

**BOARD OF TRUSTEES
MAY MEETING MINUTES
WEDNESDAY, MAY 25, 2016 4:00 P.M.**

MEMBERS PRESENT: Kevin Bailey, David Smith, Gene Davis, Dixie See, Shirley Coulter, Gene Davis and Gary Miller

MEMBERS ABSENT: Ron Mischke

Others Present: Mike McCafferty, Dr. Sarah Smith

CALL MEETING TO ORDER

Kevin Bailey, Chairman, called the meeting to order at 4:05 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

None.

APPROVAL OF AGENDA and MINUTES

The agenda for the May Board of Trustees Meeting was available for review. Mike McCafferty requests that the agenda be revised, moving Telemetry/Monitoring Change from under the Building Committee Report to under Finance Committee Report. Dixie See made the motion to approve the amended May Board agenda. Gary Miller seconded the motion. Motion carried.

The minutes from the April Board Meeting, held on April 27, 2016 were reviewed. Gene Davis made a motion to approve the April Board meeting minutes. David Smith seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

Dr. Addlesperger states the committee reviewed and discussed inpatient falls, the work around restraints, readmission rates, Title 25 data, core measures, medication errors and security events.

Utilization Management Plan – the red line version outlining the changes was sent to the Trustees after the last meeting for review. Dr. Addlesperger outlined the final version, which had a few additional, minor changes. Trustee Gary Miller asked if the Committee meeting every other month with the Medical staff is sufficient. Cases are presented monthly to the Medicine Committee so it is felt that having the Utilization Review Committee meet every other month is sufficient at this time. Dr. Hopfensperger with Executive Health Resources will be on site in June to spend time with the hospitalist on utilization and documentation in the EMR system. Shirley Coulter made a motion to approve the Utilization Management Plan as presented in hard copy before the membership. Gene Davis seconded the motion. Motion moved.

The Joint Commission was on site for a follow up survey on May 13, 2016. We have received notice that Sheridan Memorial Hospital has received full accreditation. There is a focused self-assessment due in June and ongoing plans for self-survey for Joint Commission readiness.

The College of American Pathologists surveyor was on site; the audit review identified deficiencies around procedural items. The issues have been assigned to various people to follow up on and correct in the next 30 days. There were no findings pertaining to service, the readings, log documentation etc.

Bridgette Baker was introduced as the new Director of Quality.

MEDICAL STAFF REPORT

Dr. Sara Smith invited the board to the next Quarterly Staff Meeting on June 14th at 6 pm.

The Board members reviewed recommended credentials files in Executive Session. The applications, supporting documentation and information received during the credentialing and privileging processes were reviewed. Based on this review, it is the Board's opinion that the following applicants meet the requirements for Medical Staff appointment and clinical privileges as recommended.

David Smith made a motion to approve Janet Lassen, LCSW request for mental/behavioral health consulting privileges as a Licensed Clinical Social Worker from Northern Wyoming Mental Health Center. Dixie See seconded the motion. Motion carried.

David Smith made a motion to approve the one (1) added VRad Nighthawk teleradiologist, Dr. David Oettel requesting interpretation of Radiograph, CT, Ultrasound, and Nuclear Medicine privileges via telemedicine. Shirley Coulter seconded the motion. Motion carried.

David Smith made a motion to approve Autumn Barret for her request for additional surgical assist privileges under the supervision of Dr. Cheryl Varner, ENT. Dixie See seconded the motion. Motion carried.

ADMINISTRATION REPORT

Safety Pillar – the measure of performance for patient safety within Sheridan Memorial Hospital is the Hospital Survey on Patient Safety Culture, otherwise known as HSOPS. Safety is people reporting events, which includes self-reporting. The previous scores were not very good and initiatives were taken to improve our culture and patient safety, which included TeamSTEPPS, walk arounds by Officers to various departments on a weekly basis, the Daily Safety Brief (DSB), etc. Leadership's goal is to improve our scores by 10%. Another survey will be done in 18 months.

Board By-Laws – Tom Klepperich, hospital legal counsel, will be available to help the committee go through the process of updating the By-Laws. Tom will be looking at the Constitution, current By-Laws and the Rules and Regulations. Tom will meet with the By-Law Committee members for direction and will draft changes.

WHA Trustee Education – Numerous board members attended the Trustee education in Cody. There were presentations and recommendations on how a board should operate. Mike McCafferty reports that based on what was recommended, our board stays at the right level of engagement and operates at the level where a board should operate at.

Ron Mischke continues on in his role on the Trustee Education Committee and presented at the meeting. Ada Kirven was on a panel with other foundation executives presenting at the meeting as well.

Mike would like to see more board training and the next level of leadership within the board.

Joint Commission – Mike McCafferty recognizes two individuals, Brittany Goodvin in Quality and Mackenzie Mudd, Director of Nursing, for their work and leadership in identifying what we need to do to make sure things are hard wired in the organization, which led the hospital to a successful follow up survey with the Joint Commission.

Security Discussion – the hospital continues to deal with issues around mental health, and how we deal with it at the county and state level. We need to determine how we utilize our resources and keep our patients and staff safe. We have contracted with G4S an external security company to provide a security risk assessment. An internal assessment has been done, but G4S has been contracted to do an assessment as well, to determine if we have missed anything. The hospital will work with law enforcement on an opportunity to partner with them on internal security to take care of risks within our facility. A request for proposal (RFP) has been done to put out to agencies for ideas to mitigate the risk at the facility.

FINANCE COMMITTEE REPORT

Nathan introduced James Mann with the hospital's new audit firm of Clifton Larson Allen. This firm works with many hospitals throughout Wyoming and surrounding states. Since this firm works with other hospitals, they will have benchmarks and ratios to compare Sheridan Memorial to other hospitals.

Financial Statements - the hospital had a good month financially with a 2.6% operating margin. There is an operating loss, but a positive net income; the payer mix improved from Feb and March. Expenses leveled out and we continue to see an increase in Medicare and a decrease in commercial payers.

Telemetry and Monitoring – the ICU patient monitoring system has always been a part of the ICU project; however, it has been determined that the telemetry system is no longer supported throughout the hospital and additional systems are needed. An immediate decision is needed due to the ICU remodel infrastructure being installed now based on the vendor that is chosen. Mike McCafferty recommends the purchase of \$1.845M Telemetry and Monitoring System and requests the Board to consider this unbudgeted expense, with his apologies for not getting the Board this information well in advance of requesting a sizeable dollar amount. The Hospital will still have 100 days of cash on hand with the purchase. Gene Davis made the motion to proceed with the purchase of the Philip's Healthcare Telemetry system as specified. Dixie See seconded the motion. Motion moved.

FOUNDATION REPORT –

Ada Kirven extended her thanks once again to Dave Nicolarsen, Foundation Chairman for his continued leadership. ICU project gifts continue to be received. Ada is trying to keep the ICU project in the public eye with ads in the paper thanking the contributors, The Foundation received a gift from the Watt Foundation and a stock gift. The Foundation has received \$3.4M to date of which \$2.9M has been distributed to the Hospital. The Foundation is looking to raise another \$1M before end of year.

Ada reminds every one of the Foundation golf tournament on July 8th and they have some great sponsors this year. Ada had a great time in Cody at the conference. The panel she was on will work with WHA to put in philanthropy track on the agenda for the fall.

BUILDING COMMITTEE REPORT ~

The new Medical Office Building is moving forward with design documents, with an August completion date; will then move forward with the bidding process.

The committee viewed different grades of parking lot designs for the new medical office building. A decision will be made in a couple of weeks on a 3% or 4% grade.

The ICU is moving forward, with the schedule slipping into caution. Bad weather caused humidity issues inside, delaying the hanging of sheetrock. Project is delayed by 3-4 weeks, which may delay opening in September.

The Building Committee approved a charge for funds in the amount of \$45,825 creating a two hour firewall on each end of the pedestrian walkway which is a requirement of the Wyoming Department of Health. To date, the changes have resulted in \$47,045 over the cost of ICU budget.

The Building Committee will be asking for funding of the smoke evacuation system in the MAC. The cost for this project is \$225K. The Building Committee will ask for funding in a month. This is a requirement of the Wyoming Department of Health as well.

Roofing project is now complete. The damage caused by the flooding was paid for by the contractor.

OTHER BUSINESS

EXECUTIVE SESSION

Kevin Bailey made the motion to move into Executive Session after a short recess. Gene Davis seconded the motion. Motion carried.

The Board reconvened into public session at 5:23 pm for action to be taken on privileging and credentialing. Please see the above Medical Staff Report. The Board discussed other personnel matters with no other action taken other than with medical staff.

ADJOURNMENT

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With there being no further business to come before the Board, the general meeting was adjourned at 5:25 pm.

Recorder, Patty Forister

David Smith, Secretary