



Sublette County Hospital District Board Meeting Minutes
August 23, 2023 at 5:30pm
Marbleton Town Hall

The Sublette County Hospital District Board of Trustees met in regular session in the Marbleton Town Hall on August 23, 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, Karl Lueschow, Julie Bell, Kathy Donaldson, Mike Hunsaker, Ryan Grove, Dr. Burnett, Vicky Marshall, Teresa Lindenmeier, Jen Adam, Steven Sanders, Sharon Rutsch, Dawn Walker, and Robert Galbreath (Pinedale Roundup). Lena Moeller appeared via Zoom.

Board Education

Mike Hunsaker gave the board a copy of his revised Strategic Initiatives. Mike handed out an article entitled “Distinguishing Governance from Management” and asked the board to review it prior to the next meeting. Lindsey Bond presented her growth strategies outlining each department’s goals for the year.

Mike expressed his thanks to Dave, Lindsey, Dawn, and Dr. Burnett for doing such a great job and effecting positive change within the organizations.

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

The agenda was approved. Ashli Tatro moved to set the agenda. Dave Bell seconded. Motion carried.

Department Reports

Lindsey Bond, Assistant Administrator, wanted to spotlight the new Interim EMS Co-Directors Jen Adam and Steven Sanders.

Jen Adam spoke about her excitement for the position and heading up the EMS education and recruiting departments. Steven Sanders is excited about the changes and has been focusing on hiring a certified EVT, maintaining and purchasing new rigs. They are actively recruiting, interviewing and hiring new paramedics and EMT’s.

Dave Doorn expressed his appreciation for Jen, Steven, and all of the providers who have taken extra shifts and stepped up to make us successful.

Dr. Burnett introduced Ryan Grove, Interim Emergency Services Director, to the board. Ryan gave a recruiting update. He has two providers starting before the end of the year. Ryan reported that the morale and culture have had a positive change. He is working on a staffing model and recruitment; however, nursing and radiology are desperately understaffed. He stressed the importance of investing in our team so that people don't get burned out.

Dr. Burnett reported to the board regarding his recruitment efforts. He has a primary care doctor projected to start on January 1, 2024. He believes that we still need one more primary care provider. He has a Zoom interview with a female primary care provider next week. Dr. Burnett has also been helping with the shortage of housing. He is trying to think outside of the box. He has suggested housing stipends, using the old (empty) Marbleton Clinic, and the Sand Draw EMS building for housing. Dr. Burnett reported that the MEC reviewed Section 1 of the Medical Staff Bylaws. The MEC will be reviewing Section 2 and 3 in September. The goal is to have the bylaws completed by December.

Sublette Center

Dawn Walker gave an update on the Sublette Center activities. She reported that the storm on the prior night flooded the Sublette Center and did a considerable amount of damage. She thanked Dr. Eder and Dr. Hasteley for their help with patients and electronic medical records. The Sublette Center has been working on MAPS training for staff in preparation for the memory care wing. They have sent out their first survey to families and residents and received lots of positive feedback. They have hired an Interim Nursing Director. Lara Hayward has moved to admissions and social services. They have had two staff members move but they are positive about staffing moving forward. Dawn will include the board on their monthly newsletters.

Building Committee

Karl Lueschow reported that there has been lots of activity on the building site. The high-energy compaction is complete, the large hole has been filled in, and they are working on the storm water system. The foundation is projected to begin on September 1st. Karl gave an update on a change order regarding the water line. There will be some upcoming unknown costs regarding the storm water requirements contained in the building permit. They have also had some challenges regarding moving the existing utilities and a transformer. Karl has been working with Dave and Julie on the USDA invoicing process. Karl reported that the construction inspector that Titan was going to sub to didn't show up. Titan Construction is trying to find someone that the USDA will approve. In the meantime, Spencer from Titan Construction is serving as the construction inspector.

Dave will have Julie upload the weekly building reports to Board Docs. Dave Doorn reported that Karl has done a tremendous amount of work on the invoice process with the USDA. They have a goal to save \$100,000 in sales tax on the project by having the district purchase materials with their tax-exempt status. The clinic parking lot will have to be torn out this fall. They will have to move the temporary helipad again. The district is almost finished paying toward its owner obligation of \$5 million.

Finance Committee

Dave Bell reported on the August 22, 2023 Finance Committee Meeting.

The committee discussed the need to be competitive with wages. The senior staff will formulate and present a plan on what we need to do to be competitive with wages. We received approximately \$700,000 in employee retention credits. The committee agreed that we use some of that money to help with pay increases.

Jonah gave the Hospital District a modular office building worth \$800,000. It is anticipated that the cost to move the building and make it usable would be around \$400,000. Dave Bell moved to proceed with the Jonah building acquisition. The parties discussed the bid and advertising process for the building. Dave Bell amended his motion to proceed with the bidding advertisement process for the Jonah building. Kenda Tanner seconded. Motion carried.

Dave Doorn also noted that the building comes fully furnished and it is anticipated that the business office and administration would be housed there. The building also has a nice board room for meetings and education. Tonia clarified that the building is a gift; the expense comes from the relocation. Mike Hunsaker pointed out that moving the administration to the modular office building will free up revenue generating space in the Clinic and the Sublette Center. Tonia thanked Jonah for their generous donation.

It was a good month. The \$1 million Ricketts payment was deposited into our account. After netting out the Ricketts contribution the business showed a loss of approximately \$85,000 for the month; however, \$500,000 was spent in owner capital contributions to the construction project.

Cash flow for the month was positive with an \$981,416.25 increase in cash position. Cash on hand at month end is 306 days, with a target of 225.

Total capital expenditures for the month were \$177,843.47. A payment for \$104,414.68 was made to Mountain Land Supply Company for the water line pipe materials as a part of our commitment to meet our USDA owner contribution requirements and to save sales tax dollars.

The committee reported their investment strategy to maximize interest on our Zion's Bank Trust Account. The Finance Committee will proceed with their investment strategy as approved by the board last month.

The parties discussed opening a repurchase agreement with FirstBank. Dave Bell explained the process and how the account earns interest. Dave Doorn asked that Michelle, the board, and the individuals that are authorized to sign on our checking account be able to sign on this account.

Jamison moved to allow the Finance Committee to open a repurchase agreement with FirstBank dependent upon the legal team's research and approval. Dave Bell seconded. Motion carried.

Dave Doorn reported that we are currently earning interest on our bond money; however, we are making payments per month in interest to the bond holders. The Committee will review the financial projection spreadsheet with projected interest payments for the term in September. It was carefully noted that we issued the revenue bonds to save money. We are saving hundreds of thousands of dollars versus a traditional construction loan.

Commissioner Doug Vickery asked if the Hospital District would be interested in renting the Old Daniel Firehall for \$10/month plus utilities. It could be beneficial use for EMS and storage for the construction project. The Finance Committee will explore this further.

Dave Doorn asked permission to sign the purchase order for our MRI and CT. There is no expense right now. Cannon requires a signature to release the engineering plans and drawings. Dave Bell moved to approve Dave Doorn to sign the purchase orders for the MRI and CT. Kenda Tanner seconded. Motion carried.

Dave Bell reported on the proposed Rocky Mountain Power rate increase. It is projected that the rate increase could cost us an additional \$78,248/year for the hospital and clinic operations. Dave Bell presented his draft letter to the board which would be sent to the Public Service Commission. The parties discussed the possibility of offsetting the costs with solar power or grants. Lena stated that we don't need a formal motion for Dave Bell to send the letter.

Merger Committee

Tonia Hoffman reported on the Merger Committee. The CHOW (change of ownership between the Sublette Center and the Sublette County Hospital District) is scheduled to take place on September 6, 2023. Dave Doorn reported that he had a great meeting with the Sublette Center and Eide Bailly regarding steps that need to be taken before the CHOW can be completed.

Compensation Committee

Sharon reported that she attended a meeting with Tegeler's regarding health insurance benefits and open enrollment. Tegeler's is in the process of bidding our insurance and present us with three different options to choose from. Open enrollment will begin in November. The compensation committee will take the lead on the wage issues. They will also spearhead the benefits discussion then present to the Finance Committee.

Quality Committee

Ashli Tatro reported on the Quality Committee. They are still working on getting the Press Gainey comments categorized properly. They are also working on a new process and workflow for event reporting and finding a software system for documenting and tracking events and grievances. The MIPS (Merit-Based Incentive Program) numbers are at 66% with a goal of 75%. They also reviewed several policies but didn't have any to present to the board.

Sublette County Health Foundation

Kari DeWitt presented an update on the Sublette County Health Foundation fundraising efforts. The group has divided their contact list into the categories: suspects, prospects, and donors. The Boots and Scrubs event raised \$17,000. Stockman's generously donated the venue and the food. Foundation23 is coming up and there are forums scheduled. The Foundation will discuss priorities for their projects at a future meeting. Kari will travel to Cheyenne to advocate for the ARPA Inflation Grant.

New Business – OCHIN and CIHQ

Lindsey reported that we put our price list on our website. She has approved PolicyTech training for Kathy and other department leaders. They are also going to sign up with HeathStream for educational modules. Lindsey has preliminary numbers for EPIC, NetSuite, and Paylocity which are purchased through OCHIN. She will have more details at a later date.

Lindsey and Dr. Burnett have selected CIHQ to help us through the CAH accreditation process. We will start filling out our 855 application in January, 2024. The accreditation will happen approximately 6 months after the doors open.

New Business - Policies

Kathy Donaldson reported that the August PAC meeting was canceled because PolicyTech was down. On behalf of the Policy Advisory Committee, Lindsey Bond and Kathy Donaldson presented the following policies to the board for approval:

- 1. Corporate Compliance Program
- 2. HIPAA Notice of Privacy Practices
- 3. Patient Termination
- 4. HIPAA Compliance

Kenda Tanner moved to approve the four (4) policies as contained in the Consent Agenda. Ashli Tatro seconded. Motion carried.

Approval of Meeting Minutes

Jamison Ziegler moved to approve the meeting minutes from July 26, 2023. Ashli Tatro seconded. Motion carried.

Approval of Payroll and Bills

Dave Bell moved to approve payroll and bills from July 15, 2023 to August 11, 2023 in the amount of \$1,139,739.49. Kenda Tanner seconded. Motion carried.

Public Comment

Tonia and Dave Bell thanked all of the staff who attended the meeting.

Executive Session

At 8:08 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.

Adjournment

At 11:31 p.m., the board came out of Executive Session.

Jamison Ziegler moved to approve the two employment contracts for Kelsey Wagner, PA-C and Noah Chutz, PA-C presented to the Board. Dave Bell seconded. Motion carried.

Jamison Ziegler moved, and Dave Bell seconded, to adjourn at 11:34 p.m. Motion carried.

Minutes taken by Julie Bell, Executive Assistant.



 Tonia Hoffman, Board Chair

09/27/2023

 Date



 Dave Doorn, Administrator

09/27/23

 Date