

**BOARD OF TRUSTEES**  
**OCTOBER MEETING MINUTES**  
**Thursday, November 1, 2012**                      **3:00 P.M.**

**MEMBERS PRESENT:**    Ron Mischke, Kevin Bailey, Gene Davis, Dixie See, Gary Miller,  
David Smith

**MEMBERS ABSENT:**     Dr. Strahan

**Others Present:**         Mike McCafferty and Dr. Addlesperger

**CALL MEETING TO ORDER**

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

**PUBLIC COMMENTS, INTRODUCTIONS**

Mrs. Ada Kirven, Executive Director of the Sheridan Memorial Foundation introduced Shirley Yager, Foundation Chair and other Foundation members in attendance. Mrs. Kirven and the group were present to announce to the Board of Trustees that the Foundation has accepted an unexpected significant gift of \$5 million from The Lorraine S. Husman Trust. Mrs. Husman, a resident of Story, Wyoming for many years, thoughtfully put together this planned gift along with her two siblings, Howard C. Sorensen of Sheridan, and Shirley L. Willett of Omaha, Nebraska, who both preceded Mrs. Husman in death. A news release regarding this significant gift was distributed for the audience, media in attendance, and the Board of Trustees. This gift presents a tremendous opportunity for support of improved patient care in our region and will be used for cardiac and dialysis care. Mrs. Kirven noted the incredible impact that planned giving has on our patient care and work at Sheridan Memorial Hospital. Further, Mr. McCafferty spoke on how such a gift shows the community's confidence and speaks volumes of the Board of Trustees, physicians, and staff of Sheridan Memorial Hospital. These philanthropic opportunities are important to the future of Sheridan Memorial Hospital's growth strategy. This particular gift will allow expansion into cardiac care with the inception of a new cath lab and continue to perpetuate dialysis service in the Sheridan Community. Mr. Len Gross, Business Development Coordinator, introduced the team of staff who are working to establish the new cath lab. Jennifer Rasp-Vaughn, Cath Lab Coordinator, introduced her team of 2 radiology technicians, 3 nurses, and 2 physicians. Board Certified Cardiologists, Dr. Joseph Garcia and Dr. Michael Brennan serve as the catalysts and leaders in cardiac care and anticipate the use of the new cath lab for interventional cardiac care in Sheridan. On behalf of the Foundation, Ms. Shirley Yager was happy to present the first distribution check in the amount of \$660,896.69 to the hospital to help with the construction and equipment costs to date for the new cath lab. Mr. Ron Mischke thanked the Foundation for all its continued work in raising awareness of community patient care needs. Recognition of Mr. Anthony Spiegelberg was also made by Mr. Mischke as the former Board of Trustees Chairman who laid a great foundation for the needs for continued philanthropic services of Sheridan Memorial Hospital and the Foundation.

### **APPROVAL OF AGENDA and MINUTES**

The agenda for the October Board of Trustees was available for review. Motion was made by Dixie See to approve the October Board agenda. Gene Davis seconded the motion. Motion carried.

The minutes from the September Board Meeting, held on October 3, 2012 were reviewed. A motion was made by Gary Miller to approve the September Board meeting minutes. Dixie See seconded the motion. Motion carried.

The minutes from the October Special Board Meeting, held on October 24, 2012 were reviewed. A motion was made by Gene Davis to approve the October Special Board meeting minutes. Kevin Bailey seconded the motion. Motion carried.

### **OLD BUSINESS**

None

### **QUALITY COMMITTEE REPORT**

Mrs. Charlotte Mather reported from the prior Quality Council meetings held in September and October. Dr. Anthony Clark, Senior Director from Executive Health Resources (EHR) Company presented to the Quality Council Committee and Medical Executive Committee on how EHR can support and assist the physicians in the RAC audits. EHR is a national organization that provides technology-enabled, expert physician advisor teams concentrating on managing Medicare and minimizing inappropriate medical necessity denials and achieving appropriate lengths of stay in acute care hospitals and health systems. Leadership feels EHR will offer helpful information to support and be a resource to hospital staff and physicians in real time when determining inpatient and outpatient status classifications.

Mrs. Mather noted that a hospital wide standardized patient safety culture survey has been distributed to the staff and physicians in order to gather information on the organization's culture and how patient safety can be improved. The survey is completely anonymous with no way of tracing back to a specific person, but will look at groups. The survey will be done approximately every 18 months.

Mrs. Mather also noted that the Hospital is in the process of transitioning to NRC Picker from Avatar in retrieving patient satisfaction data. This transition was made in order to see a new perspective when focusing on patient goals and safety and felt that with Avatar we were at a plateau. Working with a different vendor will help us with a new perspective and improve our patients experience and safety.

### **MEDICAL STAFF REPORT**

The Medical Staff report was provided by Dr. Addlesperger.

Christy Green, FNP is requesting Advanced Practice Registered Nurse privileges in the Department of Medicine at Sheridan Memorial Hospital, specializing as a Family Nurse Practitioner (FNP) and

employee of Sheridan Memorial Hospital, under the supervision of Dr. Cheryl Varner at Big Horn Ear, Nose, & Throat. After review of credentials file, Kevin Bailey made a motion to approve the requested privileges of Christy Green. Dixie See seconded the motion. Motion carried.

The following physicians were recommended by the Medical Executive Committee to the Board of Trustees to be appointed Teleradiology Privileges (no membership) at SMH for a two (2) year term. All applicants' credentials have been reviewed by the Credentials Committee and Department of Radiology. Kevin Bailey made a motion to accept the 27 physicians recommended for Teleradiology privileges. Dixie See seconded the motion. With no future discussion, motion carried.

Practitioner Name	Date of Privilege Renewal	Practitioner Name	Date of Privilege Renewal
1. Ahmed Abdelhalim, MD	01/18/2014	16. Toseef Khan, MD	04/28/2014
2. John Alexander, MD	05/09/2014	17. Gil Narvaez-Soto, MD	05/01/2014
3. Christian Binder, MD	08/27/2014	18. Marc Paul, MD	07/17/2014
4. Thomas Boden, MD	05/15/2014	19. Frank Rembert, MD	06/23/2013
5. Dmitry Bolkhovets, MD	01/25/2013	20. Richard Rossin, MD	12/28/2013
6. Bretton Breazeale, MD	11/01/2013	21. Ronald Sonken, MD	05/26/2013
7. Karen Caldemeyer, MD	03/31/2013	22. Benjamin Strong, MD	08/27/2014
8. Courtney Carter, MD	05/26/2013	23. David Tague, MD	06/08/2013
9. Cristina Cavazos, MD	06/27/2014	24. Jennifer Theoharis, MD	05/23/2014
10. Delphia Clarke, MD	05/09/2014	25. Richard Toothman, MD	01/05/2013
11. Mark Davis, MD	12/19/2012	26. Ann Tran, MD	06/27/2014
12. Michelle Goni, MD	07/23/2013	27. William Wong, MD	05/24/2014
13. Dhawal Gordia, MD	11/09/2013		
14. Kristen Grubb, MD	05/26/2013		
15. Leslie Jacobson MD	02/21/2013		

**ELECTRONIC MEDICAL RECORD (EMR)**

Mr. Nyle Morgan, Chief Information Officer, provided an update on the Cerner electronic medical record (EMR) progress. Various opportunities have been made for physicians, staff and IT specialists to meet and prioritize issues as they arise. There are continual processes and system issues being identified and being worked on in order to improve functionality and use of the Cerner electronic medical record system.

Mr. Morgan noted that the Hospital Home Care & Hospice system will go live with its version of Cerner on Monday, November 5, 2012, as planned. Additional EMR product introductions are in the works as well as specific equipment upgrades, such as voice recognition software, called the dragon dictation system. Physicians continue to improve and lead in product development and participate in continued education.

Additional recognition and thanks was made to Anthony Spiegelberg who was in great support of implementing the EMR project at its beginning stages, when serving as Chairman of the Board. His vision and leadership set a great future for the Hospital and is something that not only tests the pocket book, but the culture hospital-wide.

Mr. Morgan also gave a summary of the Health Information Exchange (HIE) program of Wyoming. This program, adopted by the State, provides the umbrella framework to describe the comprehensive management of health information and its secure exchange between consumers, providers, government, quality entities, and insurers for exchanging health information across the health care system both within and across states. Health information technology (HIT) in general is increasingly viewed as the most promising tool for improving the overall quality, safety and efficiency of the health delivery system. Broad and consistent utilization of HIT will improve health care quality; prevent medical errors; reduce health care costs; increase administrative efficiencies; decrease paperwork; and expand access to affordable care. Mr. Morgan explained that Cerner has this capability for exchange built into the system and as soon as the state is ready with the HIE program, we can plug into it and begin using the exchange. For patients, this will enable them to login and retrieve their medical record, medication lists, and transfer records from hospitals with ease and efficiency.

## **ADMINISTRATION REPORT**

### Strategic Plan Distribution

Mr. McCafferty reported that approximately 16,000 Sheridan Memorial Hospital strategic plan booklets with physician directories have been distributed to the Sheridan community. Mr. McCafferty noted that not only is there great visual information in the booklet, but a great message on the growth opportunities and positive relationships that the hospital has between the physicians, staff, Board, and community.

### MAC II Building

Mr. McCafferty reported that since the Board has approved funds to continue moving forward with the MACII construction plans, drawings are being completed specific to the internal workings of the building. Plans to meet with the stakeholders and potential occupants of the MACII are being scheduled. Emphasis and continuous caution is being made in this phase of planning in order to ensure the right choices are being made financially and that the community's health services needs are being addressed and well-planned for.

### Board Education

Mr. Mischke noted that he has been in touch with Connie Curran, the Chief Executive Officer of the Best on Board education program, to travel to Sheridan Memorial Hospital and speak to the Board and Physicians regarding leadership and education growth.

The Sheridan Memorial Hospital Board has agreed that each Board member shall obtain certification through the Best on Board online education module. Mr. Mischke announced that the

Wyoming Hospital Association has agreed to pay for two Board members from each hospital to take the online course; the hospital has agreed to pay for additional Board members fees. Hospital administration offices will assist Board members with registration and login information, as necessary.

## **FINANCE COMMITTEE REPORT**

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

### Financial Statements

Mr. Ed Johlman reported on the September financial analysis. September turned out to be the most difficult financial month in many years. The volume for inpatient services were down significantly for the month and dramatically lower than budgeted. Mr. Johlman went on to explain how revenue was lower than a normal month since September had only 19 business days, rather than the usual 21 to 23. Mr. Johlman explained discussions have happened with department heads to review the revenue drop. Department heads reported activity volumes 14% to 24% below the average levels. Consolidated revenues totaled only \$7.348M, which led to a net loss of \$1.2M.

### Audit Report FY 2012

Jerrel Tucker, CPA from TCA Partners, LLP presented the FY2012 audited financial report. The audit report contained an unqualified opinion, which is the best result. There were no material weaknesses or significant deficiencies identified relating to internal controls. There were no reportable findings. There were no post close audit adjustments. There were no difficulties encountered with Management in performing the audit.

Mr. Tucker made note of some of the most significant financial changes during the FY2012 year. He explained the impact of the EMR program. Members discussed what "Meaningful Use" will mean for reimbursement. Mr. Tucker explained that SMH is now debt free due to paying the last installment of the bond payments.

Mr. Tucker explained a change for the FY2013 fiscal year: FASB ASU 2011-07, Bad Debt Reporting. This will require a change to the presentation on the Statement of Operations. Bad Debt reporting moved back up from the expense section and into the contractual section. Mr. Johlman explained to members the FY2013 financials already reflected this change in presentation, starting in July 2012.

Mr. Tucker continued with an overview of the FY2012 year. He expressed how well organized the financial information was for his review. Most of the files are now in an electronic format. He had no red flags in the area of revenue. Deductions from revenue continue to stay reflective of the activity. Overall the Hospital had a good year. One recommendation is to continue to look for savings in the supply area. The Balance Sheet has seen a decrease in cash but this is in conjunction with the addition of physician practices, construction projects, and equipment purchases. Accounts Payable stayed consistent with the growth.

Mr. Tucker shared he audits over 40 hospitals and SMH is one of the best performing (if not the best performing) hospital for A/R days. In regards to other financial indicators, SMH is doing well or consistent with other hospitals. Although we continue to expand, SMH continues to stay financially strong. Mr. Tucker also commented on how the Sheridan Hospital Board exemplifies a good positive atmosphere and shows strong, positive relationships between stakeholders; this is something many other small hospitals struggle with and is nice to see.

Congratulations were made by Mr. Johlman and Mr. Tucker to the accounting and finance department for their hard work and efficiency. Mr. Tucker was also thanked for his audit presentation. Gene Davis made a motion to accept the FY2012 audit report. David Smith seconded the motion. Motion carried.

### Gainshare

The Finance Committee presented the Board with a recommendation regarding Gainsharing. The current Gainshare policy states that after the Board accepts the fiscal-year final audited financials that the Board votes to accept the payout amount to be distributed to the employees based on set criteria. The Finance Committee recommended that the Board vote to payout the FY2012 Gainsharing funds to SMH employees. The Gainshare program was further explained. The plan was designed to allow all employees to have a direct stake in SMH's success by rewarding the employee efforts that result in achieving quantifiable improvement in patient satisfaction scores and contribute to the hospital achieving a positive Net Operating Income. Gene Davis, Finance Committee Chairman, moved to distribute the approved Gainshare amount to SMH employees based on policy guidelines. David Smith seconded the motion. Motion carried.

## **FOUNDATION REPORT**

Mrs. Ada Kirven reported on the following events sponsored by the Foundation:

- The New Welch Cancer Center (WCC) Public Premiere will be held for the public on Saturday, November 17, 2012 from 10 am to 1 pm at the WCC. Friday, November 16, 2012 all donors have been invited for a special tour and gathering as well.
- The Link-Partner's in Pink was a success with over 760 participates. Pictures of the event were displayed and noted from the front cover of The Sheridan Press. Participation was up from last year's event with over 35 sponsors and \$39,000 funds raised. Mr. Gene Davis thanked Mrs. Kirven and the Foundation staff for a great event.
- Mrs. Kirven noted the Foundation's participation in conjunction with the Wyoming Resource Council in participating in the month of "Movember". A kickoff event with speaker, Dr. Ian Hunter, Internal Medicine physician will be held following today's Board meeting at 6:30pm where men have been invited to show their support by shaving their mustaches in preparation of growing them out to help promote men's health awareness.

- Dr. Marino conducted a great presentation to staff, physicians, and the community on “Oncology 101”. This free education presentation described cancer care from screening, diagnosis, and staging, to treatment, clinical research and palliative care. Mrs. Kirven noted there was a great turnout at the October 25, 2012 event.
- Mrs. Kirven additionally reported there will be a Welch Cancer Center tab in the Sheridan Press for the community to recognize and be aware of the patient centered care in the community at the Welch Cancer Center.

### **BUILDING COMMITTEE REPORT**

Ms. Dixie See, provided the following Building Committee report. The Cath Lab project continues as planned. Thanks to volunteers and all of Gene Davis’s leadership, the Hospital garden has been relocated to the Welch Cancer Center campus.

### **OTHER BUSINESS**

No Other Business

### **EXECUTIVE SESSION**

The meeting moved into closed session at 4:20 p.m. for discussion of personnel and legal matters. The meeting then reconvened into public session at 4:45 p.m. Medical staff privileges were discussed. Please see the Medical Staff report for action taken.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 4:50 p.m.

Recorder,  
Amy Ligocki

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Michael Strahan, M.D., Secretary