

**BOARD OF TRUSTEES  
JULY MEETING MINUTES  
WEDNESDAY, JULY 31, 2019 4:00 P.M.**

**MEMBERS PRESENT:** David Smith, Kevin Bailey, Gene Davis, Andrea Mellinger, Dr. Timothy Scott, Joe Wright, and Shirley Coulter

**MEMBERS ABSENT:**

**Others Present:** Mike McCafferty and Dr. Ian Hunter

**CALL MEETING TO ORDER**

David Smith, Chairman, called the meeting to order at 4:00 p.m.

**APPROVAL OF AGENDA and MINUTES**

The July board meeting agenda has been reviewed. Kevin Bailey motioned to approve the agenda. Dr. Scott seconded the motion. Motion carried.

The minutes from the June board meeting held on Wednesday, June 26, 2019 were reviewed. Andrea Mellinger moved to approve the minutes as written. Shirley Coulter seconded the motion. Motion carried.

**OLD BUSINESS**

None.

**PUBLIC COMMENTS, INTRODUCTIONS**

None.

**QUALITY COMMITTEE REPORT**

The committee reviewed the readmission rate; the hospital rate is at 5.9%, with the national average at 13%. There is an opportunity for improvement with pharmacy working with patients that have greater than 10 prescriptions.

There are no pressure ulcers at this time. Staff have better documentation of patients with wounds upon admission.

Employee injuries are up from the last quarter; the caveat is that 4 employee injuries were received from one patient. The hospital received eight compliments from patient feedback. The Patient Advocate reviewed patient feedback complaints that have been submitted; there is an opportunity for improvement on communication with the patient.

**MEDICAL STAFF REPORT**

Dr. Hunter introduced two new physicians to the board of trustees: Dr. Michael Sanderson and Dr. Chris Prior. Dr. Sanderson is a new pediatrician, joining the Northeast Wyoming Pediatric Clinic with Drs. Wohl, Oss and Shaw. Dr. Sanderson is a WWAMI graduate, having just finished his residency in Arizona, and is thrilled to be back in his home state of Wyoming.

Dr. Chris Prior has been in Sheridan six years, working at the VA. He is a family medicine physician who will be joining the Internal Medicine clinic practice. He has three daughters and is happy to be a part of the team.

Mike informed the board that Dr. David Nickerson has accepted the Medical Director position in Urgent Care effective in August. With his departure from the emergency department, we have secured a contract with David Kasarda, MD and his wife Marissa Laurora, DO, both emergency medicine physicians moving from Laramie. Dr. Kasarda will be full time and Dr. Laurora will be a per diem physician starting January, 2020.

Dr. Elise Sylar has verbally committed to Sheridan Memorial Hospital. She will finish her residency in June of 2020, with a start date of September, 2020 in the Internal Medicine - Hospitalist hybrid model.

Michael Sanderson, MD – requested full active staff with admitting privileges. Dr. Sanderson is a pediatrician, joining an established pediatric clinic. Shirley Coulter moved to grant privileges as reviewed and discussed. Dr.

Scott seconded the motion. Motion carried.

Christopher Prior, DO – requests full active staff with admitting privileges. Dr. Prior is a family practice physician joining the Internal Medicine practice as a clinic physician only. Dr. Scott moved to approve the privileges as reviewed and discussed. Gene Davis seconded the motion. Motion carried.

Medical Staff Reappointments – Andrea Mellinger moved to recommend the group as outlined, reviewed and discussed. Dr. Scott seconded the motion. Motion carried.

**MEDICAL STAFF REAPPOINTMENTS**

Name	Category	Specialty	Renewal Date	Affiliated Organization
Bridgette Baker, WHNP	Advanced Practice Clinician	Nurse Practitioner Women's Health	05/28/2021	Sheridan Memorial Women's Clinic
Andi Bell, LCSW	Non-Member Licensed Independent Practitioner	Mental Health Clinician	05/01/2021	Private Practice Fortis-Therapy, LLC
Steven Bischoff, PAC	Advanced Practice Clinician	Physician Assistant Emergency Medicine	10/19/2021	Sheridan Memorial Emergency Department
Kimberlee Gilbert, FNP-C	Advanced Practice Clinician	Family Nurse Practitioner	08/29/2021	Sheridan Memorial Internal Medicine
Tracy Jons, PA-C	Advanced Practice Clinician	Physician Assistant Womens Health	01/02/2021	Sheridan Memorial Women's Clinic
Angela Knutson, PA-C	Advanced Practice Clinician	Physician Assistant Urgent Care / Emergency Medicine	01/29/2021	Sheridan Memorial Emergency Department
Kelly Lieb, PA-C	Advanced Practice Clinician	Physician Assistant Urgent Care / Emergency Medicine	05/08/2021	Sheridan Memorial Emergency Department
KC McKenzie, PA-C	Advanced Practice Clinician	Physician Assistant	08/30/2021	Sheridan Memorial Wound Care
Jessica Neau, PA-C	Advanced Practice Clinician	Physician Assistant Internal Medicine	01/22/2021	Sheridan Memorial Emergency Department

Name	Category	Specialty	Renewal Date	Affiliated Organization
Becky Olson, WHNP-BC	Advanced Practice Clinician	Nurse Practitioner Womens Health	08/19/2021	Sheridan Memorial Women's Clinic
David Pearson, LPC, LAT	Non-Member Licensed Independent Practitioner	Mental Health Clinician	10/27/2021	Private Practice
Steve Rabon, DPM	Non-Member Licensed Independent Practitioner	Podiatrist	07/27/2021	Sheridan Orthopedic Associates
Sean Schoonover, PA-C	Advanced Practice Clinician	Physician Assistant Orthopedics	07/17/2021	Sheridan Orthopedic Associates
Dee Smidt, LPC	Non-Member Licensed Independent Practitioner	Mental Health Clinician	01/08/2021	Private Practice

**ADMINISTRATION REPORT**

Scope of Services – Sheridan Memorial Hospital has a deemed status with the Joint Commission. It is a requirement of the Joint Commission to report on the services offered to the community and have those services reviewed and approved by the Board of Trustees on an annual basis. Kevin Bailey moved to approve the Scope of Services as presented. Dr. Scott seconded the motion. Motion carried.

Compliance Education - The Compliance Officer, Lynn Smith, will be doing a series of refresher courses for the Board of Trustees, as there is an opportunity to share information around compliance, privacy and HIPAA. Lynn provided the board with a HIPAA refresher.

**FINANCE**

The hospital met our target of 1.5% operating margin in June. The total days of cash on hand grew to 43.5 days. Revenue cycle for June was strong as well. There was a surge in outpatient surgery cases, and the Welch Cancer Center is steady. Supply costs were normal, write-offs were 53%, below our target of 54%, and there was a favorable payer mix contributing to an overall strong month.

FY2020 Operational Budget – Anticipated write-off mix is expected to increase adding pressure to the organization. Modest growth is expected with the Welch Cancer Center and the lab. The expectation is for surgical volumes to

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decline; the emergency department is currently trending up, but expect it to level off next year. There is a 3% increase in our cost structure.

FY2020 Capital Budget – The Finance Committee is requesting approval of \$1.6M in capital expenditures as outlined in the packet, which includes a \$400K discretionary fund.

Gene Davis moved to adopt the FY2020 Operational Budget and FY2020 Capital Budget as recommended by the Finance Committee. Dr. Scott seconded the motion. Motion carried.

### **FOUNDATION REPORT**

The Foundation hosted their annual meeting last week, in which the managers whose departments had benefited from Foundation funds talked to attendees on how the gifts received impacts the hospital.

The Foundation has new officers: Kristi Von Krosigk, President; Rob Johnson, Vice President, Rita Rohrbaugh, Secretary; Matt Ebzery, Treasurer. Kristi Von Krosigk, who is present at the meeting today, is thanked for her service and acknowledged for being actively engaged and passionate of the Foundation's work. Andrea Mellinger will be the liaison on the Foundation board for the next year, replacing Kevin Bailey.

Cody Sinclair, Chief Development Officer provided a flyer on two projects the Foundation is working on; Intra-Aortic Balloon Pumps and Intrasight 5, which offers lifesaving and improvement of care for cardiac patients. The Foundation is currently talking to donors and the projects are well received

Ada Kirven, Director of Donor Relations personally thanked Kevin Bailey for his philanthropy and time on the Foundation Board. Ada recapped the annual meeting and Pink Night at the rodeo in which King Ropes hats were sold to benefit the Link. There will be early registration for the Link on August 15<sup>th</sup> with an event downtown; the actual event is Saturday, October 19<sup>th</sup>. Ada also recapped the golf tournament in which 120 golfers participated, raising approximately \$20K for various projects and programs.

The Foundation's annual membership drive will see some changes this year. The Foundation is working to keep donors apprised of needs at the hospital.

### **BUILDING COMMITTEE REPORT**

There was no meeting held this month as projects are wrapping up and no action items to address. The Building Committee received a report on the projects to date. The generator project is almost complete; waiting on some masonry work to be finished. The parking lot project is to be completed soon with a new contractor to fabricate the railing. The interior punch list for the Outpatient Center is complete; the contractor is currently working on the exterior punch list.

### **OTHER BUSINESS**

None.

### **EXECUTIVE SESSION**

David Smith moved to adjourn into Executive Session after a short recess to discuss real estate, legal and personnel. Kevin Bailey seconded the motion. Motion carried.

The Board reconvened into general session at 5:10 p.m. with action taken on privileging and re-privileging of medical staff. Please see the Medical Staff Report above.

David Smith moved to go back into Executive Session at 5:12pm. Gene Davis seconded the motion. Motion carried.

The Board reconvened into general session at 5:50 pm. Kevin Bailey motioned to accept the recommendation of

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the Executive Evaluation Committee as discussed in Executive Session. Shirley Coulter seconded the motion.  
Motion carried.

**ADJOURNMENT**

With no further matters to come before the board, the meeting adjourned at 5:51 p.m.

Patty Forister, Recorder

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Shirley Coulter, Secretary