

**MINUTES FROM THE SPECIAL MEETING  
MEMORIAL HOSPITAL OF SWEETWATER COUNTY  
BOARD OF TRUSTEES**

**July 23, 2020**

The Board of Trustees of Memorial Hospital of Sweetwater County met in a special meeting via Zoom on July 23, 2020, at 8:00 AM with Mr. Taylor Jones, President, presiding.

**CALL TO ORDER**

Mr. Jones called the meeting to order. The following Trustees were present online: Mr. Taylor Jones, Mr. Marty Kelsey, Mr. Richard Mathey, Dr. Barbara Sowada, and Mr. Ed Tardoni.

Officially present: Ms. Irene Richardson, Chief Executive Officer; Mr. Jeff Smith, Sweetwater County Board of County Commissioners Liaison; and Mr. Jake Blevins, ST&B Engineering.

**AGENDA**

The motion to approve the agenda as presented was made by Mr. Mathey; second by Mr. Tardoni. Motion carried.

**COVID RELIEF FUNDS FROM SLIB APPLICATION**

Mr. Jones welcomed everyone and thanked them for attending on such short notice. He said the meeting came about following the prior day's Building & Grounds Committee meeting. Ms. Richardson said the State of Wyoming received \$1.25B for coronavirus relief funds. The first State Loan and Investment Board (SLIB) meeting was July 16. Ms. Richardson said we were able to get a better idea of how and what they were approving. We were able to discuss additional projects we may be able to apply for. She said all work for payment must be completed by the end of the current calendar year. Ms. Richardson said we have been working hard on additional ideas. Mr. Jim Horan, Facilities Director, and Mr. Jake Blevins of ST&B Engineering presented a really good idea at the July 22 Building & Grounds Committee meeting. Ms. Richardson said Phase 1 of an HVAC project was presented to the Board a few months ago. We believe \$850,000 of the project could be complete and we can request reimbursement from SLIB with \$1.4M remaining for the project. Ms. Richardson said we have to expend that additional amount from the CARES Act funds we received or from our reserves. Mr. Horan thanked the Board for considering this request and the early morning meeting. He said this came from something Mr. Tardoni said asking if there is anything we could purchase to use for future use. Mr. Horan said we know these HVAC projects were so important but are huge, convoluted projects. He said Mr. Blevins came up with a great idea to look at roof units instead of housing them in the basement. Mr. Blevins reviewed the project and plans. He said the proposal is to get the equipment ordered and fabricated, get it on-site, and set it in place by the deadline so that portion can be invoiced. He said we are hopeful that we can cut into the remaining \$1.4M for SLIB fund use, as well. Mr. Tardoni said we will have to expedite some of the processes to make sure everything is complete and submitted per the government restrictions. He said he recommends we activate our plan as proposed as well as lobby to make sure people realize the deadline is excluding a lot of really beneficial things. Mr. Mathey said we should authorize the Hospital to submit the SLIB grant application that covers as much money as we can spend. Ms. Richardson said we have to ask for a specific amount. Ms. Tami Love, Chief Financial Officer, saw where there was a conditional application but the entity was required to keep a certain amount of cash-on-hand to pay for the remainder. She said we would have to show financial security to pay for the completion of the project.

Mr. Blevins said it would be optimistic but not out of the realm to work toward 25-30% of completion of the full project. He said we don't want to miss out on that opportunity. Ms. Richardson said we are seeking confirmation from the American Hospital Association on the timing for all reporting of CARES funds by July 31, 2021. Mr. Blevins noted the numbers for the additional amount are an estimate. He said the total of \$2.3M encompasses those soft costs. Mr. Tardoni said what we are considering is strategy and we want to get the max amount available from the SLIB. Ms. Tiffany Marshall, Foundation Director, said the deadline to submit the application for the next meeting is the end of the current business day. All supporting documentation is required at that time. There was discussion of a separate grant submitted for UV lights for the HVAC. The group agreed to go ahead with that submission. Mr. Jones said we had better watch the change orders pretty closely because we can't go back for more and the Hospital is not flush with funds. Mr. Jones thanked Mr. Blevins for his work and presentation. Ms. Love said she, Mr. Blevins, and Ms. Marshall would work together to see how they will write the grant request. The motion to submit a grant to SLIB for the full amount of \$2.3M for construction of the ventilation project as discussed was made by Mr. Tardoni; second by Mr. Mathey. Motion carried. The motion to approve paying the remainder of costs not covered by grant application funds with CARES Act funds if available and if not, by hospital reserve funds if needed, was made by Mr. Mathey; second by Dr. Sowada. Motion carried.

### **CENTRAL PLANT CHANGE ORDERS**

Mr. Horan thanked Mr. Blevins for his thoroughness and coming on-site ten times to minimize change orders. Mr. Blevins said ST&B has a primary focus and prefers to work with healthcare clients. He said imperative in that is boots on the ground, rolling up sleeves, working on updating old equipment, and doing everything possible to have accurate documents to get good bids. He said we will have that same approach with the project the Board just approved. Mr. Blevins reviewed the two change orders. Mr. Tardoni said we had some discipline on the side of the Hospital and he commended the hospital staff on the way we approached this. The motion to approve change order #1 in the amount of \$32,252 was made by Mr. Kelsey; second by Mr. Mathey. Motion carried. The motion to approve change order #2 for an amount not to exceed \$27,741.98 was made by Mr. Kelsey; second by Mr. Mathey. Motion carried. Mr. Kelsey thanked Mr. Horan and Mr. Blevins for the Building & Grounds meeting presentations. Mr. Jones agreed and thanked Ms. Love, Ms. Marshall, and Ms. Richardson. He said there is a lot of great teamwork. Mr. Blevins expressed gratitude to all of the team and said he is grateful to be involved. Ms. Richardson thanked the team for working very hard to come up with great ideas and working to make them happen. She said this is a great project and some great thinking. She thanked the Board for coming together so quickly to help make this happen.

### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:55 AM.

*Mr. Taylor Jones, President*

Attest:

*Mr. Marty Kelsey, Secretary*