

# Johnson County Rural Health Care District

## Minutes

January 11, 2021

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office on Monday, January 11, 2021. The meeting began at 4:05 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Jim Hicks, Scott McBride via phone, Marie Miller, Dr. Schueler, Barry Crago, Tucker Ruby, Crosby Taylor, Commissioner Bill Novotny, Mark Bentley, Dennis Thorson, Logan Williamson, Dave Harness and Karri White. A quorum was present.

### **I. APPROVAL OF MINUTES OF LAST MEETING:**

The motion to approve the minutes of the Regular Meeting on December 14, 2020 was made by Scott McBride and seconded by Marie Miller. Approved by all.

### **II. VIEW AND APPROVE TREASURER'S REPORT:**

Jim Hicks presented the December Treasurer's Report for review. Motion to approve the Treasurer's Report was made by Mark Haines and seconded by Scott McBride. Approved by all.

### **III. BUFFALO REPORT:**

#### **1. Ambulance Calls**

Dave Harness reported December had 72 ambulance calls consisting of the following: 57 medical, 15 trauma and 14 transfers; 3 nurse transfers, 1 canceled, 17 patient refusals, 0 standby, 1 code, 0 DOAs, and 0 trauma team activation. 44 in-town calls and 28 out-of-town calls. 63 were Johnson county residents and 9 non-residents. Dave asked the board to replace the Tank Boss cylinder tank lift. The cost is approximately \$2,300. There is money in the Buffalo EMS Capital Outlay account for such expenses. Jim Hicks made the motion to approve the purchase. Seconded by Marie Miller. Approved by all.

### **IV. KAYCEE REPORT:**

#### **1. Ambulance Calls**

Crosby reported there were 20 total calls in December: 9 trauma, 10 medical, 0 standby, 14 public assist, 7 refusals, 1 canceled, 1 Life Flight, 0 ALS Intercept, 17 total patients. Crosby asked what the District's policy was on the retention of documents. It was stated seven years is the best practice.

**V. OLD BUSINESS:**

**1. HIPAA Policy**

The HIPAA Policy is being reviewed by Barry Crago.

**2. Medical Director Contract**

The proposed contract was discussed. Jim Hicks made a motion to strike 4.4 and 7.9 from the contract and add an annual renewal clause and pay Dr. Schueler as a contractor the sum of \$1,000 per month as of February 1, 2021. Seconded by Marie Miller. Approved by all.

**3. Professional Liability Insurance**

Dr. Schueler procured a bid for professional liability insurance. He felt it was too costly. According to Trevor Moon with North Wyoming Insurance, the Board's current liability policy includes the Medical Director, whether they are an employee or a contractor. The board agreed to continue to cover the Medical Director under the current liability policy.

**Call for old business:**

**4. By-Laws**

Marilyn provided an updated copy of the District By-Laws prepared by Barry Crago. She instructed the board members to review those for discussion at the next regular meeting.

**VI. NEW BUSINESS**

**1. Public Records Policy**

Karri forwarded Marilyn a public documents request. A policy needs to be made regarding charges for copies. Marilyn presented Resolution 21-001 setting copying and digital data charges for the District. The charges mirror what Johnson County currently charge. Mark Haines made a motion to approve Resolution 21-001. Seconded by Jim Hicks. Approved by all.

**2. Medicaid Renewal**


Karri presented a Medicaid renewal application with appropriate updates. The application is required to renew every five years. President Marilyn Connolly signed the renewal.


**Call for new business:**

Vouchers were initialed, and checks signed by the board members. Mark Haines made a motion to approve the vouchers. Seconded by Jim Hicks. Approved by all present. Report attached. There being no further new business, Jim Hicks made a motion to adjourn the meeting. Seconded by Mark Haines. The meeting adjourned at 5:07 p.m.

The next regular meeting will be held on Monday, February 8, 2021 at 4:00 p.m. at the County Planning Office, Buffalo, Wyoming.

  
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President

  
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Member

  
\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Treasurer

02/02/21

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
BILLS APPROVED & PAID BY BOARD MEMBERS  
January 2021

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	<u>Jan 21</u>
ALEXANDER SAIN	(79.42)
AT&T MOBILITY	(37.44)
BUFFALO EMS, LLC.	(60,212.50)
CASPER COLLEGE	(1,233.00)
CRAIG WALKER	(1,315.24)
CROSBY TAYLOR.	(4,193.28)
DIGETEKs	(426.80)
Emergency Medical Products, Inc.	(177.81)
Employer Services	(763.92)
First Interstate Bank	(9.95)
HARRY D. STRAUB	(297.37)
INTUIT PAYMENTS	(3.69)
JOHNSON COUNTY COMMISSIONERS	(5,842.44)
LORI STRAUB.	(79.42)
LPL FINANCIAL	(390.00)
Mark Schueler	(1,015.85)
MARY PROPSON	(230.87)
MICHELLE CHAPMAN	(1,787.17)
MONTANA-DAKOTA UTILITIES CO.	(126.39)
NORCO, INC.	(397.34)
POWDER RIVER ENERGY CORP	(132.01)
QUICK MED CLAIMS	(4,559.17)
RT COMMUNICATIONS	(143.89)
TOWN OF KAYCEE	(65.75)
UNITED STATES TREASURY	(3,396.00)
VISA	(898.25)
WYOMING DEPARTMENT OF EMPLOYMENT	(153.54)
WYOMING RETIREMENT SYSTEM	(131.25)
<b>TOTAL</b>	<b><u>(88,099.76)</u></b>

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JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
Expenses by Vendor Detail  
January 2021

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
01/01/2021	1077	Payroll	(86.00)
01/01/2021	1077	Payroll Taxes	6.58
Total ALEXANDER SAIN			(79.42)
AT&T MOBILITY			
01/11/2021	1083	Telephones	(37.44)
Total AT&T MOBILITY			(37.44)
BUFFALO EMS, LLC.			
01/11/2021	1265	BUFFALO EMS MONTHLY CONT...	(60,212.50)
Total BUFFALO EMS, LLC.			(60,212.50)
CASPER COLLEGE			
01/11/2021	1091	Education / Training	(1,233.00)
Total CASPER COLLEGE			(1,233.00)
CRAIG WALKER			
01/01/2021	1078	Payroll	(1,474.00)
01/01/2021	1078	Payroll Taxes	158.76
Total CRAIG WALKER			(1,315.24)
CROSBY TAYLOR.			
01/01/2021		Payroll	(4,875.00)
01/01/2021		Payroll Taxes	509.94
01/01/2021		Health Insurance - Employees	171.78
Total CROSBY TAYLOR.			(4,193.28)
DIGETEKs			
01/11/2021	1266	IT Managed Services	(426.80)
Total DIGETEKs			(426.80)
Emergency Medical Products, Inc.			
01/11/2021	1084	Medical Supplies	(177.81)
Total Emergency Medical Products, Inc.			(177.81)
Employer Services			
01/11/2021	1092	Payroll Taxes	(763.92)
Total Employer Services			(763.92)
First Interstate Bank			
01/29/2021		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
HARRY D. STRAUB			
01/01/2021	1079	Payroll	(322.00)
01/01/2021	1079	Payroll Taxes	24.63
Total HARRY D. STRAUB			(297.37)
INTUIT PAYMENTS			

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
Expenses by Vendor Detail  
January 2021

Date	Num	Account	Paid Amount
01/14/2021	CCADJ	Collection Fees	(3.69)
Total INTUIT PAYMENTS			(3.69)
JOHNSON COUNTY COMMISSIONERS			
01/11/2021	1085	Health Insurance - Employees	(5,842.44)
Total JOHNSON COUNTY COMMISSIONERS			(5,842.44)
LORI STRAUB.			
01/01/2021	1080	Payroll	(86.00)
01/01/2021	1080	Payroll Taxes	6.58
Total LORI STRAUB.			(79.42)
LPL FINANCIAL			
01/11/2021	1197	Deferred Compensation	(390.00)
Total LPL FINANCIAL			(390.00)
Mark Schueler			
01/01/2021	1081	Payroll - Medical Director	(1,100.00)
01/01/2021	1081	Payroll - Medical Director	84.15
Total Mark Schueler			(1,015.85)
MARY PROPSON			
01/01/2021	1082	Payroll	(250.00)
01/01/2021	1082	Payroll Taxes	19.13
Total MARY PROPSON			(230.87)
MICHELLE CHAPMAN			
01/01/2021		Payroll	(2,050.00)
01/01/2021		Payroll Taxes	262.83
Total MICHELLE CHAPMAN			(1,787.17)
MONTANA-DAKOTA UTILITIES CO.			
01/11/2021	1086	Utilities	(126.39)
Total MONTANA-DAKOTA UTILITIES CO.			(126.39)
NORCO, INC.			
01/11/2021	1087	Oxygen Supplies	(397.34)
Total NORCO, INC.			(397.34)
POWDER RIVER ENERGY CORP			
01/11/2021	1088	Utilities	(132.01)
Total POWDER RIVER ENERGY CORP			(132.01)
QUICK MED CLAIMS			
01/11/2021	1267	Collection Fees	(4,559.17)
Total QUICK MED CLAIMS			(4,559.17)
RT COMMUNICATIONS			
01/11/2021	1089	Telephones	(143.89)

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT  
**Expenses by Vendor Detail**  
 January 2021

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Paid Amount</u>
Total RT COMMUNICATIONS			(143.89)
TOWN OF KAYCEE			
01/11/2021	1090	Utilities	(65.75)
Total TOWN OF KAYCEE			(65.75)
UNITED STATES TREASURY			
01/11/2021		Payroll Taxes	(242.28)
01/11/2021		Payroll Taxes	(3,153.72)
Total UNITED STATES TREASURY			(3,396.00)
VISA			
01/11/2021	1268	RHCD Board Expenses	(15.89)
01/11/2021	1093	Education / Training	(510.08)
01/11/2021	1093	Fuel / Mileage	(223.04)
01/11/2021	1093	Legal / Accounting	(28.90)
01/11/2021	1093	Office Supplies	(8.27)
01/11/2021	1093	Dues / Subscriptions	(40.00)
01/11/2021	1093	Meals / Hotel	(72.07)
Total VISA			(898.25)
WYOMING DEPARTMENT OF EMPLOYMENT			
01/11/2021	1196	Payroll Taxes	(153.54)
Total WYOMING DEPARTMENT OF EMPLOYMENT			(153.54)
WYOMING RETIREMENT SYSTEM			
01/11/2021	1269	Deferred Compensation	(131.25)
Total WYOMING RETIREMENT SYSTEM			(131.25)
TOTAL			<u>(88,099.76)</u>