CROOK COUNTY MEDICAL SERVICES DISTRICT

Crook County
Medical Services District

CCMSD Board of Trustees – Regular Meeting Minutes

Location: Sundance State Bank Meeting Room/Virtual Sundance, WY

Date: April 30, 2026 Board Meeting

Time: 11:00a

Call to Order & Public Comment

- Meeting was called to order at 11:00 by Board Chair, Sandy Neiman
- Participants: Sandy Neiman, Sharon Coleman (via phone), Marlene Edwards, Robin Hibbard, Brent Fowler, Micki Lyons (CEO), Cody Hartl (CFO), Patrick Pollino (Director of Infrastructure), Kara Ellsbury (Legal), Mark Lyons (Casey Peterson LLC)
- Public comment - None

Agenda Approval

Motion: Approve the meeting agenda as presented.

- *Moved by:* Robin Hibbard
- *Seconded by:* Brent Fowler
- *Vote:* Motion carried unanimously.

Approval of Prior Meeting Minutes

Motion: Approve prior meeting minutes as printed.

- *Moved by:* Brent Fowler
- *Seconded by:* Robin Hibbard
- *Vote:* Motion carried unanimously.

Financial Report

Cody Hartl, CFO, presented the monthly financials, (See attachments)including:

- Long-term care performance and contract labor trends are improving
- Clinic visit volumes (are up over the last year) and profitability changes tied to cost report allocations
- Hospital swing bed trends

- Allowance for doubtful accounts
- 340B pharmacy revenues stabilizing month-over-month
- Accounts receivable reduction and improved cash position
- Cost report and Medicare settlement discussion, including:
    - $346,581 repayment obligation
    - Explanation of PSNR and BO clean-up timing issues
    - Registration and billing process improvements underway

Cost Report, Mark Lyons, Repayment Plan

Motion:
Repay the Medicare settlement by:

- Using $250,000 from the cost report reserve fund
- Paying the remaining balance from general fund
- Rebuilding the cost report reserve monthly going forward
- *Moved by:* Robin Hibbard
- *Seconded by:* Brent Fowler
- *Vote:* Motion carried unanimously.

Financials Approval

Motion: Approve financial statements as presented.

- *Moved by:* Robin Hibbard
- *Seconded by:* Brent Fowler
- *Vote:* Motion carried unanimously.

Payroll

Motion: Ratify payroll as presented.

- *Moved by:* Brent Fowler
- *Seconded by:* Robin Hibbard
- *Vote:* Motion Carried Unanimously

Board of Trustee's Treasurer Report-Sharon Coleman

- Mill levy and Moorcroft account balances presented. Mil levy account balance is $18,930.10 and Moorcroft account balance is $1,851.13

Motion: Approve Treasurer's Report.

- *Moved by:* Robin Hibbard
- *Seconded by:* Brent Fowler
- *Vote:* Motion carried unanimously.

CEO Report by Micki Lyons

Key updates included:

- Board and CEO training opportunity (Wyoming Hospital Association – May 19)
- Visiting specialist recruitment efforts underway
- Compliance program re-implementation (originally adopted in 1998) last update 2012
- Emergency Operations, Continuity of Operations, and Emergency Action planning
- QAPI program restructure beginning with Long-Term Care
- Strategic plan status (all items in progress)
- Secret shopper initiative with overall positive feedback

No action taken.

Policy Review/Revision

Policies reviewed:

- Cash Receipts & Posting Policy
- Patient Account Refund Policy

Motion: Approve policies as presented.

- *Moved by:* Robin Hibbard
- *Seconded by:* Brent Fowler
- *Vote:* Motion carried unanimously.

Old Business – Collections

- $178,555.96 identified for collections (136 encounters; three over $10,000).

Motion: Approve sending $178,555.96 to collections.

- *Moved by:* Sharon Coleman
- *Seconded by:* Marlene Edwards
- *Vote:* Motion carried unanimously.

New Business

Ambulance Bay Lease

- Annual lease reviewed; no changes from prior year.

Jail Meals Program

- Financial analysis showed program is profitable and supports county operations.
- Recommendation to maintain current pricing.

Rehab Therapy Services

- Proposal to partner with InReach Rehab to expand:
  - Swing bed capacity
  - Physical, occupational, speech, and outpatient therapy services
- Model based on RVU productivity and agency employment of therapists.

Motion:
Approve:

1. Ambulance bay lease (unchanged)
2. Jail meal pricing to remain unchanged
3. Proceeding with the rehab therapy partnership

- *Moved by:* Robin Hibbard
- *Seconded by:* Brent Fowler
- *Vote:* Motion carried unanimously.

2027 Proposed Budget (Discussion Only)

- CFO presented budget assumptions, revenue growth factors, and expense estimates.

- No vote taken.
- Budget to return for consideration before June 1 submission deadline.

Executive Session

Motion: Enter executive session at approximately 1:15 PM for purposes of discussion, according to Statute 16.4.405 legal advice, litigation and personnel.

- *Moved by:* Robin Hibbard
- *Seconded by:* Brent Fowler
- *Vote:* Approved.

(Public session recessed; meeting to reconvene)

Return to Regular Session & 340B Action

The Board reconvened into regular session at approximately **1:49 p.m.**. Upon returning, the Board addressed follow-up actions related to the **340B program**.

- **Motion:** To approve **legal counsel to work with the CFO to pursue recovery of 340B funds**.
- *Motion made by:* Sharon Coleman
- *Motion seconded by:* Robin Hibbard
- *Vote: Motion carried unanimously*

This action formally authorized collaboration between legal counsel and finance leadership to address potential recovery of 340B revenue.

Trustee Governance Review & Bylaws Discussion

The Board transitioned into an in-depth review of **trustee rules, bylaws, and governance responsibilities**, emphasizing that this discussion was for **Board guidance and compliance** rather than operational staff action.

Key focus areas included:

Agenda Preparation Responsibility

- Board members reviewed bylaw language stating that the **Secretary is responsible for preparing the proposed agenda**, particularly to ensure carry-over items are included.
- It was clarified that the Secretary works collaboratively with administration on agenda development.

Designation of Official Depositories

- The Board recognized that **designation of banking institutions** must be formally addressed and documented.

- Although current banking practices were compliant, the Board acknowledged the need to **place designation of depositories on a future agenda** to complete statutory paperwork.
- Consensus: Add **designation of banking institutions** to the **next meeting agenda** rather than amending bylaws unnecessarily.

CEO Role & Job Description

The Board discussed **Article V (Administration)** of the bylaws, focusing on clarity around the **CEO's role and responsibilities**.

- While an **employment agreement** exists, there was uncertainty regarding whether a **standalone CEO job description** formally approved by the Board exists.
- Action agreed upon:
  - **Confirm whether a written CEO job description exists**
  - If not, **develop one** to clarify:
    - CEO responsibilities to the Board
    - Board responsibilities to the CEO
- Administration agreed to **locate and provide the job description** at a future meeting.

The Board reaffirmed its governance role: the Board oversees the CEO, and the CEO oversees staff.

Medical Staff Bylaws

The Board received an update on **medical staff bylaws**:

- Medical staff bylaws have been reviewed and submitted as required.
- Medical staff are proposing **streamlining revisions** due to the current bylaws being overly complex and designed for much larger organizations.
- Discussion included:
  - Due process requirements for contracted medical staff
  - Reducing excessive appeal layers while remaining constitutionally compliant
- Timeline: Revisions are **not expected for at least 1–2 months**.

No Board action was taken at this time.

Conflict of Interest & Trustee Participation

The Board reviewed conflict-of-interest language in bylaws and policy:

- Current bylaws allow the Board to **restrict information provided to a trustee with a conflict**, but do not explicitly require a trustee to leave the meeting.
- Policy language references trustees leaving meetings when conflicts exist.
- After legal discussion, consensus was that:
  - **Bylaws and policy are functionally aligned**
  - Detailed procedures can appropriately remain in policy rather than bylaws
- Decision: **No immediate bylaw revision required**; continue current practice while ensuring compliance.

Financial Controls & State Compliance Review

Using the Wyoming **Special District Handbook** as guidance (not a governing document), the Board reviewed several statutory compliance areas:

Banking & Check Controls

- Confirmed:
  - Pre-signing blank checks is prohibited
  - Expenses and reimbursements must be documented
  - Budgets must be amended before exceeding authorized expenditures
- Payroll was clarified **not to be considered a "bill"** under statutory language.
- Existing policies regarding:
  - Pre-approved recurring bills
  - Dual signatures over thresholds
    were deemed compliant in practice.

Bills & Authorization Timing

- The Board discussed statutory language suggesting payments should not be made without prior governing body approval.
- It was acknowledged this language is **outdated** and impractical for modern payroll and operations.
- Conclusion: CCMSD practices comply with the **spirit and intent** of the law through monthly review and ratification.

Records Management & Permanent Records

Significant discussion occurred regarding **records retention**:

- Permanent records and minutes are currently stored at the hospital.
- The Board discussed concerns about:
  - Physical storage
  - Risk of fire or loss
- Wyoming Archives involvement is required to determine:
  - What records may be digitized
  - What must remain in physical format
- Clarified:
  - The Secretary is the **custodian of records**, but not required to physically store them.
- No immediate action taken, but future exploration of **digital archiving** was supported.

Equipment, Assets & Depreciation Tracking

The Board identified a compliance and operational risk related to **equipment and asset tracking**:

- There was no consolidated **equipment/property list** or depreciation tracking documented at one point.
- Administration confirmed:
  - A list has since been created
  - A responsible party will maintain and periodically review it
- Agreed best practice:
  - Review equipment, leases, and depreciation at least **annually**, ideally during budget development.

Publications & Transparency

The Board confirmed continued compliance with **public notice and publication requirements**, including:

- Paid legal publication for meeting notices
- Receipt of affidavits/certifications of publication

Foundation & Donations

Crook County Medical Services District

The Board briefly discussed the **Hospital Foundation**:

- Foundation exists as a **501(c)(3)** to allow tax-deductible donations.
- The hospital itself is **not a charitable entity** and cannot accept donations directly.
- All foundation funds ultimately benefit the hospital.
- Foundation financial reporting is included in audits and cost reports as required.

Investment Accounts & Signatories

Clarification was provided regarding **investment account signatories**:

- Only two board members are authorized signers.
- Selection was based on **longest-serving trustees** to avoid frequent changes.
- This structure had been previously approved by Board vote.

Adjournment

- **Motion:** To adjourn the meeting at approximately **2:44 p.m.**
- *Motion made by:* Robin Hibbard
- *Motion seconded by:* Brent Fowler
- *Vote: Unanimously passed*
- Meeting adjourned.

Next Meeting:

May 28, 2026 at 11:00a Sundance State Bank Meeting Room, Sundance, WY

Certification and Signatures

These minutes are hereby certified to be a true and accurate record of the proceedings of the April 2026 Regular Meeting of the Board of Trustees.

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Board Chair

Date:________________

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Board Secretary

Date:____________________