

Johnson County Rural Health Care District

Minutes

Special Meeting

June 22, 2022

A special meeting of the Johnson County Rural Health Care District was held at the County Planning Office at 8:30 a.m. on Wednesday, June 22, 2022. Present were Marilyn Connolly, Scott McBride, Marie Miller, Mark Haines, Jim Hicks, Aaron Palmer, Barry Crago, Seth Taylor, Dave Harness and Karri White. A quorum was present. The meeting began at 8:34 a.m. The meeting was called to order by President Marilyn Connolly.

Karri White reported Dr. Schueler, RHCD Medical Director had not been paid for June. Mark Haines made a motion to approve the voucher and check to Dr. Mark Schueler in June 2022, so it is expended within the fiscal year in which it was budgeted. Seconded by Jim Hicks. Approved by all.

I. Budget Change **Bookkeeper** **Office Space** **Address Change**

\$15,600 was budgeted for Kaycee bookkeeping FYE 2023 at the June 13th meeting. Marilyn Connolly asked Emily Wardell to move the \$15,600 from the Kaycee budget to the district-wide budget and add \$64,400 to equal \$80,000 due to Buffalo EMS no longer performing district-wide bookkeeping duties.

Dave Harness stated Buffalo EMS is willing to keep the District's records and provide all necessary office equipment as before. He stated it could cause a disruption by changing the business address and moving the public records. He offered his full support with the bookkeeping transition.

Executive Session

Scott McBride made a motion to go into executive session at 8:49 a.m. to discuss potential bookkeeping candidates. Seconded by Mark Haines.

Special Meeting

The Special meeting reconvened at 9:39 a.m. Mark Haines made a motion for form a three member hiring committee consisting of Scott McBride, Marie Miller, and Chairman Connolly to interview candidates and report to the Board at the July regular meeting. Seconded by Jim Hicks. Approved by all. The hiring committee will meet at 3:00 p.m. Thursday, June 23rd.

There was discussion regarding office space. Mark Haines made a motion to have Barry Crago prepare an amendment to subtract \$1,200 per month from the monthly contract

when the physical records are removed from the 351 N Adams address. Seconded by Marie Miller. Approved by all. The address change was discussed with one option to have a post office box in Kaycee.

Public Comment:

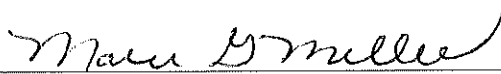
No Public Comment

Scott McBride made a motion to adjourn the meeting at 10:10 a.m. Seconded by Marie Miller. Approved by all. Respectfully submitted by Karri White.



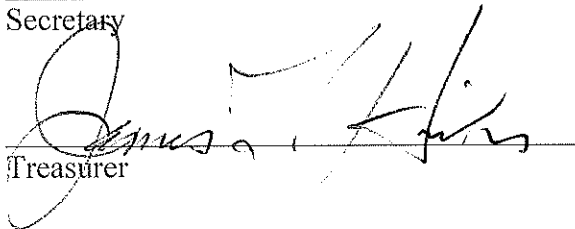
President

Member



Secretary

Member



Treasurer

	A	B	C	D
1	Johnson County Rural Health District 22-23 Budget			
2		2022-2023	2022-2023	
3	REVENUE	APPROVED	PROPOSED	
4	Ambulance	\$ 400,000	\$ 400,000	
5	Interest from CD's/Accts	\$ 5,000	\$ 5,000	
6	2 Mills (361 Million Val.)	\$ 722,000	\$ 722,000	
7	Motor Vehicle Fees	\$ 70,000	\$ 70,000	
8	Grant Income			
9	Other Income			
10	Out of County Transfers	\$ 50,000	\$ 50,000	
11	Reserves - To Balance	\$ 40,915	\$ -	
12	Total Revenue	\$ 1,287,915	\$ 1,247,000	
13				
14	DISTRICT WIDE	APPROVED	PROPOSED	
15	Advertising	\$ -	\$ -	
16	Auditing / Accounting	\$ 17,000	\$ 17,000	
17	Bookkeeping	\$ 80,000	\$ 15,600	
18	Buffalo Capital Outlay	\$ 1,500	\$ 1,500	
19	Collection Fees	\$ 40,000	\$ 40,000	
20	Election Fees	\$ 1,500	\$ 1,500	
21	Insurance - Liability	\$ 23,000	\$ 23,000	
22	IT Managed Services	\$ 7,500	\$ 7,500	
23	Board Legal/Professional	\$ 5,000	\$ 5,000	
24	Legal Notices	\$ 750	\$ 750	
25	Out of County Transfers	\$ 7,500	\$ 7,500	
26	Patient Reimbursement	\$ -	\$ -	
27	Medical Director	\$ 12,000	\$ 12,000	
28	Radio Maintenance	\$ 7,200	\$ 7,200	
29	Radios & Pagers	\$ 4,000	\$ 4,000	
30	Amb & Equip Reserve	\$ 75,000	\$ 75,000	
31	RHCD Board Expenses	\$ 1,000	\$ 1,000	
32	Allowance for Doubtful Collections	\$ 36,100	\$ 36,100	
33	Ambulance Purchase	\$ -	\$ -	
34	Reserve	\$ -	\$ 23,485	
35	Dist. Wide Expenses	\$ 319,050	\$ 278,135	
36				
37	Kaycee Area Budget	218,865	\$ 218,865	
38				
39	Buffalo EMS Contract	750,000	\$ 750,000	
40				
41	District Wide Budget	319,050.00	\$ 278,135	
42	Kaycee Budget	218,865.00	\$ 218,865	
43	Buffalo EMS Contract	750,000.00	\$ 750,000	
44	Total Expenses	1,287,915.00	\$ 1,247,000	
45	Short/Over	\$ -	\$ -	

JOB DUTIES OF RHCD BOOKKEEPER

DAILY TASKS

PROCESS TRIP REPORTS IN COMPLIANCE W/OEMS
PROCESS TRIP REPORTS FOR BILLING COMPANY
RESPOND TO REQUESTS FROM BILLING COMPANY
CHECK EMAIL
OPEN MAIL
VALIDATE TRIP REPORTS FOR STATE OEMS
ANSWER PHONE (Vendors, Customers, Insurance Companies, Billing Agency)
PUBLIC RECORDS OFFICER FOR RHCD
POINT OF CONTACT FOR BILLING COMPANY
POINT OF CONTACT FOR COLLECTIONS AGENCY
POINT OF CONTACT FOR IRS
MAINTAIN PHYSICAL RECORDS FOR RHCD

WEEKLY TASKS

ENTER PAYMENTS (Mill Levy, Customer Payments & Misc.)
MAKE DEPOSITS (Including electronic funds transfers)
COORDINATE & ATTEND EMT CONTINUING EDUCATION
AMBULANCE REPORT TO BUFFALO BULLETIN
REVIEW AMBULANCE INVENTORIES
OVERSEE MAINTENANCE OF AMBULANCES & CAPITAL EQUIPMENT

MONTHLY TASKS

RECONCILE BANK ACCOUNTS (FIB, FNB, BOB)
RECONCILE ACCOUNTS RECEIVABLE AND PAYABLE ACCOUNTS
ENTER VOUCHERS FOR BUFFALO, RHCD, & SOME KAYCEE
PAY VOUCHERS FOR BUFFALO AND KAYCEE & MAIL CHECKS TO VENDORS
ENTER INCOME AND EXPENSES FOR KAYCEE IN FINANCIAL REPORT AND QUICKBOOKS
PREPARE FINANCIALS FOR BUFFALO AND KAYCEE
PREPARE RHCD BOARD MINUTES
MONTHLY AMBULANCE REPORT TO BOARD INCLUDING CHUTE/RESPONSE TIMES REQUESTED
PREPARE AND ATTEND REGULAR MEETINGS
ATTEND WORK SESSIONS
ATTEND LOCAL, REGIONAL, STATE MEETINGS & CONFERENCES

MONTHLY TASKS, CONTINUED

PROVIDE MONTHLY FINANCIAL REPORTS AND MINUTES TO COMMISSIONERS
MAIL REPORTS & MEETING PACKET TO BOARD MEMBERS
ORDER SUPPLIES
OVERSEE RHCD CREDIT CARD
PREPARE AND MAINTAIN ELECTRONIC DOCUMENTS/RECORDS OF THE RHCD
MAINTAIN RECORDS REQUIRED FOR COVID REIMBURSEMENT
PREPARE LEGAL NOTICES

YEARLY TASKS

PREPARE PRELIMINARY BUDGET & SUPPORTING DOCUMENTATION
POINT OF CONTACT FOR AUDITORS
PREPARE AUDIT ITEMS
COMPLY/RESPOND TO WY DEPARTMENT OF AUDIT
COMPLY/RESPOND TO WY OFFICE OF EMS
EQUIPMENT INVENTORY
SCHEDULE PUBLIC EVENTS
ATTEND MEETINGS WITH JCMH - TRAUMA REVIEW, LIFEFLIGHT
MEDICARE / MEDICAID / INSURANCES
REVIEW ANNUAL CONTRACTS INCLUDING MEDICARE & MEDICAID
RENEW AMBULANCE LICENSES
MANAGE BANK ACCOUNT REQUIREMENTS AS REQUIRED FOR SPECIAL USE DISTRICTS
PREPARE & SEND 1099 REPORTS TO VENDORS FOR RHCD
PREPARE & MAINTAIN MOU'S WITH NEIGHBORING AMBULANCE SERVICES