



BUDGET RESOLUTION

WHEREAS, the Board of Trustees of the Sublette County Hospital District met and held a public hearing at 5:00 p.m. on July 12, 2021 for the purpose of providing county-wide health care for the fiscal year 2021-2022; and

WHEREAS, notice of said public hearing was given in the Sublette Examiner on June 29th and July 6th 2021;

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Sublette County Hospital District, that the annual assessment for county-wide health care shall be as follows:

2021/2022 Budget:

Emergency Medical Services Personnel & Operations	\$1,723,253
Clinic Personnel & Operations	\$6,276,620
IT Personnel & Operations	\$237,327
District Administration Personnel & Operations	\$1,320,025
Capital Outlay	<u>\$1,607,000</u>
Total Budgeted Expenditures	\$11,164,226

Operating Revenues	\$3,584,500
Projected Interest	\$100,000
Rental Income	\$58,000
Other	\$41,600
3 Mill Tax Levy	\$4,796,059
Reserves	<u>\$2,584,067</u>
Total Revenue Required	\$11,164,226

Dated this 12th day of July 2021

BOARD OF TRUSTEES:

BY: Amie G. Hoffman
 BY: D. B. ...
 BY: Wendy Boman
 BY: James ...
 BY: Kenda Lanna

Final Budget

Sublette County Hospital District	
Budget Hearing Information	
PO Box 627	Location: Sublette County Commissioners Rm, Pinedale
Pinedale, WY 82941	Date: 7/12/2021
307-276-4451	Time: 5:00pm
Sublette County	Budget Prepared by: Michelle Stauthamer

S-A BUDGET MESSAGE W.S. 16-4-104(d)

On November 3, 2020 the citizens of Sublette County voted in favor of having a Hospital District in Sublette County pursuant to building and operating a Critical Access Hospital (CAH). On July 1st, 2021 the new Sublette County Hospital District (District) will take ownership and oversee operations of the clinics and assets of the Sublette County Rural Health Care District, which will be subsequently dissolved.

Fiscal Year (FY) 2020 Actuals:

- On May 12, 2020 the Sublette County Rural Health Care District held a special board meeting to vote on a memorandum of understanding (MOU) with the Sublette Center and the Town of Pinedale (Pinedale); The District will begin the merging process with the Sublette Center. The District also purchased the Dudley Key Ball Fields (Ball Fields) from Pinedale for \$2.7MM and Sublette County reimbursed the District for half of this purchase (\$1.35MM).

FY 2021 Estimated:

- The District started the negotiation process with the Sublette Center in hopes of merging and building the CAH and Long-Term Care Center (LTC) on the current Pinedale Medical Clinic site and the adjacent Ball Fields.
- During the COVID-19 Pandemic the District applied for the Paycheck Protection Program (PPP) established by the CARES Act, the District was approved and granted \$983,610 on 4/28/20. The entire loan was forgiven on November 13, 2020.
- During the COVID-19 Pandemic the District qualified for Coronavirus Aid, Relief, and Economic Security (CARES) funding through the State Lands and Investments Board (SLIB). The District received various equipment, isolation units and personnel funding to respond to COVID-19. The reimbursed supplies and overhead were \$843,722.80.
- All District staff received a 2% bonus in December 2020.

FY 2022 Proposed:

- The District will receive an additional Mill Levy from Sublette County with the Hospital District designation.
- Sublette County Tax Revenues are expected to decrease approximately 26%.
- Operating revenue is expected to remain the same until the District is able to achieve CAH designation.
- Administration Budget: The process for achieving CAH designation will require additional resources to fund contractual services; architectural design, finance, construction, cost reporting, state surveying and licensure, education, marketing, and legal costs.
- Operating Supplies: Medical supplies are expected to increase because of new COVID lab equipment and inflation.
- Personnel Services: Pinedale Medical Clinic hired an additional custodian. There are no bonuses or raises included in this budget.
- Indirect payroll costs: Wyoming Retirement contributions will increase from 9.12% to 9.37%, Wyoming Unemployment will increase from .51% to 1.39%. Wyoming Workers Compensation will increase from 1.01% to 1.09%.

F RESERVE DESCRIPTION

All reserve accounts are unrestricted with Wyo-star or Kaiser & Co. In FY 2022 we anticipate possibly using some of the reserve funds for critical access design, survey and construction costs.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Tonia Hoffman	11/1/24	<input checked="" type="checkbox"/> Yes
Kenda Tanner	11/1/22	
Jamison Ziegler	11/1/24	
Wendy Boman	11/1/22	
Dave Bell	11/1/22	

If Yes, enter

Address of office:	625 E Hennick St
City, State, Zip:	Pinedale, WY 82941
Phone Number:	307-276-4451
Hours Open:	8am-5pm Monday - Friday

Where are the minutes of your board meeting available for public review?
 On our website: www.sublettehealthcare.com and in our admin office: 625 E Hennick St, Pinedale WY 82941

How and where are the notices of meeting posted for the public?
 On our website: www.sublettehealthcare.com, on www.pinedaleonline.com and on the doors of the Pinedale & Marbleton Clinic.

Where are the public meetings held?
 Either at the Sublette County Commissioners Room in Pinedale, WY or at the Marbleton Town Hall, Big Piney, WY (rotation)

FINAL BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$11,866,716	\$11,691,886	\$9,810,169	\$11,164,226
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$250,000
S-3	Total Change to Restricted Funds	-\$1,221,388	-\$878,190	\$100,000	\$50,000
S-4	Total General Fund and Forecasted Revenues Available	\$14,609,517	\$13,951,626	\$11,405,687	\$11,464,226
S-5	<i>Amount requested from County Commissioners</i>	\$5,175,767	\$4,380,507	\$4,350,504	\$4,796,059
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-7	Operating Revenues	\$3,005,314	\$2,794,364	\$3,591,000	\$3,591,000
S-8	Tax levy (From the County Treasurer)	\$5,175,767	\$4,380,507	\$4,350,504	\$4,796,059
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$1,412,548	\$2,062,724	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$363,927	\$62,070	\$193,100	\$193,100
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$9,957,556	\$9,299,665	\$8,134,604	\$8,580,159
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Sublette County Hospital District

FY 7/1/21-6/30/22

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-15	Capital Outlay	\$2,170,538	\$1,618,951	\$707,000	\$1,607,000
S-16	Interest and Fees On Debt	\$0	\$0	\$20,000	\$22,500
S-17	Administration	\$772,347	\$773,615	\$927,796	\$1,036,177
S-18	Operations	\$5,830,995	\$6,286,974	\$6,257,390	\$6,431,363
S-19	Indirect Costs	\$1,742,836	\$2,112,346	\$1,897,983	\$2,067,186
S-20R	Expenditures paid by Reserves	\$1,350,000	\$900,000	\$0	\$0
S-20	Total Expenditures	\$11,866,716	\$11,691,886	\$9,810,169	\$11,164,226

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$250,000

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$4,651,961	\$4,651,961	\$3,271,083	\$2,884,067

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$7,919,550	\$6,698,162	\$5,819,972	\$5,819,972
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$7,919,550	\$6,698,162	\$5,819,972	\$5,819,972
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$128,612	\$21,810	\$100,000	\$50,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$128,612	\$21,810	\$100,000	\$50,000
S-31	Subtotal	\$8,048,162	\$6,719,972	\$5,919,972	\$5,869,972
S-32	Less Total to be spent	\$1,350,000	\$900,000	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$6,698,162	\$5,819,972	\$5,919,972	\$5,869,972

End of Summary

Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District _____

DISTRICT ADDRESS: PO Box 627
Pinedale, WY 82941

PREPARED BY: Michelle Stauthamer

DISTRICT PHONE: 307-276-4451

Final Budget

Sublette County Hospital District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2022 _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$5,175,767	\$4,380,507	\$4,350,504	\$4,796,059
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$3,005,314	\$2,794,364	\$3,591,000	\$3,591,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$3,005,314	\$2,794,364	\$3,591,000	\$3,591,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$1,412,548	\$2,062,724	\$0	
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$1,412,548	\$2,062,724	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$168,593	\$52,344	\$100,000	\$100,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: See Additional _____		\$195,334	\$9,726	\$93,100	\$93,100
R-5.4 Total Miscellaneous		\$363,927	\$62,070	\$193,100	\$193,100
R-5.5 Total Forecasted Revenue		\$4,781,789	\$4,919,158	\$3,784,100	\$3,784,100
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify): _____					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Final Budget

Sublette County Hospital District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201	\$1,350,000	\$312,174		
E-1.2 Vehicles	6210	\$17,946	\$148,920		
E-1.3 Office Equipment	6211			\$10,000	\$10,000
E-1.4 Other (Specify)					
E-1.5 Medical Equipment	6200	\$532,360	\$438,646	\$97,000	\$97,000
E-1.6 CAH	6200	\$270,232	\$719,211	\$600,000	\$1,500,000
E-1.7					
E-1.8 TOTAL CAPITAL OUTLAY		\$2,170,538	\$1,618,951	\$707,000	\$1,607,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$150,000	\$167,931	\$160,000	\$160,000
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$45,804	\$45,711	\$45,680	\$45,680
E-2.4 Other (Specify)					
E-2.5 Business Office Manager	7005	\$87,880	\$89,638	\$87,880	\$87,880
E-2.6 Accountant	7005	\$50,382	\$57,757	\$62,601	\$62,601
E-2.7 see additional details		\$196,209	\$177,713	\$211,960	\$211,960
E-3 Board Expenses					
E-3.1 Travel	7011				
E-3.2 Mileage	7012	\$309	\$0	\$500	\$500
E-3.3 Other (Specify)					
E-3.4 Education	7013	\$347	\$0	\$1,000	\$1,000
E-3.5 Surety Bond	7013	\$0	\$0	\$300	\$300
E-3.6 see additional details					\$20,000
E-4 Contractual Services					
E-4.1 Legal	7021	\$23,455	\$62,845	\$40,000	\$100,000
E-4.2 Accounting/Auditing	7022	\$60,225	\$51,521	\$78,305	\$83,305
E-4.3 Other (Specify)					
E-4.4 Patient Statements	7023	\$10,318	\$11,052	\$13,000	\$13,000
E-4.5 CAH	7023	\$4,584	\$14,892	\$100,000	\$100,000
E-4.6 see additional details		\$11,078	\$5,020	\$5,000	\$5,000
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$4,392	\$3,419	\$5,820	\$5,820
E-5.2 Office equipment, rent & repair	7032	\$5,001	\$4,792	\$7,100	\$7,100
E-5.3 Education	7033	\$43,222	\$12,353	\$28,000	\$33,000
E-5.4 Registrations	7034	\$4,592	\$4,141	\$6,200	\$9,581
E-5.5 Other (Specify)					
E-5.6 Recruitment & Marketing	7035	\$37,780	\$18,763	\$25,000	\$40,000
E-5.7 Building & Utility Costs	7035	\$6,194	\$7,182	\$9,500	\$9,500
E-5.8 see additional details		\$30,575	\$38,885	\$39,950	\$39,950
E-6 TOTAL ADMINISTRATION		\$772,347	\$773,615	\$927,796	\$1,036,177

Final Budget

Sublette County Hospital District

FYE 6/30/2022

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$4,418,050	\$4,849,471	\$4,643,903	\$4,757,715
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Moving Expenses	7204 \$6,518	\$0	\$0	
E-7.5	EMS Uniforms	7204 \$570	\$604	\$1,000	\$1,000
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211 \$1,312	\$1,104	\$5,100	\$5,100
E-8.2	Other (Specify)				
E-8.3	EMS Trip Meals	7212 \$2,892	\$4,232	\$3,000	\$3,000
E-8.4		7212			
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Office Supplies	7220 \$29,807	\$25,822	\$29,026	\$29,067
E-9.2	Medical Supplies	7220 \$386,460	\$332,611	\$426,500	\$426,500
E-9.3	Housekeeping Supplies	7220 \$17,115	\$20,685	\$21,000	\$21,000
E-9.4	Maintenance Supplies	7220 \$1,747	\$781	\$3,750	\$3,750
E-9.5					
E-10	Program Services (List)				
E-10.1		7230			
E-10.2		7230			
E-10.3		7230			
E-10.4		7230			
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	LOCUM Services	7400 \$67,377	\$65,818	\$83,300	\$83,300
E-11.2	Service Contracts	7400 \$280,866	\$323,315	\$338,030	\$338,030
E-11.3	IT	7400 \$12,390	\$10,000	\$15,000	\$15,000
E-11.4	Outside Laboratory	7400 \$1,346	\$3,330	\$2,400	\$2,400
E-11.5	see additional details	\$17,335	\$17,350	\$37,000	\$37,000
E-12	Other operations (Specify)				
E-12.1	Recruitment & Marketing	7450 \$1,085	\$850	\$2,875	\$2,875
E-12.2	Equipment & Repairs	7450 \$121,935	\$167,463	\$114,329	\$114,329
E-12.3	Registration & License	7450 \$18,106	\$15,391	\$28,702	\$28,702
E-12.4	Building & Utility Costs	7450 \$358,994	\$346,420	\$379,000	\$403,000
E-12.5	see additional details	\$87,090	\$101,727	\$123,475	\$159,595
E-13	TOTAL OPERATIONS	\$5,830,995	\$6,286,974	\$6,257,390	\$6,431,363

Final Budget

Sublette County Hospital District

FYE 6/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-14 Insurance					
E-14.1	Liability	\$48,515	\$35,734	\$37,630	\$49,222
E-14.2	Buildings and vehicles	\$7,204	\$10,486	\$13,500	\$13,500
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5					
E-14.6					
E-14.7					
E-15 Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	\$337,840	\$375,095	\$350,661	\$376,200
E-15.2	Workers Compensation	\$60,018	\$47,694	\$58,809	\$58,557
E-15.3	Unemployment Taxes	\$10,777	\$12,198	\$28,324	\$28,324
E-15.4	Retirement	\$409,930	\$434,524	\$432,988	\$457,400
E-15.5	Health Insurance	\$842,387	\$1,171,075	\$953,850	\$1,054,282
E-15.6	Other (Specify)				
E-15.7	Life, AD&D, LT Disability	\$26,165	\$25,540	\$22,221	\$29,701
E-15.8					
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$1,742,836	\$2,112,346	\$1,897,983	\$2,067,186

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
D-1 Debt Service					
D-1.1	Principal				\$250,000
D-1.2	Interest			\$20,000	\$20,000
D-1.3	Fees				\$2,500
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$20,000	\$272,500

Final Budget

Sublette County Hospital District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2022

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010 \$2,900,352	\$2,900,352	\$1,518,539	\$1,126,556
C-1.2	Savings and Investments	1040 \$1,751,609	\$1,751,609	\$1,752,544	\$1,757,511
C-1.3	General Fund CD Balance	1050	\$0		
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)	\$6,698,162	\$6,698,162	\$5,919,972	\$5,869,972
C-1.6	Total Estimated Cash and Investments on Hand	\$11,350,123	\$11,350,123	\$9,191,055	\$8,754,040

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE	\$507,407	\$350,000	\$500,000	\$809,790
C-2.2	b. Reserves	\$6,698,162	\$5,819,972	\$5,919,972	\$5,869,972
C-2.3	Total Deductions (a+b)	\$7,205,569	\$6,169,972	\$6,419,972	\$6,679,762
C-2.4	Estimated Non-Restricted Funds Available	\$4,144,554	\$5,180,151	\$2,771,083	\$2,074,277

	DOA Chart of Accounts	
SINKING & DEBT SERVICE FUNDS	1070	

C-3		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount and project to be spent				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES	1090	
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C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$7,919,550	\$6,698,162	\$5,819,972	\$5,819,972
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$128,612	\$21,810	\$100,000	\$50,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$8,048,162	\$6,719,972	\$5,919,972	\$5,869,972
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Land for CAH	\$1,350,000			
C-4.8	b. Overhead & CAH exp		\$900,000		
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> 5/12/20, 2/17/21, 4/21/21				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$1,350,000	\$900,000	\$0	\$0
C-4.12	Balance to be retained	\$6,698,162	\$5,819,972	\$5,919,972	\$5,869,972

BOND FUNDS	1060	
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C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$1,350,000	\$900,000	\$0	\$0

