the month.

Sublette Center

Dawn reported that the initial stages of the merger are completed as of January 1st and Sublette Center is now part of Sublette County Hospital District. Board was presented with a foundational document that reviews purpose and overview of patients that they can care for and the limitations. Document also covers education to ensure competency of staff and support staff that is needed for patient care. CMS standards, goals and overview for next year were also included in document. Would like to discuss document further in February's regular board meeting as board education if possible. Katie Hoffman, Director of Nursing, was introduced. Sublette Center has had to utilize traveling staff this year, at a large expense, to help with patient care and was on a slight admission hold in order to train staff. Katie completed a CNA class with 11 students present. Three of those students have taken boards and 2 of those are actively training. Sublette Center is working on partnering with Western Wyoming Community College and hope to be able to become an independent testing site in Sublette Center facility through them. There is a need to name the Sublette Center in order to get licenses and signs moving forward and asked to put that item on the agenda for next month.

Building Committee

Karl informed the board that Dan with MCM is heavily involved in reviewing the November Pay Application and prior applications. Kari, Julie and Michelle are helping to keep the process moving forward. Change order log has been updated and will be sent out. There are currently 14 change orders in process. Layton has done a great job of managing winter conditions which were projected through the end of January. County Commissioners were able to attend meetings with the USDA yesterday and today and were encouraged to attend the monthly meeting that is set up at the Layton trailer. Layton discussed with the Commissioners the buyout process and how far they reached out to get sub-contractors. Pat Davis, State Building Inspector, has been on site. Working on signage, low voltage system, call systems and furniture. Layton has provided a draw schedule for what they anticipate through the end of the project.

Layton team consisting of Jeremy Hobbs, Nathan Pitman and Shawn Leisure were present and gave an update on project. Steel is continuing to go up and underground utilities are about 80% completed. Lindsey stated that USDA has been on site the last couple of days to answer and address any questions. There was some community

concern regarding how the building was going up in sections. Nathan explained that hospital side was going up first because you normally start a project where the buildings will be connected to an existing facility and they needed to get the helipad opened as soon as possible. Layton stated how much they appreciate the support from the community and is happy to answer any questions from community at any time.

JD from Davis Partnerships reported that they having been working on this project for 5 years and he is excited to see the progress. He has had a relationship with the community for over 20 years. Structural and Civil engineers have been on site and happy with what they see. Design process is largely complete with the exception of the MRI design and kitchen equipment. Beginning in February, architects will be on site once a month.

Dan Askenazi with MCM joined via Teams and explained that he was asked to look at the Pay Applications and the process at the request of the USDA and board. USDA would like invoices to be paid only after they have approved them and not have the district pay for them prior to approval and then ask for reimbursement. Dan has looked at the bond accounting and the creation of the bond and trust accounts. Recommendations were made to Michelle to fine tune the entries and label accounts. Dan will send out a memo to the board that has some key findings that will help the submittal process to the USDA and to help reconcile. Pay Applications were reviewed and will be resubmitted to the USDA. There may be an overage that was paid and will need to be sent back to the bond account from the operating account. Dan has also identified some new procedures that will help with internal controls and the flow. USDA is asking for more diligence from the district before submitting Pay Apps. Interest is building in project account and getting a good return. Suggested that we implement a procedure to sweep the interest into other accounts at least once quarterly if the board is comfortable with that. Tonia will ask board to consider Dan continuing to be utilized and look over the operational account since July and reconcile it, which the USDA also requested, to make sure funds weren't mis utilized. There was an overage of \$149,752.68 that needs to be moved back to correct account. Dan encouraged board to be diligent moving forward and continue with optimism.

Finance Committee

Committee met and had their first financial presentation from Rhonda at the Sublette Center. She presented a good overview of the issues and items that are important with regards to the Sublette Center and she will be reporting every month to the Finance Committee. Financial statements were reviewed for the Hospital District and there is currently 278 days of cash on hand. Staff reported that 30-month projection is progressing and is receiving some help from a CPA on the projections thanks to Tim Delany, finance committee member, and his company. Discussed the upgrade to the radiology equipment at the Marbleton/Big Piney Clinic which has an expense of \$160,000 which was already in the budget and finance committee approved and let them know to move forward with purchase and upgrade. Check register was reviewed in detail. Finance team hopes to have projections done in the next 60 days.

Compensation Committee

Committee did not meet this month. Sharon does have a couple of job descriptions for the Sublette Center on the agenda tonight to be approved.

Quality Committee

Press Gainey surveys in the ER in December were at 69.52% and primary care was at 80.86%. Committee continues to analyze the data each month. Feedback is declining and the questions are being reviewed in hopes to get back more responses moving forward. There were 3 new events reported last month and committee

feels like that system is working well. MIPS goal is at 74.2% for 2023 and we have a 75% goal for fiscal year. There were 279 AVS' (After Visit Summaries) printed in December which is up from 253 in November. Kristy in the Quality Department is working on tracking the number of patients who decline the AVS reports. Two policies were also reviewed at the meeting which were Care and Cleaning of Equipment and Management of Supplies.

Sublette County Health Foundation

There was \$4.18 million raised by the Foundation for 2023. They are continuing to actively fundraise for the Sublette Center outdoor garden area and the MRI. Foundation Board approved a 7-step voucher process in which to release funds to pay for projects. Playground proposals were presented to the board and informed that the Playground Committee chose the cheapest proposal and wanted to have the SCHD board agree to their decision. Monies were donated to Foundation to specifically pay for the playground equipment. Board all agreed with the proposal chosen and no formal action was needed. The playground will have a solid surface so it will be accessible to wheelchairs.

RECESS TAKEN @ 7:36 P.M. AND MEETING RECONVENED AT 7:45 P.M.

New Business – Policies

Consent Agenda was presented with TB Screening and Prevention Policy as well as two job descriptions, Administrative Assistant (SNF) and Director of Finance (SNF).

Kenda Tanner motioned to approve Consent Agenda as presented. Ashli Tatro seconded. All in favor and motion carried.

New Business – Sublette Center Funding Discussion

In last week's Commissioner's meeting, there was a motion made to cease the Sublette Center subsidy effective June 2024 which goes against the last two motions that supported the subsidy to continue through the construction process. Board needs to work hard with the Commissioners to reinforce message that the funding was committed twice previously to continue until the doors opened. Dawn would like to meet with Finance Committee to discuss a potential presentation about where the money has been used. There have been 2 motions proposed by the county, one until the doors open and the other at the end of this fiscal year. Suggestion was made that we need to account for those funds and look for recommendations from the Finance Committee to present to the commissioners.

New Business – Housing/Dr. Wortham & Wortham and Bond Contracts

Will move these agenda items until after Executive Session.

New Business – MCM Audit

Chair asked for authorization to move overage amount to Zions Bank and to have Dan continue to work to reconcile the operating accounts retroactively from July and review Pay Applications 1-6 which have been modified. Pay Applications 1-5 amounts have not been changed but just the distribution of the source that the money came from. Dan has been helping with the November Pay App as well. Pay App #6 has been submitted to the USDA and reviewed but has been returned for additional comments. Board will begin to meet each Wednesday, that is not a regular board meeting day, at 4:00 by Zoom or in person for a Special Board Meeting to discuss construction items moving forward and discuss approval of items needed for project by the board.

Ashli Tatro motioned to approve Pay Applications 1-6 and approve the resubmittal of those. Kenda Tanner seconded. All in favor and motion carried.

Ashli Tatro motioned that board authorize for overage reimbursement to Zions Bank for cost of issuance in the amount of \$149,752.68. Kenda Tanner seconded. All in favor and motion carried.

Dave Bell motioned to authorize Dan Askenazi to continue his work specifically related to a reconciliation of the operating account retroactively to July. Kenda Tanner seconded. All in favor and motion carried.

Old Business – Accounts Payable Management

Tonia referred to the Delegation of Authority which outlines that board members have to sign any checks over \$20,000 and two wet signatures are required. She is not comfortable with signing those before the board has had an opportunity to approve the invoices/checks. Asked for some internal control to have the board approve those large checks prior to obtaining the signatures. Question asked whether they could approve those as they come in to the board at the weekly meetings? Suggested that there should be a policy or procedure in place about the approval process of those checks. Dave mentioned that he had checked around at other hospital organizations and that they do not follow the process of approving all bills before they are paid. There are concerns that it is not practical to approve everything and that maybe a list of super vendors could be created that either the Finance Committee or Lindsey could authorize without board approval. Discussion had on the urgent need to get a CFO in place and getting a long-term plan in place to help the board navigate the future. Agreed that discussion would continue but that there should be a step in place to continue to navigate for the next month or two.

Dave Bell motioned to adopt a board policy that all payments under \$20,000 are hereby authorized to be paid in accordance with the Delegation of Authority and all payments in excess of \$20,000 are to be approved by the board and two wet ink signatures applied to the check. Furthermore, that the Finance Committee can develop a list of super vendors for consideration at the next board meeting. Kenda Tanner seconded. All in favor and motion carried.

Old Business - Approval of Meeting Minutes

December 27th and January 3rd including any executive meeting minutes need approval. Hold off on January 15th minutes until clarification is made. In December 27th meeting minutes under the Merger Committee, strike the words “and the hospital opens” out of the last sentence.

Ashli Tatro motioned to approve meeting minutes as revised and any executive meeting minutes that go with them from December 27th and January 3rd. Kenda Tanner seconded. All in favor and motioned carried.

Old Business - Approval of Payroll and Bills

Dave Bell motioned to pay bills from the period of 12/16/23-1/12/24 in the amount of \$1,195,715.87. Kenda Tanner seconded. All in favor and motioned carried.

Public Comment

Pam & Tom Murdock were present and expressed their concern about some of the personnel being let go. They stated that they received wonderful care from them and it saved their lives. Believes that the moral is low at the Pinedale clinic and in the community. Asked the board to reconsider. Chair Hoffman stated that the decision was thoughtfully considered and that the board stands by the decision.

Daren Hull asked that there be more awareness with the public. He doesn't trust what is going on and wants the public to be more informed. Suggested that the board has lost a lot of community support.

Board Chair stated that an RFP for a management company has been out and it will not close until February 19th. No proposals have been received and that the community will be involved in the process.

Executive Session

At 8:32 p.m., Ashli Tatro moved, and Kenda Tanner seconded, to go into Executive Session for the discussion of contractual issues. All in favor and motion carried.

At 10:11 p.m. the board came out of Executive Session. The following actions were taken.

Ashli motioned to approve the contract of Dr. Wortham with the addition of a 6-month housing allowance as well as approval of the credentialing application. Kenda Tanner seconded. All in favor and motioned carried.

Kenda motioned to approve the contract for Lindsey Bond. Dave Bell seconded. All in favor and motion carried.

Adjournment

Kenda Tanner motioned to adjourn the meeting. Ashli Tatro seconded. All in favor and motion carried. Meeting adjourned at 10:12 p.m.

Minutes taken by Jann Maxfield, Executive Assistant both from written and recorded notes.

Tonia Hoffman, Board Chair

Date