

**CROOK COUNTY MEDICAL SERVICES DISTRICT
BOARD OF TRUSTEE BUDGET MEETING MINUTES**

May 19, 2021, 11:00 a.m. – Sundance Meeting Room

FINAL

Persons Present: Mark Erickson, President; Connie Lindmier, Secretary; Trish Habeck, Treasurer-via phone; Ed Ray, Trustee; Sandy Neiman, Trustee; Kara Ellsbury, legal, Micki Lyons, CEO; Alayna Marten, CFF; Trisa Linford-via phone; Kahle Lenhart-Hirst Applegate, legal; Sarah Pridgeon-newspaper-phone.

Call to Order -President Mark Erickson called the meeting to order at 11:03 a.m.

Public Comments - none

Approval of Agenda – preliminary budget review. Sandy requested to add Hulett clinic – budget. Two budgets – one shows Hulett clinic, one shows no Hulett clinic. *Connie Lindmier made the motion to approve the agenda. Sandy Neiman seconded the motion. Motion carried.*

Alayna Marten reviewed the budgets and explained specifics.
Capital expenditures and non-capital expenditures.

Budget #1 – without clinic lease option.

Revenues – some increases – we are on track to over-perform over budget by +30%.
Contractuals & bad debt +- 30% similar to current.
Mill levy decreased by about 15%, due to coal and oil industry decreases.
Health fair blood draws - \$63,000.00+- - double what was done before. Micki stated that the staff has done a phenomenal job with health fair.

Expenses – built in increased staff, we have been busy this yar. Acute care room updates were added. Ambulance barn rental is added in.

Radiology was increased due to volume.

Support – non-operating expenses are in line with what we are doing this year. New HER – liability increased. Leadership training scheduled. HR data included. IT minor equipment costs were included for after conversion. Utilities increased to account for cost increases.

HR – 3% match for retirement, \$118,000.00/year. \$5,000.00 additional for advertising.

A loss of \$185,000.00 is shown in the budget. Discussion followed concerning the budget deficit.

Mark asked how that works. VIVIT rates goes up, and we have to pay back less at yearend.

Alayna stated it hopefully will level out, and we will be more consistent.

Laundry – we have a two-year contract with them, and wll look around at other sources.

Health insurance costs increase about 5%. Laundry now costs about \$50,000.00/month (cost to CCMSD is \$40,000.00+-).

Strategic planning – Micki stated one of the survey questions asked was to help staff, education, reasons to stay with CCMSD as opposed to other options.

Is Vila Pharmacy caught up on 340B and rent?

Bear lodge Rehab – Lisa is working on it. Micki had contacted Lisa.

Budget #2 - With clinic lease option.

Increased Moorcroft and Hulett by about 4% for both. Additional provider would be split between the two clinics.

Sandy asked what it would take to put in low radiation bulbs for radiation for CT. Micki stated that at this time we do not do enough to justify it. Marsha is working on bringing on angiograms.

Alayna stated that acute would be the same as without the clinic.

With leasing the Hulett clinic, cost would be \$13,000.00 for CAM and utility costs (same as Moorcroft). Landscaping same as now.

Lease of \$72,000.00 / year.

.5 provider. .5 housekeeping. 1 FTE receptionist. Across the board increase benefits for employees. Supplies increased.

Loss shows the increased expenses.

Old clinic – lease of building to offset lease costs of new clinic. It is not added into this budget.

Sandy asked with the difference in the loss, what would be the difference in CMS rate. Clinics are different from the hospital. It will not benefit us.

Productivity includes the added providers etc.

Micki stated that to put it into perspective – we would have to see 15-16 patients a day 5 days a week to supply. Half (1/2) in Moorcroft – and would provide services the other provider does not do, such as women's health, pediatrics, etc.

Ed suggested the maintenance person would go to Moorcroft, Hulett, Sundance once weekly. Now we pay walt \$400.00/month for landscaping.

Mark – what is the timeline now, to look at two possible budgets and to submit the budget to us?

Sandy stated that we have this meeting, a public meeting, submit the budget to Commissioners May 31st. It is then submitted.

Sandy asked that if we increased volume in Hulett what will it do to 340B – Micki stated it would increase it. If they move prescriptions to Vila – to get the benefit for CCMSD the patient must go to CCMSD.

Capital expenditures are not built into the budget.

Micki reviewed Capital Expenditures.

Structural analysis - \$68,000.00 – that will be in the construction, and will depreciate out after construction is completed.

Dimensions EXL – we can purchase it for \$20,000.00 or we can get new equipment. New would have several covid-related benefits. It can be lease-purchased. September 2021 is the deadline.

Micki and Alayna and the staff are working on it.

Space labs – patient monitoring – we want two more for ER. Current ones are used in acute care. We can possibly use HHS funds for those. Due to volumes we could use those.

HHS funds - \$300,000.00 will be submitted for reimbursement, plus PPS funds.

Sim lab – training equipment – to bring training in-house, increase training for employees.

Simulation lab – They work very well. They are high tech, computerized. This is a base model.

This gives you hands-on training. We are looking at training employees and outside people, schools, etc. The plan is to get instructors for those required classes for those who work in emergency medicine, etc., which will make it less expensive to train.

Micki stated that good training will bring a well-trained staff.

Blanket and fluid warmer – old warmer is very old. Ambulances do not have fluid warmers or blanket warmers. Anthony is looking at fluid warmers through a grant.

Maintenance truck – searching for a used truck.

Non-capital expenditures:

Furniture – measurements – replace desks, filing cabinets, book shelves – buy as needed.

Conference room has been remodeled. We need credenza, table, etc.

Bair Hugger – forced air blanket for trauma – for ER

OB training manikin – to train for delivering babies. They could possibly be included in the module for Sim Lab training.

Slit lamp – used in ER for looking in the eyes.

Mark – when we look at capital expenditures – on things we can depreciate you (Micki) mentioned that it would benefit us to have more depreciation. Micki stated that it is ok to increase depreciation costs.

Sandy stated that we want to buy things that they use constantly.

Micki stated that some items can be purchased as we work thru to train employees – this is the equipment because this is exactly what we are going to do with it. We need to have it included in our plan to update and improve the work place.



Ed stated that for example, the lab – the staff went out to more places to get the blood draw, etc., to make it worth having, and to bring in money that way.

Micki agreed that it could be a revenue stream, providing a service.

Alayna asked what is the comfort level with our loss. We budgeted last year with \$87,000.00+- loss. Discussion followed.

Sandy requested that they bring us the information so we can be updated and make good decisions.

We agreed that we will go ahead with the structural analysis. We felt we could build in the structural analysis to be able to move ahead.

Micki and Alayna will get further details.

Micki stated that flooring in the clinic and dining area in LTC and nurses' station is being done. Asbestos abatement will cost \$15,000.00+-.

Doors are still being worked on. State clearance came in last week from the fire marshal.

Budget – the board discussed the comfort level on that loss.

Alayna requested to charge interest on patient accounts that are longer term. Khale Lenhart-legal stated that it may be outside the budget area. Accounts are in-house as long as they are on a payment plan. It goes out to collections if they are not paying.

The board will wait until next week's meeting to discuss this.

Next meeting: May 27, 11:00 a.m. regular business meeting.

Ed Ray made the motion to adjourn the meeting at 12:18 p.m. Trish Habeck seconded the motion. Motion carried.

_____ made the motion to adjourn at _____ p.m. _____ seconded the motion.
Meeting adjourned.

Next meeting May 27, 2021 11:00 a.m.

Respectfully submitted,

Connie Lindmier, Secretary