

Crook County Medical Services District meeting Sundance meeting room, October 7, 2022 @ 8:30 AM.

Trustees present: Trish Habeck, Sandy Neiman, Bob Richey, Mark Erickson, Ed Ray by zoom. Alayna Martin, Micki Lyons, Sarah Pridgeon by zoom. Kara Ellsbury-Legal

Meeting was called to order by Mark Erickson @ 8:35 AM. Public Comments-None

Approval of Agenda with addition of Bear Lodge Rehab. Motion by Trish, seconded by Bob. Motion carried.

Approval of August 31, 2022 minutes: Motion by Bob, seconded by Ed. Motion carried

Covid 19 Updates: Micki stated that we as well as the rest of Wyoming is running in the Red. She also explained how the state gets their reports, and to what time those reports are posted. There are a few staff infected at present time, no inpatients with Covid. Drive Thru testing is still being handled. Testing of employees is being done weekly as well as residents. With possible new variants coming out we will continue as directed by CDC and CMS.

Financial Reports: Alayna Martin presented the monthly financials for April and May, stating that she is pretty positive with these numbers. There was no daily cash flow chart again. Bob Richey questioned the directions of A/R and why not being addressed. Micki replied they had been going over this with the billing company as well as staff, they would meet daily to double check all accounts whether coded correctly, or if necessary needed to be resubmitted. Julie Zaato will head this up, she will oversee coding, as well as in charge of getting new employee certified to code. Train new front office staff. Alayna Martin will be the manager of front office as well as financials.

Currently the check register stands at: \$511194.72

Vendor Aging: \$309249.15

Payroll: \$403161.04

Staff was warned there are no more Covid monies, so they had better get their

spending in check. This board will not go in red to justify unnecessary spending. Also Micki was told that we need to have updates on how the billing is being done, and if there is any movement.

Trish Habeck made motion to approve financials and to ratify Payroll, Bob seconded motion. Motion carried.

Trustee financials: General Account: \$955551.51

Payroll Acct: \$ 4319.95

Board of Trustee's: \$431971.89 this includes a mill levy check for \$122662.21 on 9-12-22.

Pinnacle Bank: \$10750.00

Summit Bank: \$14712.35

Sandy made motion to approve Trustee financials, Bob seconded. Motion carried.

Old Business: Micki addressed the prior discussion of Tuition reimbursement, so that we can grow our own staff from within. On budget we had set an amount of be dedicated to this. Discussion on whether we need to increase amount to move forward with process, and if we need a legal contract with which the employee needs to sign designating the required return hours needed at going rate to keep everything legal. Pay reimbursement will be based on hours. After various lengthy discussion. Kara will draw up the legal papers to move forward with this project. No reimbursement will be done until after the student has completed a semester and is in good standing at end of semester.

EMR- saved for Legal executive session

New Business:

Check signing: this will wait in all aspects until after the election.

Approval Articles of incorporation for new Foundation: Documents were reviewed, met with all approval. Kara will move forward with filing with state. EIN number will be applied for from IRS. Then we will move forward with setting up new foundation that is responsible to Trustee's and Crook County Medical services. This will not be open to out of county providers. This is to further the expansion of Crook County Medical Services District.

Department head reports: Trustee's will require at least 2 different department heads to address the board meeting. This is to enhance the contacts and needs of CCMSD. By speaking with managers directly we are discussing the wants as opposed to the needs of Dist. Trustee's will be better informed of future issues long before they become a problem, or a State Tag Deficiency.

CEO Report: Micki explained how they were moving some various areas of billing, double checking of coding, as well as HR. Board was also informed of several Nurses doing clinicals at this time with CCMSD. She is hoping that these individuals will continue to work with facility as NP's.

Discussion of Hulett Clinic rehab was presented. All issues are being addressed, date set for flooring and cabinet install. Fixing of roof, parking lot issue. Hope to have an open house in December.

Moorcroft Clinic: Micki has contacted the insurance company of roof, as soon as we receive appraisal. We will seek bids. Landscaping was also addressed.

Mark called for motion to move into executive session 16.4.405 for legal advice, litigation, and personnel. Trish made motion, Bob seconded. Motion carried @ 9:21 AM.

Exited executive session @ 9:57 AM with no changes to regular meeting.

Next meeting is Oct 21, @ 11:30 AM at Sundance Meeting Room.

Trish Habeck made motion to adjourn @ 10:00 AM. Bob seconded. Motion carried.

Respectfully submitted

Sandy Neiman