**Board of Directors Present: Board of Directors Absent:**

Marla Hadachek, Chairman

Tamera Brown, Vice Chairman

Doug Tallman, Secretary/Treasurer (Attended Virtually)

Margaret Jolly, Director

Vacancy

1. **Call to Order:**

Regular meeting of Cheyenne County Hospital District III dba Cheyenne Manor was called to order by Chairman, Harms at 4:04 PM. Directors present were Diane Harms (outgoing Chairman), Tamara Brown, Monte Smith (Outgoing Treasurer), Douglas Tallman, Marla Hadachek and Margaret Jolly. Also, present Tara Gaynor, NHA, Elizabeth Ross, Jennifer Nelson, Charla Booker, Doris Gibbs, Amy Ramirez, and Victoria Mendoza.

1. **Oaths of Office**

Marla Hadachek and Margaret Jolly were sworn in to office by NHA Gaynor.

1. **Election of Officers**
   1. Brown nominated Hadachek for Chairman. Smith moved nominations cease, Tallman seconded. **Hadachek** elected **Chairman** by acclamation. Harms excuse herself from the meeting after election of Hadachek.
   2. Tallman nominated Brown for vice-chairman. Smith moved nominations cease. Tallman seconded. **Brown** elected **Vice-chairman** by acclamation.
   3. **Tallman** self-nominated himself for **secretary/treasurer**, Tallman elected by acclamation.
2. **Verification of Quorum:** Chairman Hadachek verified quorum was present to proceed.
3. **Adoption of Agenda:**

Brown made the motion to adopt the agenda. Motion was seconded by Jolly, all aye, motion passed.

1. **Approval of Minutes from April 26, 2022 meeting:**

Brown made a motion to accept the minutes of the April 26, 2022 as presented, motion was seconded by Tallman, all aye, motion passed.

1. **Visitor Q/A**

Visitors present at the meeting were Elizabeth Ross, Jennifer Nelson, Charla Booker, Doris Gibbs, Amy Ramirez, and Victoria Mendoza. All expressed appreciation for NHA Gaynor and hopes Gaynor does not terminate her employment.

1. **Department Head Q/A**
   1. Nursing- D. Pelton, DON was not at meeting because she had worked Monday night.
   2. SSD/HIM- J. Wollert absent from meeting as she was on vacation.
2. **Financial Review**

Financial review was provided by NHA Gaynor, Chairman Hadachek thanked Gaynor for the report. Report is on file at Cheyenne Manor.

1. **Administrators Report**

Administrator report given by Tara Gaynor, NHA. Chairman Hadachek thanked Gaynor for the report. Report is on file at Cheyenne Manor.

1. **Unfinished Business**
   1. Kitchen Stove/Oven – NHA Gaynor reported we are still waiting on a quote from Direct Supply for a stove/oven, convection oven, take out old equipment and replace with new system.
   2. Storage Building for wheelchairs- E. Ross has rearranged and eliminated items in the current storage and has made room for needed items to be stored. There is not a need for additional storage at this time.
2. **New Business**
   1. Streamline Website Service for Special District- NHA Gaynor presented information to the board about this service. Tallman made a motion to inquire to see if there is a trial period to try the website service, for example a 90-day trial and request referrals from other districts to see if they like the system and if it is worth the money spent on the system. Request a call-back at the end of the year when the 2023 Budget is being prepared and the system can be budgeted for. Brown Seconded. Discussion was held. All aye, motion passed.
   2. Adopt Emergency Preparedness Manual- Brown made a motion to adopt the updated Emergency Preparedness manual as presented. Jolly seconded, all aye, motion passed.
3. **Executive Session**

No executive session needed at this meeting.

1. **Next Meeting**

June 28, 2022 at 4:00 pm at Cheyenne Manor.

1. **Adjournment**

Brown made motion to adjourn meeting; Jolly seconded the motion. Meeting adjourned by Chairman Hadachek at 5:19 pm.