



**Sublette County Hospital District Board Meeting Minutes**  
**February 28, 2024 at 6:00 p.m.**  
**Marbleton Town Hall**  
**Marbleton, Wyoming**

The Sublette County Hospital District Board of Trustees met in regular session at the Marbleton Town Hall, Marbleton, WY on February 28, 2024 at 6:00 p.m. with Tonia Hoffman, Kenda Tanner and Jamison Ziegler present. Dave Bell attended via Zoom. Also present were Lindsey Bond, Dr. Burnett, Jann Maxfield, Sharon Rutsch, Serena Browning, Kari Dewitt, Nathan Pitman, JD Dreyer, Mackenzie Mason, Kathy Donaldson, Kimberly Ervin, Matt Strong and Dawn Walker. Also present by Zoom were Lena Moeller and Michelle Stauthamer.

**Pledge of Allegiance**

At 6:00 p.m., the meeting was called to Order and Chair Hoffman led those present in the Pledge of Allegiance.

**Set Agenda**

Chair Hoffman asked that they strike the approval of credentialing/contract for Dr. George under New Business and add discussions of a possible change order for concrete additives under Building Committee agenda item and Order of Review under New Business.

Kenda Tanner motioned to set the agenda with changes. Jamison Ziegler seconded. All in favor and motion carried.

**Department Reports**

Serena Browning, Lab Director, introduced herself to the board. Pathfast analyzer went live today which measures cardiac enzymes. Updated board on 3 students that are in the MLT program at Casper College.

Lindsey reminded the board that they are working on strategic initiatives and growth strategies in each department which are reviewed each quarter and are at about an 80% fulfillment rate. Lindsey hopes to have 100% by June meeting.

Kathy Donaldson, Compliance Office, introduced Kimberly Ervin who has been hired to help with the policy project build out. A dashboard was sent to the board which shows the tracking of how many policies that are going to be required and where they are in status. They are working with each of the department directors to go over which policies will be required for their department.

Dr. Burnett reported that after Dr. George's hopeful credentialing next week by the board, that Dr. George will spend 2 days of onboarding and other training and then will begin to see patients in both clinics. Dr. George

has been approved and recommended by the MEC and Credentialing Committee. Ryan Grove has been busy working with a board-certified ED doctor who hopes to visit Pinedale in March. Pinedale is still short on primary care provider. Dr. George will create a women's health program for the county and as part of his initiative, they will be looking for a female mid-level nurse practitioner to join him. Cori Anderson is back from FMLA and is seeing patients in Marbleton. Dr. Burnett has received a lot of good feedback about Dr. Wortham and reported that he is a welcome addition to the staff.

### **Sublette Center**

Dawn reported on the 2024 Facilities Assessment that was received by the board and is completed every year. This report shows the types of patients that the Sublette Center can service. She reported to the board that there are a few types of patients that cannot be serviced at the Sublette Center such as high respiratory needs, dialysis patients or transports. A financial plan for the next fiscal year will be presented to the Finance Committee in May. Center received 5-star ratings in both QM and Center ratings which is a 100%. On site visit was passed with flying colors and that visit was part of the CHOW process. Center is tracking staffing mandate numbers. Census as of meeting time was 39. They are constantly monitoring patient acuity levels to assess how many patients the staff can care for. Abuse, neglect and CMS regulations around that will be the board training next month at the regular board meeting.

### **Building Committee**

Nathan reported that JD & Mackenzie with Davis Architects were on site today and were able to meet some of the subcontractors. Next week all of the steel will be up for both buildings. CAH side is closed in and concrete slabs are being poured. They are working on getting water proofing on the roof. As soon as everything thaws, they will be working on grading for the grading of the parking lots, etc. Board thanked Layton and Davis Architects for joining all of the extra meetings and jumping in to help with the lack of an Owner's Rep. Nathan discussed with the board about the pouring of the concrete and that some additives may need to be added to the concrete to help cure the concrete correctly. Building is staying at 45-50 degrees but it is taking longer to cure and set up. It would cost around \$14/yard to add the additives and there is approximately 1,000 yards left to pour. Layton asked the board to acknowledge and agree the cost and that stated that the funds would come out of the construction contingency. Board agreed that they want the best quality of concrete and hopes the concrete company will be straight forward with whether the additives are needed or not. No formal action was needed regarding the additive change.

### **Finance Committee**

Dave reported that the Finance Committee met on 2/21/24 to discuss financials. Dave was able to visit the Sublette Center and met with Rhonda to get an overview of how the financials work at the Sublette Center. Reminded board that they are in a "dead" period from receiving any CMS payments while waiting for the licenses to be transferred and that the Sublette financials will not look good until payments start coming in. The Sublette Center currently has 128 days cash on hand. It currently takes around \$15,000/day to run the center and the daily patient cost is \$284.93 with a Medicare reimbursement rate of \$276.23 for this quarter. The hospital district received a \$923,000 mill levy payment and they expect another \$3-\$4 million in May. Michelle has spent time working on a budget amendment resolution which will be presented later in the evening as an action item. Committee expressed frustration with the completion of the annual audit by Eide Bailly. Eide Bailly reported that it is taking longer because they are waiting on reports from the University of Utah. Committee suggested that they ask Eide Bailly for a preliminary report as they are already 3-4 months late. Dave reported that Jon Said was the top revenue provider last month and that Kelsey Wagner was right behind him. OCHIN will present their EMR bid at the next finance meeting and Kristy has been working hard on getting the cost

down with them. There was another lower bid received by Evident but Kristy has spoken to many around the region that do not like the system and are looking to change to another company. Committee will make a recommendation for the EMR company to the board next month. The super vendor list was discussed by committee and currently there are 9 vendors on the list. Kathy is working on a payment policy to be presented to committee and board hopefully next month.

Dave Bell motioned to adopt Budget Amendment Resolution 24-2024A. Kenda Tanner seconded.

Dave reminded board that the numbers are different because of the merger of the Sublette Center and that the total budget had gone from \$14 million to \$46 million including construction costs. Michelle also presented detail to the board about the line items that have changed and that are reflected in the amended budget.

All in favor and motion carried.

Dave Bell motioned to approve payment of bills totaling \$4,178,885.60 for the period of 1/13-2/16/24 including vendor payments over \$20,000 to Star Vally Health, Tegeler and Associates, Crank Legal Group and Henry Schein as per the numbers reflected in the Finance Committee minutes. Kenda Tanner seconded. All were in favor and motion carried.

Tonia made a suggestion to the policy group that as they are building the payment policy that they look at resolution regarding controls and payments that will be approved tonight and incorporate it into the policy.

#### **Compensation Committee**

Committee did not meet this past month but will begin monthly meetings so they can work on policies, staffing models and shift differentials.

#### **Quality Committee**

Ashli reported that the Press Ganey reports are important as they are provided to CMS and becomes public information and that they will affect how we are rated. Kristy is working on an in-patient survey. There were 3 new events reported last month and with the merge of the Sublette Center there is some new training going on for the event reporting process. There are no MIPS data to report for January but the ended the year with a 74.2%. AVS's continue to be an issue as there is no way for Quality to track if the patient refuses the report so they do not have accurate data. Kristy is looking into that so that they can prevent that data from being skewed. They continue to work on the kinks in the call center. Committee reviewed policies for Advanced Directives, Patients Right to Visitation and Use of Restraint or Seclusion.

#### **Sublette County Health Foundation**

Kari Dewitt reported that the MRI is completely funded thanks to a generous \$1 million donation by Diana Archuleta in honor of her husband. After using the donation to finish funding the MRI there will be approximately \$500,000 left and the Foundation board is possibly looking at funding the Jonah building relocation, the Sublette Center gardens or the surgery suites. There is a cost of around \$200,000 from Davis Architects to design the surgery suites. Pure West has donated \$116,000 from their leadership team and that will be used to pay for the nurse call system upgrade in the current clinic. They have also pledged \$100,000 over the next 3 years which will be used to pay for the emergency room beds. Pure West wanted their donation to be focused on the emergency room area in case their own staff would ever have to use it. Sanctuary Committee has started working on the design of the sanctuary space which will be a non-denominational space.

Playground equipment has been chosen and Foundation is waiting on an estimate from Layton through Teletractors to have the ground lowered by 7". Dave Bell will be meeting with Rocky Mountain Power on March 11<sup>th</sup> and they have a meeting with Union Wireless that same week. The women's health donor wants to give another \$400,000 this year and they are working on a list of items/equipment that Dr. George might need and it will be used to subsidize his salary. An Art Committee has been formed and includes George Karl, Dave Bell and Sharon Ziegler. George Karl has offered to donate \$20,000 to go toward the art project. The Foundation board has asked that the donor wall project be merged with the Art Committee if the SCHED board agrees. Davis Architects has given an estimate to design the donor wall. Donor wall discussion will be placed on the agenda for next week's meeting. The low voltage grant will cover 65-85% of connectivity and Kari is working with Brett and the low voltage consultant on those costs which will need to be submitted by March 31st. Kari gave an update on the \$10 million ARPA grant and reminded the board that they have submitted \$7.2 million for February draw for HVAC expenses and only one can be submitted each month. That was received by the State on 2/20. She is working with the state to see if they could get bumped to the front of the line. \$3.9 million inflation grant was written to pay back the district back for applicant contribution and EMR costs could be included in this grant. Anticipates that it will be 5-6 week wait for payments from the State.

### **New Business –Consent Agenda**

Consent Agenda was presented with Style Guide Policy as well as one job descriptions, Information Technology Director.

Jamison Ziegler motioned to approve Consent Agenda with Style Guide Policy and job description for Information Technology Director. Kenda Tanner seconded. All in favor and motion carried.

### **New Business - Change of Review Order for USDA**

Layton and Davis Partnership have been getting pressure on some items that need to be completed with regards to the change orders and the order for USDA approval has been changed to move Davis addendums to the bottom and change order to the top of approval order. CO #9 & #10 are large items and CO #11-#13 are time sensitive and are on a critical path. USDA has deferred to board to change the order and in speaking with both Layton and Davis they are in agreement with the change. It has been confirmed in writing with Davis that they are okay with the change of order.

Kenda Tanner motioned to change order of review by USDA per Lena's recommendation. Jamison Ziegler seconded. All were in favor and motion carried.

The new SF271 is now as following: Change orders 9, 10, 11, 12, 13; Pay App #6, Pay App #7 and then Davis Partnership Amendments 1-5.

### **Old Business – Approval of Meeting Minutes**

Kenda Tanner motioned to approve January 15, 2024, January 24, 2024, January 31, 2024, February 6, 2024 and February 7, 2024 and also Executive Session meeting minutes from January 24, 2024 as presented. Ashli Tatro seconded. All were in favor and motion carried.

### **New Business – Resolution Regarding Controls**

This was a specific ask of the agency for approval of all of the work that we have done since undergoing the forensic audit and the controls that board has put in place for proper procedure for Pay Apps etc., moving forward. This resolution is directly from a memo by the USDA so no changes can be made and needs to be a

formal resolution. Dave had concerns about the title that is listed for him. He asked that there be clarification of wire transfers and wants to be consistent as it relates to construction wire transfers and that 2 signatures should be required. Dave discussed that there is a wire confirmation process that occurs with the Bank of Jackson Hole. He asked that board discuss who should be able to confirm the wire transfers. Possibly a payment policy could be written to follow because consistency is critical. Discussion was had on who was bonded within the board and if there was a risk of one of the members signing checks that were not bonded. Board agreed that a policy should be written on payments and that process will begin by Kathy.

Jamison Ziegler motioned to approve Resolution #2-2024 with relation to guidance that came from the USDA on account control and procedures. Kenda Tanner seconded. All were in favor and motion carried.

### **Old Business – Nurse Call System**

Foundation will be covering the cost of the nurse call system for the existing clinic side. Board had previously taken action to cover the cost. Quote from Marshall Industries was reviewed by the Board. The contract with Marshall will be with the district and Lena recommended that the Foundation pays the district directly for that cost.

Kenda Tanner motioned to have the Foundation fund the nurse call quote for the existing facility. Jamison Ziegler seconded. All were in favor and motion carried.

### **Public Comment**

Kathy Donaldson asked Dave to email comments/concerns to Jann regarding resolution so that they can be sure to be included in the payment policy.

Lindsey introduced Matt Strong who works with the districts Care Coordination program and in the ER as a Paramedic and she let the board know that he is doing a phenomenal job. Matt gave an update on the program and said that they started with 2 patients and are currently at 12. He is doing some in home visits that don't get covered by home health. He has also been visiting the Sublette Center and both seniors centers in the county.

### **Executive Session**

At 7:54 p.m., Jamison motioned to move into Executive Session. Kenda Tanner seconded. All were in favor and motion carried.

At 9:03 p.m. the board came out of Executive Session.

### **Adjournment**

Kenda Tanner motioned to adjourn the meeting. Dave Bell seconded. All in favor and motion carried. Meeting adjourned at 9:04 p.m.

Minutes taken by Jann Maxfield, Executive Assistant

  
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Tonia Hoffman, Board Chair

03/27/2024  
Date