



**Sublette County Hospital District Board Meeting Minutes**  
**June 28, 2023 at 5:30pm**  
**Marbleton Town Hall**

The Sublette County Hospital District Board of Trustees met in regular session at the Marbleton Town Hall on June 28, 2023 at 5:30 p.m. with Tonia Hoffman, Jamison Ziegler, Kenda Tanner, Dave Bell, and Ashli Tatro present. Also present were Dave Doorn, Lindsey Bond, Kari Dewitt, Julie Bell, Troy Hunsucker, Michelle Stauthamer, Kathy Donaldson, Mike Hunsaker, Joan Mitchell, Dr. Burnett, Dawn Walker, and Robert Galbreath (Pinedale Roundup) present. Lena Moeller, Rick Thompson, Karl Lueschow, and Chris Perliz appeared via Zoom.

Troy Hunsucker provided a presentation on Wyoming Class. The purpose of the program is to provide a convenient method for political subdivisions to pool their liquid assets collectively. The general objective of the Trust is to generate a high level of current income for the participants while maintaining liquidity and preserving capital by investing only in instruments authorized by Wyoming State Statutes and the Wyoming CLASS Investment Policy.

At 6:00 p.m., the meeting was called to Order and Chairwoman Hoffman led those present in the Pledge of Allegiance.

The agenda was approved. Jamison Ziegler moved to accept the agenda. Kenda Tanner seconded. Motion carried.

Rick Thompson and Chris Perliz appeared via Zoom and gave an update on the bond sale. The bonds were sold on today's date and they need a resolution to approve the sale.

Dave Bell moved to adopt the Resolution as presented to the board. Ashli Tatro seconded. Motion carried.

The parties agreed that the adopted resolution gives Tonia Hoffman the authority to sign the bond documents once they are finalized.

The parties discussed opening a trust account for the bond funds. Dave Bell moved to open a trust account for the purpose of it being the holding account with Zions Bank in Salt Lake City. Kenda Tanner seconded. Motion carried.

Karl Lueschow, owner's representative, gave an update on the building process. They have the construction permit with special conditions from the Town of Pinedale. Karl reported that he is working with Jorgensen

Engineering on the special conditions. They are still waiting on the final Notice to Proceed. Karl is currently working on filling the consultant positions.

Lindsey Bond, Assistant Administrator, updated the board on each department's activities including Nursing, Lab, Radiology, EMS, Business Office, PR, Grants, Quality, Policies, Front Desk, and Medical Directors. She also informed the board that she is looking at three companies to help the Hospital District with the Critical Access Hospital designation.

Dr. Burnett informed the board that the Medical Executive Committee (MEC) has established a credentialing committee and a sub-committee. They have been meeting monthly and reviewing charts regarding quality of care. The MEC met and approved the credentialing of Dr. Eder. They are also working on bylaws and hope to have them approved by September. Dr. Burnett reported to the board regarding his recruitment efforts.

Dawn Walker, Sublette Center Administrator, updated the board on the activities at the Sublette Center including the CHOW, budget, fundraising, policies, and upcoming CNA classes. She reported that April Rogers received an Inspiration in Nursing Award.

Dave Bell requested that the board approve the 2022-2023 Budget Amendment Resolution, which has been reviewed and approved through the Finance Committee.

Kenda Tanner moved to approve the 2022-2023 Budget Amendment Resolution. Jamison Ziegler seconded. Motion carried.

Dave Bell moved to approve the Final Budget Resolution 2023-2024, beginning on July 1, 2023, in the amount of \$14,533,681.00. Jamison seconded. Motion carries.

The board was informed that they need a motion to remove Wendy Boman from the First Bank, WyoStar, and Kaiser Wealth Management accounts as a signatory and add Ashli Tatro in her place.

Jamison Ziegler moved to update the signature cards and remove Wendy Boman from the First Bank, WyoStar, and Kaiser Wealth Management accounts and add Ashli Tatro as a signer on the First Bank, WyoStar and Kaiser Wealth Management accounts. Kenda Tanner seconded. Motion carried.

Dave Bell reported on the June 21, 2023 Finance Committee Meeting. He said that it was a great month and the Finance Committee is recommending that the Hospital District put another \$2 million in reserves.

Kenda Tanner moved to move \$2 million into the WyoStar account. Dave Bell seconded. Motion carries.

The parties discussed opening a sweep account which would allow the District to access higher interest accounts. The Finance Committee will discuss it at their next meeting and give their recommendation at the next board meeting. The Finance Committee wanted to give a thank you to the billing department for all of their hard work with collections. They are quietly making a big difference. The committee also discussed our current EMR system, EPIC, and how the University of Utah will not be able to support SCHD using EPIC as we move to hospital. The Administration is currently doing their research into other potential EMR systems or ways to keep EPIC. It was reported that after months of research, it is not practical to pursue a Rural Health Clinic Designation for both clinics, due to productivity requirements and guidelines. This closes the question of

whether the District should explore getting an RHC designation. Finally, Dave Bell thanked Michelle Stauthamer for her work on the documents needed for the bond sale.

Tonia Hoffman reported on the Merger Committee. They are getting closer to the CHOW and are looking to set a meeting sometime in July with the Sublette Center Two board and both attorneys to dive into the details. She will have more to report at the next meeting.

Tonia Hoffman gave an update on the Compensation Committee. They are working on individual total rewards compensation package reports so that employees can see all of their compensation (pay, benefits, retirement, HSA, etc.). They are presenting three compensation policies tonight: 1. Bereavement; 2. Paid time Off; and 3. Employment Classifications and Benefits Eligibility. They are also working to ensure that we are keeping up with the market. The parties are working on the evaluation process for merit raises which will start January 1, 2024.

Ashli Tatro had nothing to report on the Quality Committee.

Kari DeWitt presented an update on the Sublette County Health Foundation. She reported that she is working on getting donations from Individuals, the Scrub Club, and local businesses. She is focusing on July 12<sup>th</sup>, WyoGives day, which Tegeler and Associates has agreed to match donations up to \$25,000.00. SCHF board members are holding “porch parties” or small fundraising gatherings. Kari and the Foundation are planning an end of summer party at Stockman’s to thank donors on August 16<sup>th</sup>. Please save the date, as this will be a fun community event.

On behalf of the Policy Advisory Committee, Lindsey Bond and Kathy Donaldson presented the following policies to the board for approval:

1. Bereavement
2. Computer and Cell Phone Use
3. Dress Code
4. Employee Relationships and Fraternalization
5. Employment Classifications and Benefits Eligibility
6. Nepotism
7. Paid Time Off
8. Patient Grievance
9. Photograph Authorization
10. Remote and Hybrid Work Policy
11. Service Animals and Pets
12. Social Media Policy
13. Standard and Transmission-Based Precautions

The parties discussed the proposed Sublette County Health District Employee Handbook. It was decided that the Handbook will go back to the PAC for additional revisions.

Sharon Rutsch and Lindsey Bond presented the following job descriptions to the board for approval:

1. 10.00 HIPPA Compliance Officer
2. 10.00 Human Resources Director

3. 10.00 Human Resources Generalist
4. 15.00 Revenue Cycle Director
5. 40.00 Director of Quality
6. 40.00 Quality Manager
7. 50.00 Care Coordinator – Marbleton
8. 50.00 Care Coordinator Manager
9. 70.00 Laboratory Lead Phlebotomist
10. 70.00 Laboratory Lead Technologist
11. 80.00 Cardiac Echo Technologist
12. 80.00 MRI Technologist – approved
13. 90.00 Housekeeping Lead

Ashli Tatro moved to approve the thirteen (13) policies, as amended, as contained in the Consent Agenda, and the thirteen (13) job descriptions, as amended, as contained in the Consent Agenda. Dave Bell seconded. Motion carried.

Kari DeWitt advised the board that she intends to apply for an ARPA Inflation Grant. Jamison Ziegler read the language into the record. Jamison Ziegler moved to approve the Certification Statement and the ARPA Resolution. Ashli Tatro seconded. Motion carried.

Tonia Hoffman and Jamison Ziegler informed the parties that they would like to see more services being provided at the Marbleton Clinic. Lindsey Bond presented her three-prong approach for expanding services at the Marbleton Clinic, which include: 1. Obtaining visiting providers to service the Marbleton Clinic; 2. Bringing Jon, Jason, and Cori back to the Marbleton Clinic rather than filling in on the ER schedule in Pinedale; and finally, 3. Expanding the hours of the Marbleton Clinic.

Dave Bell moved to approve the meeting minutes from May 24, 2023, with one correction. Ashli Tatro seconded. Motion carried.

Dave Bell moved to approve payroll and bills from May 13, 2023 – June 16, 2023 in the amount of \$1,069,752.02. Kenda Tanner seconded. Motion carried.

Bill Kluck, EMS Director, gave the board an update on the relocation of the helipad.

Joan Mitchell addressed the board on behalf of the Foundation Board and expressed her appreciation for Kari DeWitt and her fundraising efforts.

At 8:55 p.m., Jamison Ziegler moved, and Ashli Tatro seconded, to go into Executive Session for the purpose of discussing legal and personnel issues. Motion carried.

At 11:00 p.m., the board came out of Executive Session. Tonia stated that they would like to approve Jon Said's contract effective July 1, 2023. Dave Bell moved to approve the revised contract for Jon Said effective July 1, 2023. Kenda Tanner seconded. Motion carried.

Jamison Ziegler moved, and Ashli Tatro seconded, to adjourn. 11:01 p.m. Motion carried.

Minutes taken by Julie Bell, Executive Assistant.

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Tonia Hoffman, Board Chair

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Date

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Dave Doorn, Administrator

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Date