



**Sublette County Hospital District Board Meeting Minutes**  
**April 17, 2024 at 4:00 p.m.**  
**By Zoom Only**

The Sublette County Hospital District Board of Trustees met in a Special Board Meeting by Zoom on April 17, 2024 at 4:00 p.m. with Tonia Hoffman, Kenda Tanner, Ashli Tatro and Jamison Ziegler present by Zoom. Also present by Zoom were Nathan Pitman, Lindsey Bond, Valerie (Adams), Michelle Stauthamer, Shawn Leisure, Dawn Walker, Kurt Anderson, Kari Dewitt, Lena Moeller, Jann Maxfield and JD Dreyer.

At 4:07 p.m., the meeting was Called to Order by Chair Hoffman.

**Set Agenda**

Ashli Tatro moved to set the agenda. Kenda Tanner seconded. All in favor and motion carried.

**Standing Business - Project Update**

Nathan from Layton gave a project update. Brick masonry has started in areas A, B, and C on the exterior of the building and they will work their way around the building. The roofer is tying up all of the finish work on the hospital side and will get ready to move over to areas D and E. All of the slabs for long-term care have been poured and are completed. They will be moving on to some of the concrete roof curves on the roof for the mechanical units that they'll eventually sit on. Framer has moved beyond area A, to B and then will move to area C in the hospital side for interior framing. The mechanical, electrical, and plumbing trades are all doing their rough-ins right now. Top-out drywall will begin in the hospital side at the end of this week or early next week. Exterior framing is proceeding over to the east wing of long-term care and they are working on framing and sheeting now. Hopefully in the next week to 10 days they will be completely done with the exterior framing and sheeting. Teletractors has started cutting in the parking lots and grading areas around the building for all of the site work.

Next week, we hope to see the storefront systems, which is the big windows that go in the front of the building. They're going to start doing that framing as well as some of the window framing in areas A, B, and C on the hospital side. The following week, metal panels will start going up on the front of the building as well. All of the door frames are on site for the hospital and long-term care so in the next week or so Layton will start setting door frames.

Valerie from Adams updated the Board that there will be a meeting tomorrow afternoon to go over cost analysis and change orders. Dan from MCM will be handling the February Pay App request. Travis and Dan are going to work together on the March Pay App and then the April Pay App request will be solely done by the Adam side.

Aaron is working on decision logs that he will distribute on Monday's. He will prioritize the order and project needs.

### **Standing Business – Change Orders**

In a holding pattern for now with change orders and nothing is 100% ready to be reviewed today by the Board. Tonia reported that the PCOs that were approved a couple of weeks ago have hit some roadblocks and they are working really hard to get those resolved.

### **Standing Business - Owner's Purchased Equipment**

JD reported that the signage, low voltage and furniture are progressing. There are weekly meetings with regards to equipment. Sign group is almost ready with a plan to be reviewed by the Board. Lena reminded JD that the city will need to look at the sign plan when it is available. Furniture is getting closer to having a final number after they received information from Lindsey regarding existing furniture that will be used in new spaces. There will be a furniture meeting on Monday next week.

Comments were received back from the USDA on the DP amendments and Davis is working on those now.

There will also be a landscaping call on Monday next week to discuss some cost saving measures with regards to the courtyards that were VE'd out. The Building Committee, landscape architect and designer will be on that call to discuss options. Shawn reminded Board that if there is anything that is needed underneath the sidewalks for landscaping, that they let Layton know as soon as possible because the sidewalks are scheduled to be poured in the very near future.

### **Standing Business - Pay Applications**

Dan is working hard on the February Pay App and is trying to get that finalized in order to be submitted. They are waiting on a few invoices from DP so they can add them back into the February Pay App. If invoices are not received soon, they may pull them out and put them in the March Pay App so they can move forward. There has been no word on January Pay App from the USDA as of today.

### **Standing Business - Draw Schedule/Appendix D**

ARPA Grant Pay App #3 in the amount of \$359,312.24 was discussed and presented to the Board for approval. Chair Hoffman let Kari know that the ARPA draw request that was on the agenda would not be able to be approved until they have further discussion with Dan as he had some concerns about some matching of invoices and amounts.

Ashli Tatro moved that they approve ARPA Grant Pay App #3 for COB Mechanical in the amount of \$359,312.24. Kenda Tanner seconded. All were in favor and motion carried.

### **Standing Business – Review of Any Current Invoices**

The following invoices over \$20,000 were submitted to and reviewed by the Board for approval.

CDW – Microsoft licensing \$34,031.25

UMIA Insurance – tail coverage for Dr. George \$44,674.00

Wilderness Staffing – LOCUM \$24,894.22

Henry Schein – medical supplies \$33,977.57

Kenda Tanner moved to approve invoices as presented. Ashli Tatro seconded. All were in favor and motion carried.

**Old Business – Management Proposal Discussion**

Tonia reported that she had a great meeting today via Zoom with Brock from the National Rural Health Association. The USDA suggested that we involve him in our search to help find management services. Tonia will share some of the management proposals with Brock and he will do some research on them. The NRHA and the USDA have a great working relationship and he will help be a liaison with the USDA for the District. He will be a great contact to have not just for management company purposes but also moving forward with opening the hospital. Tonia proposed that the discussion continue at a later date regarding management proposals until Brock has some time to dig in and research some of the companies.

Kenda Tanner moved to postpone the management proposal discussion until a later date. Ashli Tatro seconded. All were in favor and motion carried.

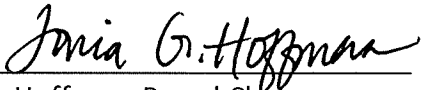
**Public Comments**

Tonia thanked Kurt Anderson, Interim CFO, for visiting the clinic today and stepping in to help the District navigate through some of the financial needs.

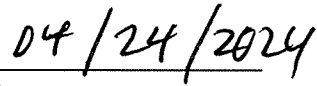
**Adjournment**

Jamison Ziegler moved to adjourn the meeting. Kenda Tanner seconded. All in favor and motion carried. Meeting adjourned at 4:51 p.m.

Minutes taken by Jann Maxfield, Executive Assistant



Tonia Hoffman, Board Chair



Date