

Sublette County Rural Health Care District
Board of Trustees
Regular Meeting
August 15, 2018

Venue: Big Piney Town Hall, Big Piney WY

Trustees Present:

Scott Scherbel Chairman

Laura Clark, Vice-Chairman

John Godfrey, Secretary/Treasurer via telephone

Wendy Boman, Trustee

Chuck Bacheller, Trustee - absent

Call to Order

Mr. Scherbel called the meeting to order at 6:04 pm.

Set Agenda

Mr. Scherbel asked that the Bonus/Raises for District Employees be removed under Old Business since all five board members were not in attendance. Ms. Clark made a motion to approve the agenda as amended, seconded by Ms. Boman. Motion carried unanimously.

Routine Business

Finance Report/Lorraine Gatzke: Ms. Gatzke reported the 2017/2018 fiscal year ended under budget by approximately \$1.9 million. It was still a deficit budget by approximately \$1 million. The current regular checking bank balance is about \$2.2 million. Revenues and expenditures for the month of July should be at roughly 8% of the budgeted amounts for the fiscal year. July operating revenues were at 8%, operating expenditures were at 7%, non-operating revenues included interest only so were less than 1% of budget. The Marbleton/Big Piney patient stats had a small drop in July but Pinedale Clinic visits were up as well as after-hours visits, lab visits, and EMS runs. EMS runs were actually up 33% from June.

Ms. Boman asked Ms. Gatzke if the CT statistics could be divided out by resident location. Ms. Key told Ms. Boman she would see if it is possible to run a report by patient zip code to determine where the patient getting the CT originated.

Operations Report/Amanda Key: Ms. Key announced that several employees have been taking advantage of onsite available training in ACLS, PALS, and BLS since the District has certified trainers. Dr. Dorrity and Vicky Marshall will be attending the 48th Annual Wyoming Trauma and EMS Conference in Cheyenne at the end of August. Victoria Fischer has been hired as a new Medical Technologist in the labs. Jamie Linn has moved into the Charge Nurse position in the Marbleton/Big Piney Clinic since Sara Hunt left employment with the District. 411 free sports physicals were completed by the District in Big Piney and Pinedale over the summer. Ms. Key and Brian Barton, PA-C will be attending a community discussion on opioids on August 20th. September Advanced

Directives discussions are planned for both senior centers. St. John's Medical Center is working on a Statement of Work for IT backup when necessary.

Ms. Key also presented the board with a 2017/2018 Yearly Snapshot showing fiscal year statistics and net patient revenues for both clinics and EMS. She explained to the board and public the increases and decreases in activities over the past two fiscal years.

EMS Report/Bill Kluck. Mr. Kluck was unable to attend the meeting due to a 911 call. Ms. Boman read his report to the group. Mr. Kluck has asked all EMS employees to get their paperwork together for recertification due at year end. Western Wyoming Community College is looking at the possibility of offering specialty outreach classes for EMS. All event standbys went well in July. An antelope was hit by MS15 returning from a run.

Committee Reports – Critical Access Hospital/Scott Scherbel: Mr. Scherbel asked Ms. Boman if she had anything new to report on her task to reduce the cost of constructing a hospital on the current Pinedale Clinic site. Ms. Boman told the board that the Town of Pinedale is still researching possibly acquiring a piece of property for the ballfields at little or nothing in cost. She stated that the County Commissioners have told her that the District would be required to put a turn lane in on Ehman Lane at a cost of roughly \$125,000 if the hospital is constructed on the Bloomfield site. She also stated that Garrison Road will have to be constructed at the time of the hospital construction and a waiver is very unlikely. The cost to construct Garrison Road would be \$1.5-\$2million per engineers she has discussed this with. Also, an ambulance barn will need to be constructed with the hospital.

Ms. Boman stated that cost reductions she has found on the current Pinedale Clinic site include leaving administration where they are now located and saving \$750,000 in remodeling. By purchasing the current site, more building square footage is available because of current EMS barn and old Pinedale Clinic building. Other concerns she expressed included: Traffic off Bloomfield Avenue due to the elementary school and financial bailout, if needed, by County Commissioners would be more likely if the current site was purchased. She believes that the number of hospital beds could be cut as well as one operating suite and perform even more value engineering.

Ms. Boman asked Ms. Gatzke if she would divide out costs per site that have already been paid. Ms. Scherbel stated that very few of the costs would be site specific and are actually project specific.

Mr. Godfrey asked Ms. Boman if she could provide any of this evidence in writing to the board. Ms. Clark concurred that she would like to see this information presented in a written report to the board.

Mr. Scherbel stated that the Garrison Road project must be brought before the Pinedale Town Council before a decision can be made on whether or not the road needs completion at time of construction. He cited the Bloomfield Traffic Study that states no additional lane would be necessary. If so, the entrance off Ehman Lane, which is there for ambulance traffic only, could be taken away. Also, the county may exchange a wider easement for a turn lane. The goal is to keep the entire project budget at \$28 million or less on either site.

Mr. Scherbel opened the board discussion up for public comments. Joan Mitchell suggested the board anticipate these additional costs and if they deem not necessary, it is all for the good.

Louann Heydt stated that Lorraine Werner of the USDA stated that the project budget had to be under \$28 million so her concern is the loan amount, not the construction cost. Mr. Scherbel told her that Ms.

Werner's concern was "no skin in the game" on the original request. When the USDA application is submitted it will include \$2 million from the SCRHCD and a lower cost for the Bloomfield property by \$550,000.

Joan Mitchell asked the board to consider using a different architect to design a hospital building that would fit the present Pinedale Clinic site rather than using the Bloomfield design and trying to make it fit. Mr. Scherbel stated that the design used by the current architects is a prototype design and fitting it onto the current Pinedale Clinic site was a generic exercise. If this is the location chosen, some adjustments to the design will be made.

Louann Heydt asked about the Free Standing ER regulations that have recently come out for review and comment. Mr. Scherbel stated that no final construction regulations have been made and the Wyoming Department of Health will be accepting comments on the regulation until the end of September. Sharon Rutsch, Clinical Services Coordinator for SCRHCD stated that the lab requirements are over and above hospital requirements and extremely costly.

John Brady stated EMS working with the clinics gives the EMTs valuable experience. That is one of the benefits of having the EMS barn next door to the clinic.

Mayor Jim Robinson stated that he had heard the USDA loan criteria require that the SCRHCD utilize the existing Pinedale Clinic site. If the Bloomfield site is utilized, there will be no USDA loan. All board members stated they have never been told that by Lorraine Werner or anyone else at USDA.

Sharon Rutsch told the public that an ambulance ride to a Free Standing ER would still not be paid by Medicare because it is not a hospital. She suggested that everyone look at a successful project, not a "what if we fail" project.

New Business:

Policy 119.1 PRN & Locum Nurses ER/Amanda Key: Ms. Key introduced this policy to the board stating that it would require PRN and locum nurses be adequately trained and able to work in the emergency room proficiently. Mr. Scherbel asked Ms. Key if employees would have a choice. Ms. Key replied to the affirmative. Mr. Scherbel then asked to add a change to the end of the first sentence on line 1 to include "...on hire or change of status." Ms. Clark made a motion to approve the policy as amended, Mr. Godfrey seconded the motion. Motion carried unanimously.

Charge Nurse Job Description/Amanda Key: Ms. Key explained the changes in the job description were mainly for corrections in terminology only. Ms. Clark made a motion to approve the job description as presented, Ms. Boman seconded. Motion carried unanimously.

Old Business:

Communications Coordinator Position/Amanda Key: Ms. Key explained that the District would need a services communication strategy when the hospital loan is approved. This person would be responsible for those communication strategies as well as possible grant writing services. With the new hospital on the horizon, Ms. Key needs to gear up on policies and compliance and just does not have the necessary time to devote to both projects. Mr. Godfrey made a motion to approve the job description and budgeted position, Ms. Clark seconded the motion. Ms. Boman asked what if the USDA loan approval gets a red light. Ms. Clark explained the District would still need to go forward with the hospital but in

a different financial direction. Motion carried unanimously.

Approval of Minutes-Regular Meeting, July 18, 2018: Ms. Clark made a motion to approve the minutes of the regular meeting held on July 18, 2018. Ms. Boman seconded the motion. Mr. Godfrey abstained since he was not present at this meeting. Motion carried.

Approval of Minutes-Special Meeting, July 23, 2018: Ms. Clark made a motion to approve the minutes of the special meeting held on July 23, 2018. Mr. Godfrey seconded the motion. Motion carried unanimously.

Routine Business:

Approval of Payroll and Bills: Ms. Boman made a motion to approve the payroll and bills included on the check register in the amount of \$762,074.33; seconded by Ms. Clark. Motion carried unanimously.

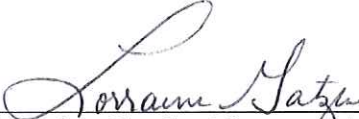
Adjournment:

Ms. Clark motioned to adjourn at 8:12pm; seconded by Ms. Boman. Motion carried unanimously.

Minutes taken by Lorraine Gatzke, Finance Director



Scott Scherbel, Board Chairman



Lorraine Gatzke, Finance Director