

Sublette County Rural Health Care District
Board of Trustees
Regular Meeting
July 17, 2019

Venue: County Commissioner Room, Pinedale, WY

Trustees Present:

Wendy Boman, Chairman

Bill Johnson, Vice-Chairman

Tonia Hoffman, Secretary/Treasurer

Mike Pompy, Trustee

Marti Seipp, Trustee

Call to Order:

Ms. Boman called the meeting to order at 5:00 pm.

Pledge of Allegiance

Set Agenda:

Ms. Tonia Hoffman requested adding Recruitment Program discussion to New Business.

Mr. Dave Doorn requested adding discussion for 2020 Holiday schedule for 4th of July and 2019 Christmas Eve Day to New Business.

Mr. Doorn requested adding Code of Conduct to Old Business.

Tonia Hoffman made a motion to approve the Agenda, as amended. Ms. Marti Seipp seconded the motion. Motion carried unanimously.

Marti Seipp made a motion to go into Executive Session. Tonia Hoffman seconded the motion. Motion carried unanimously.

Executive Session: [Minutes taken by Tonia Hoffman]

Mr. Bill Johnson made a motion to return to Regular Meeting Session and to recess until 5:30. Mr. Mike Pompy seconded the motion. Motion carried unanimously. Ms. Boman commented that it was advertised the Board would be in Executive Session until 5:30 pm.

At 5:30 pm, Ms. Marti Seipp made a motion to return from recess to the Regular Meeting Session. Ms.

Hoffman seconded the motion. Motion carried unanimously.

Routine Business:

Administrative and Finance Report / Dave Doorn

Mr. Doorn reported that from Sharon's report of clinical services, the District now has the new ultrasound, FAST-SCAN, training is taking place. Sarah Simkins is currently certified to do five different procedures on ultrasound, which she will still be able to do on the new machine, but in the future, she will get certified to do more and have a broader selection of services. The physicians will be able to order additional images, which will in turn generate more revenue. The training has been going well and everyone has been pleased with the machine and the quality of its images. This new machine will move to the CAH in the future. Mr. Bill Johnson asked what happened to the old machine. Mr. Doorn replied that it still in the ER and works well for fast scans, but the quality of the images aren't up-to-par.

Dave announced that Tori Fisher, one of the lab technicians who has been with the District since 2018, has given her resignation and will be leaving on September 5th. He added that Tori has done a lot of organizational things besides the lab work and has been a great employee.

Dave said that Ted and Kayla are working on the list of equipment that Mr. Bill Johnson requested, but they should have it ready in August.

Mr. Doorn reported that the lab equipment, TOSOH, has been ordered and paid for, but he does not have a delivery date yet.

From Vicky Marshall's report, Dave said that the District passed the Trauma Review. The reviewers were very happy and surprised at what the District is doing; they recommended that the District should definitely proceed with getting a CAH. Mr. Doorn stated that Vicky, Dr. Dorrity, and the whole staff did a remarkable job. Ms. Boman said for Dave to give all the staff a "thank you" from the Board.

Dave reported that Jamie Linn, RN, resigned and left the District on July 12th and Amy Deeds's last day is on August 5th, so he is recruiting and advertising, including in Riverton and Rock Springs, to try to hire another RN. In the meantime, Heather Barber from the front desk, has been working on her MA certification, so she has been working on the floor with the nurses, and two new CNA's have been hired and are going through the scribe and MA programs.

Mr. Doorn reported that school physicals were held both in Marbleton-Big Piney and Pinedale. 56 school physicals were done in Big Piney and 117 in Pinedale this week.

Dave stated that there were 16 air flights in June. Vicky Marshall researched the stats as far back as she could and couldn't find any other month with more air flights. He added that all staff have done a great job with this.

Dave Doorn reported that revenues were down at the Marbleton-Big Piney Clinic and up a little at the Pinedale Medical Clinic. The number of CT scans in Pinedale were much higher for the month of June.

On the financial side of Dave's report, he said the District received a tax payment for the year in the amount of \$1.8 million. At the end of the fiscal year, the District shows a loss of \$220,000, but that is \$1.4 million better than what was budgeted. Dave thanked everyone who has helped him in controlling costs. He added that Michelle and Kelli did a great job on the Budget Resolution.

Dave stated that there are Q&A sessions scheduled, one on July 31st in Marbleton and the other on August 27th in Pinedale, both of them scheduled for 6:00 pm. Ms. Wendy Boman asked Mr. Clay Kainer if the entire Board can attend the Q&A sessions. Clay answered that they can, it just need to be recognized as a type of special meeting.

Ms. Boman stated that in Executive Session, the Board discussed Dave Doorn's contract and she asked for a motion. Mike Pompy made a motion to approve the 2-year contract for Dave, as written. Marti Seipp seconded the motion. Motion carried unanimously.

Mr. Bill Johnson asked Mr. Doorn about the number of same-day office visits in May and June and asked if the discounted rates were increasing those numbers. Dave replied that Kelli is working on that data and will be narrowing down the data by zip code to compare from last year to this year.

Dave said that Brad Linstrom, PA, is now seeing patients. He added that on July 23rd, Dr. Mark Paulson from Granby, Colorado will be interviewing. He is currently working at a CAH in Granby and has been at that facility since 2007.

EMS Report / Bill Kluck

Mr. Kluck said that his staff is keeping up with certifications. There has been in-service training for use of the new ventilators with nurses and providers; they are the same ventilators that EMS has been using.

Bill reminded everyone to watch out for bicyclists and pedestrians. He said everything went well during Rendezvous weekend; there were two calls back-to-back during the parade, but it didn't interfere with the ambulances' travel. He added that there weren't any major medical incidents at the rodeos that weekend.

Bill added that crews wear the reflective vests; there can be a \$10,000 fine to the District by the State Highway Patrol if they're not worn, if the employee is on duty.

Bill said that the Little Buckaroo event is on July 25th in Big Piney.

Bill stated that Air Idaho volunteered to stand-by during the rodeos over Rendezvous weekend on Thursday, Friday, and Saturday evenings. On Thursday and Friday, EMS needed their service, so they couldn't stay for the rodeos, but they were able to be at Saturday evening's rodeo.

Mr. Kluck reported that a motor broke on a cot, which runs its hydraulic system, but the patient was not injured in any way; the cot is still manually operational. The cot is for a specific ambulance with a hydraulic lift. A motor was taken from a different cot to temporarily use; the cost to fix the cot is just under \$3000.

Dave Doorn added that Bill and Vicky Marshall learned that the local Wyoming Game and Fish Department's vehicles did not have portable AED's. Vicky contacted the Region 4 Health Coalition and four AED's were provided for their vehicles at no charge. Bill and Vicky delivered them and will provide them with the necessary training, as well.

Mr. Mike Pompy said he received a report from a citizen about issues with lights at the airport. Mr. Kluck responded that airport employees are going to be cross-trained, rather than just one person having a key. Bill said that the problem was rectified in Pinedale and he will check with Marbleton-Big Piney to make sure there won't be issues with the lights at the airport there in the future.

Wendy Boman asked Bill Kluck if the medical flight companies can come again to present their services to the public. Bill answered that Air Idaho cannot sell memberships anymore; they now have a patient advocate program instead. Air Med from Salt Lake City and Rock Springs do not sell memberships either.

Committee Reports

CAH Committee (Bill Johnson / Mike Pompy):

Mike Pompy said Bill Johnson and he attended the town meeting in Pinedale, as listening attendees, to see if a motion would be made regarding sale of the ball fields. The Town Council is still studying this; the SCRHCD Board cannot move ahead with the CAH until Pinedale's Town Council makes this decision. Mike stated that Dave Doorn has received quotes for the preliminary architect reports that are necessary for the USDA.

Ms. Boman asked if Dave had anything to add to this agenda item. Dave said the City Council is working with School Board to try to pick a location for the new ball fields, then the District Board can move forward in determining what the cost of moving the location of the ball fields.

Bill Johnson stated that he talked with Matt Murdock, Pinedale's Mayor, and Matt said he thinks the Council will have all the information they need to make a decision around the 12th of August.

Dave stated that he talked with Charles Irwin from Dougherty Mortgage; together, the two of them will go through the old USDA loan application to familiarize Dave with the previous application process and documentation. There was a previous rough estimate of \$1.8 million to move the ball fields to a new location, but that is irrelevant until the new location is actually chosen.

Bill Johnson said he heard City Councilmember, Dean Loftus, say that there would be an operating room in the CAH. Dave said that a procedure room must be included in the CAH's floor plan, but this does not mean a surgery center. Bill is concerned about the cost of the CAH; keeping the square footage at a reasonable size and utilizing 100% of the current clinic is crucial in order to keep the costs down. Mike Pompy said he agreed with Bill's comments.

Building Committee (Mike Pompy): *included in the CAH Committee Agenda item

Compensation Committee (Marti Seipp):

Marti Seipp said that Sharon Rutsch and she have had two meetings so far and plan to have one meeting each week for the next few months. Marti said the two of them are outlining a formal plan for how employees will be paid, using a step-type plan for getting raises. She said they plan to develop a statement as to how the compensation plan will work. She stated that she wants to make it as simple as possible. Sharon Rutsch commented that the plan needs to be black-and-white about what the compensation package is so there's no room for interpretation – open and transparent.

New Business:

Sublette Center Merger

Dave Doorn reported that Clay Kainer, Dawn Walker, Nick Ealy and Dave had a phone conference to

lay the groundwork for the preliminary stages of the merger; Clay and Nick will be working on the legal side of things. There should be more information about this in the next few weeks. Patti Racich is now the Chair on the Sublette Center's Board.

Ball Field Purchase

Bill Johnson said there's a potential conflict of interest for him. Bill met with Matt Murdock about 6-8 months ago regarding the possibilities for properties for the ball fields. He wanted everyone to know that he has property close to where the Pinedale City Council is considering, but he is not willing to sell his property to anyone other than someone who wants property for a home or horses.

Budget Resolution 2019/2020

Marti Seipp made a motion to approve the budget resolution for 2019/2020, as presented. Tonia Hoffman seconded the motion. Motion carried unanimously.

Recruitment Program

Tonia Hoffman said she would like to develop a recruitment program where the District offers some sort of scholarship or tuition reimbursement to outgoing high school seniors or anyone who is already part of the staff who choose an education in nursing, radiology tech or something in the medical field. She said she feels this would benefit the District and communities in the long run. She added that if people want to further their education and take advantage of the scholarship opportunity offered by the District, they would be contracted to come back and work for the District for a specified amount of time. Wendy Boman and Marti Seipp are both in favor of this idea. Dave Doorn agreed to work with Tonia to start working on this.

Bill Johnson said he talked with Ward Wise. Ward is going to talk with the current BOCES director to possibly get a medical training program started through them; BOCES is a Western Wyoming outreach location. Sharon Rutsch commented that this is also something that she and Marti Seipp had discussed in their meeting about the compensation plan.

Paid Holidays for Christmas Eve Day, 2019 and 4th of July Weekend, 2020

Dave Doorn stated that it is at the Board's discretion to pay employees for a full day or a half day for Christmas Eve Day. In 2017, the clinics were closed, and employees worked for half the day. In 2018, the clinics were closed for the entire day because it was on a Monday. This year, Christmas Eve Day is on a Tuesday, so Dave requested that the Board decide to either close the clinics all day or half the day on Tuesday, December 24th.

Dave added that July 4, 2020 is on a Saturday. Dave requested that the Board decide to either have the clinic closed on Friday, July 3rd or Monday, July 6th.

Tonia Hoffman made a motion to have the clinics open for a half day on Tuesday, December 24th and closed all day on Friday, July 3, 2020. Bill Johnson seconded the motion. Motion carried unanimously.

Public Comments:

Ms. Louann Heydt asked if the scholarship idea would include paramedic education. Tonia answered that it could possibly be written that way. Louann suggested that Tonia contact the towns for financial assistance to fund this program.

Ms. Marilyn Hoffman thinks it's a good idea about using MA's and CNA's for helping out on the floor. She added that she is very happy about how the Board is progressing with the hospital. Marilyn apologized for misstating the amount of COLA increase that was given to employees last year. She added that she also thinks it's a great idea to reward staff members who volunteer taking additional call time.

Ms. Sue Briggs said the scholarship funding for EMS was previously handled by the Rural Health Foundation, so they may still be offering that scholarship program.

Old Business:

Code of Conduct for SCRHCD Board Members

Ms. Boman asked for the Board members' thoughts regarding the Code of Conduct proposal. Clay Kainer requested that the wording be changed from "HR" to "Human Resources".

Mike Pompy made a motion to accept the SCRHCD Board of Trustees Code of Conduct, with the amendment to spell out Human Resources. Tonia Hoffman seconded the motion. Motion carried unanimously.

Approval of Minutes from Regular Board Meeting on June 19, 2019

Tonia Hoffman made a motion to approve the minutes from the Regular Board Meeting on June 19, 2019. Marti Seipp seconded the motion. Motion carried unanimously.

Routine Business:

Approval of Payroll and Bills

Tonia Hoffman made a motion to pay the bills in the amount of \$675,840.71. Mike Pompy seconded the motion. Motion carried unanimously.

Adjournment:

Marti Seipp made a motion to adjourn at 6:32 p.m. Mike Pompy seconded the motion. Motion carried unanimously.

Minutes taken by Jean Straw


Wendy Boman, Chairman Dave Doorn, Administrative Director