

Johnson County Rural Health Care District

Minutes

July 10, 2023

The regular monthly meeting of the Johnson County Rural Health Care District was held at the Kaycee ambulance barn on July 10, 2023. The meeting was called to order at 5:09 p.m. by President Britni Camino. Board members present were Britni Camino, Marilyn Connolly, Dr. Mark Schueler, Adam Michelena and Marie Miller. A quorum was present. Others in attendance were Bill Novotny, Karri White, Dave Harness, Brian Petersen, Cindy Kretzer, Crosby Taylor (via phone), Peter Schaefer and Teresa Fieldgrove.

AGENDA: The discussion on the audit review by special guests Cindy Kretzer and Brian Petersen from Porter Muirhead CPA firm was moved to the beginning of the meeting. The new business item on Porter Muirhead engagement for audit 2022-2023 was also moved to the beginning of the meeting. Marilyn Connolly made a motion to approve the agenda with the changes. Dr. Schueler seconded the motion. The agenda was approved.

AUDIT REVIEW:

Cindy Kretzer discussed the audit that was done for the fiscal year ending June 2022. She explained each section of the report with a quick reference to each section. She explained that in the audit process each area of the district's operation was looked at by taking a sample. She noted that the overall opinion formed by completion of the audit is that the financial statements present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and the major fund of Johnson County Rural Health Care District. She stated the opinion formed is the most important part of the audit. This is found on page one of the report.

She did note that with accepting federal grant money the board needs to be diligent on the amount of funds that are spent in a fiscal year. She stated that per law if more than \$750,000 of federal money is spent in a year, the District is required to have an additional single audit. She suggested spending under the allotted amount of federal funds in a year to alleviate the need for this process.

Also noted in the audit are two areas of weakness. The overall opinion is fair; however, some weakness was noted in the financial statements. She said that most small organizations fall into this. It is not a huge concern and can be worked on.

Another area of weakness noted was billing and collection. She stated there is a need for reconciling with the billing company in order to verify that all trips are being billed and all payments are being received. She suggested the use of a spreadsheet showing runs, Quick Med fee charged and claim amount received. Marilyn Connolly stated that due to HIPPA, shared information cannot show customer names, only a customer number. Karri White said she does a complete patient record for Buffalo EMS runs. The process of reconciling trips billed and claims paid needs to be implemented.

Cindy noted that there should be a main file kept with pay rates and pay changes for each employee. She also stated that the district has paid federal unemployment tax over the last several years and that is not necessary for a government entity. An amended return can be filed and there may be a refund issued.

She discussed the credit card policy and noted the need to always have individual receipts and bills submitted with the credit card statements.

Cindy discussed the Wyoming retirement system. She said it is not a problem to have Buffalo EMS employees on the plan as long as each entity is paying for their own employees. She also stated it would be best to have something in writing from the Wyoming Retirement that states it is ok to have employees from Buffalo EMS on the Johnson County Rural Health Care District plan.

NEW BUSINESS: PORTER MUIRHEAD ENGAGEMENT FOR AUDIT YEAR 2022-2023

The audit process for the year ended June 2023 is in process. The scheduled audit date is August 9th. This current audit should go a bit smoother. The fee for the audit will be \$22,000. Cindy said on average, the audit fee will increase by 3% each year. She suggested budgeting an increase of 10% for the audit cost. Marilyn Connolly made a motion to sign the agreement letter with Porter Muirhead and let them conduct the audit for the year ended June 2023. Marie Miller seconded. Motion passed.

A motion was made by Adam Michelena to approve the report from Porter Muirhead on fiscal year ended June of 2022. Marilyn Connolly seconded. Motion passed.

VOUCHERS: Vouchers were submitted. The check to Casper Star Tribune was pulled. Marilyn Connolly is going to ask about the extra charge. Marilyn made a motion to approve the vouchers. Dr. Schueler seconded. Vouchers were approved.

I. APPROVAL OF MINUTES OF LAST MEETING:

Marie Miller made a motion to accept the minutes as presented. Adam Michelena seconded. Minutes were approved.

APPROVAL OF SPECIAL MEETING MINUTES

Dr. Schueler made a motion to accept the minutes from the special meeting held on June 20, 2023 and June 27, 2023. Marilyn Connolly seconded. Minutes were approved.

II. VIEW AND APPROVE TREASURER'S REPORT:

Dr. Schueler gave the treasurer's report. At the year ending June 2022, the total ambulance revenue was \$353,855.03, 88% of the expected budget. The total tax revenue was above expected. Overall expenses for

both the district wide and Kaycee were at 94% of budget. Total amount at the year-end for the cash accounts is \$934,279 and CDs are \$1,011,795. The overall year end revenue was \$635,000 above expenses. The extra funds will help fund the building.

Marilyn Connolly made a motion to approve the treasurer's report. Adam Michelena seconded. The treasurer's report was approved.

III. BUFFALO REPORT:

1. Ambulance Calls

Dave Harness reported there were 62 total calls for June consisting of the following: 55 medical, 7 trauma, and 19 transfers; 3 with nurse transfers, 4 cancelled, 4 patient refusals, 0 standbys, 1 code, 1 DOA, 0 extrication, and 0 trauma team activations. 33 in-town calls and 29 out-of-town calls. 53 were Johnson County residents and 9 non-residents. There were 0 out-of-county transfers with a total of 0 miles.

There is a 29% increase in transfers over the last year. Karri White handed out an itemization of inventory at year end.

IV. KAYCEE REPORT:

1. Ambulance Calls

Crosby Taylor reported the following for Kaycee: 12 total calls for June: 3 trauma, 7 medical, 1 standby, 0 transfers, 2 refusals, 1 cancelled, 0 life flight, 0 DOA, 9 total patients.

Crosby stated that the Visa bill was not received in the mail on time, and he had to contact the bank. The bill was included in the submitted vouchers and a check will be issued and signed. Regarding the list of outstanding checks, the check to Wyoming Workforce from July of 2022 should be void. He has the voided check. The payroll checks that are outstanding were looked into. All employees said they had cashed their checks. Teresa Fieldgrove will contact the banks and ask about the checks in question. Crosby said the QuickBooks software updated and the renewal fee for the license use is on the credit card statement. It is a fee of \$535. Teresa will contact QuickBooks and see how to update the user information. Crosby was asked to create a master sheet showing pay rates and history of pay raises on the master sheet. This is information being requested by the auditor.

Marilyn Connolly asked if they could move into the discussion on CMS reporting now, as Crosby was currently on the phone.

V. OLD BUSINESS:

1. CMS REPORTING:

Marilyn Connolly wanted to make sure the process of submitting information was in process and that it would be completed. The deadline to submit is four months from July 1, 2023. Crosby has most of the data tracked. The submission of the data is outside of the duties that Crosby is asked to do on a regular basis. He would like to be paid for the extra time involved with CMS reporting. He would like to receive \$25 per hour for the extra reporting. There will be time involved to sort and compile the information and time for submitting the information to CMS. Adam asked that Crosby report back to the board periodically on what has been done. A type of benchmark process to show status of the submission progress. The extra cost associated with paying Crosby will be allocated to the board expense line on the budget. Marie Miller made a motion to pay Crosby the \$25 per hour for CMS reporting and he is asked to check in via email with the board of directors on progression and hours involved in the process. Adam Michelena seconded. Motion passed.

2. RFP NEW BUILDING

There is a work session scheduled for Thursday, July 13, at 4:00 p.m., at the JC Planning Office to review the RFPs. There are currently 4 submissions.

3. EMPLOYEE HANDBOOK

A few items in the handbook were looked at for clarification.

Definition of full time and part time employee was discussed (page 6). It was decided to state a part-time employee is anyone scheduled to work fewer than 40 hours per week on a regularly scheduled or per diem basis.

There was discussion on the policy for carrying weapons (page 9). It was decided to state, no weapons shall be allowed in any District owned vehicle except in the case of law enforcement personnel authorized to carry such weapons in the performance of their duties.

On page 18, the section on reference and background checks was discussed. It was stated that background checks are done on the state level when EMTs are licensed.

Also on page 18, 8.3 Deferred Compensation was looked at. This applies to full-time employees. Health insurance, 8.1, only applies to full-time employees and is governed by the county.

The use of vehicles on page 20 was looked at and discussed. Item C regarding the possible need for a volunteer driver was looked at. It was decided that in this event it would be at the discretion of the EMT to choose from other emergency responders on scene. If none are available, the Kaycee Ambulance Service or Contractor crew may choose a "civilian" to drive, provided that person has a valid driver's license.

Line K was discussed. Changes were made to scratch reference to "elected officials".

Adam Michelena made a motion to approve the handbook with the changes that were discussed. Dr. Schueler seconded. The handbook was approved.

4. NEW AMBULANCE PURCHASE

Karri White stated they are on a list. Some of the features of a new ambulance were discussed. They will be receiving a few more quotes soon.

CALL FOR OLD BUSINESS:

VI. NEW BUSINESS:

CALL FOR NEW BUSINESS:

PUBLIC COMMENT: None

ADJOURN : Adam Michelena made a motion to adjourn the meeting. Marilyn Connolly seconded. The meeting was adjourned at 7:27 p.m.

Respectfully submitted by Teresa Fieldgrove.

**The next regular meeting will be held on August 14, at 4:00 p.m., at the JC Planning Office,
Buffalo, WY**

Brit RC
President

Maureen H. Mullen
Secretary

M. Sh
Treasurer

Mary Ann
Member

John D. M. Mullen
Member

Johnson County Rural Health Care District

Budget Hearing

July 10, 2023

The budget hearing was called to order at 5:00 p.m. by President Britni Camino. The budget hearing took place at the Kaycee ambulance barn. Board members present were Britni Camino, Adam Michelena, Marie Miller, Marilyn Connolly, and Dr. Mark Schueler. A quorum was present.

The final budget for fiscal year 2023-2024 has an expected mill levy amount of \$1,018,000. Each mill is worth \$509,000 and Johnson County Rural Health Care District has 2 mills. The excess amount of revenue, \$168,000, is being allocated to capital expenditure reserve along with the expected grant funds of \$875,000. There is \$250,000 allocated to the purchase of a new ambulance. Total forecasted revenue and additional funding for the year is \$2,748,000. Total expenditure is estimated at \$2,748,000.

President Britni Camino called for public comment. There was no public comment.

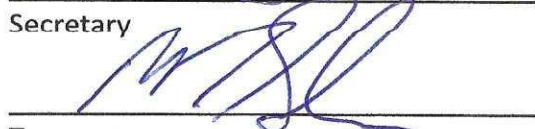
Adam Michelena made a motion to approve the final budget. Marie Miller seconded. The budget hearing was adjourned at 5:08 p.m.



President



Secretary



Treasurer



Member



Member

NOTICE OF BUDGET HEARING

JOHNSON COUNTY RUAL HEALTH CARE DISTRICT

The Johnson County Rural Health Care District will be holding a Public Budget Hearing on Monday, July 10th, 2023 at 5:00 p.m. at the Ambulance Barn, 542 Sussex Lane, Kaycee, Wyoming. The Board invites the public to attend this meeting and review the Final Budget Summary.

FYE 2023-2024

FINAL BUDGET SUMMARY:

	Proposed Budget
Total Expenditures, Cash Requirement	\$ 2,748,000
Total Change to Restricted Funds	\$ 130,700
Total General Funds and Forecasted Revenue	\$ 2,748,000
Additional Financial Support Required	\$ 1,098,000

Publish June 29, 2023 & July 6, 2023

Please send bill to:

Johnson County Rural Health Care District
PO Box 1240
Buffalo, WY 82834

08/03/23

**JC RURAL HEALTH CARE DISTRICT
BILLS APPROVED & PAID BY BOARD MEMBERS
July 2023**

	<u>Jul 23</u>
AT&T MOBILITY	(37.30)
Buffalo Bulletin	(1,204.00)
BUFFALO EMS, LLC.	(70,066.07)
CASPER STAR TRIBUNE	0.00
DEPARTMENT OF WORKFORCE SERVICES	(149.31)
DIGETEKs	(426.80)
Dr. Goddard	(1,000.00)
Emergency Medical Products, Inc.	(182.69)
HENRY SCHEIN	(262.12)
INTERNAL REVENUE SERVICE	(2,263.88)
INTUIT PAYMENTS	(8.43)
LONABAUGH AND RIGGS, LLP	(1,237.50)
MEDLINE INDUSTRIES, LP	(97.05)
MONTANA-DAKOTA UTILITIES CO.	(23.56)
NORCO, INC.	(122.10)
POWDER RIVER ENERGY CORP	(202.38)
QUICK MED CLAIMS	(2,673.72)
RANGE	(145.23)
ROCKY MOUNTAIN POWER	(33.08)
STRYKER SALES CORPORATION	(1,243.00)
Teresa Fieldgrove Bookkeeping Services	(1,660.00)
TOWN OF KAYCEE	(94.00)
VISA	(1,428.00)
WYOMING RETIREMENT SYSTEM	(37.50)
TOTAL	<u>(84,597.72)</u>



9:39 PM
08/03/23

JC RURAL HEALTH CARE DISTRICT
Payroll Transactions by Payee
July 2023

Date	Name	Num	Type	Account	Amount
BUBKE, SETH T					
07/01/2023	BUBKE, SETH T	2232	Payc...	BOB Checki...	(1,416.36)
Total BUBKE, SETH T					(1,416.36)
CHAPMAN, MICHELLE R.					
07/01/2023	CHAPMAN, MIC...	Auto	Payc...	BOB MMA ...	(1,803.17)
07/10/2023	CHAPMAN, MIC...	Auto	Payc...	BOB MMA ...	(230.87)
Total CHAPMAN, MICHELLE R.					(2,034.04)
GREET., HEIDI					
07/01/2023	GREET., HEIDI	2233	Payc...	BOB Checki...	(158.85)
Total GREET., HEIDI					(158.85)
HOWE, ELISABETH J					
07/01/2023	HOWE, ELISABET...	2234	Payc...	BOB Checki...	(1,515.88)
Total HOWE, ELISABETH J					(1,515.88)
KLAAHSEN., KRISTIN					
07/01/2023	KLAAHSEN., KRI...	2235	Payc...	BOB Checki...	(124.67)
Total KLAAHSEN., KRISTIN					(124.67)
LANDGRAVE, TRAVIS R					
07/01/2023	LANDGRAVE, TR...	2236	Payc...	BOB Checki...	(160.69)
Total LANDGRAVE, TRAVIS R					(160.69)
PROPSON, MARY K.					
07/01/2023	PROPSON, MARY ...	2237	Payc...	BOB Checki...	(577.43)
Total PROPSON, MARY K.					(577.43)
PROPSON., TODD					
07/01/2023	PROPSON., TODD	2238	Payc...	BOB Checki...	(107.12)
Total PROPSON., TODD					(107.12)
STRAUB, HARRY D					
07/01/2023	STRAUB, HARRY D	2239	Payc...	BOB Checki...	(317.68)

9:39 PM
08/03/23

JC RURAL HEALTH CARE DISTRICT
Payroll Transactions by Payee
July 2023

Date	Name	Num	Type	Account	Amount
Total STRAUB, HARRY D					(317.68)
TAYLOR, CROSBY T					
07/01/2023	TAYLOR, CROSBY...	Auto	Payc...	BOB MMA ...	(1,847.00)
07/10/2023	TAYLOR, CROSBY...	Auto	Payc...	BOB MMA ...	(230.88)
Total TAYLOR, CROSBY T					(2,077.88)
WHITE, ROBBIE					
07/01/2023	WHITE, ROBBIE	2240	Payc...	BOB Checki...	(1,824.96)
Total WHITE, ROBBIE					(1,824.96)
TOTAL					(10,315.56)