

Sublette County Rural Health Care District  
Board of Trustees  
Regular Meeting  
September 19, 2018

**Venue:** Sublette County Commissioners Room, Pinedale, WY

**Trustees Present:**

Scott Scherbel Chairman  
Laura Clark, Vice-Chairman  
John Godfrey, Secretary/Treasurer (via telephone)  
Wendy Boman, Trustee

**Call to Order**

Mr. Scherbel called the meeting to order at 6:05 pm.

**Set Agenda**

Mr. Scherbel asked to remove the Bonus/COLA item from Old Business on the agenda since all five board members were not present and to add Counter Offer from John Harbor to Old Business. Ms. Clark made a motion to approve the agenda as amended by Mr. Scherbel. Ms. Boman seconded the motion. Motion carried unanimously.

**Routine Business**

Finance Report/Lorraine Gatzke: Ms. Gatzke stated that the regular checking account balance is at approximately \$2 million. Operating revenues are at 15% of budget. Operating expenditures are at 15% of budget and overall revenues are at 6.5% of budget. At this point in time in the new fiscal year, revenues and expenses should be at about 17%. There were 12 patients seen in the emergency rooms that were potential CAH patients in August. Marbleton/Big Piney Clinic stats were up for the month while Pinedale Clinic and EMS stats were down.

Operations Report/Amanda Key: Ms. Boman asked Ms. Key if she should could explain the new patient numbers. Ms. Key told her that new patient statistics are based on CPT codes so she is not able to distinguish those patients that had not been seen in the clinics within the past three years and those who had never used the clinic services before. Ms. Key explained to the board that she is working with St. John's Hospital to provide telemedicine visits in both clinics using a free platform called Zoom. This would allow Sublette County patients to have their follow-up visits with specialists in our clinics without having to make the drive to Jackson. Kathi Parks, RN and Patti Ellis, LPN have joined our staff as full time employees. Dr. Dorrity and Dr. Kappenman will be providing Advanced Directives seminars at both Sr. Centers this week. The District will again participate in the 2018 Fall Expo at the PAC in Pinedale. The First Responders Appreciation picnic was held on Sept. 15<sup>th</sup>. Dr. Dorrity and Dr. Fitzsimmons were among the many in attendance. Dr. Morgan, an urologist from St. John's, will begin seeing patients at the Pinedale Clinic once a month.

EMS Report/Bill Kluck: Mr. Kluck reported that the Health Coalition has provided the bullet proof vests for the EMTS participating in the Rescue Task Force. Helmets were donated by the Sublette

County Sheriff's office. Jackson EMS will provide the necessary training for District EMTs. After the training is complete, the Sublette County Sheriff's office will meet with the members quarterly to keep up the training. An ABLS (Advanced Burn Life Support) class will be held in Sublette County on November 7, 2018. The Western Wyoming Community College is again offering a Basic EMT class. They have 22 students in their class this year. Some may be using the District for their ride-along experience. Football game stand-bys have started. Air Idaho has a new application they have asked Sublette County EMS to try which shows in real time where the flight is at the moment and will allow them to update patient information while in flight. The Hospital Health Care Coalition have provided 5 AED's for the community; 3 to the sheriff's office, 1 to Proactive Rehabilitation, and 1 to Sublette County Road and Bridge.

### **Committee Reports**

Critical Access Hospital/Scott Scherbel: Mr. Scherbel informed the board that as of Tuesday, September 18, 2018, all items requested by Lorraine Werner of the USDA have been sent. Ms. Gatzke put together a space comparison spreadsheet of all Wyoming CAHs. Mr. Scherbel reviewed this information with the board and public. He said that he is anticipating a report from the USDA by the end of the week.

### **New Business:**

Approval of 4-month Lease Extension with BCC/Scott Scherbel: The Board of County Commissioners have presented a 4 month lease to the SCRHCD Board for approval at a rate of \$8,333.33 per month. Ms. Boman made a motion to approve the lease; seconded by Ms. Clark. Motion carried unanimously.

215.1 Credentialing/Licensing Policy/Lorraine Gatzke: Ms. Gatzke explained the reason for the need of this policy was to meet the requirements for credentialing with the new VA Community Care plan. Ms. Clark made a motion to approve the policy as written; seconded by Mr. Godfrey. Motion carried unanimously.

206.1 Continuing Education/Professional Development Policy, 303.2 Leave of Absence Policy, 303.3 Military Leave Policy, 318.1 Time Clock Policy, 320.1 Light Duty work Assignment Policy/Amanda Key: Ms. Key presented the board with these six policies to familiarize themselves with them as they are written now. She will present revised policies at the next regular board meeting in October for their approval.

Motion to approve a resolution for state legislative extension of Freestanding Emergency Centers/Scott Scherbel: Mr. Scherbel explained that the FEC comment period has ended and it is unclear when the regulations will be completed. The construction requirements are still unknown. He has asked Albert Sommers to work with the legislature to allow for a three year extension for the exemption of requirements. Ms. Clark read the resolution to the board and public. Mr. Scherbel stated that both Representative Albert Sommers and Representative Eric Barlow were both very positive regarding the extension possibilities at the next legislative session. Mr. Godfrey made a motion to approve the resolution as written; seconded by Ms. Clark. Motion carried unanimously.

Request to begin the process of remodeling the MBPC to bring it up to necessary standards for hospital emergency services/Scott Scherbel: Mr. Scherbel believes it is time to look at the remodeling process in Marbleton. The BCC have agreed to allow the updates that may be required. Todd Hurd, Sublette County Engineer will be involved in developing the RFP. The RFP would go out under the Sublette

County Commissioners. Ms. Scherbel proposed hospital services standards to qualify as an OCED Freestanding Emergency Center. A discussion followed regarding the two types of FEC; independent and off-campus emergency department. Independent FECs do not receive Medicare reimbursement for facility fees. Mr. Scherbel suggested the Board appoint a building committee to research and help develop the RFP. He emphasized the importance of providing the upgrades without having to shut down any services. Mr. Godfrey asked how we would know what standards to use. Mr. Scherbel stated since it would be hospital based, it must meet hospital standards. He also added this would be an excellent opportunity for the Towns of Marbleton and Big Piney to make a financial contribution to the project. Mr. Scherbel asked if there was any public input to this conversation.

Sam Bixler suggested that the District not spend any funds, just do the background work for now. Mr. Scherbel stated this is exactly what he is suggesting.

Dr Kappenman stated that remodeling to hospital standards is the best plan since it will be a co-location of the CAH.

Lorraine Gatzke emphasized that without the CAH up and running, the District cannot afford the necessary staffing for a FEC in Marbleton. If the Pinedale Medical Clinic is not grandfathered into the FEC regulations, the emergency room in Pinedale also will not meet the requirements by the deadline. This is why the extension on the FEC legislation is so important.

Mr. Godfrey made a motion to establish a building committee and set up a RFP to bring the Marbleton Clinic emergency room up to hospital standards and meet the FEC requirements; Ms. Clark seconded the motion. Ms. Boman asked the board if this vote should wait until after the election. Ms. Scherbel stated the current board need to move forward and get the process going for the next seated board to continue. Motion carried unanimously.

### **Public Comments:**

Mike Pompy asked if the upgrades at the Marbleton Clinic would also include radiology and lab. Ms. Scherbel stated yes, they are all part of the emergency department.

Maxine Leckie suggested that Mayor Jim Robinson be on the building committee.

Louann Heydt asked about the FEC comment period questions of the District. Mr. Scherbel assured her that all questions were addressed in District comments and sent in before the deadline.

Dr. Kappenman told the board the time sensitivity of these decisions require them to make these decisions and not delay.

### **Old Business:**

Counter Offer from John Harbor/Scott Scherbel: Mr. Scherbel stated that just prior this meeting, John Harbor brought a counter offer to him for the board to consider. He is concerned about the contingency clause in the District's offer; that it is really just an extension of the option with the District. His contingency offer states he will sell the property for \$1,100,000 with 550,000 donated by the seller and \$550,000 mortgaged to the seller at zero percent interest and a payment of \$100,000 per year. This offer would require \$100,000 earnest money put into escrow with a title company and five days for contract signature. There would be an immediate close on the property and no contingencies. Ms.

Godfrey made a motion to have the contract counteroffer turned over to counsel for review and any necessary changes. If an agreement is reached, the Chairman would be allowed to sign the contract upon loan approval by the USDA. Discussion held. Mr. Godfrey withdrew his motion. Mr. Godfrey then made a motion that subject to USDA approval of the District loan application for the CAH, the counteroffer be submitted to counsel for review and authorize the Chairman to sign the counteroffer; seconded by Ms. Clark.

Attorney Doug Mason informed the board the seller has not signed the counteroffer so there is no contract. The draft document he provided has an October 1, 2018 deadline.

Mr. Scherbel stated he preferred the board moves forward and tie down the purchase. Comments from the public followed:

Bill Johnson stated any new board members can ask for a revote where the hospital should be built once they are seated.

Mike Pompy stated the USDA application allows 30 days for Lorraine Werner to approve or disapprove and then still has to go to Washington. How can you possibly expect a reply on the application in this short timeframe? Ms. Werner said don't spend any more money until we get approval.

Dr. Fitzsimmons told the board and public the County has the District by the short hairs, this is a sweetheart deal and should be approved.

All board members voted nay on the last motion; motion died.

Mr. Godfrey suggested that counsel and Board Chairman meet with Mr. Harbor to clarify the counteroffer.

Approval of Minutes-Regular Meeting, August 15, 2018: Ms. Clark made a motion to approve the minutes for the regular board meeting held on August 15, 2018 as presented. Mr. Godfrey seconded the motion. Motion carried unanimously.

Approval of Minutes-Special Meeting, August 29, 2018: Ms. Boman made a motion to approve the minutes of the special board meeting held on August 29, 2018. Ms. Clark seconded the motion. Motion carried unanimously.

### **Routine Business:**

Approval of Payroll and Bills: Mr. Godfrey made a motion to approve the payroll and bills included on the check register in the amount of \$755,200.56; seconded by Ms. Clark. Motion carried unanimously.

### **Executive Session:**

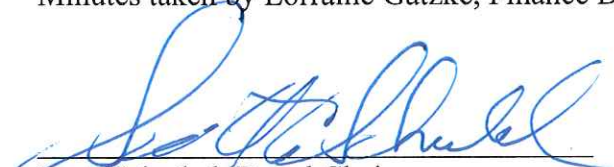
Ms. Clark made a motion to move into executive session for personnel and legal items at 7:53 pm; Ms. Boman seconded. Mr. Godfrey could not attend executive session since he was attending the meeting via telephone. Motion carried unanimously.

The board returned to regular session at 8:46 pm.

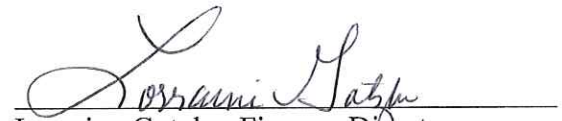
**Adjournment:**

Ms. Clark motioned to adjourn at 8:47pm; seconded by Ms. Boman. Motion carried unanimously.

Minutes taken by Lorraine Gatzke, Finance Director



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Scott Scherbel, Board Chairman



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Lorraine Gatzke, Finance Director