



Sublette County Hospital District

Mission: To excel at providing comprehensive health services in Sublette County through efficient, high quality, patient centered care.

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Sublette County Hospital District Board Meeting Agenda March 23, 2022 at 5:30pm Commissioners Meeting Room Pinedale, WY

Board Members in Attendance

Tonia Hoffman – Board Chair
Jamison Ziegler – Vice President
Kenda Tanner – Secretary/Treasurer
Wendy Boman – Trustee
Dave Bell – Trustee (on Zoom)

5:30 Board Education: Board Docs Training

Training for the Board on how to use Board Docs for all future meetings. Dawn Adams provided training for Board members.

Meeting Call to Order 6:00 p.m.

Pledge of Allegiance

Set Agenda Wendy motioned and Kenda seconded. Motion passed unanimously.

Department Reports:

Administrative and Finance: Dave Doorn is on vacation. Mike Hunsaker – Tax revenues total about \$100,000 for the month of February. SVH has been on a similar schedule where tax revenue is turned over monthly. Generally, in May or June, the larger payments come through. Dave Doorn felt like oil and gas companies were going to be making some large payments soon, which will catch us up. By the end of the fiscal year, we should see tax revenue higher than expected.

Mike passed out some results from the Strategic Planning with the Providers, the Leadership Team and the Board. There are surprising similarities between all three groups. We are also doing the Community Health Needs Assessment, and have 373 surveys returned. Mike is impressed, because Star Valley doesn't usually get that number of surveys returned. He can tell Sublette County is interested in shaping the future of their healthcare. They will combine the SWOT (Strength, Weakness, Opportunity, Threat) Strategic Planning results with the CHNA. This will shape the strategic plan for next fiscal year

The staff would like to thank the board for the COLA and the bonus. It's greatly appreciated. The budgeting for next fiscal year will consider the market for positions. We want to stay close to market, because that is how we will keep people. We'll analyze the market and come back to the board so we are in line with wages and salary.

EMS: Bill Kluck – Bill wants to echo Mike and thank for the bonuses and raises. You can tell the difference. It really boosted morale. Training continues, as the AEMT class is almost done. There are 9 people in that. And the Intermediate class will be done next and there are 5 people in that class. A huge thanks to Region 4 for coming out.

They taught a PHTLS (Pre Hospital Total Life Support class) which had about 30 people. Also started a driving class, teaching people to drive an ambulance. Our EMS are following CDC guidelines in relation to masks. Did a stand by for the wrestling tournament, which went well. The cot on MS14 is having trouble, and getting the part didn't fix it. Looking deeper into the problem. Collected 39 units of blood at the blood drive in Pinedale. They were unable to do a blood drive in Marbleton due to Spring Break and lack of staff on Vitalant. May 12-14 we are having the Leadership Summit with the state EMS put on by the Wyoming EMS Association. Working on that to get vendors. It will be at Lakeside Lodge, and the first time in its history that it is in Western Wyoming. Bill is excited to have all the Directors in town and see what we have here in Sublette County.

Tonia asked about staffing. He has 17 full time and 14 part time. 31 total and covering shifts is going well.

Clinical: Sharon Rutsch – Vicky is out, so Sharon reports that Tyler Pyle was an MA that we hired. He was to start March 14th and on March 13th he got accepted into Nursing school. So he quit before he started. We wish him well. On the 14th we hired a Paramedic for the Weekend shift. His name is Mathew Strong and he's from Georgia. It's going well. And she also hired Torie Green in Marbleton, so now nursing is fully staffed! And with the weekend shift covered, now nurses only have to cover Mon – Fri daytime hours and call. It's a great change for the nurses quality of life.

Sharon let the COVID collector go, as there isn't as many collections needed. Randi Scott, who used to be a phlebotomist, is now a lab tech. The former COVID swabber, Elizabeth Wood, is now a phlebotomist. Shortly Sharon won't be on the call rotation any more. She's happy about that. The lab is fully staffed.

Sharon reports the Med Tech Training program is going well. Sharon and Karol love teaching. The students are studying hard. There is a great deal of teamwork and it is fun to see them progressing.

Medical Director: Dr. Burnett – It's good to hear that Nursing and Lab are fully staffed. Dr. Buck Wallace. Buck is a board certified Emergency Physician. He will head the Trauma Committee. Buck has not only tremendous knowledge and tremendous expertise, but he will be key in updating policies and procedures. Buck has a wealth of information he can share.

We did 7 chart reviews this month: 5 around patient cases and 2 around patient complaints. The 5 all showed medically followed protocol. The 2 patient complaints led us to set up a process to set a communication of results to the patient, which will open up dialogue and give us a valid way to present our case or our side.

We have been talking with Dr. Jeri Lynn Casagrande, a board-certified Family Practice physician who enjoys pediatrics and women's health. She and her husband came to town on Monday to tour the community and meet the staff. Dr. Casagrande has keen interest in being a hospitalist in the future CAH. Housing is the biggest obstacle. If we could ring the bells please to see if there is anyone interested in selling a home. She is a compassionate and highly qualified Physician.

Finally, as medical facilities we will continue to follow CDC guidelines and wear masks when in common rooms or patient areas. We will follow that until the CDC gives different information. There will be a Provider Meeting next Tuesday, and Dr. Wallace will be joining for that meeting. Tonia says she was impressed with Dr. Casagrande. It will also be nice to utilize Dr. Wallace's EMS experience. Burnett noted it will be critical in opening a hospital. Dr. Wallace will be significant in terms of trauma reviews and case reviews.

Public Relations: Kari DeWitt – Continuing with the newspaper, Pinedale Online, FB Live, website, email newsletter and KPIN. Also continuing to talk to small groups about the Hospital. Working with a few designers to get a draft of a Sublette County Health logo which will first be passed to the Joint Planning Committee for comments

and then passed to the Board. The Annual Report is here. Kari has passed out 750 copies by walking the streets visiting businesses in Pinedale, Daniel, Boulder, Big Piney and Marbleton. Please take as many copies as you would like. Finally, there is an ARPA fund grant for Wyoming artists interested in making art for public display. Three local artists applied to make artwork for the new hospital. We will see if any of them receive the grant.

Executive Session: 6:39pm – Kenda moved and Wendy seconded. Motion passed.

Personnel and Legal 8:10pm.

Committee Reports:

Finance Committee-Kenda Tanner/Dave Bell Kelli gave a report on rates. We haven't had a raise in 3 years, and need to be sure we stay competitive in the market. Will continue to work on the fee schedule and be sure we have something for the Finance Committee to consider for next fiscal year. Mike stated we want to be sure that we are being fair to the community. Who wins if we under price things? The Insurance companies, because they are willing to pay more than we are charging. We want to be fair to the community but also charge a fair price. Tonia wanted to state again that she loves the new format of the financial reports. Mike also stated that there is still some tweaking to do in terms of the financial reports. He would like us to be able to see this month compared to last month's budget AND the month compared to that same month a year ago. It's really good to budget that way, so we budget appropriately for the busy months and the slow months. Dave Bell thanked Kenda for her great work as he had to miss the Finance Committee meeting.

Building Committee-Jamison Ziegler/Tonia Hoffman Nothing to report.

Merger Committee-Merger Status Update -Tonia Hoffman/Kenda Tanner Had a brief Joint Planning Committee meeting. We are unable to move forward in the merger in legal matters, but talked about logos and what it might look like when we get a response from the USDA. We talked about how it is important that the employees know first about the USDA decision. They also asked Kari to draft a press release for the USDA response, so that we are prepared to announce the decision. We will order jackets for employees of both organizations when we get the USDA yes.

Quality Committee-Wendy Boman – We had a short meeting this month. We have 373 community health needs assessment surveys returned so far. When we have this data calibrated, we will be able to see what we want to do moving forward. The internal comment boxes are installed. Mike added there are some upcoming opportunities for the quality committee. We talked about Customer Service training geared towards health care. The training we are using is called AIDET: Acknowledge the person (or people), Introduce yourself, state the Duration of the procedure, Explain any details needed and Thank the patient for choosing SCHD. This training is important clear across the board, for anyone that has patient contact. It's important for the community to want to come to our facility to get their services.

New Business

- **USDA Application Updates-** Want to be sure we all have the same information to pass along to the public. We meet weekly and have been meeting more than once a week recently. Justin Bailey, the USDA Architect signed off on our plans March 8, 2022. He felt good about our contingency plans, and our plans for inflation. He signed off on our project with Lorraine. Lorraine submitted the loan package with her recommendation to the National Office on March 17, 2022. That has been assigned to Kaitlyn, a regional reviewer. We are still very hopeful that the Loan committee will see our project application before the end



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of the month. We've never gotten to this point before, so that's hopeful. There is a possibility that the interest rate will change on April 1, but we have a contingency plan for that. Lorraine has worked really hard for us. Our elected delegation in Washington DC has been in full support as has Eric Boley of the Wyoming Hospital Association.

Old Business

- Big Piney / Marbleton Clinic updates – Hold pending more info from Dave Doorn.
- Approval of Audit – Leo Riley – Jamison moved and Kenda seconded to accept the audit as presented. Motion passed unanimously.
- RFP for Owner's Representative – Mike has asked repeatedly if we need to have this cost associated with the project, but we are being told repeatedly that it will help cut costs and get smaller projects done such as the low-voltage system and other items. We have developed an RFP that is ready to go out and will need to be advertised for two weeks following the USDA guidelines. We'll develop a matrix and score the applicants. Mike thinks we should start that process now so that person is ready to go when Layton is ready to start the bidding process. It doesn't need a motion, but Mike wanted the board to be aware that they are ready to send out an RFP. Jamison asked how widely we would advertise and Mike suggested the local paper, the Jackson Hole News and Guide, and the Casper Star Tribune. We can also have Layton help us post it on the internet.
- Community Health Needs Assessment Survey – Kari only wanted to report that the comments thus far as surprisingly positive. Kari expected that the community might use this as a chance to vent, but overall the comments were positive and grateful for the healthcare provided in our community, even if it is a limited amount of services.
- Approval of meeting minutes Feb 23, 2022 and March 15, 2022 – Wendy moved and Kenda seconded. Motion passed unanimously.
- Approval of Payroll and Bills – Kenda motioned and Dave seconded to approval the payroll and bills in the amount of \$884,113.38. Motioned passed unanimously.

Public Comment - None

Adjournment – 8:39pm Jamison moved and Wendy seconded. Motion passed unanimously.

Minutes taken by Kari DeWitt

Tonia Hoffman, Board Chair

Date

Dave Doorn, Administrator

Date