

**BOARD OF TRUSTEES
NOVEMBER MEETING MINUTES
WEDNESDAY, DECEMBER 6, 2017 4:00 P.M.**

MEMBERS PRESENT: Kevin Bailey, Ron Mischke, Gene Davis, Shirley Coulter, Dixie See, David Smith, and Dr. Tim Scott

MEMBERS ABSENT:

Others Present: Mike McCafferty and Dr. Ian Hunter

CALL MEETING TO ORDER

Kevin Bailey, Chairman, called the meeting to order at 4:00 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

None.

APPROVAL OF AGENDA and MINUTES

The agenda for the November Board of Trustees meeting was available for review. Dixie See moved to approve the agenda as presented. Dr. Scott seconded the motion. Motion carried.

The minutes from the October board meeting held on November 8, 2017 were reviewed. Shirley Coulter moved to approve the minutes. Gene Davis seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

The Performance Improvement Plan will be finalized in the coming week. The Quality Committee continues to focus on processes. Multiple data sets were reviewed at the meeting including readmission rates, pressure ulcers, breast feeding numbers and medication scanning. Improvement projects utilizing the lean management methodology were presented to the committee on pain management and compounding. It is a requirement of the Joint Commission to have a pain management committee in place. The flu season has started early this year and there are 9 confirmed cases in Wyoming. The vaccine seems to be matching the virus well.

MEDICAL STAFF REPORT

Advanced Practice Clinicians to include Certified Physician Assistants, Advanced Practice Registered Nurses, Certified First Surgical Assistants, Audiologists, Podiatrists and Behavioral/Mental Health Clinicians were reviewed in executive session per recommendation by the Medical Executive Committee for renewal of current privileges for the 2018-2019 credentialing period. Based on this review, Dr. Tim Scott motioned to approve the renewal of clinical privileges requested. Shirley Coulter seconded the motion. Motion carried.

Also noted were all those who had relinquished Advanced Practice Clinicians privileges in the prior two years for Board notification.

ADMINISTRATION REPORT

Mike has received confirmation from Dr. Widener that he has been accepted into the rheumatology fellowship program at University of Nebraska Medical Center. He will be in the fellowship for a couple

of years before returning to Sheridan to start a practice in rheumatology. This will have a positive impact on the Sheridan community.

Recruitment - Lindsay Capron, MD is an OB/GYN and will join the women's clinic in October 2018. She is a WWAMI student, originally from Cody. Dr. Capron will be a great addition to Sheridan Women's Health.

We continue to work on recruitment in other areas as well, such as assisting the pediatricians with their needs, the emergency department, and BHMM since Dr. Widener is going into a fellowship. The hospital will ensure that there are enough physicians to take care of the community and will create a model for better physician access.

Compliance – Collee Everett, Compliance Officer provided the trustees with a summary of the annual compliance report. The report provides information on where we are at and what is outlined for 2018. The compliance office will focus on areas identified by the Office of Inspector General work plan for 2018 and prioritize areas of key risk for audit.

3D Mammography Campaign – a video has been developed and is presented to the trustees for viewing. The purpose of the video is to increase the focus and awareness of screenings and early detection. Marketing will utilize the video and will offer to show it to community members and businesses. 3D Tomosynthesis is now being offered at the hospital. The radiologists and techs are excited for the quality of the images, allowing for earlier diagnosis of breast cancer and the decrease in the call back rates due to poor imaging. The new unit has a curved paddle for patient comfort.

Operational Planning – Mike reviewed the process for the hospital's operational planning and how we will execute and move forward with a plan and implementation of a lean management system. The hospital is interviewing companies to partner with on the lean management system and will make a determination in the next couple of weeks on who that partnership will be with and will come to the board with a plan.

FINANCE COMMITTEE REPORT

The CFO has presented a finance mitigation plan to the Finance Committee for review, and this plan will be shared with the full board as well. October had an increase in patient volumes and our revenues were aligned with the budget; however we didn't see an improvement in the payer mix. November has an improvement in the payer mix and high patient census. There are conversations with leadership and management to trim expenses to rebalance ourselves, with a focus on how we are utilizing labor across the organization. The goal is to break even with the second quarter, have a 1% margin in the third quarter and a 2% margin in the fourth quarter. Leadership will determine what needs to be done to sustain those margins and support our projects moving forward.

FOUNDATION REPORT

This is a busy and exciting time for the Foundation. The Foundation, along with the Homer A. and Mildred Scott Foundation and the Zullig Foundation hosted a breakfast this week to share the hospital's story in providing excellent patient centered care with a low pricing structure, and how

philanthropy plays a significant part in this role. It is helpful for community members to know how the hospital works.

The Foundation will start to send letters and meet with people on the MRI and Radiology Department needs. The video that was created will be shared with The Link volunteers and businesses that sponsored the event. Women's Health recently presented to the Foundation Board about the needs in the department.

The Employee Partner Breakfast/Celebration will be on Thursday, December 21st from 6 am – 9 am in the cafeteria. The Foundation Board will be serving breakfast and there will be music. Watch for your invitation. The employee partners have gifted \$360K over the years.

Ada thanked the Auxiliary for the Trees of Love ceremony which was held on Sunday, December 3rd. There was a great turn out for the tree lighting ceremony and it is delightful to see Santa outside once again. The Auxiliary has given \$500K over the years and the Foundation looks to continue a partnership with the Auxiliary for more projects.

Hospice of the Bighorns will host their Celebration of Life on Sunday, December 10th at 3:00 pm in the Medical Arts Building atrium. The celebration brings families together that hospice has served during the year.

BUILDING COMMITTEE REPORT

The Building Committee reviewed the projects that are under way. The Medical Arts Expansion Project continues without issues. The amended completion date for the medical office building is the end of September, 2018. The MRI project is in the design process. Stakeholders will be meeting with CTA to refine the strategic master plan.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Kevin Bailey moved to adjourn into Executive Session at 4:36 p.m. after a short recess to discuss personnel. David Smith seconded the motion. Motion carried.

The Board reconvened into general session at 5:09 p.m. after discussions on personnel. Please see the above Medical Staff Report for action taken on re-credentialing of medical staff.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:10 p.m.

Patty Forister, Recorder

Shirley Coulter, Secretary