

**CROOK COUNTY MEDICAL SERVICES DISTRICT
BOARD OF TRUSTEE MEETING AGENDA
May 27, 2021 10:30 a.m. – Sundance Meeting Room**

FINAL

Call to Order President Mark Erickson called the meeting to order at 10:36 p.m.

Public Comments - none

Approval of Agenda – Sandy moved, Trish seconded – with changes

Approval of Minutes

- April 22, 2021 -
- May 19, 2021 – Motion – Sandy moved to table to next meeting Trish 2nd.

Hulett Clinic -

Motion:

Sandy Neiman made a motion.

To enter into a lease with the Foundation as follows:

1. For an initial term of one-year with the option for CCMSD to renew the lease for successive one year periods.
2. For the initial term of the lease, i.e. year one, CCMSD wil pay monthly rent in the amount of \$1.25 per square foot for the 4,725 square feet of space to be leased tgo CCMSD. CCMSD shall pay monthly CAM costs in the amount of \$1,250.00, which shall include propane, water, sewer, trash, insurance, and maintenance. CCMSD shall be responsible to pay itsr own telephone, internet, and electric;
3. If CCMSD exercises its option to renew the lease for one or more successive one-y6ear periods, the monthly rent shall be the amount agreed upon hby the parti8es at the time of renewal of the lease. However, such amounts (s) shall be less than the monthly rent from the initial term (year one) of the lease.
4. The Lease shall specify that as soon as all debt associated with the real property is repaid, the Foundation shall gift the real property to CCMSD; and
5. Subject to agreement to a written lease.
Seconded by Ed Ray. Unanimously approved.

CCMSd & Foundation ENTER into 1 year lease. Renewal option 2nd year with negotiating cost of lease for second year. When clinic building is paid off, to have building turned over to CCMSD to own clinic. Honor other tenants leases.

*** read offer letter – lease 1 year plus cam costs
option to renew one or more successive periods at reduced cost
lease specify after debt associated with the real property paid off ccmsd own
we will agree on written terms of a lease.

Motion carried unanimously.

Judy asked – since we are very close to grand opening would like to borrow items to show how it looks. Micki and Judy will work together.

Audit Review – Scott Nelson from Eide Bailly at 11:00am. Presented. He discussed effects of the pandemic and stimulus.

Estimates

Derecognition o the Foundation – bylaws changed.

Clean opinion April 15, 2021.

Lack of segregation of duties, auditor preparation of financial statements.

We have seen resolution of many issues during the past years. Improvement of financials and methods.

Adjustments made as a result of the audit.

Stimulus payments – cash is up and current liabilities affected.

Forgiveness process is about to begin. May come the in 2021 or 2022. Will take the \$1,132,000.00 into revenue. (ppp loan).

Provider relief funds – used to prevent, prepare for, respond to corona virus....

Unspent funds will be expected to be paid back.

Alayna kept balance of funds on statement of net position – to insure legitimately used – to comply.

May have single audit done for 2021 – to insure use of PRF funds.

Audit timing.

Thank you to Alayna and her staff for responses, answering questions for the great work to assist in the audit.

We have made significant positive changes to the process.

It goes back to how the Alayna and Micki and the crew are working.

Scott was pleasantly surprised in how far we've come in the process.

COVID 19 updates – CEO Micki Lyons

Small uptick in cases in the State of Wyoming last week. This week 400+. 6 cases in the county. 4 were active yesterday. No positive patients at this time.

Micki sent in for a financial hardship on the report done by the State surveyers.

Financial Report – CFO Alayna Marten

Bear Lodge Rehab – reviewed - significant increase in income.

CCMSD

Balance Sheet – reviewed

\$1,443,957.00 medicare account for payback

Income Statement – reviewed

Dashboard – reviewed

Check register - \$328,231.93 in checks

Vendor aging – reviewed \$149,965.,51 current today \$31,812.00

AR aging – reviewed

Income statement – reviewed. Income was \$160,000.00 health fair in April.

\$4,326.24 tax revenue

Pauyroll 4/2/21 – 188,491.10

4/16/21 – 179,656.79

4/30/21 – 190,120.14 \$548,268.03

Motion to ratify payroll – Connie moved, Ed seconded. Carried

Motion to approve financials as presented. Sandy moved, Ed seconded. Carried.

Trish

Board of Trustees Treasurer Report – Treasurer Trish Habeck

Payroll – 76821 – balance \$7,601.02 – interest .61.

Board checking – 78174 - \$13,129.03 – interest .94

General 90220 - \$1,732.693.03 INT \$119.66

Savings – 11630 - \$830,230.64 – mill levy \$37,015.17 interest \$363.71

Cost report savings – 9637 -- \$875,994.11 – interest \$120,88.

Summit NB – Hulett – 076 - 4/30/2021 - \$39,910.54

Pinnacle – Moorcroft – 6699 - \$60,477.31 – interest - \$4,.93 \$19.39 ytd

Sandy moved to ratify trustee – Ed seconded – carried.

CEO Report – Micki Lyons

Clinic visits – report is not accurate – Athena – hope to fix by August.

LTC census – down – 8 open beds currently. Marketing to bring up census.

Dashboard -

Hospital in patient days up , skilled swing bed days almost double from last year. Meeting our goal. 5 in house now. Is steadying out now.

X-ray – consistent – 57 CT scans this week.

Lab – typically 11,000-12,000 March was 58,000.00 draws.,

Old Business:

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- Doors - ordered – will start installing. State approval completed.
- Flooring – LTC finished. Looks so nice! Clinic to be completed.
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- Cameras Moorcroft Clinic – ordered additional to go with 2 trial cameras. Will have coverage inside and back door, parking lot.
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- Facility Condition Assessment - Micki met with architectural firm out of Denver. They are putting a proposal together. Reached out to firm that did master plan for Johnson County health center.
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- Global Response System – Micki talked to him. Meeting is scheduled to see what it entails. May be a little more in depth and specific for health care.
- Capital expenditure budget items – reviewed.
Sim lab – ALS training – spontaneous breathing, EKG, IV, catheterization, test tube insertion. Comes with i-pad, advanced airway management. Tongue swelling shown. Intubate them. Chest decompression. Includes a fairly large amount of items. \$14,801.00 cost. Can bring the training in-house.

Agreed to blanket warmer and slit lamp already.

We were comfortable with the list, and the priority items being brought to board or buy as money is available.

- 340b Policy Approval – Sandy made the motion to accept the 340B policy as presented. Subject to corrections – we are a special hospital district pursuant to the statute. Typos fixed,. Ed seconded,. Carried.
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- Board of Trustee Bylaws Final Reading – Connie moved, Trish and Ed 2nd. Carried.

New Business:

- Patient Account Interest Accrual – Trisa Linford. Payment plan process in place now. \$100.00 up to \$5,000.00. Payment plans are drawing out for two to four years. Would like to have a payment plan for free for up to one year. Add interest after that year. Structured payment plan – begin to charge interest of 1.5% / month. Connie stated it seemed a high interest rate. We have to have the same rate for all patients, cannot discriminate. Colorado collection systems charge 18%/year. Board recommended setting it at 9%/year. We now have price transparency. So the patient can make an informed decision. Motion *Effective July 1 on self-pay patients first year zero interest for first 12 months. After 12 months it goes to 9% interest rate after that.* Ed moved, Trish seconded. Motion carried.

Strategic Planning June 1-2, 2021 – 1 p.m. Future sync has been hired to do that. Conference room hospital – 1-5 June 1, 8-5 June 2. Tuesday, Wednesday.

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- Set Public Budget Meeting – before June board meeting – June 24, Thursday - 10:30 a.m.

Next meeting: June 24, Thursday – 11:00 a.m. – Sundance State Bank meeting room.

Board member conduct – Mark stated disturbing trends taking place. We are all voted to support crook county and residents of the county. Most of the time we do that. We do have disagreements. Disagreements are healthy. If you look at what we did today, we are moving into a new building in Hulett. We had a unanimous vote,. There were disagreements on how to get to the end product.

Tabled to next meeting

Trish – moved to go into Executive 1:37 p.m. Ed seconded,.

Executive Session

- *For purposes of discussion, according to Statute 16.4.405 legal advice, litigation, and personnel.*



Motion to go out of Executive Session at 1:40 p.m. Trish moved. Ed seconded.

Motion at adjourn at Trish moved at 1:41 p.m. Ed seconded.
Meeting adjourned.

Budget meeting June 24, 10:30 a.m.
Next meeting June 24, @ 11:00 a.m.