



Sublette County Hospital District

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

Excellence | Compassion | Partnership
Trustworthiness | Stewardship | Communication

Sublette County Hospital District Board Meeting Minutes June 22nd at 5:30pm Marbleton Town Hall

Board Members in Attendance

Tonia Hoffman – Board Chair
Jamison Ziegler – Vice Chair
Kenda Tanner – Secretary / Treasurer
Wendy Boman – Trustee
Dave Bell – Trustee

5:30pm: Board Education – Statutory Guidelines for Special Hospital Districts

It's important for the board to understand the statutory guidelines that govern Special Hospital Districts.

Discussed several statutes and the different highlights of each. Examples include the rule that you can't mortgage hospital district property, you can't pay Board members, you can't borrow money, etc. Funds of the District may be invested in certain approved funds. You may have reserves. Excluding employees of the District, any individual over the age of 18 who is a registered voter can run to be elected to serve on the board.

Every year this board will prepare a budget that goes to the County Commissioners for them to approve.

A Hospital District can tax no more than 3 mils, and can tax lower. There's lots of latitude to determine as a board if you want less than three mils. Anything the District wants to levy beyond three mils must be approved by the voters. If the Commissioners authorize that election, then you can put it to a vote of the people. The voters decide whether they would let the District raise more than three mils. It's the same for revenue bonds. The District can ask the voters to approve revenue bonds for specific projects. They did this in Star Valley in 2002. The voters voted in favor of bonding to build the hospital.

With the USDA they will issue revenue bonds. The Board will pledge their future revenue to pay the loan off. This will never happen, but if we couldn't pay off the USDA loan, then USDA has first claim on our revenue. That's how we've secured financing with the USDA and Stroudwater. Once we know the USDA has approved the loan application, then Dave will start working with bond council to put together the documentation that the USDA and Stroudwater will require to pledge our revenues to finance the Hospital project.

This is a little different than how other entities finance things. But other governmental organizations such as cities, towns and school districts also need to use this to finance projects.

One last thing to share that might be pertinent. Since our District assets exceed \$3 million then the Board of Trustees is allowed to divide the District into no more than three geographic districts. The other members would be "at large." This would be a way to assure geographical diversity on the board. This may be something that comes in the future. A lot of school districts require geographical representation. Dave Bell asked how we do that if we wanted. Mike answered that legal counsel could give us an explanation on that if needed. Dave asked about statutes increasing the number of Hospital Board members. Mike said it can go to 7.



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Meeting Call to Order 6:00 p.m.

Pledge of Allegiance

Set Agenda – Dave moved and Wendy seconded. Agenda passed unanimously.

Department Reports: *Administrator's Report: Dave Doorn*

(Nursing, Lab, Radiology, EMS, Business office, PR, Grants and Medical Directors' reports)

EMS reports that the EMT licensure classes are done and everyone passed. Bill is working on setting up a hands-on driving course for the EMT's. He did standbys at the HS Rodeo and the Enduro-cross. ER is getting busier with summer.

Nursing – Shelbi, Matt and Tory are doing great as new employees. Vicky is working with Dr. Wallace on new ER protocols.

Radiology – Kayla is prepping to offer echocardiograms in July. She's doing training and connecting with a cardiologist to read those exams. She's getting everything in place.

Public Relations – The Naming competition is done and the logo is approved for Sublette County Health. Kari's been going to a lot of small group presentations. Keri Hull's patients were transitioned to other doctors and that process went well. Kari is currently touring Dr. Hastey around to both senior centers, newspaper, radio and others. Kari is also working on floats for the Chuckwagon Days July 4th parade and the Rendezvous parade.

Grants – Obtained \$3900 in Nursing education grants for Vicky Marshall and Kristy Bartlett. Continues to work on the ARPA funding, the healthcare infrastructure, the EMS stabilization, and healthcare innovation. Since July \$1.298 million in grants.

Business Office – Kelli has been investigating switching to Urgent Care and has found no restrictions. Billing had 1 escalated patient complaint from 315 phone calls. Since Jan she has distributed \$2000 in financial aid and collected \$1400.

Dr Wallace – Reports transitioning into a 24-hour shift for ER Providers. Also updating our chest compression policies and keeping us up with the latest and greatest innovations in ER. He's going through all of our policies.

Dr. Burnett – Attended Quality and Leadership meeting. Helping to plan for the changes in the schedule. Reviewing our mental health matrix. Renewing our contracts with EIRMC for tele-stroke and tele-psych. Looking for more staff training on tele-psych. Also reviewing pain management charts.

Dave Doorn – Reports that on July 5th we are going to offer Urgent Care in Pinedale. It will operate from 7am to 7pm Monday thru Friday. With the volume we are seeing, especially in the summer, it will be great to offer more care and better improved care to the citizens of Sublette County. We're looking forward to that.

We are now scheduling our ER providers on 24-hour shifts. Ryan Grove and Keri Hull are working 2 24-hour shifts per week with Dr. Wallace, Cori Anderson and Jason Ray filling in the other slots and using LOCUM's on the weekends. The difference is that they will be on site. We will have someone on site 24 hours a day. You remember we are using Paramedic Matt as the weekend nurse. It's all going well.

We got DZA to come down to \$5000 to do the research on getting a Rural Health Clinic (RHC) designation for both the Pinedale and Marbleton Clinic. We have a lot of information to get them. They'll look at the acuity of our visits and match them with the RHC reimbursement to see if doing that makes sense for us.

Tonia thanked Dave for his work getting the 7 to 7 schedules set up. It really helps address the community asking for more access to care, which is what we saw in the CHNA. Dave said to thank the staff. Kristy figured out how to stagger the Front Desk to cover the 12 hours and Vicky figured out the nursing piece. Everyone has made a big effort to make this work.

Tonia also asked how heavily the tele-psych is being used. Dave said not very often, but when it's needed, it's invaluable. We are looking at adding some training for Providers around it, so that they know it's a tool they can use. The other tele service we are looking at is Pediatrics, which is a specific ped service. But we aren't sure if we need that.

Dave Bell asked a question about the process. This is our third month of having Dave do the staff reports. No offense to my friend Dave, but I really miss hearing from our staff. I understand having them attend these meetings might be more to ask, but I really miss seeing them all on a somewhat regular basis. When this started, it just started and I don't think we had a meeting to decide to do it this way. I would love to know if there are others that feel the same way I do? Tonia said we took a suggestion from Mike to streamline the process. Tonia said she can see both sides, especially when employees have been working all day. Abbi suggested that we have a rotation. Mike Hunsaker had jumped off Zoom, or he could speak to this. Dave said it was an odd month where Vicky and Bill were at an Air Idaho meeting in Denver. Kenda asked if Dr. Burnett could attend the Marbleton meetings. Jamison said that the relationship building is valuable. He said at the School Board, the Principal gives the report but the whole team is there. Kenda agrees that having them there some of the time. Wendy likes having them there to ask questions, but understands that they worked all day. Tonia noted we are all in agreement that we want to move forward inviting the entire Leadership team and who can make it are welcome to attend. Dave Bell said we could also set up a schedule. Sharon said that she doesn't mind attending them, and that once we hear from the USDA board meetings are going to get a lot more interesting. Dave Doorn asked if he scheduled 1 or 2 per meeting, and the board said that sounds great.

Dave Bell said that one of his friends just conducted a mass casualty event in Jackson. Dave wanted to know if we had ever done one. Dave Doorn said yes, at the Fairgrounds last year with a car and kids. Wendy said summer might not be a good time because it's busy, but they did one a few years ago with students that was called "Every 15 minutes" and Covill funeral home brought a casket. It was very impactful.

Committee Reports:

Finance Committee-Kenda Tanner/Dave Bell May was an average month for revenues. For expenses we had three payrolls and we also paid the second half of the retention bonuses. We received \$1.6 million in the mil levy. Marbleton continues to grow both in scheduled appointments and same day appointments. Both clinics are seeing an increase in ultrasound visits. We spent a fair amount of time talking about the FY23 Budget. Everyone is comfortable with it. Dave Bell noted that when the projected mil revenue didn't come in as high, a lot of time was spent adjusting the budget. They also worked in some very conservative revenue estimates for increased provider visits with the new efficiencies we have developed. That is the budget narrative in your board packet.

Fiscal Year 2023 Budget Resolution – Dave Bell motioned to approve the Fiscal Year 2023 Budget as presented. Kenda seconded. Motion passed unanimously.

Fiscal Year 2022 Budget Amendment Dave motioned to approve the Fiscal Year 2022 Budget Amendment as presented. Kenda seconded. Motion passed unanimously.

Wendy asked why we are paying Cheney landscaping \$750 a month for snow removal and we own a plow truck. Dave Doorn said that was when Dennis went part-time, it made more sense to contract it out. Tonia said it was unfortunate to have to talk about snow removal in the June meeting. Tonia thanked everyone for their hard work on the budget, especially Michelle, who does such a fantastic job!

Building Committee- Jamison Ziegler/Tonia Hoffman – Nothing to report. Except that Matt Miller from Layton took another job in Idaho. We know have Jeremy, who was Matt’s boss and is completely up to speed.

Merger Committee-Merger Status Update -Tonia Hoffman/Kenda Tanner – Nothing to report. The Sublette Center board approved the logo. We are excited to move forward with jackets. They are happy with Dr. Hastey. Dave Bell reports that the news about Dr. Hastey are all positive. He’s fantastic. Tonia asked if he was willing to come to the next board meeting to meet the board.

Quality Committee-Wendy Boman – Still waiting on Press Ganey and Univ of Utah to get the patient satisfaction surveys. Front Desk put Kuddos cards around the building to recognize staff. Dr Burnett and Vicky are working on a pain management template to help better monitor our pain management patients. Also looking at diabetic patients. Dr. Dorrity is the only doctor in Pinedale that can give DOT physicals. There are three providers in Big Piney that can offer this. Dave Doorn said they are asking Dr. Hastey and Dr. Demetriou if they can start to offer this. Transitioning Keri Hull’s patient went well. Kari is working on getting the CHNA into a pdf with bar graphs that can be shared. Mike gave a great PowerPoint, which she thought he was going to do for the board at some point, but it addresses safety and employees feeling free to report mistakes. We are also starting an Event log, which will be required for hospital, which logs errors, such as falls, or medication mistakes, etc. We are also logging our Customer Complaints so we can look for trends. Wendy asked if OSHA ever comes in, and Dave talked to Ted and they are coming in the next few weeks.

Tonia asked where we are with the Strategic Plan? Dave said Mike wanted to have it in report form for this meeting, but it will be ready next meeting. Tonia said she looks forward to seeing what was chosen as projects and watching them move forward.

New Business

- **USDA Application Updates-Dave Doorn** – We can say is that Lorraine is putting the absolute finishing touches on it. Dave notes we are running out of time. We want to get it done before June 30th when interest rates go up again.

Old Business

- **Draft Transfer Agreement** – It’s in the County Deputy Attorney’s court. Waiting for a response from him to Abbi’s letter.
- **Marbleton Clinic ER upgrades** – Nothing to report. It’s been sent to the state one time and it’s been sent back. We have options that we want to go back to the state with, and we haven’t done that yet. Tonia brought up that the board is looking at how to do the 7am to 7pm schedule in Marbleton, even though we don’t have the man-power.
- **Owner’s Rep Contract** – We are in the process of letting Karl nail down his travel expenses, so he can put a number to that. We are also talking with the Commissioners with their request to have more



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boots on the ground or a local person. Dave’s only concern is that we don’t muddy the waters having too many people, so if we hire that local person, we want them to report to Karl.

Dave Bell asked where we were at with Public Health. Tonia said that was one of the revisions that Abbi requested. Dave Doorn said the plan is to remodel the Sublette Center Annex into a temporary home for Public Health. The means moving Sublette Center maintenance, which is currently in the front of the annex building. Kari DeWitt found a spot behind the drug testing facility which can be rented for Sublette Center maintenance. That allows us to remodel the Sublette Center annex to suit Public Health. Dave Bell said the plan is still to put Public Health in the Hospital when it’s completed, right? Tonia said we’ve left that open in the draft transfer agreement to just provide a suitable space. Public Health has indicated they would rather not be back up on the hill, so Tonia said we are leaving that open. We will provide them with a suitable space and they will have input into what that is. We would love to move them once, so we are hopeful we can put them into the Annex and figure out how to make that work as a permanent home.

Wendy asked if we addressed kids hanging out at the old ballfields. Dave Doorn said we are hanging signs that say “Enter at your own risk” which will help us with liability. We chose NOT to post No Trespassing signs, and allow public access, but we want to cover our liability as it is private property. Dave Bell thanked us for turning on the sprinklers and mowing it.

- Approval of meeting minutes May 25, 2022 and the ES minutes from 5/25/22 – Wendy moved and Dave seconded. Motion passed unanimously.
- Approval of Payroll and Bills – Kenda motioned that we approve payroll and bills in the amount of \$895,209.09. Dave seconded. Motion passed unanimously.

Public Comment - Sharon noted that this CAH application has been a monumental effort from everyone! Tonia said to keep doing the good work on her end, and they will continue to tap their fingers on their end. Wendy noted that this is the best the District has run in many years.

Executive Session: 6:53pm Personnel and Legal Wendy motioned and Kenda seconded. Motion passed unanimously to go into ES.

8:49pm – Out of Executive Session. No action taken.

Adjournment – 8:50pm

Minutes taken by Kari DeWitt

Tonia Hoffman, Board Chair

Date

Dave Doorn, Administrator

Date