

Sublette County Rural Health Care District
Board of Trustees
Regular Meeting
May 16, 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. Scherbel determined that the executive session could be struck from the agenda. Ms. Clark stated that she would like to add Audit Engagement under New Business and move Management Options to Old Business. Mr. Godfrey stated that he would like to include USDA Meeting under Old Business. Ms. Clark made a motion to set the agenda as amended. Seconded by Mr. Godfrey. Motion carried unanimously.

Routine Business

Finance Report/Lorraine Gatzke: Ms. Gatzke reported that the current regular checking account balance is approximately \$2.1 million. Revenues and expenditures should be at 83% of the budgeted totals. Operating revenues are at 81%, non-operating revenues are at 58%, and operating expenses are at 65%. The second mill should be coming in any day now and will significantly boost the non-operating revenues. Patient visits were down in April. Twenty patients that received service in the emergency departments were potential CAH patients. Ms. Gatzke stated that although she is interested in pursuing the WGIF CD program, it may be best to wait to see how USDA funding plays out.

Operations Report/Amanda Key: Ms. Key told the board that Dr. Dorrity has attended the Difficult Airway course and that she and Sharon Rutsch attended the National Rural Health Association annual conference. The new IV pumps have arrived in Jackson and drug libraries are being loaded. Vicky Marshall has trained staff at both schools in the Stop the Bleed campaign. Two kits went to each school building for a total of eighteen kits. Jason Ray, PA-C and Ryan Grove, PA student, recently spoke at the Marbleton Sr. Citizens Center about Type 1 and 2 diabetes. Dr. Dorrity and Brian Barton, PA-C were spokesmen for the District at the Summer Expo at the Pinedale Aquatic Center. Jean Straw took care of the entire setup and also met with the community members in attendance. Dr. Fitzsimmons and Dr. Kappenman sat in on a panel discussing marijuana education and tips to parents in the communities. Free sports physicals will again be offered this year on four different dates; two dates at each high school. Dr. Fitzsimmons and Dr. Dorrity will be providing the physicals at the Big Piney High School

on May 21st from 8 am to 12 pm. The number of user sessions on the District website have increased. 21% of those on the newsletter email list are opening the newsletter. This compares to 14% as the national industry average.

EMS Report/Bill Kluck: Mr. Kluck explained to the board that the Regional Healthcare Coalition will purchase six of the ballistic vests for the Rescue Task Force bags. Rescue Task Force will be available the first day of school in next school year. The Regional Healthcare Coalition is also purchasing AEDs for the Sublette County Sheriff's office, Proactive in Pinedale, and the Sublette County Maintenance Shop. Carrie Brood from Air Methods has successfully trained Stephanie Wiscavage and Chase Judd as BLS instructors. Sublette County EMS provided three days of standby coverage at the High School Rodeo held at the Sublette County Fairgrounds. It was a busy weekend. Sublette County EMS also provided standbys for PAK testing for the BLM, Forest Service, and Fish and Game. Dr. Dorrity will be taking over as EMS Medical Director effective July 1st. Doug Mason, SCHRCO's attorney, stated that he would look into whether or not her contract would require any addendums. Mr. Godfrey suggested that this item be included on the June regular board meeting agenda for approval. Mr. Kluck reviewed some of the service issues with the ambulances. He also told the board that one of the part time EMTs has moved out of state but he has other EMTs interested in the position.

RHF Report/Sherrie Escobar: Ms. Escobar was not in attendance at this meeting. Maxine Leckie stepped in her place. She informed the board that Eric Boley of the Wyoming Hospital Association attended their April annual meeting to discuss fund raising. Elaine Carney has been contracted to help the foundation members learn about fund raising techniques and also provide contacts from her Jackson business. Daisy awards went to Julie Woolwine, Amy Deeds, Tonya Hoffman, and Deanne Bradley. The RHF has received a request from Sublette County EMS for an IV pump similar to those carried by life flight companies. It will be used in stroke protocol. The bylaws of the RHF were changed at the annual meeting to include 11 to 13 directors.

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

CAH & USDA Visit/Scott Scherbel: Mr. Scherbel told the board that a group worked on revisions to the current CAH floor plan. St. John's participants helped with radiology and operating suite revisions. The size was reduced to 49,333 square feet. Ms. Boman stated that Ms. Werner said the clinic/hospital would fit on the current property, the ballfields would just be icing on the cake. She also told the board that John Sulenta has dropped the price of his parcel by \$100,000 for an asking price of \$900,000. Mr. Bacheller stated that the residents around the Sulenta property are not happy with the idea of having a hospital dropped in the middle of their neighborhood. Mr. Scherbel reminded the board that the USDA asked the architects to do "value engineering" which is reflected in the schematic design. The District cannot cut revenue sources within the CAH. The board will await the results of the Board of County Commissioners' appraisal. Mr. Bacheller called upon the three Sublette County Commissioners who were in attendance at this meeting to see if they could provide any incite to the appraisal. Dr. Burnett informed the board that they should receive the appraisal report on Friday of this week. The BCC discussed the possibility of a special meeting held next week. The cost of a special meeting would mean a \$1000 charge to the public for the commissioners' attendance. Dr. Burnett expressed concern that the SCHRCO board may not be interested in exploring the current property but have their sights set on the Bloomfield property. Mr. Bacheller said that he wants the hospital wherever it can go but would like it in a location which allows for a campus with close proximity to a Sublette Center building. Mr. Scherbel stated that the board will evaluate the current property fairly to determine where the best location would be for the hospital. The board needs to look at a fifty year location. Dr. Burnett said

that all three building on the current Pinedale Clinic campus are included in the appraisal. Discussion followed regarding whether or not the hospital/clinic would fit on the current property and will the commissioners be satisfied with the District board's conclusion or require their own independent consultant to assess the feasibility of the property fit. Mr. Rawhouser told the board that the location decision was for the SCRHCD board of trustees.

Approve Wetlands Delineation Contract with Wyoming Wildlife Consultants/Scott Scherbel: Mr. Scherbel informed the board that Wyoming Wildlife Consultants would charge \$1650 for a wetland study and could do it on the following Monday. Ms. Boman and Mr. Bacheller both said they were against proceeding with the wetlands study until the current clinic property has been taken off the list of potential building sites. Discussion followed regarding when the District would actually be able to break ground for the new construction. Mr. Godfrey made a motion to approve the \$1650 bid for the delineation study. Motion was seconded by Ms. Clark. Mr. Scherbel and Ms. Clark voted aye, Mr. Godfrey, Mr. Bacheller, and Ms. Boman voted nay. Motion did not pass. Mr. Godfrey made a motion to approve the \$1650 for the wetland delineation contract to be executed at a future date at the discretion of Chairman Scherbel pending the Sublette County Commissioners appraisal findings and offer at their June 5th meeting. Mr. Bacheller seconded that motion. Discussion was held. Mr. Godfrey and Mr. Bacheller voted aye. Mr. Scherbel, Ms. Clark, and Ms. Boman voted nay. Motion did not pass.

New Business:

Resolution of Intent/Budget Discussion/John Godfrey & Lorraine Gatzke: Mr. Godfrey praised the staff, department heads, and Lorraine Gatzke for their work on the fiscal year 2019 budget. Ms. Gatzke asked if any of the board members had any questions regarding the budget. The 2019 budget includes a \$2,014,925 deficit which is \$958,000 less than the previous year's budget. Mr. Godfrey made a motion to approve the Resolution of Intent. Motion seconded by Ms. Clark. All ayes, motioned carried.

Hiring a Marketing Specialist/Lorraine Gatzke: Ms. Gatzke informed the board that the K&K marketing/PR contract expires on June 30, 2018. A marketing specialist position has been included in the 2019 budget. Discussion followed as to whether or not this person is necessary, whether or not this person could also act as a human resource specialist, and whether or not this should be a part time position. Discussion was also held on the job description presented. Mr. Godfrey made a motion to table the Marketing/PR Specialist position decision until the June regular board meeting while a revision of the title and job description could be developed. Ms. Boman seconded the motion. Mr. Godfrey, Ms. Boman, and Mr. Bacheller all voted aye. Mr. Scherbel and Ms. Clark voted nay. Motion carried.

Hiring an IT Specialist/Lorraine Gatzke: Ms. Gatzke informed the board that the current IT contract with CS&T expires on June 30, 2018. An IT Specialist position has been included in the 2019 budget that will provide savings to the District. A job description was also presented. Mr. Godfrey made a motion to approve hiring an IT Specialist. The motion was seconded by Ms. Boman. The motion carried unanimously.

The Board of Trustees took a 5 minute break.

TB Prevention Policy/Sharon Rutsch: Ms. Rutsch could not be present at this meeting. Ms. Key presented a new policy for TB Prevention as part of the infection control plan to the board. Mr. Godfrey made a motion to approve the policy as submitted. Ms. Clark seconded the motion. Motion carried unanimously.

Leo Riley & Co. Audit Engagement Letter Approval: Ms. Gatzke presented an engagement letter from Leo Riley & Co to perform the District 2017/2018 audit at a cost not to exceed \$25,700. Mr. Godfrey made a motion to approve the engagement letter as submitted. Ms. Clark seconded the motion. Motion carried unanimously.

Public Comments:

Maxine Leckie asked the SCRHCD board about the Garrison Street extension status. Mr. Scherbel stated that it is an undedicated road on a plat that may or may not be required to build. The Town of Pinedale would most likely make that decision at the time they issue a building permit.

Jim Malkowski asked if there is something in writing to back up the Town of Pinedale's ability to add the road at a later date. Mr. Doug Mason stated that there is a precedent for the town to make that change.

Louann Heydt asked if the District board would hold a special meeting after the BCC meeting regarding the appraisal. Mr. Scherbel stated that the board will decide how to move forward once they receive the information from the BCC.

Joan Mitchell asked why the board did not act upon the BCC's offer to hold a special meeting instead of delaying the issue and is the District really serious about the current clinic property. If so, the SCRHCD board should have requested the BCC special meeting.

Old Business:

Approval of Minutes-Regular Meeting, April 18, 2018: Ms. Clark made a motion to approve the minutes for the regular board meeting held on April 18, 2018 as presented. Mr. Bacheller seconded the motion. Motion carried unanimously.

Management Options Planning/Laura Clark: The management options committee has been disbanded. Ms. Clark stated that via Charles Ervin of Dougherty Mortgage, the USDA has required the District to present a management model. The District's options are to either hire an administrator for a total of possibly \$300,000 including salary, benefits, and recruitment costs or hire a management company for a possible total of \$600,000. The management company would provide the administrator and other resources to the District. Discussion was held as to the District having the knowledge to vet a CAH administrator, costs, and the success of the CAH on day one. Mr. Godfrey made a motion for Vice-Chairman Laura Clark to identify three to five management companies to be interviewed prior to July 1, 2018 for the purpose of determining whether or not a management company should be utilized to retain an administrator or the District should recruit and retain their own administrator. Mr. Bacheller seconded the motion. Motion carried unanimously.

USDA Meeting/John Godfrey: Mr. Godfrey asked if there are any meetings scheduled with the USDA. Mr. Scherbel stated that none have been scheduled. Mr. Godfrey stated that he strongly urges Ms. Werner to come to Sublette County for any future meetings so that all board members can be in attendance. Mr. Godfrey also stated that he has been researching all CAHs in the nation and has personally called them for comparisons to the critical access hospital the District is proposing. Less than ½ of 1% are at 6 beds or smaller. 80-95% of all CAHS are 25 bed hospitals. Most critical access hospitals have been built via remodels and costs are always high.

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 \$701,241.67; seconded by Ms. Clark. Motion carried.

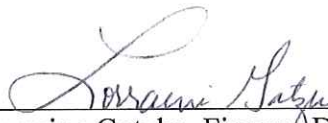
Adjournment:

Ms. Clark motioned to adjourn at 8:04 pm; seconded by Ms. Boman. Motion carried.

Minutes taken by Lorraine Gatzke, Finance Director



Scott Scherbel, Board Chairman



Lorraine Gatzke, Finance Director