

Johnson County Rural Health Care District

Minutes

October 11, 2021

The regular monthly meeting of the Johnson County Rural Health Care District was held at the County Planning Office on Monday, October 11, 2021. The meeting began at 4:00 p.m. The meeting was called to order by President Marilyn Connolly. Present were Marilyn Connolly, Scott McBride, Jim Hicks, Dr. Mark Schueler, Commissioner Bill Novotny, Seth Taylor, Dennis Thorson, Carolyn Fox, Mark Bentley, Dave Harness and Karri White. Mark Haines, Crosby Taylor, and Barry Crago were present via phone conference. A quorum was present.

AGENDA: Jim Hicks moved to approve the agenda with the addition of CMS Cost Survey and Land Survey. Seconded by Mark Haines. Approved by all present.

VOUCHERS: October vouchers were reviewed. Scott McBride moved to approve the vouchers. Seconded by Jim Hicks. Approved by all present. Jim Hicks voiced concerns about the process used to approve vouchers for payroll and health insurance for Buffalo EMS in the past and asked Karri White and Dave Harness to address his questions.

I. APPROVAL OF MINUTES OF LAST MEETINGS:

Jim Hicks moved to approve the minutes of the Regular Meeting on September 13, 2021 with one correction. Seconded by Scott McBride. Approved by all.

II. VIEW AND APPROVE TREASURER'S REPORT:

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

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported September had 66 ambulance calls consisting of the following: 62 medical, 4 trauma and 9 transfers; 3 nurse transfers, 2 canceled, 17 patient refusals, 9 standby, 0 code, 2 DOAs, 0 extrication and 0 trauma team activations. 44 in-town calls and 22 out-of-town calls. 52 were Johnson County residents and 14 non-residents.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby reported there were 22 calls in September: 8 trauma, 11 medical, 2 standby, 1 transfer, 5 refusals, 1 canceled, 1 Life Flight, 0 ALS Intercept, 16 total patients.

V. OLD BUSINESS:

1. NCSR – Cybersecurity

DigeTekS will complete the cybersecurity review for the RHCD.

2. CMS – Cost Data Collection

Marilyn mentioned the RHCD was originally selected to complete the Cost Data Collection and chose to report fiscal year rather than calendar year but was unsure when the information is required.

3. Land Survey

Nelson Engineering submitted a survey of the land that has been proposed to purchase from the Johnson County Fire District was presented along with an invoice for services.

Call for old business:

VI. NEW BUSINESS

1. Grant Assistance Agreement

Marilyn Connolly presented a contract agreement between the RHCD and Toni Cervenka to write grants on behalf of the RHCD to buy land and construct a modern Ambulance Station. The board agreed there was a need for a long-range strategic plan. Jim Hicks made a motion to accept the agreement. Seconded by Mark Haines. Jim Hicks and Mark Haines voted aye. Scott McBride voted nay. Motion passed.

2. Dr. Schueler

Dr. Schueler was asked by Marilyn Connolly if he would support a Paramedic service in Kaycee. He said no and provided reasons such as proficiency and pain medication issues. He said the case volume is too low to guarantee proficiency and it could be more harmful than helpful. The liability of that along with carrying and administering drugs such as fentanyl is a concern. He stated the liability and expense might not offset the benefit and suggested an analysis should be done before deciding which pain medications to carry.

Call for new business:

3. Strategic Planning

Chairman Connolly reported she and Jim had traveled to Gillette to meet with the ambulance director for Campbell County Health (CCH) to learn how their operations work in Gillette, Wright and Newcastle. They both said they had some issues with the idea of CCH providing services in Johnson County. CCH is providing Paramedic level services in all three communities.

Chairman Connolly asked for public comment.

Dennis Thorson stated that after a year of observing the RHCD meetings he feels there is a board member that is a bully and is not respectful to other board members or those attending the meetings.

Adjourn

Jim Hicks moved to adjourn the meeting at 5:43 p.m. Seconded by Scott McBride. Approved by all.

Respectfully submitted by Karri White.

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




President



Member

Secretary



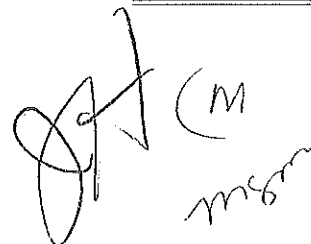
Member

Treasurer

11/02/21

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

	<u>Oct 21</u>
ALEXANDER SAIN	(457.13)
AT&T MOBILITY	(38.24)
BUBKE, SETH	(179.17)
Buffalo Bulletin	(69.00)
BUFFALO EMS, LLC.	(62,500.00)
CROSBY TAYLOR.	(4,337.61)
Employer Services	(115.39)
First Interstate Bank	(9.95)
HARRY D. STRAUB	(410.03)
HEIDI GREET	(225.33)
HENRY SHEIN	(313.05)
INTUIT PAYMENTS	(7.47)
JD Dietrich	(1,800.00)
KRISTIN KLAHSEN	(327.38)
LORI STRAUB.	(112.67)
LPL FINANCIAL	(195.00)
Mark Schueler	(1,000.00)
MARY PROPSON	(742.50)
MICHELLE CHAPMAN	(2,101.32)
MONTANA-DAKOTA UTILITIES CO.	(24.66)
NELSON ENGINEERING	(1,332.90)
NORCO, INC.	(114.50)
POWDER RIVER ENERGY CORP	(183.92)
QUICK MED CLAIMS	(2,373.13)
RT COMMUNICATIONS	(144.44)
STRYKER SALES CORPORATION	(33,988.58)
TEDESKO REPAIR	(817.14)
TODD PROPSON	(230.87)
TOWN OF KAYCEE	(80.80)
UNITED STATES TREASURY	(1,757.66)
VISA	(735.01)
WYOMING DEPARTMENT OF EMPLOYMENT	(105.77)
WYOMING RETIREMENT SYSTEM	(93.75)
 TOTAL	 <u>(116,924.37)</u>



Handwritten signature and initials, possibly "M" and "mcm", are present below the total line.

Expenses by Vendor Detail

October 2021

Date	Num	Account	Paid Amount
ALEXANDER SAIN			
10/01/2021	1598	Payroll	(495.00)
10/01/2021	1598	Payroll Taxes	37.87
Total ALEXANDER SAIN			(457.13)
AT&T MOBILITY			
10/11/2021	1606	Telephones	(38.24)
Total AT&T MOBILITY			(38.24)
BUBKE, SETH			
10/01/2021	1604	Payroll	(194.00)
10/01/2021	1604	Payroll Taxes	14.83
Total BUBKE, SETH			(179.17)
Buffalo Bulletin			
10/11/2021	1327	Legal Notices	0.00
10/11/2021	1334	Legal Notices	(69.00)
Total Buffalo Bulletin			(69.00)
BUFFALO EMS, LLC.			
10/11/2021	1328	BUFFALO EMS MONTHLY CONT...	0.00
10/11/2021	1333	BUFFALO EMS MONTHLY CONT...	(62,500.00)
Total BUFFALO EMS, LLC.			(62,500.00)
CROSBY TAYLOR.			
10/01/2021		Payroll	(4,875.00)
10/01/2021		Payroll Taxes	506.94
10/01/2021		Health Insurance - Employees	171.78
10/11/2021	1627	Fuel / Mileage	(141.33)
Total CROSBY TAYLOR.			(4,337.61)
Employer Services			
10/11/2021	1608	Payroll Taxes	(115.39)
Total Employer Services			(115.39)
First Interstate Bank			
10/29/2021		Auditing / Accounting	(9.95)
Total First Interstate Bank			(9.95)
HARRY D. STRAUB			
10/01/2021	1599	Payroll	(444.00)
10/01/2021	1599	Payroll Taxes	33.97
Total HARRY D. STRAUB			(410.03)
HEIDI GREET			
10/01/2021	1600	Payroll	(244.00)
10/01/2021	1600	Payroll Taxes	18.67
Total HEIDI GREET			(225.33)
HENRY SHEIN			

Expenses by Vendor Detail

October 2021

Date	Num	Account	Paid Amount
10/11/2021	1609	Medical Supplies	(313.05)
Total HENRY SHEIN			(313.05)
INTUIT PAYMENTS			
10/01/2021		Collection Fees	(7.47)
Total INTUIT PAYMENTS			(7.47)
JD Dietrich			
10/11/2021	1610	Kaycee Capital Outlay	(1,800.00)
Total JD Dietrich			(1,800.00)
KRISTIN KLAAHSEN			
10/01/2021	1601	Payroll	(354.50)
10/01/2021	1601	Payroll Taxes	27.12
Total KRISTIN KLAAHSEN			(327.38)
LORI STRAUB.			
10/01/2021	1602	Payroll	(122.00)
10/01/2021	1602	Payroll Taxes	9.33
Total LORI STRAUB.			(112.67)
LPL FINANCIAL			
10/11/2021	1626	Deferred Compensation	(195.00)
Total LPL FINANCIAL			(195.00)
Mark Schueler			
10/11/2021	1622	Medical Director Contract	(1,000.00)
Total Mark Schueler			(1,000.00)
MARY PROPSON			
10/01/2021	1603	Payroll	(804.00)
10/01/2021	1603	Payroll Taxes	61.50
Total MARY PROPSON			(742.50)
MICHELLE CHAPMAN			
10/01/2021		Payroll	(2,050.00)
10/01/2021		Payroll Taxes	260.82
10/11/2021	1624	Fuel / Mileage	(312.14)
Total MICHELLE CHAPMAN			(2,101.32)
MONTANA-DAKOTA UTILITIES CO.			
10/11/2021	1611	Utilities	(24.66)
Total MONTANA-DAKOTA UTILITIES CO.			(24.66)
NELSON ENGINEERING			
10/11/2021	1621	Board Legal / Professional	(1,332.90)
Total NELSON ENGINEERING			(1,332.90)
NORCO, INC.			
10/11/2021	1613	Oxygen Supplies	(114.50)

Expenses by Vendor Detail

October 2021

Date	Num	Account	Paid Amount
Total NORCO, INC.			(114.50)
POWDER RIVER ENERGY CORP			
10/11/2021	1614	Utilities	(183.92)
Total POWDER RIVER ENERGY CORP			(183.92)
QUICK MED CLAIMS			
10/11/2021	1330	Collection Fees	(2,373.13)
Total QUICK MED CLAIMS			(2,373.13)
RT COMMUNICATIONS			
10/11/2021	1615	Telephones	(144.44)
Total RT COMMUNICATIONS			(144.44)
STRYKER SALES CORPORATION			
10/11/2021	1329	Buffalo Capital Outlay	(29,602.45)
10/11/2021	1616	Kaycee Capital Outlay	(4,386.13)
Total STRYKER SALES CORPORATION			(33,988.58)
TEDESKO REPAIR			
10/11/2021	1617	Vehicle Repairs & Maintenance	(408.57)
10/11/2021	1625	Vehicle Repairs & Maintenance	(408.57)
Total TEDESKO REPAIR			(817.14)
TODD PROPSON			
10/01/2021	1605	Payroll	(250.00)
10/01/2021	1605	Payroll Taxes	19.13
Total TODD PROPSON			(230.87)
TOWN OF KAYCEE			
10/11/2021	1618	Utilities	(80.80)
Total TOWN OF KAYCEE			(80.80)
UNITED STATES TREASURY			
10/11/2021		Payroll Taxes	(15.30)
10/11/2021		Payroll Taxes	(1,742.36)
Total UNITED STATES TREASURY			(1,757.66)
VISA			
10/11/2021	1331	Buffalo Capital Outlay	(2.60)
10/11/2021	1619	Medical Supplies	(62.71)
10/11/2021	1619	Fuel / Mileage	(553.43)
10/11/2021	1619	Facility Maintenance	(31.79)
10/11/2021	1619	Meals / Hotel	(55.03)
10/11/2021	1619	Office Supplies	(18.85)
10/11/2021	1619	Legal / Accounting	(10.60)
Total VISA			(735.01)
WYOMING DEPARTMENT OF EMPLOYMENT			
10/11/2021	1620	Payroll Taxes	(105.77)

2:50 PM

11/02/21

Cash Basis

JOHNSON COUNTY RURAL HEALTH CARE DISTRICT

Expenses by Vendor Detail

October 2021

Date	Num	Account	Paid Amount
Total WYOMING DEPARTMENT OF EMPLOYMENT			(105.77)
WYOMING RETIREMENT SYSTEM			
10/11/2021	1332	Deferred Compensation	(93.75)
Total WYOMING RETIREMENT SYSTEM			(93.75)
TOTAL			(116,924.37)

Ambulance Calls For the Month of SEPTEMBER 2021

MEDICAL: 62

TRAUMA: 4

66 TOTAL CALLS

TOTAL TRANSFERS:	BILLINGS	CASPER	OTHER	SHERIDAN	AIRPORT
	1	2	1	3	2
	9 TOTAL <i>Rapid City</i>				

TRANSFERS w/ NURSES	BILLINGS	CASPER	OTHER	SHERIDAN	AIRPORT
	1		1	1	
	3 TOTAL <i>Rapid City</i>				

IN-TOWN: 44

OUT-OF-TOWN: 22

JO. CO. RESIDENTS: 52

NON-RESIDENTS: 14

CANCELLED 2

PATIENT REFUSAL 17

STAND-BY: 9

CODE: 0

DOA: 2

COUNTY FIRE EXTRICATION: 0

TRAUMA TEAM ACTIVATION 0

TOTAL CALLS: 66

MEDICARE 26

MEDICAID 3

INSURANCE 5

SELF PAY 5

VA 0

TITLE 25 0

WORK COMP 0

Median Unit Notified by Dispatch to Unit Arrived on Scene
7.58 minutes

Median Unit En Route to Unit Back in Service
42.68 minutes

	A	B	C	D	E	F	G	H
1	Johnson County Rural Health Care District (Ambulance operations)*							
2	Year	Year	% Budget	Year	% Budget	Year	% Budget	Average
3	Revenue	2018-19	2018-19	2019-20	2019-20	2020-2021	2020-21	3 years
4	Ambulance	\$ 279,691	28.12%	\$ 427,717	32.10%	\$ 427,717	38.71%	\$ 378,375
5	Interest	\$ 5,433	0.55%	\$ 21,758	1.63%	\$ 21,758	1.97%	\$ 16,316
6	taxes	\$ 401,522	40.36%	\$ 416,578	31.26%	\$ 416,528	37.70%	\$ 411,543
7	Pd. to Reserves	\$ 50,000	5.03%	\$ 50,000	3.75%	\$ 75,000	6.79%	\$ 58,333
8	other	\$ 11	0.00%	\$ 16,221	1.22%	\$ 16,221	1.47%	\$ 10,818
9	reserves	\$ 258,086	25.94%	\$ 400,260	30.04%	\$ 147,584	13.36%	\$ 268,643
10	Total Revenue	\$ 994,743	100.00%	\$ 1,332,534	100.00%	\$ 1,104,808	100.00%	\$ 1,144,028
11								\$ -
12	Dist. Wide Expenses							\$ -
13	Auditing/Accounting	\$ 11,085	1.11%	\$ 12,984	0.97%	\$ 12,760	1.15%	\$ 12,276
14	Buffalo capital outlay	\$ 5,955	0.60%	\$ -	0.00%	\$ 5,862	0.53%	\$ 3,939
15	collection fees	\$ 1,620	0.16%	\$ 20,648	1.55%	\$ 38,979	3.53%	\$ 20,416
16	insurance - liability	\$ 1,136	0.11%	\$ -	0.00%	\$ 20,037	1.81%	\$ 7,058
17	IT Services	\$ 2,878	0.29%	\$ 5,773	0.43%	\$ 5,933	0.54%	\$ 4,861
18	legal notices	\$ -	0.00%	\$ 437	0.03%	\$ 425	0.04%	\$ 287
19	legal/professional	\$ -	0.00%	\$ 182	0.01%	\$ -	0.00%	\$ 61
20	medical director	\$ 14,000	1.41%	\$ 12,350	0.93%	\$ 11,111	1.01%	\$ 12,487
21	patiet reimburs.	\$ -	0.00%	\$ 1,898	0.14%	\$ 7,781	0.70%	\$ 3,226
22	radio maintenance	\$ 9,475	0.95%	\$ 5,260	0.39%	\$ 4,926	0.45%	\$ 6,554
23	radios & pagers	\$ 8,429	0.85%	\$ 4,502	0.34%	\$ 594	0.05%	\$ 4,508
24	Equip. Replacement	\$ 50,000	5.03%	\$ 50,000	3.75%	\$ 50,000	4.53%	\$ 50,000
25	RHCD Board Expenses	\$ -	0.00%	\$ 5,015	0.38%	\$ 5,000	0.45%	\$ 3,338
26	District Wide Total	\$ 104,578	10.51%	\$ 119,049	8.93%	\$ 163,408	14.79%	\$ 129,012
27								\$ -
28	Buffalo EMS Costs	\$ 756,347	76.03%	\$ 756,347	56.76%	\$ 662,337	59.95%	\$ 725,010
29	Buffalo Dist. Expense	\$ 81,296	8.17%	\$ 115,292	8.65%	\$ 186,726	16.90%	\$ 127,771
30	Buffalo Area Total	\$ 837,643	84.21%	\$ 871,639	65.41%	\$ 849,063	76.85%	\$ 852,782
31	Kaycee Expenses	\$ 139,240	14.00%	\$ 148,825	11.17%	\$ 209,064	18.92%	\$ 165,710
32	Kaycee Dist. Expense	\$ 17,860	1.80%	\$ 115,292	8.65%	\$ 46,687	4.23%	\$ 59,946
33	Kaycee Area Total	\$ 157,100	15.79%	\$ 264,117	19.82%	\$ 255,745	23.15%	\$ 225,654
34	Ambulance purchase	\$ -	0.00%	\$ 196,778	14.77%	\$ -	0.00%	\$ 65,593
35	Total Expenses	\$ 994,743	100.00%	\$ 1,332,534	100.00%	\$ 1,104,808	100.00%	\$ 1,144,028
36								
37	* Blended to reflect costs prior to New Contract							
38	District Wide Expenses are computed at 80% Buffalo and 20% Kaycee							
39	2021-2022 need from Reserves is estimated at \$169,000 -- 15% of Budget							
40	Estimating \$400M from Amb. Revenue and \$494,000 from Taxes							

Local Government Annual Report Summary FYE 06/30/2021

For Special Districts

Due Date for Filing: October 31, 2021

Return to:

Special District Name:

Johnson County Rural Health Care District

Department of Audit, Public Funds Division

Email: doa-pfd-web@wyo.gov

Address: Hathaway Building, 2nd Floor

2300 Capitol Avenue

Cheyenne, WY 82002

County: Johnson

For additional information on this report, see Administrative Rules on file for Department of Audit, Public Funds Division, at the office of the Wyoming Secretary of State (<https://rules.wyo.gov>)

Special districts with total revenues received or total expenditures made over \$500,000 are **required** to have a CPA review and \$1 million and over requires a CPA audit. Any District which is not required has the option to engage a CPA for a review or audit as a substitute for sections A&B below.

If the District is engaging a CPA firm, list the firm name below. The completed audit/review report is due for submission to the Department of Audit, Public Funds Division, by December 31, 2021:

Enter name of CPA firm Cloud Peak Accounting

CPA Contact Kyle Mercer

Date Engaged 7/12/2021

If your special district is included in the audit of another entity as a component unit, enter the auditee name here

(STOP! Skip sections A & B and complete section C only)

If the District is an irrigation or drainage district and has requested an annual waiver from the Director of the Department of Audit, submit the waiver approval and required supporting documents (W.S. 9-1-507(e)) with this report and complete section C only.

Section A – Internal Control Evaluation and Self Audit: Required to be completed if the District's total revenues received or total expenditures made are between \$100,000 and \$499,999.99.
Documentation is required to be submitted with this report.

Section B – Proof of Cash: Required to be completed if the District's total revenues received or total expenditures made are greater than \$25,000.
Documentation is required to be submitted with this report. This includes a proof of cash for all cash and investment bank accounts (including certificates of deposit, Wyo-Star accounts, etc.) for the entire fiscal year. A separate proof of cash is required for each bank account.

Section C – Certification of Officials: To be completed by **all** special districts.
I certify to the best of my knowledge that the information presented in the Survey of Local Government Finances Report (Census Report) is correct and complete.

Official Signatures

(ALL information listed below is required)

Special District Treasurer signature:

Special District Chairperson signature:

Printed Name of Treasurer:

Printed Name of Chairperson:

Date: 10-21-21

Date: 10-21-2021

Email: jhicks@vcn.com

Email: marelen@vcn.com

Telephone: 307-620-9407

Telephone: 307-217-1879