

**BOARD OF TRUSTEES
APRIL MEETING MINUTES
WEDNESDAY, MAY 2, 2018 4:00 P.M.**

MEMBERS PRESENT: Kevin Bailey, Gene Davis, Dixie See, David Smith, Dr. Tim Scott
MEMBERS ABSENT: Shirley Coulter, Ron Mischke (via phone), Dr. Ian Hunter and Mike McCafferty

Others Present:

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

Gene Davis motioned to approve the April agenda. Dr. Scott seconded the motion. Motion carried.

The minutes from the March board meeting held on Wednesday, April 4, 2018 were reviewed. The minutes will be amended to reflect the correct amount of the MRI project. The project amount is \$1.6M, not \$6.1M as reflected in the minutes. Dixie See moved to approve the amended minutes. Shirley Coulter seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

The Quality Committee reviewed data sets for pressure ulcers, medication scanning, and HCAHPS scores. The Joint Commission surveyors were complimentary on our medication scanning and made recommendations for continued improvement. HCAHPS scores show the “willingness to recommend” is still trending in a positive direction. An A3 will be completed on patient experience in an effort to implement Lean techniques without going through the value stream process.

Brittany Goodvin, the hospital’s compliance specialist, discussed the findings of the Joint Commission Survey that was performed May 7th through May 9th. The “safer matrix”, the methodology the Joint Commission utilizes relating to patient safety, was reviewed and discussed. The survey was an overall success. The Joint Commission will resurvey “condition level” findings in 45 days. Congratulations extended to the staff by Administration and the Board of Trustees.

MEDICAL STAFF REPORT

The Medical Executive Committee and Credentials Committee recommend Bridgette Baker, RNC, WHNP-C for Advanced Practice Clinician privileges with the Sheridan Women’s Clinic, effective June 4, 2018. David Smith motioned to approve. Gene Davis seconded the motion. Motion carried.

ADMINISTRATION REPORT

Joint Commission – Mike McCafferty mentioned that some departments had no findings at all during the survey. Home Care and Hospice are participating for the first time in order to get a “deemed status” with the Joint Commission. The surveyors are very complimentary of the manager, Ann Aksamit, and the work she has done with the Hospice and Home Care programs. Upon receiving the

Joint Commission status, the Home Care and Hospice programs will no longer participate in the CMS survey.

Lean Update – Lean has gone through two value stream analyses – Big Horn Mountain Medicine (BHMM) and Revenue Cycle (RC). The BHMM group will participate in a Rapid Improvement Event (RIE) starting Monday, May 7th; the intent is to develop solutions for improving efficiencies for increased patient access and standardized methodologies in the practice. The new practice administrator, Tim Grollmes, will be joining the group for the RIE.

Revenue Cycle will have their RIE in June. The VSA that was done for Revenue Cycle resulted in staff collaboration; communication on the effect of front end processes affecting the end process/results. Participation by the board in a VSA or RIE is encouraged.

CNO Update – It was reported last month that Charlotte Mather, CNO is relocating to Michigan. The hospital has been recruiting and has received resumes and applications from fifteen candidates. Mike will have an initial meeting with nurse managers on the parameters of the search and discuss what kind of leader is desired. A meeting with the Medical Executive Committee is scheduled, and we will narrow down the pool of candidates. Mike will keep the board apprised as recruitment efforts continue.

FINANCE COMMITTEE REPORT

INFOR Update- The INFOR project went live May 1st with Finance and Supply Chain. Human Resources will go live in August barring any unforeseen problems. The staff has been “building” the structure for finance and the general ledger for the past year. There will be some data cleanup during this transition but everything is going well thus far.

Financial Statements – Nathan Stutte, CFO shared some great news in regards to our low volume status. We have received word that we will be reimbursed for a low volume status retroactive to October, 2017. We had an estimated funding loss of over \$1M; therefore receiving this funding piece is a big win for the hospital.

The 3rd quarter finished strong with increased activity in the Cath Lab and Welch Cancer Center, even with the rise in the cost of chemotherapy drugs. Detailed information to the board is forthcoming. The hospital has a decline in the payer mix, and we continue to see an increase in the utilization of our services from the Veteran’s Administration (VA). There is a lack of payment and outstanding debt with the VA that is being addressed. The hospital has a positive operating margin for the 3rd quarter; we are below our targets but still have a positive margin.

Spine Navigation Recommendation – Information has been provided to the board over the last couple of months pertaining to the lease-purchase option of spinal navigation equipment. The nearest facility offering this technology is in Salt Lake City; Billings Clinic will implement the same technology in the fall of 2018. The equipment would allow for spinal navigation procedures through robotics, resulting in minimal tissue disruption at the surgical site and providing an increased level of safety for the patient. The cost is \$1.2M to lease the equipment over a 4-year period. The Finance Committee recommends the equipment for the betterment of the hospital and the community. The life expectancy of the equipment was discussed – estimated physical life is 7-10 years. The software will continually be updated, and updates are covered under the service agreement. Gene Davis, on behalf of the Finance Committee, motioned to approve the lease-purchase of the spinal navigation equipment and service agreement with Globus. David Smith seconded the motion. Motion carried.

FOUNDATION REPORT

Cody Sinclair provided an update on the Foundation's efforts for the MRI upgrade and suite. \$120K in gifts has been received with an additional \$418K in pledges pending. The Foundation Board of Directors approved \$94K and \$171K from unrestricted funds for a total of \$800K from the Foundation, which completes the fund raising drive. Another update will be given next month.

Ada Kirven presented on the Planned Giving event scheduled for May 10th at the Gould Street office. Mike will be presenting, and there will be planned giving stories by donors. Ada showed a brief video of one of the stories that will be presented. Additionally, there will be a panel to answer questions.

The Foundation Golf Tournament will be July 6th at the Powder Horn Golf Club. Ada mentioned the generous individuals and organizations in the community that have given to this event, which has benefited the hospital.

BUILDING COMMITTEE REPORT

The MRI will be delivered on May 22, 2018, and the MAC expansion continues to move along. The Building Committee approved the funding for extra work to be done on the remodel of the Women's Clinic space to accommodate additional providers and update the HVAC system, an addition of a window in BHMM, and the addition of time clocks and surveillance cameras. The MAC project is close to being on schedule.

The committee members also viewed the plans for changes to the MAC parking lot and to fix the issues with the Emergency Department parking lot and boulevard. Construction documents are yet to be completed.

The Master Plan is ongoing. The last draft needed a few changes. Administration will share the final product with the board and physicians once received.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Kevin Bailey moved to adjourn into Executive Session at 4:46 p.m. after a short recess to discuss personnel. Gene Davis seconded the motion. Motion carried.

The Board reconvened into general session at 5:26 p.m. Please see the following action taken on credentialing matters under Medical Staff.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:26 p.m.

Patty Forister, Recorder

Shirley Coulter, Secretary