

Sublette County Rural Health Care District

Board of Trustees

Special Meeting

January 7, 2019

Venue: County Commissioners Room, Pinedale, WY

Trustees Present: Mike Pompy, Tonia Hoffman, Wendy Boman, Marti Seipp, Bill Johnson

Called to Order: 5:00 P.M. by Wendy Boman, Chair

Pledge of Allegiance

Agenda:

1. Acceptance of Lorraine Gatzke resignation:

Bill Johnson asked for some specifics of Ms. Gatzke's job and position. Ms. Key alluded to some of the duties, and referred him to see the job description (present) for full details. Mr. Johnson asked if there would be anyone to carry on necessities of financial nature in her absence, if we cannot fill the position before her departure. Ms. Key suggested that it would be difficult, but that Sandy Patterson might be able to at least perform basics, until the position can be hired. Ms. Patterson has experience with payroll and accounts payable. She worked in Medical Records for several years before taking her current position. Mr. Johnson would like to visit with Ms. Gatzke, and will make arrangements to do so.

Mike Pompy moved to accept the resignation, seconded by Marti Seipp, and motion carried unanimously.

2. Discussion of Advertising details for position:

Ms. Boman asked for clarification of verbiage for advertising, and title of position. She wishes to see it titled differently. Ms. Hoffman suggested "Finance Manager." It was decided to leave the qualifications largely the same as in the original job description, with the minimum requirement of a Bachelor's Degree in Business Administration, and CPA preferred. Some discussion was entertained of sorting through the job description and distributing some of the duties to other employees, but nothing specific was decided upon. Amanda Key agreed to be the primary contact for applicants, and she will respond and then forward all applications to the members of the board. Ms. Boman and Ms. Key will work tomorrow to finalize the advertising, and try to have it posted on local sites by Wednesday.

Ms. Seipp moved to approve this process, Ms. Hoffman seconded, and the motion carried unanimously.

3. Special Meeting Schedule:

Ms. Boman suggested that with the amount of work that needs to be done in a timely manner, we meet more than once per month for the time being to work. She asked for a special meeting to be scheduled for February 6<sup>th</sup> at 5:00 P.M. at the Marbleton Town Hall. Mike Pompy stated the need to use caution in outside discussions in preparation for board meetings. It was agreed upon that the extra meeting was appropriate, and Ms. Key will make arrangements for use of the facility.

At 5:28pm, Mr. Johnson moved to adjourn the meeting, Ms. Seipp seconded, and motion was carried unanimously.

  
Wendy Boman, Chair

  
Tonia Hoffman, Secretary/Treasurer