

Sublette County Rural Health Care District
Board of Trustees
Regular Meeting
February 21, 2018

Venue: Big Piney Town Hall, Big Piney, WY

Trustees Present:

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

Call to Order

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

Set Agenda

Mr. Godfrey made a motion to amend the agenda to include Chuck Bacheller's excusal from the February 21st board meeting under New Business, a contract with WC3 under Old Business, and delete the Executive Session. Ms. Clark seconded the motion. Motion passed unanimously.

Public Hearing for Budget Resolution: Ms. Gatzke read the resolution which moves \$250,000 out of the Wyo-Star Reserve account and \$250,000 from CAH capital expenditures to Administrative Contract Labor to pay for design fees for the months of February and March of 2018 with the assumption that an approved USDA loan will reimburse these amounts.

Public comments were taken and discussion followed regarding risks of continuing the design process without USDA loan approval. Ms. Boman read Lorraine Werner's email regarding her recommendation not to spend any funds while waiting for loan approval. Mr. Scherbel and Mr. Godfrey both stated it is a calculated risk that would save the District additional costs that would be incurred by delaying construction. Mr. Godfrey made a motion to approve Budget Resolution #23-2018A. Ms. Clark seconded the motion. All ayes with exception of Ms. Boman who voted nay.

Routine Business

Finance Report/Lorraine Gatzke: Ms. Gatzke stated that the regular checking account balance is at approximately \$2.9 million. She pointed out that it has remained at about this amount for the past few months. Financial statements were reviewed. January amounts should be at approximately 58% of budget. Operating revenues are at 52%, while operating expenses are at 46% of budget. Overall revenues are at 55% of budget. Radiology and laboratory tests were up from the previous month. Clinical visits and EMS runs were steady. Ms. Gatzke asked for approval to pay an invoice to BKD that would put the total over the amount approximated in their contract. Discussion followed regarding BKD services. Mr. Godfrey made a motion to approve payment for \$30,634 to BKD and directed Ms. Gatzke to continue monitoring future BKD billings and advise the board of anything unusual. Ms. Clark seconded the motion. Motion passed unanimously. Ms. Gatzke told the board that she had just found out today that employees' health insurance deductible has increased for 2018. She was not

previously notified by either the County or BCBS of this change. Since the District has been contributing to employee health savings plans in the amount of a single deductible, she asked if the board wished to change the amount they have been contributing. Mr. Godfrey made a motion to amend the agenda to include this discussion under New Business. Ms. Clark seconded the motion. Motion carried unanimously.

Operations Report/Amanda Key: Ms. Key told the board that tele-stroke protocols were activated twice in January. Neither episode led to the use of TPA. Trauma reviews were held at both clinics on February 2nd. The Annual Community Report has been completed and sent out to the public via both newspapers and digitally to all subscribers. The report is also available at various public locations. Dr. Mullen, a Cardiologist from St. John's, gave an evening presentation at the Pinedale Clinic on February 22nd. K&K Marketing is in the process of using an in-house survey to choose a logo for the Sublette County Medical Center. The same process for public input will be used as with the naming of the hospital. The District is collaborating with St. John's Hospital for a medical minutes program on KPIN radio. Alpha Wasserman has published a nation-wide laboratory success story featuring the Sublette County Rural Health Care District's laboratories and the time saving equipment they are using.

EMS Report/Bill Kluck: Mr. Kluck told the board that EMS will be participating in a rescue task force training with the Sublette County Sheriff's office beginning next week with three days of introductory classes. If there is enough interest amongst the EMTs, a task force will be developed and training continued. Cost to the District would involve whatever is required to be included in the rescue bag each EMT will carry. The power lift system has been installed for the new ambulance cot. Two days of free EKGs were offered to the public. 93 participants took advantage of the free base line EKG offer. Marilyn Davison of Jackson has been hired as a part time Paramedic for the District. South Lincoln EMS has requested help from SCRHCD EMS in their transfer coverage. Discussion was held regarding a contracted amount per transfer, contract term, and availability of District ambulances. Mr. Kluck was instructed to present the terms agreed to by the board to see if they would be interested in a contract.

RHF Report/Susan Barney: Ms. Barney stated that RHF members attended a fund raising seminar in Cheyenne. The Foundation and the Friends of the Hospital will be hosting the Big Blue H Room with a View informational gathering on March 10th at Rendezvous Pointe in Pinedale. Ms. Barney introduced Karen Lanigan as a potential board member for the Foundation. She has past experience as a clinic and hospital administrator.

Collaboration Committee Report/Laura Clark & Scott Scherbel: The collaboration committee met on January 29th and agreed that employment priorities included a CEO, a CNO, a CFO if needed, and an IT individual and/or team. St. John's has offered to bring their entire surgical team to the Sublette County Medical Center when ready. A discussion was held on the District utilizing an EMR system that would integrate with St. John's Hospital; that being Cerner. St. John's administration reiterated their strong support for the CAH and will help wherever needed.

Functional Planning Committee Report/Amanda Key: Ms. Key told the board that the functional plan has been completed and submitted to the USDA. It was included in the PAR and will also be submitted to the Wyoming Department of Health.

Critical Access Hospital/Scott Scherbel: Mr. Scherbel stated that the PAR has been submitted to the USDA. The only outstanding items that remain are the environmental report, which just needs the comment letters returned from the various agencies included in the report, and the appraisal, which tells

the value of the project on the open market.

Management Options Planning/Laura Clark: Ms. Clark told the board that she would like to see this committee developed to look at various options for necessary changes to the executive team of the District. She proposed that a committee put together a vision for executive management and keep the committee as a board advisory committee for community services once completed with the management portion. This committee would also outline a 5 to 10 year plan starting in 2019, develop an organizational chart, and begin the recruitment process. Ms. Clark volunteered to chair this committee and suggested it be made up of board members, staff, and public volunteers.

New Business:

Clinical Excellence Coordinator & Infection Control Job Descriptions/Amanda Key: Ms. Key told the board that the infection control duties have been moved out of the Clinical Excellence Coordinator's job description into its own job description. Kristy Bartlett has volunteered to take these duties on in addition to her clinical IT and nursing duties. Ms. Clark made a motion to approve the amended and new job description and give Kristy a \$.50/hr. raise. Ms. Boman seconded the motion. Motion carried unanimously.

AHA Conference/Laura Clark & John Godfrey: Ms. Clark and Mr. Godfrey attended the AHA rural health conference in Phoenix and gave a brief outline of the board classes they attended. The theme of the conference dealt with collaboration and partnership.

February 20, 2018 BCC Meeting/Scott Scherbel: Mr. Scherbel, Ms. Boman, and Mr. Godfrey all attended the Sublette County Board of County Commissioners Meeting held on Feb 20th. The BCC approved a motion to allow the District to retrofit the Marbleton Big Piney Clinic if the Wyoming Department of Health required the remodel to meet statute guidelines under the oversight of Todd Herd, Sublette County Engineer. They will consider the possibility of assistance with funding if the retrofit is over the \$600,000 committed by the District board. Discussion was held regarding a future lease proposal but no action was taken. Some maintenance issues were discussed but will be reviewed by the Sublette County Attorney and Doug Mason.

Budget Committee Members: Ms. Boman and Mr. Godfrey volunteered to sit on the budget committee for fiscal year 2019. Ms. Gatzke provided them with a time table to determine budget.

Patient User Grievance Policy-First Reading/John Godfrey: Mr. Godfrey presented the board with a written policy he has composed to review and discuss at the next board meeting.

Guidelines for Proposed Zero-Sum Staffing Levels/John Godfrey: Mr. Godfrey presented the board with guidelines to be read by the board and reviewed at the next board meeting.

Construction /Design Decisions for Post Board Approval/John Godfrey: Mr. Godfrey stated that he will be providing a written motion for review by the next board meeting allowing Mr. Scherbel, Ms. Clark, and/or executive leadership the authority to make decisions regarding the construction and design of the hospital.

SCRHCD/Foundation Collaboration & Funding/John Godfrey: Mr. Godfrey believes that there needs to be a stronger connection between the Foundation and the District. He proposes that the District reestablish funding for the executive director and marketing in the new budget year. He will bring this

proposal back to the board at the March regular board meeting.

Excusal of Chuck Bacheller: Ms. Boman made a motion to excuse Mr. Bacheller from the February 21, 2018 board meeting. Ms. Clark seconded the motion. Motion carried unanimously.

Insurance Deductible Discussion: Ms. Gatzke presented the proposal for an increase of \$100 per District employee health savings plan participant to meet the new insurance single deductible amount for 2018. Mr. Godfrey made a motion to approve the \$100 increase for the rest of the current fiscal year and will review the continuation of it in the budget committee. He also asked that a policy be implemented regarding the amount of employer health savings account contributions the District will make on behalf of the employee. Ms. Clark seconded the motion. Motion carried unanimously.

Public Comments:

Mike Pompy asked if the required state updates to the Marbleton Big Piney Clinic may include any of the lab updates required to increase Medicare reimbursement as discussed in prior meetings. These are two separate issues. Technical labs are to be done in a hospital rather than in a physician's office. Comments have been sent to the state regarding the draft requirements and regulations for a Free Standing ER.

Cody Olivas asked if Mr. Scherbel could explain the environmental report comments mentioned earlier in the meeting. Mr. Scherbel explained that letters were sent to various environmental agencies that had a 30 day period to make comments regarding the hospital building site to the USDA.

Louann Heydt asked how long it would take to hear about the loan approval once everything was submitted to the USDA. Mr. Scherbel stated 45 days are allotted for the state USDA to make a decision and then it would be forwarded on to national. National USDA has a 30 day period to make a decision.

Wendy Boman asked, "What is Plan B". Ms. Clark stated that there may need to be a revised contract with Dougherty Mortgage to find another funding avenue. Otherwise, a cut in services.

Susan Barney stated that public relations is important to selling the hospital. She feels the reasoning for the hospital needs to be explained over and over to the public. She also requested that Ms. Gatzke "dumb down" the financial statements. In regard to the Sublette Center, their considerations will be reviewed by Ms. Werner of the Wyoming USDA and they have profitable possibilities other than the swing beds.

Maxine Leckie told the board that they cannot ignore the Sublette Center. There are rumors in town that the District is going to shut down the Sublette Center.

Old Business:

Approval of Minutes-Regular Meeting, January 17, 2018: Mr. Godfrey made a motion to approve the minutes of the regular meeting held on January 17, 2018. Ms. Boman seconded the motion. Motion carried unanimously.

EMS Workshop/Scott Scherbel: Mr. Scherbel gave a brief overview of the meeting with State EMS representatives. He said there are still some issues to deal with. Some policies may need changing. If

someone shows up at the EMS barn and asks for help, a still call will be activated and they will be helped. People are still encouraged to go to the emergency room in Pinedale or call 911 after hours if they need help.

Contract with WC3: Ms. Clark made a motion to authorize Mr. Scherbel to sign a contract with WC3 for third part review. Ms. Boman stated this is not part of the USDA application for approval. Mr. Scherbel explained that to prevent delays in the time line, WC3 would be used in place of the Wyoming Department of Health to review plans and construction. Mr. Godfrey seconded the motion. All ayes with the exception of Ms. Boman who voted nay.

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 \$653,314.17; seconded by Ms. Boman. Motion carried unanimously.

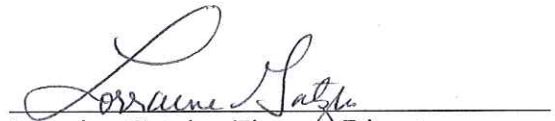
Adjournment:

Ms. Boman motioned to adjourn at 8:52 pm; seconded by Ms. Clark. Motion carried unanimously.

Minutes taken by Lorraine Gatzke, Finance Director



Scott Scherbel, Board Chairman



Lorraine Gatzke, Finance Director