



Sublette County Hospital District Board Meeting Minutes
September 27, 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 September 27, 2023 at 5:30 p.m. with Tonia Hoffman, Kenda Tanner, Dave Bell, and Ashli Tatro present. Also present were Dave Doorn, Kari DeWitt, Julie Bell, Mike Hunsaker, Dr. Burnett, Vicky Marshall, Jen Adam, Steven Sanders, Sharon Rutsch, Dawn Walker, and Robert Galbreath (Pinedale Roundup). Lindsey Bond, Kathy Donaldson, Karl Lueschow, Teresa Lindenmeier, Ryan Grove, and Lena Moeller appeared via Zoom. Jamison Ziegler was excused.

Board Education

Dawn Walker provided the board training on QAPI (Quality Assurance Process Improvement) at the Sublette Center.

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. Kenda Tanner seconded. Motion carried.

Department Reports

Dave Doorn, Administrator, gave the board an update on the possible government shutdown, USDA invoice process, pay apps, and the Hospital District's owner's obligation. He also informed the board that he will be hosting a Neighbor's Meeting on October 3rd to answer any questions that the neighbors may have about disturbances caused by the construction project. Dave has been working on the 855A form for the merger and will be sending it to Eide Bailly for review. Dave gave an update on the free Jonah office building. He is working on the building permit and is expecting concrete in mid-October. All of the Public Health maintenance issues have been resolved at this time. Roof repair on the Marbleton/Big Piney Clinic is set to begin soon. Dave and Julie met with Carrie Long, Sublette County Clerk, and are prepared to submit invoices to be reimbursed for the County's portion of the project.

Lindsey Bond, Assistant Administrator, wanted to spotlight Interim EMS Director Jen Adam and Lab Director Sharon Rutsch. She also stated that the billing office and front desk have been combined into a new Revenue

Cycle Management Department. Dorraine is now the RCM Manager and Teresa Lindenmeier is the HR Generalist. Steven Sanders has stepped down as the Interim EMS Co-Director as he is beginning paramedic school.

Jen Adam gave an update on the rig maintenance issues and what she is doing to make them safe. She is working with Justin Hood, who holds an Emergency Service Mechanic License, to inspect and fix rigs as needed. They are also looking at options for new and used rigs. Jen is working on training for EMS personnel. She attended an EMS conference in Afton.

Sharon gave an update on equipment ordered for the lab. COVID cases have been increasing. Sharon hired Serena Browning to succeed her as the Lab Director. Serena will be starting on November 1, 2023.

Dr. Burnett reported to the board regarding his recruitment efforts, bylaws, and MBPC extended hours. There are two PA's beginning in November. Kelsey Wagner's credentialing is complete; however, Noah's credentialing is still in progress. The MEC met and finalized Section 2 and Section 3 of the bylaws. Extended hours at the MBPC will begin on Monday, October 2nd. Eric from GI & Associates has been visiting both the PMC and the MBPC on alternating weeks. Dr. Burnett has an interview next week with a DNP. Western Wyoming Dermatology is considering adding a day in Marbleton one day per month.

Sublette Center

Dawn Walker gave an update on the Sublette Center activities. She will be hosting two Town Hall meetings in October to answer any resident and family questions about the merger. She has almost completed her 855A application and will send it to Eide Bailly this week. The Sublette Center has been working on on-boarding employees. Dawn gave a pharmacy update. CMS will be implementing an unfunded mandate dictating staffing ratios with RN's and CNA's which would increase her budget by \$100,000. They can apply for a waiver if they can't hire enough staff to cover the required positions.

Building Committee

Karl Lueschow reported that there has been lots of activity on the building site. They are working on getting the foundation poured. Steel will be onsite next week. They aren't sure about the timeline for tearing out the parking lot and temporary helipad. Karl gave an update on the USDA pay apps and the possible upcoming government shutdown. There was a \$25,000 change order. The Town requirement for storm water drains will cost approximately \$420,000, which was more than anticipated. This will come out of the \$4.3 million owner contingency. Layton has been ordering equipment for the upcoming winter conditions. Spencer from Titan Construction has been onsite. He has a resume for a potential Construction Inspector and is waiting for USDA approval.

Finance Committee

Dave Bell reported on the September 21, 2023 Finance Committee Meeting. The month showed a small loss of \$26,273. The mill levy revenue was \$321,320, much lower than anticipated. The district received a check for the Employee Retention Credit in the amount of \$760,000 net, which provided needed revenue for the month. The Hospital District has now met their owner obligation of \$5.2 million for the hospital construction project. Cash flow for the month was positive with an \$364,520.12 increase in cash position. Cash on hand at month end is 302 days, with a target of 225. Total capital expenditures for the month were \$375,698.

We are currently earning 5.1% interest on our Zion's account and progress is being made on getting enrolled in WyoClass. The First Bank repurchase agreement is not going to provide the flexibility and interest rate earning capability that was earlier proposed by First Bank. Options are being investigated.

A lease for the Old Daniel Firehall has been signed at \$10/month. The utilities still need to be transferred into our name. The lease will begin on October 1, 2023. The Commissioners are not interested in divesting of the building.

The Moyes organization had a Town Hall regarding their affordable housing project. Lindsey reported that we are doing ok with housing for right now. We are offering housing stipends to new employees, as needed. We were unable to locate the building plans for the Old Marbleton Clinic. Lacking plans, a floorplan will have to be created in order to proceed.

Lindsey reported that for nursing, EMS, and radiology we are trying to match the pay at Star Valley. It is projected that this could cost \$300,000 - \$400,000/year. We did receive approximately \$760,000 in ERC grant funds to help with salaries.

Lindsey gave an update on prices for Epic, NetSuite, and Paylocity, which are purchased through OCHIN. It is anticipated that it would cost \$1.86 million to implement the programs. The annual maintenance cost would be around \$510,000. This is much lower than anticipated 6-months ago.

Dave Doorn, Dave Bell, and Kari DeWitt will attend the SLIB meeting in Cheyenne on October 5th to lobby for the \$3.9 million ARPA inflation grant that we applied for.

The committee agreed a long-term cash flow projection is needed. The committee agreed this is needed for a 2–4-year period to project anticipated expenses and income changes. This analysis will look much like the Appendix A document created for the bond sale.

Dave Doorn reported that we need to fill out a Form 855A for the merger. This form is a critical step in the CHOW process and would like to use Eide Bailly for analysis for both our form and the Sublette Center. There will be additional expenses for this but no more than \$10,000.

Dave Bell moved to authorize a realignment of the budget up to \$10,000 for Eide Bailly to review our 855A forms. Kenda Tanner seconded. Motion carried.

Merger Committee

Tonia Hoffman reported on the Merger Committee. The full Sublette Center Two board met on September 6, 2023. Both sets of lawyers were present to help hash out the last details. The goal is to have the merge complete by Dec 31, 2023. In the meantime, the Hospital District will begin onboarding paperwork for the Sublette Center employees in October.

Compensation Committee

Sharon reported that the Compensation Committee will be meeting over the next 2-3 weeks to discuss the wage scale and its need for competitive updates.

Quality Committee

Ashli Tatro reported that they have had positive Press Gainey improvement, with 81% positive for the Emergency Dept. and 84% positive for Primary Care. 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.

Sublette County Health Foundation

Kari DeWitt presented an update on the Sublette County Health Foundation's fundraising efforts. The Foundation has divided their fundraising goals into two phases. Phase One includes a goal of \$4 million to cover everything that will be in place when the doors open, including the radiology equipment, outdoor living space for Sublette Center and \$190,000 to pay for the design fee for the surgery suites. Phase Two includes the surgery suites, which are anticipated to cost \$10 million. An update was given on Foundation23, volunteer dinner, Town Halls, upcoming forums, Women's Health Initiative, and MRI.

New Business - Policies

On behalf of the Policy Advisory Committee, Lindsey Bond and Kathy Donaldson presented the following policies, as contained in the Consent Agenda, to the board for approval:

1. Employment At-Will
2. Equal Employment Opportunity
3. Jury Duty
4. Licensure and Certification Credentials
5. Meal and Break Periods
6. Tobacco- and Nicotine-Free Workplace
7. Voting
8. Independent Practice for Physician Assistants
9. Employee Health Standards

The Sublette County Health District Employee Handbook was also presented for approval.

Dave Bell moved to approve the nine (9) policies and Sublette County Health District Employee Handbook, as contained in the Consent Agenda. Kenda Tanner seconded. Motion carried.

Approval of Meeting Minutes

Dave Bell moved to approve the meeting minutes from August 23, 2023. Kenda Tanner seconded. Motion carried.

Approval of Payroll and Bills

Dave Bell moved to approve payroll and bills from August 12, 2023 to September 15, 2023 in the amount of \$1,931,450.12. Kenda Tanner seconded. Motion carried.

Executive Session

At 7:47 p.m., Ashli Tatro moved, and Dave Bell seconded, to go into Executive Session for the purpose of discussing legal and personnel issues. Motion carried.

Adjournment

At 9:09 p.m., the board came out of Executive Session.

With no further action taken, Ashli Tatro moved, and Kenda Tanner seconded, to adjourn at 9:09 p.m. Motion carried.

Minutes taken by Julie Bell, Executive Assistant.

Tonia Hoffman
Tonia Hoffman, Board Chair

10/25/2023
Date

Lindsey Bond
Lindsey Bond, Interim Administrator

10.26.23
Date