

**BOARD OF TRUSTEES
APRIL MEETING MINUTES
Wednesday, May 8, 2013 3:00 P.M.**

MEMBERS PRESENT: Ron Mischke, Kevin Bailey, David Smith, Gene Davis, Dr. Strahan, and Gary Miller

MEMBERS ABSENT: Dixie See

Others Present: Mike McCafferty and Dr. John Addlesperger

CALL MEETING TO ORDER

Ron Mischke, Chairman called the meeting to order at 3:00 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

Mr. Mischke presented the Best on Board certificate to Gene Davis as he completed the online education. It was also noted that Mr. David Smith has also completed the online education and will receive his certificate soon.

APPROVAL OF AGENDA and MINUTES

The agenda for the April Board of Trustees Meeting was available for review. There will be action in addition to information in the Medical Staff Report. Motion was made by Kevin Bailey to approve the April Board agenda as amended. Gene Davis seconded the motion. Motion carried.

The minutes from the March Board Meeting, held on April 3, 2013 were reviewed. A motion was made by Dr. Strahan to approve the March Board meeting minutes. Gene Davis seconded the motion. Motion carried.

OLD BUSINESS

None

QUALITY COMMITTEE REPORT

Dr. Michael Strahan, Quality Chair, reported that the Quality Committee met this month. Members continue to break down incident events in order to retrieve data and identify trends. The red-highlighted items on the displayed heart failure scorecard can be fixed within the Cerner system in order to correct documentation process errors. Further discussion was held on how the electronic medical record (EMR) system can help trigger documentation efficiencies. Mr. McCafferty noted that above all the patient comes first, where we hope that efficiencies within the EMR will allow providers to have more one-on-one time with the patients and continue our strong suite in customer service and quality care. Mr. McCafferty noted that we will be working with Mountain Pacific Quality Health (MPQH) and Truven organizations to put together quality data dashboards in order to view consistent quality information that we can use as benchmarks. A Certificate of Recognition for Excellence in Infection Prevention has been given to Sheridan Memorial Hospital from MPQH

and the Wyoming Department of Health for achieving zero catheter associated urinary tract infections and zero central line-associated bloodstream infections in 2012.

MEDICAL STAFF REPORT

The Medical Staff report was given by Dr. Addlesperger. One credentialing item will be discussed in Executive Session before action. Dr. Addlesperger also announced that effective May 1, 2013, he has resigned his tenure as the Chief of Staff in order to assume duties as the Chief Medical Officer. Dr. Cindy Sharp, current Vice Chief of Staff, has agreed to assume Chief of Staff duties for the remaining eight months of the 2013 term. Dr. Addlesperger and other former Chiefs will be available to assist Dr. Sharp in this transition. Medical Staff Officer elections will be held in September for the 2014 term.

Dr. Addlesperger noted that the Quarterly Medical Staff meetings will be on June 11, 2013 at 6pm. The main agenda item will be discussion of the recently proposed revised Bylaws, Rules and Regulations that Bylaws Committee has been working on for the past months.

Mr. McCafferty thanked Dr. Addlesperger for his great leadership as Chief of Staff, specifically during the implementation of the electronic medical record and CPOE systems. Mr. McCafferty is glad to have Dr. Addlesperger now as a member of the senior leadership team as the Chief Medical Officer and believes it will be a great step for Quality at the Hospital.

Kelly Lieb, PA-C is requesting Affiliated Health Care Professional affiliation in the Department of Emergency at Sheridan Memorial Hospital, specializing as a Certified Physician Assistant under Dr. John Addlesperger, as primary physician supervisor and Drs. J. Lieb, I. Robinson, T. Richards, and T. Mazur, as backup physician supervisors. Mrs. Lieb will be an employee of Sheridan Memorial Hospital and serve as a key provider in the urgent care clinic of Sheridan Memorial Hospital Emergency Department. After review of credentials file in the Executive Session, Kevin Bailey made a motion to approve the requested privileges of Kelly Lieb, PAC. Dr. Strahan seconded the motion. Motion carried.

ADMINISTRATION REPORT

Champion Visit – Mr. McCafferty noted Sandy Champion, Director of the Champion Group, LLC, was on site March 15-18, 2013. She conducted a multitude of interviews with the medical staff and department staff in order to compile appropriate information for an electronic demand tool regarding physician need. Here we can look at the current and future population and physician inventory (specialties) within our community and surrounding counties to determine how many physicians we need. The demand tool will be maintained in medical staff office once completed. A market analysis has also been completed to determine where people are accessing healthcare specific for Montana and Wyoming areas for what types of services in and out of the community. All of this information will help with the future Hospital strategic plan. Mr. McCafferty will share the final product with the Board once completed. Mr. Mischke participated in the exit interview from Ms. Champion and noted her positive comments on what a great administration, organization, and medical staff Sheridan Memorial Hospital has.

Financial Planning – Mr. McCafferty noted the continued work that the Department Managers are working on in regards to future projections on the budget and identifying areas within each department where resources and supplies can be used more efficiently in efforts to cut costs. The Hospital is facing many challenges, slow revenues and consistent expenses. The Board recognizes this work being done and appreciates all efforts, noting that small changes always make a difference.

Board Training – The Board of Trustees members have been invited to a Board Education Training seminar put on by the Wyoming Hospital Association (WHA). The event will take place on Friday, May 17, 2013 in Riverton, WY. Dr. Addlesperger, Mike McCafferty, Ron Mischke, and Gary Miller plan to attend. Mr. McCafferty will be having prior meetings that same week with the WHA Board and the Wyoming Business Coalition.

Recognition – Mr. McCafferty recognized Danae Brandjord, Marketing Manager who will be stepping down from her position at the hospital at the end of June 2013 in order to spend time at home with her children. Mr. McCafferty thanked Mrs. Brandjord for her six years of service at Sheridan Memorial Hospital and feels her work has put the Hospital on the right track in terms of marketing for current and new services. Mrs. Brandjord has coordinated a great team of marketing staff who will take on the duties of her position and continue great work.

FINANCE COMMITTEE REPORT

Mr. Gene Davis, Committee Chair, reported the Finance Committee has met and acknowledged that the vouchers and Mr. McCafferty's MasterCard had been reviewed and was sufficient.

Mr. Ed Johlman discussed the following information for the month of March 2013. Low patient revenue produced an operating loss during the month of March. April is looking much better in regards to revenues for SMH and BHHN and cash is recovering and growing.

Payroll System Proposal (ACTION) - Mr. Johlman reported information on the expected transition of the payroll and attendance electronic systems. Our current system, Keane (NTT Data) has given us notice that they will be sun-setting our current system on June 30, 2013. We currently utilize Keane for GL, Accounts Payable, Material Management, A/R, Asset Management, Payroll, HR, and Time/Attendance. Gene Davis made a motion on behalf of the Finance Committee to transition to a new upgraded payroll system (Kronos) in the amount of \$470,873. Dr. Strahan seconded motion. The group further discussed costs for the new general ledger system and that this is a non-budgeted item. After discussion, unanimous approval on motion was made.

FOUNDATION COMMITTEE REPORT

Mrs. Ada Kirven, Executive Director, recognized the Foundation Directors and staff. The April 20th Annual Sheridan Memorial Hospital Foundation Benefit featuring WREN on Saturday, April 20, 2013 was a success that raised \$25,000 after expenses for the ICU and Critical Care projects. Thanks to those able to attend. Mrs. Kirven plans to have their annual meeting in July in order to keep Board members posted on projects and give recognition to recent donors. Current activities within the Foundation include working with the Ebzery's on a patio at Welch Cancer Center, organizing a women's golf tournament at the Powder Horn, and beginning work on the Link-Partners in Pink

benefit for October. The Foundation's executive group will also be conducting their annual review of Bylaws and policies in preparation to the fiscal year end. It was additionally noted that \$2.6 million has been donated to the Hospital in the past year for successful projects.

BUILDING COMMITTEE REPORT

Rob Forister, Facilities Manager, reported that the Building Committee met this month where they held discussions on many upcoming projects to include: practice locations for the new physicians that will be coming this summer, remodeling needs for the urgent care/fast track in the Emergency Department, and the ICU remodel. Len Gross is the project manager for the urgent care project and will be coming to the Board soon for action items in this regard. In regards to the ICU remodel, Mr. Forister is happy with how engaged all the stakeholders have been in the design phase. Billings Clinic is also currently remodeling their ICU which we were able to get many ideas from too. The schematic design for the project is looking good and a request will be presented to the Board soon in regards to a building design, once funds are available.

OTHER BUSINESS

Mrs. Charlotte Mather, CNO, announced that Sheridan Memorial Hospital will be celebrating Nurses Week May 13-17, 2013, in conjunction with Hospital Week. On behalf of the Board, Mr. Mischke thanked all nurse for their work and dedication at Sheridan Memorial Hospital.

Mrs. Mather also noted that the Sheridan Simulation Center, Sheridan College and Sheridan Memorial Hospital will be partnering to put on a summer camp titled "Dream Big" for high school students interested in going into the nursing field. The camp will be held July 15-18, 2013 and August 5-8, 2013 at the Simulation Center. The participants will be able to engage in hands-on practical, real-live scenarios and allow a great learning opportunity for those interested. This will in turn help form a great platform for nurse recruitment at Sheridan Memorial Hospital.

EXECUTIVE SESSION

With no further business, the meeting moved into closed session at 3:45 p.m. for discussion of personnel matters. Medical staff privileges were discussed. Please see the Medical Staff report for action taken. The meeting then reconvened into public session at 4:00 p.m.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:45 p.m.

Recorder, Amy Ligocki

Michael Strahan, M.D., Secretary