****  **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**

**July 26, 2023 at 5:30pm**

**Sublette County Commissioner’s Room  
Pinedale, Wyoming**

The Sublette County Hospital District Board of Trustees met in regular session in the Sublette County Commissioner’s Room on July 26, 2023 at 5:30 p.m. with Tonia Hoffman, Jamison Ziegler, Kenda Tanner, Dave Bell, and Ashli Tatro present. Also present were Lindsey Bond, Kari DeWitt, Karl Lueschow, Julie Bell, Kathy Donaldson, Mike Hunsaker, Dr. Eder, Dr. Burnett, Bill Kluck, Vicky Marshall, Teresa Lindenmeier, and Robert Galbreath (Pinedale Roundup). Abbi Forwood appeared via Zoom.

**Board Education**

Mike Hunsaker provided a presentation on his Strategic Initiatives and goals for the hospital district for the 2023-2024 fiscal year. Mike requested that the board consider his presentation and they can discuss it at the next board meeting.

**Pledge of Allegiance**

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

**Set Agenda**

Dave Bell requested that they add the Rocky Mountain Power rate increase to the agenda under New Business. Dave Bell moved to accept the agenda with the amendment. Ashli Tatro seconded. Motion carried.

Dave Doorn is excused from tonight’s meeting as he is on vacation.

**Department Reports**

Lindsey Bond, Assistant Administrator, updated the board on each department’s activities including Nursing, Lab, Radiology, EMS, Business Office, PR, Grants, Quality, Policies, and Front Desk.

Dr. Burnett introduced Dr. Eder to the board.

Dr. Burnett presented his idea of extending hours in Marbleton on Mondays and Thursdays from 5:00 p.m. to 6:00 p.m. The clinic would only accept basic urgent care cases during that time period. The lab will be asked to start at 7:30 a.m. and the front desk has agreed to work the extra hours in exchange for overtime. If approved, this will begin in 60 days. A 90-day trial basis has been proposed. Their goal is to see 3 patients in that 1-hour period (6 patients per week). The lab and Xray departments would be on-call. The providers have agreed to stay for the extra hour. They will also need an RN or an MA. They plan on marketing the extended hours to the Marbleton/Big Piney patients.

Dr. Burnett reported to the board regarding his recruitment efforts. He has a doctor projected to start on January 1, 2024 and a PA on November 1, 2023. He is working on recruiting other PA’s as well. He also reported that one of the visiting providers has agreed to provide gynecology services in Marbleton one day per month.

**Sublette Center**

Dawn Walker was unable to attend the meeting. Mike Hunsaker attended the Sublette Center Board Meeting and reported that Dawn has hired an Interim Director of Nursing. They currently have a census of 39; VA business has increased, and Medicare reimbursements have increased. Their cook and dietary staff visited Star Valley and shadowed their kitchen staff. They are excited to use what they learned at the Sublette Center.

**Building Committee**

Karl Lueschow reported that building started 1.5 weeks ago. Layton Construction has a great team in place. They are currently moving dirt and grading. They will be working on tapping into the water line and performing high impact compaction. They will be sending out notices to the neighbors letting them know about the upcoming disturbances. The helipad will be moved next week. They will be working on relocating the gas line. Right now, they are on schedule. Karl doesn’t know the financial impact of the conditions listed in the building permits. He hopes to be able to report more details at the next meeting. The construction inspector hired by Titan Construction will start next week.

**Finance Committee**

Dave Bell reported on the July 19, 2023 Finance Committee Meeting. At the request of FirstBank, the Treasury Management Services Enrollment forms were reviewed, completed, and signed. The forms are required as part of a bank audit by the OCC. Forms completed: Management Services Enrollment Form and E-Banking Customer Security Review Forms.

Erica Sorensen, from FirstBank, called attention to a sweep account concept available called a “repurchase agreement.” This concept would allow the district to automatically keep money in a higher paying interest-bearing account yet sweep money into a checking account when needed. The checking account would maintain a balance of $5,000 until needed and funds would automatically be swept into the account from a linked “repurchase agreement” account when needed. Dave Doorn will check on interest rates.

The mill levy for the year was over $12.3 million. Due to the strong mill levy revenue, over $4 million has been added to reserves this fiscal year.

It was a pretty average month. Revenue was slightly slower in Pinedale. However, with the large tax mill levy income the month showed a $2,049,505 excess.

The business entity income statement was reviewed. Each of the three operating entities (EMS, Pinedale, Marbleton) were discussed.

Cash on hand at month end is 345 days, with a target of 225. This is the highest amount of cash on hand since March 2020.

Total capital expenditures for the year are $813,090.85. For the month $93,978.83 was expended. This includes another approximately $16,000 for Public Health maintenance including windows and doors. They are considering adding air conditioning.

With $32 million dollars of construction money in the bank, Dave Doorn presented the Finance Committee with an idea of a bond ladder where we would purchase T-bills with differing maturity dates and achieve a roughly 5% to 5.25% interest rate. They also discussed the WyoClass presentation. There will probably be a melding of these three ideas keeping in mind the safety and security of these funds.

Dave Bell would like to have the board allow the Finance Committee to proceed to address how they maintain liquidity but also achieve better return on the dollars that we have in our possession. They might have to make some decisions as a Finance Committee and report back at the next board meeting.

Dave Doorn is working on nailing down costs for the Jonah office building. He will have something to report at the next board meeting.

The Commissioners have agreed to pay for the needed chip seal at the Marbleton clinic. Thank a Commissioner next time you see one.

The Finance Committee agreed to establish an Employee Housing Task Force consisting of staff and the Treasurer to explore housing needs for current and future staff.

Dave Bell moved to authorize the Finance Committee to proceed to establish the necessary protocols to invest district funds, guaranteeing safety and security, but achieving maximum interest rates and liquidity. Jamison Ziegler seconded. Motion carried.

**Merger Committee**

Tonia Hoffman reported on the Merger Committee. The CHOW (change of ownership between the Sublette Center and the Sublette Hospital District) is scheduled to take place on September 6, 2023. They are currently working on an agenda and will send out details soon.

**Compensation Committee**

Tonia Hoffman reported that the Compensation Committee did not meet this month. Lindsey Bond reported that the COLA has started. Directors will be beginning their employee evaluations soon. The Compensation Committee will meet in August.

**Quality Committee**

Ashli Tatro reported that the Quality Committee and Quality Department are taking off. They are working on getting the Press Gainey comments categorized correctly. The MIPS (Merit-Based Incentive Program) numbers are improving. Dr. Hastey has brought a number of items to the committee. They reviewed policies on health questionnaires for new employees and vaccinations required of employees. These have been forwarded to the legal department for review. They have also been discussing training the front desk staff to triage patients. The committee has had some complaints about patients having long wait times.

**Sublette County Health Foundation**

Kari DeWitt presented an update on the Sublette County Health Foundation. She suggested sending out a postcard to all Marbleton and Big Piney residents announcing the expanded hours at the Marbleton Clinic when it begins. She gave an update on the Helmsley Foundation grant. More information will be forthcoming. She applied for, and received, an $11,000 grant for the care coordination program. She received Wyoming Department Workforce Training Grants which several employees are using to further their education. Kari is applying for an FCC Connectivity Grant which could pay for up to 85% of the connectivity costs for the new facility.

The Foundation transferred the $1 million Ricketts donation to the hospital. The Foundation paid their outstanding expenses owed to the district and will continue to do so yearly. They received a $1 million donation from Dan and Kim Huish. The Foundation released $150,000 to pay for prep work and reinforcing the MRI room.

Kari attended the Fishing for the Fight event and gave a short presentation about the Foundation’s fundraising efforts. Kerry Majhanovich is working on getting community gifts from large local businesses. They will have a booth at the Sublette County Fair. They successfully raised over $21,000 in the WyoGives campaign. The Boots & Scrubs fundraising event will be on August 16th. They are also on the fundraising list for the Foundation 23 Half Marathon event on September 16th.

The Foundation is planning on hosting a “Topping-off Ceremony” where all of the board members and staff sign the main steel beam.

**New Business - Rocky Mountain Power Rate Increase**

Dave Bell reported that Rocky Mountain Power has proposed two upcoming rate increases due to increasing costs and inflation. The first proposed rate increase would be 22% on all lines of business. The second proposed increase would be 8% to combat extreme weather and oil and gas volatility. Dave will put together a projection on what this could cost the district per month and they can discuss what to do at the next board meeting.

**New Business - Policies**

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

1. HIPAA – PHI Breach Notification

Dave Bell moved to approve the HIPAA – PHI Breach Notification policy. Ashli Tatro seconded. Motion carried.

**Approval of Meeting Minutes**

Jamison Ziegler moved to approve the meeting minutes from June 28, 2023. Ashli Tatro seconded. Motion carried.

**Approval of Payroll and Bills**

Dave Bell moved to approve payroll and bills from June 17, 2023 to July 14, 2023 in the amount of $1,143,360.55. Kenda Tanner seconded. Motion carried.

**Executive Session**

At 7:27 p.m., Ashli Tatro moved, and Jamison Ziegler seconded, to go into Executive Session for the purpose of discussing legal and personnel issues. Motion carried.

**Adjournment**

At 8:25 p.m., the board came out of Executive Session. With no further action, Jamison Ziegler moved, and Dave Bell seconded, to adjourn at 8:25 p.m. Motion carried.

Minutes taken by Julie Bell, Executive Assistant.

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Tonia Hoffman, Board Chair Date

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Dave Doorn, Administrator Date