

**BOARD OF TRUSTEES
JULY SPECIAL MEETING
MINUTES**

Wednesday, July 3, 2013

12:00 P.M.

MEMBERS PRESENT: Ron Mischke, Gary Miller (via phone), Dixie See, Gene Davis, Dr. Strahan

MEMBERS ABSENT: Kevin Bailey, David Smith

Others Present: Mike McCafferty, Lynn Custis, Amy Ligocki, Charlotte Mather, Len Gross, James Rader, Ada Kirven, Kelly Lieb, Dr. John Addlesperger, Sheridan Media, The Sheridan Press

CALL TO ORDER

The special Board of Trustees meeting was called to order at 12:05 p.m. by Chairman, Ron Mischke.

ADMINISTRATION REPORT

The purpose of this meeting was to take action on capital expense and renovation projects for the following three sites: Sheridan Women's Clinic, Big Horn Mountain Medicine (Saunders Building), and Emergency Department Urgent Care Clinic.

Mike McCafferty presented the following project expense reports, respectively.

Sheridan Women's Clinic – This project will remodel the former Alchemy Medi Spa space to be utilized for expansion of the clinic with the addition of Dr. Rebecca Franklund (OB/GYN) in late July or early August 2013 and Dr. Elizabeth Brown (OB/GYN) in August 2014. This expands the current clinic space with four additional exam rooms and a procedure room. It will also create a shared office space, nurse station and restroom. New space is set to be ready by August 1, 2013. TSP has bid approximately \$34,625.00 for the cost of construction. Including the additional costs for furniture, equipment, and IT needs the total budgeted expenses are not to exceed \$69,724.96.

Big Horn Mountain Medicine (Saunders Building) – This project will remodel the former Free Clinic space for the addition of four internists between July and September 2013. It will add fourteen exam rooms and office space to support the clinic. In changing rooms from office space to exam rooms, it requires the addition of plumbing to six of the fourteen rooms. With the majority of the expense (\$102,717.76) being in equipment, furniture and IT, these are all moveable pieces should there be expansion opportunities in the future. We would like to transition part of the existing staff into the space in late July. TSP has bid approximately \$56,329.00 cost of construction for a grand total expense not to exceed \$162,046.76. Mr. McCafferty additionally noted that this is a temporary but cost-effective option for balancing the need for additional space with existing budgetary concerns. Mr. McCafferty estimated the project would allow for a newly feasible workspace for the next three years. In the meantime, we will be able to reassess the larger investment of a new medical office building on the east campus or utilize the seven acres near Highland Street for a free standing office building.

Emergency Department Urgent Care Clinic – This project will put into operation a separate urgent care track within the Emergency Department for lower acuity patients to utilize quicker, easier, and at less cost. This will be achieved through a high level of service, removing barriers to access, and cross-utilizing as much of the existing infrastructure and equipment as possible. We would like to transition into this service by August 2013. Mr. Len Gross, Project Coordinator emphasized the project principals of keeping it simple, keeping it inexpensive in design and operation with a high level of customer service. The space will cross utilize as much existing space and equipment as feasible with minimal changes to the building to include: removing a wall and setting up the storage room as an intake and waiting area, taking the physician offices and remodeling them into an exam room and testing area, and creating office space and storage in the shell area to

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house the displaces areas from above. Current estimates of construction are \$121,360. Total project expenses equal \$152,875 including equipment, engineering, and other costs. Dr. Addlesperger and Kelly Lieb, PA have taken on coordination of the project and will be primary providers of the new service. Dr. Addlesperger noted that they estimate around 25 to 30 patients daily and will be open from 10am-8pm Monday through Saturday. Staffing will include a physician or physician assistant for each shift, one RN and a patient service representative helping with insurance and flow through the clinic.

After discussion, Mr. McCafferty requested the Board to formally authorize the three projects' not to exceed expenses in order to accommodate for both renovation and equipment costs. Dixie See made a motion to authorize the expenses of all three projects, as discussed. Gene Davis seconded the motion. Motion passed.

In addition, Mr. McCafferty noted that the Medical Staff Bylaws Committee has completed a very extensive, thorough review of the Medical Staff Bylaws, Rules and Regulation over the past several months. Mr. McCafferty has had Hospital legal counsel review the proposed revisions to ensure they speak well to the Board Bylaws. Mr. McCafferty recommended activating the Board Bylaws sub-committee in order to review the comments from the Medical Staff Bylaws Committee and Hospital Legal counsel. Thereafter, the Board would need to take action to approve the proposals. Gary Miller, Chair of the Board Bylaws Committee noted he will be in touch with the members on a Board Bylaws Committee meeting before the next July 31, 2013 Board meeting to review the items proposed.

With no further business, the Board meeting was adjourned at 12:20pm.

Recorder, Amy Ligocki

Michael Strahan, M.D., Secretary