

Niobrara County Hospital District Board of Trustees

Board of Trustees Meeting Minutes

April 27, 2021 5:30 p.m.

The Niobrara County Hospital District Board of Trustees met in the training room at Niobrara Community Hospital in Lusk, Wyoming. In attendance were Mr. Mark Groh, Chairman; Mr. Travis Krein, Vice Chairman; Ms. Randi Ross, Secretary, Dan H. Hanson, Treasurer and J.V. Boldon, Member. Also in attendance were Dana Gilleland, CFO, Christa Stream, HR, Tammy Basile, recorder and Monica Wilcox, Lusk Ambulance Service.

Mr. Groh called the Public Session to order at 5:30 pm.

A quorum was verified.

Acceptance of the Agenda

Mr. Krein moved to accept the agenda with the addition of Yellowstone presentation and Outpatient Growth Strategy under old business. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Acceptance of the Minutes

Mr. Boldon moved to accept the minutes of the March 23, 2021 meeting and the April 21, 2021 special meeting. Mr. Hanson seconded the motion. No discussion. Motion carried 4-0.

Public Comments – Ms. Wilcox apologized to the Board for comments she made at the Town Council meeting regarding the hospital.

Recruiting Update – Ms. Stream shared with the Board that she and Marni have been going to the high schools and community colleges. This has produced some positive applicants. We are also using the school to work program through NCHS and have a couple of students at this time. We have had 4 hires from the employee referral process. The managers have gone through a suicide training program. Ms. Gilleland thanked Ms. Stream for facilitating the most recent state inspection. There were no issues.

Executive Operation Summary – March

None presented.

Financials

Patient revenue, less adjustments, on March 31 was \$224,151.62; operating revenue was \$7994.28; non-operating revenue was \$920,518.40 for the total income of \$1,152,664.30. Operating expenses for the month were \$631,542.05; non-operating expenses were \$0.00. This results in a net income of \$521,098.25 for the month.

There were higher volumes in Swing Bed and Inpatient resulting in increased patient revenue. A contractual adjustment of \$128K was booked bring the contractuals to actual per the model finalized with Casey Peterson. The cost report and audit models are in place and everything is caught up.

The Business Office staff had 2.5 days of training with Nick but the patient account piece is not done.

Old Business

Security System Update – there is a temporary solution for the ER. Bids were received and reviewed along with law enforcement personnel. Hackett from Casper will be able to meet our needs.

Mr. Krein made a motion to move forward with the security system update as presented contingent upon a reasonable service agreement. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

WGIF Funds Transfers – the PPP money and CDs have been transferred.

Mr. Krein made a motion to remove Nick Doucette from the Lusk State Bank account; to add John V. Boldon to the account and to require two (2) actual signatures on the account rather than one signature and a phone approval. Mr. Hanson seconded the motion. No discussion. Motion carried 4-0.

Mr. Krein made a motion to close account 214-114 (PPP account) at Lusk State Bank. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Laundry Room Renovation Update – The plumbing and electrical are in place and work is progressing.

Ambulance Service – Dana spoke with Casey Peterson about impact to hospital if we were to take over operation of the ambulance service. She is going to gather information and put in in the cost report model for some projections. A joint meeting of the hospital board and the town council will probably be needed in the future.

Strategic Planning Scheduling – Dana will come up with some dates in June.

Yellowstone Presentation – This will be a virtual webinar, approximately 30 minutes in May or June.

Outpatient Growth Strategy & Long-Term Outlook – no update.

New Business

Business Office Discussion – Ms. Ross asked Dana to look into a Patient Loan Financing Program. There is one being used at MHCC and we would like more information.

Audit & Cost Report Discussion – Dana doesn't want to switch firms at this time with year end coming up. Casey Peterson will be expected to deliver or there will be a fee.

Mr. Krein moved to enter Executive Session at 6:55 p.m. Mr. Boldon seconded the motion. No discussion. Motion carried 4-0.

Public session resumed at 8:15 p.m.

Mr. Krein moved to hire Dana Gilleland LLC as interim CEO. Mr. Hanson seconded the motion. Mr. Groh will contact Kyle Ridgeway about drawing up a contract. Motion carried 4-0.

Meeting adjourned 8:20 p.m.

Next meeting is May 25, 2021 at 5:30 p.m.

