

Crook County Medical Services District meeting, November 22, 2022 @ 12:46 PM Sundance Meeting room. Trustees present: Mark Erickson, Bob Richey, Sandy Neiman, Brent Fowler, Ed Ray by zoom. Micki Lyons, Alayna Martin CCMSD, Kara Ellsbury- Legal. Numerous individuals on zoom.

Meeting called to order by Mark Erickson, no public comments.
Agenda approved by Sandy, seconded by Bob motion carried.

Approval of minutes by Bob Richey, seconded by Ed Ray. Motion carried.
Brent stated that the last 2 minutes were not posted correctly on web. Micki will have corrected.

Election of officers: Mark Erickson stated that he had contacted Bob Richey to see if would accept Treasure if elected. Bob asked several questions, then stated that he would accept. Mark asked if any other nominations. Ed made motion to accept . Mark-President, Bob Treasure, Sandy-Secretary. Bob seconded motion Motion carried. Signature cards for Sundance State Bank will be signed today. Sandy will contact Pinnacle Bank, and Summit Bank. We must run under current signatures until bank receives back from Ed.

Covid 19 updates: Micki stated she had reached out to Trish Habeck to see why Crook County was still in the Red, when hardly any positive cases have been noted. Trish is temporarily out to family emergency so will get back with info. State of Wyoming is still in red. Questions if on tests due to population. Hospital is still following CDC guidelines. If go off red Dr. Waddell and Dr. Larsen will make decision.

Financial Reports; Alayna Martin. Start with check register. Balance this month for checks is: \$ 408,341.85. Couple of checks that stood out are Gov connect. Office 365. Future sync- leadership training, Quick signs- Hulett Sign. Elsevier Inc.- this is the new training manuel for ER. New updates for EMR procedures.

A/R aging has gone up from past months, it is in the private pay sector. There is currently no improvement, is discount being taken advantage . Outsourcings coding. As of this morning all out patient and ER claims. Julie is overseeing coding. Tru-Bridge is not longer doing coding. Micki has asked coding by Tru-Bridge that she be notified on each account.

Questions on bills not being received. Statements are currently being updated.

Message has been changed. Those are beings watched in house.

Sandy asked that all claims be explained to Brent. Micki advised procedures.

Bob asked questions on coding networking. Micki explained through WHA helps, private relationships also helps.

Mark asked time line on A/R because of tripling in last 8 months. Micki stated that all will be caught up by end of December. Micki stated that we have new coder in house passed her test. With past EMR conversion is where things have been backed up. Brent asked if this was board issue, Bob answered by stating that We had presentation from staff, this has not been voted on yet. Sandy asked for email by Brent and address. This is will be shared with Micki and Kara. Sandy will send to state.

Alayna stated that the end of October Vendor Aging is at \$458,747.87. There were a few things that stuck out is S & S builders, traveling paramedic, fire alarm tied in elevator alarm update. API- lab resource. Purchased a Hoyer lift. Tie our EMR with state is other charge. Mark asked why the AR is so far behind. As a good customer we shouldn't be this far behind. Brent stated that he hears patients can not get into Dr's. The number of patients we are seeing have improved not what public is totally saying. We have numbers to prove.

Sandy informed Brent he will receive a book that will answer his questions.

A/R Snap med is paramedic for hospital. Brent brought up that people are upset over response times for Ambulances. Explanation is we only control Sundance. Hulett, Moorcroft, Pine Haven are all their own entity. More questions were asked so this was reviewed. Volunteers, jobs, personnel involvement, various other issues.

Question on the costs for hospital charges to Vendor aging. These will be checked into and reported back at next meeting.

Forgot to approve financials, will be done at next meeting.

Payroll: This month there is increased OT, some payouts for vacation, CME hours. October payroll: Total \$428,139.57 Sandy made motion to Ratify payroll. Bob seconded. Motion carried.

Provider Health Employee insurance will be discussed at next meeting.

Sign on Bonus needs to re-addressed.

Alayna presented a list of buying of capital purchases. There was numerous questions concerning expenses. Final decision was the board will give hospital \$500,000.00 from the Trustee Account and anything that was presented will be taken out of that monies that will be transferred. Bob stated we needed cash flow sheets immediately. Micki is checking on staffing on food ordering, also with new hire traveling nurses contracts possibly going away. Questions on personnel providers, versus income. We have a good team of providers Just hired more employees. Sandy made motion to move this money. Brent seconded. Motion carried. Mark and Sandy will make transfers after meeting. Micki asked that we add a in house accountsignature up to \$10,000.00 Adds business account manager. Julie Zaato, Board needs to also acknowledge that we need to change the access names. Brent made motion to approve. Bob seconded. Motion carried. Payroll checks will now need new signatures, Bob and Sandy will be those. Alayna will get to Bob and Sandy

Questions on meeting times, we have moved meetings to towns and times, Zero people came. Brent asked if he could go talk to employees. He was informed that he cannot attempt to interfere with daily routine. Questions must be brought to board. All needs to understand. We act as board not single person.

Board of Trustee Treasure report Bob Richey

Payroll: \$8570.84

General Fund: \$454,760.00

Mill levy\$ – 89312.42

Moorcroft Pinnacle:\$11,150.78

Construction Acct: 3,266,141.09

Summit Acct:

Sandy made motion to approve Board Financials. Bob seconded. Motion carried.

CEO : Micki stated that Blackburn Construction for Moorcroft Clinic. They will be here Monday, to work on foundation. Don't know if under guarantee.

Micki asked for construction ideas for Moorcroft roof. Ideas will be presented. Will be covered by insurance. Need appraisal. Rosencrantz Construction. Jay Pixley. Possibly Materi. We have asked for steel roof with 50 years of guarantee. Ed Ray stated the city inspector in Moorcroft might be able to help. He can't do job, but might have ideas.

Hulett Clinic- floor done, lights done, cabinets in. Roof ventened. Lab needs more cabinets. Waincotting needs done. Holding on doors.

Inpatients numbers: pretty consistent.

Er down.

Hulett clinic down in visits. Closed for 1 week for remodel.

Moorcroft-233 visits.

Sundance – 559 visits

Swing beds – 77 compared to 69

Lab – October numbers doubled includes well draws.

Covid tests have dropped.

Montrose patients are being paid by sawmill, we paid employee expense.

X-Ray consistent

Ultrasound fairly busy, coming every week or every other week. Hospital does scheduling

LTC census up currently. Open beds is 9

Cards will be sent by the Board for Xmas. This will be LTC and assisted living

Old Business:

Kara stated that she will do a final revenue on employee tuition policy after suggestions today.. Micki stated Terri wants employee pays part of tuition 30 % percent. Then reimbursed. Bob and Mark are against this. These board members stated they feel we need to pay full cost. Sandy asked that policy be explained to Brent prior to vote. Bob made clarification that we are only helping on 2 year program. Kara will help clean this up on revision.

Then policy will bring this back to everyone.

New Business:

Portable x-ray for ER- standard program or extended program. Mark asked which benefits us on Cost Report. . Lead time in question. Currently do we take a 12 month lease or 60 month lease. Bob asked for cash flow paper, Alayna stated is it several months out. Micki stated that financials hopefully year in end of December. Hopefully. Cash flow is a demand of Bob's. Micki stated that she will bring us what she thinks we want. Bench charts requested.

Portable x-ray on lead times at next meeting. Micki will get us information.

ByLaws: Kara will email updated to all of us. 501-c 3 for establishing new bylaws foundation.

Conflict of Interest and Confidentiality forms were presented for signature.

Next meeting is December 27, 2022 @ 11AM Sundance Meeting room.

Motion to go into executive 16.4.405 State Statute .Bob made motion @ 3:09PM Brent seconded. Motion carried.

Meeting recalled @ 3:35 PM.

There beings no decisions made in executive.

Sandy asked that we vote on who has the right to observe on CCMSD money accounts. Currently we need to have Alayna Martin, Mary Beth Percivial, Micki Lyons, and board. Also requested that we remove all other names on account. These will be view only, no adjustments. Mark Erickson made motion, Ed Ray seconded. Motion carried. Sandy will send to Sundance State Bank.

Bob made motion to adjourn @ 3:45 PM. Ed seconded.
Motion carried.

Respectfully submitted