

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

**Venue:** Sublette County Commissioners Room, Pinedale, WY

**Trustees Present:**

Scott Scherbel Chairman  
Laura Clark, Vice-Chairman  
John Godfrey, Secretary/Treasurer  
Chuck Bacheller, Trustee  
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 set the agenda with the removal of Executive Session. Seconded by Ms. Boman. Motion carried unanimously.

**Routine Business**

Finance Report/Lorraine Gatzke: Ms. Gatzke reported the current checking account balance is approximately \$2.9 million. A summary version of the February financials was developed for the public board packets. Revenues and expenditures should be at about 67% of the budgeted amounts in February. Operating revenues are at 61% while expenses are at 51%. Non-operating revenues are at 46%. The second mill is due in May. There were 27 potential CAH patients treated at the clinics in February. The District is back to full provider staffing. Ms. Gatzke asked the members of the budget committee to consider dates for the week of April 16-20, 2018 for budget meetings and get back with her on preferred dates.

Operations Report/Amanda Key: 75 SCUF firefighters went through the health program provided by the District which included stress EKG tests and physicals. The District is officially using St. John's Laboratory as a reference lab for testing. Members of the leadership team attended a quarterly operations and quality council meeting at St. John's Hospital. There is a possibility of bringing urology services back to Sublette County this summer. A May event will be held at the Marbleton Sr. Center regarding digestive system health. Kristy Bartlett, RN is transitioning into a part time infection control position in addition to her regular duties. Star Valley Medical Center is collaborating with the District to share their infection control policies. Free school/sports physicals will be held at both schools this year. Ms. Key is working with both school districts to get the schedules set. Ranae Pape, Community Prevention Specialist is collaborating with the District to provide Detera Bags at both clinics to safely dispose of unwanted medications from the public. 4,000 copies of the 2017 annual report were sent out in the local newspapers and available in county wide locations. The "Get Your Annual Wellness Exam" campaign is in full swing between January 1 and May 30, 2018. Those who get a physical are entered

into a drawing to win a Fitbit. John Godfrey is working as an ambassador to a KPIN radio campaign whose content focuses on a healthcare series.

EMS Report/Bill Kluck: Mr. Kluck reported that the Rescue Task force training is currently on hold due to the trainer's family emergency. The new power cot system is up and running. The EMTs love it and want three more. EMS provided standby coverage at the regional basketball tournament in Pinedale. Casper College is working on a Community EMS curriculum. Mr. Kluck recommended that the District wait for their curriculum to be released to State EMS for approval before proceeding with a Community EMS service. Mr. Kluck has not received a response from South Lincoln EMS regarding the transfer assistance proposal he sent last month. There is currently a nation-wide shortage of seizure medications usually carried on the ambulances. Mr. Kluck is working with Dr. Albritton, EMS Director, on alternative medications and procedures.

RHF Report/Sherri Escobar: Ms. Escobar explained that a retreat including District board members, Sublette County Commissioners, and Rural Health Foundation board members would be held at her ranch on April 7<sup>th</sup>. The RHF gave fundraising approvals in March for two IV pumps for the Pinedale Clinic and the EMS cot lift system. Endeavor is considering donating another cot lift system. A highest bidder competition has been started for hospital funding. Leslie Hagenstein has bid \$1,000 to shave Dr. Kappenman's head when USDA approval is received for the hospital construction. The RHF is still accepting bids. The RHF plans to start fundraising for high end donations. They are working with the Friends of the Hospital to host a number of open houses to provide information about the hospital. One is scheduled in April at the Marbleton Clinic. Scholarship applications have been received. District medical directors will choose the winners. Families in need of donations were given to four families. Karen Lanigan is a new board member and secretary for the RHF. The annual meeting is set for April in Marbleton.

Collaboration Committee Report/Laura Clark & Scott Scherbel: No new information from the collaboration committee.

CAH & USDA Visit/Scott Scherbel: Mr. Scherbel, Ms. Clark, and Ms. Key along with members of the design team, the construction team, Dougherty Mortgage, and BKD attended a face-to-face meeting at the state USDA office in Casper with Lorraine Werner and team to address any concerns she may have. A revised forecasted examination has since been sent to USDA. Ms. Werner told the group that she absolutely agrees that Sublette County needs a critical access hospital. The size and scope are her main concerns.

Management Options/Planning/Laura Clark: Ms. Clark put together a committee to look at types of management models that could be used for the CAH as well as planning for the future of the hospital. The committee looked at characteristics and qualities required in an administrator and possibilities of using a management company. The committee members recommended engaging a management company. Ms. Clark also gave a list of proposed goals over the next ten year period. Discussion and questions followed regarding the goals recommended and costs of a management company and administrator. This item will remain on the agenda to be more thoroughly discussed after USDA approval and comparisons have been made with all considered management companies.

### **New Business:**

K&K Marketing Contract Extension/Laura Clark: The K&K Marketing contract expires in May. It is requested that an extension until the end of the fiscal year (June 30, 2018) be granted. Mr. Godfrey

made a motion to extend K&K's contract through June 30, 2018. Seconded by Ms. Clark. Motion carried unanimously.

Branding & Logo/John Godfrey: Mr. Godfrey had nothing to report at this time.

Report from Cypress/Scott Scherbel: Cypress Healthcare CEO, Tony Pfaff, has offered any assistance for whatever is needed. He was asked to look at the PAR floor plan of the CAH and returned a report with suggestions. Mr. Scherbel, Ms. Key, and Ms. Gatzke met with Dan Odasz of Plan One Architects to discuss any revisions needed. A meeting has been setup for April 4 and 5, 2018 with Plan One and Altus to review the space and floor plans.

### **Public Comments:**

Cody Olivas of the Sublette Examiner asked if the final USDA application has been submitted. The board answered yes with a requested revised financial forecast turned in today.

Louann Heydt stated she thought it was worth looking at just hiring a CEO rather than spending the money for a management company. In speaking with a board member of the South Lincoln Medical Center, they did their own recruiting and had 195 applicants.

Selena Brown told the board and the public that the Friends of the Hospital will be holding a question and answer open house on April 10<sup>th</sup> at the Marbleton Clinics. This will be one on one individual conversations regarding the critical access hospital. The Friends of the Hospital are also planning on open houses in Bondurant, Hoback Ranches, Boulder, and LaBarge.

Ms. Boman asked Sherri Escobar if she had any responses on the April 7<sup>th</sup> retreat. Ms. Escobar responded that the invitations will be going out very soon.

### **Old Business:**

Patient User Grievance Policy/John Godfrey: Mr. Godfrey asked that this be taken off the agenda until hospital management is on board.

Guidelines for Proposed Zero-Sum Staffing Levels/John Godfrey: Mr. Godfrey stated that this would be addressed at budget meetings.

Construction/Design Decisions for Post Board Approval/John Godfrey: Mr. Godfrey asked that the board consider his proposal and carry this topic over to the April agenda.

Approval of Minutes-Regular Meeting, February 21, 2018: Ms. Clark made a motion to approve the minutes for the regular board meeting held on February 21, 2018 as presented. Ms. Boman seconded the motion. Mr. Bacheller abstained as he was absent at this meeting. Motion carried.

Approval of Minutes-Special Meeting, February 27, 2018: Ms. Clark made a motion to approve the February 27, 2018 minutes as presented; second by Mr. Godfrey. Mr. Bacheller abstained since he was absent from this meeting. Motion carried.

**Routine Business:**

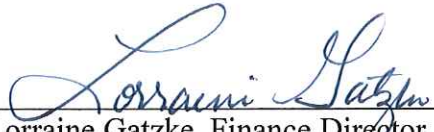
Approval of Payroll and Bills: Mr. Godfrey made a motion to approve the payroll and bills included on the check register in the amount of \$630,095.54; seconded by Mr. Bacheller. Motion carried.

**Adjournment:**

Ms. Clark motioned to adjourn at 7:42 pm; seconded by Ms. Boman. Motion carried.

Minutes taken by Lorraine Gatzke, Finance Director

  
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Scott Scherbel, Board Chairman

  
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Lorraine Gatzke, Finance Director