

**BOARD OF TRUSTEES
AUGUST MEETING MINUTES
WEDNESDAY, AUGUST 26, 2015 4:00 P.M.**

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

MEMBERS ABSENT:

Others Present: Mike McCafferty, Dr. Sara Smith

CALL MEETING TO ORDER

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

PUBLIC COMMENTS, INTRODUCTIONS

Zachary White, a new reporter with the Sheridan Press was introduced to the Board.

APPROVAL OF AGENDA and MINUTES

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

The minutes from the July Board Meeting, held on July 29, 2015 were reviewed. Ron Mischke made a motion to approve the July Board meeting minutes. David Smith seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

Multiple policies for quality of care were approved. The patient safety program was reviewed; this committee meets bi-monthly and looks for improvements on quality of care. The event reporting software (RL Solutions) is very successful. The patient safety committee looks at the reports generated from RL and identifies trends and improvements projects to implement.

The Quality Committee approved the infection prevention control plan and reviewed data sets on the quality agenda. Reviewed medication error reporting and hospital acquired infection.

A hand washing initiative was implemented in the Emergency Room and has been very successful. This hand washing initiative will go out the organization in the next year.

MEDICAL STAFF REPORT

Dr. Smith invited everyone to come to the next Quarterly Staff meeting on September 8th.

ADMINISTRATION REPORT

Joint Commission Update – The JC has standards of care that we follow and ties together with CMS standards. The State follows the same CMS standards as well. The JC came last month and there were some condition level findings, direct findings and indirect findings. We have submitted a Plan of Correction (PoC) in response to the findings.

State CMS Survey – The State did a survey this month which was a result of a patient complaint. In their survey there are two condition level findings different from the JC findings. The findings pertain to the storage of paper medical records and the area in which they are housed. The other finding is associated with nursing services pain assessment and matching plan of care on pain management. There were some standard level findings identified as well. Plans of Correction (PoC) will be submitted to the State on Friday, August 28th. We can expect both the JC and the State to be back for another survey in the next 30 to 45 days.

ICU Project Recommendation (Action) – The current ICU was built in 1974 and we have gone from serving 2.5 patients a day to 6.5 patients a day. With new physicians and specialties being added resulting in inpatient growth, the need for an efficient, well designed ICU to provide a safe and comfortable environment for patient care is needed. The Foundation partners consisting of 400 employees have contributed \$200K to the project; plus there is financial support from the Foundation as well. There has been a huge investment of time and attention to detail given to this project and it has been years in the making. The timeframe would be 30 days out in starting the project as we would need to get permission from the State Department of Health and the City of Sheridan to issue a building permit. The interim plan is to move the ICU to the current Pediatric unit; Pediatrics will move to another part of the hospital.

TSP and O'Dell Construction will be working on this project as they have both done considerable work internally and externally on the hospital and know the building well. The project delivery method with O'Dell Construction is a Construction Manager At Risk. O'Dell Construction has provided a GMP (Guaranteed Maximum Price) for this construction project of \$5,531,996, which includes a \$200K contingency. They will deliver a finished project at or under this price. Total price is \$6,680,607 which includes owner supplied equipment.

Dixie See made the motion to approve the renovation and addition to the ICU with a delivery method of a CMAR with a total price of \$6,680,607. Ron Mischke seconded the motion. Motion carried.

FINANCE COMMITTEE REPORT

The consolidated revenue was strong in July, with record revenue and higher supply costs and contract labor fees. Big Horn Mountain Medicine (BHMM) had a good month as well. June was a record month and July showed bigger revenue.

The auditor will be doing an on-site review September 14th thru the 18th. The new CFO will start on September 8th. The audit should be ready to be a part of the October board packet.

FOUNDATION REPORT –

The Foundation has changed their board meeting to be the 4th Tuesday of the month. Dave Nicolarsen was introduced as the new Foundation Chairman and Jill Mitchell as the representative from the Auxiliary. Ada will be making some presentations out in the community regarding funding a community hospital. Mike will make the first presentation on Thursday, September 17th at the hospital. The Foundation golf tournament will be on September 11th at the Powder Horn. The Foundation is also working with community members on creating a dementia friendly community. The kickoff meeting will be Tuesday, September 22nd. New Foundation Board members are Joe Wright, the CEO of Kennon Products and Rita Rohrbaugh, a retired community member with a great volunteer background.

BUILDING COMMITTEE REPORT

The parking lot is in the design phase and will be going to bid and should be in the ground by year end.

The medical office building is still in the schematic design phase. There will be more parking issues with this project. A parking study for the whole campus has been ordered.

The generator for the WCC will be installed in November, 2015. This will help protect the loss of expensive chemotherapy drugs if the power goes out.

Façade maintenance on the hospital will be done this fall.

TSP is doing the design documents on the roofing project and it will go out to bid this year.

The atrium in the Medical Arts Complex has been determined to be out of compliance with the State. The State would like to see a smoke evacuation system put in. When the building was newly constructed in 2006, it had been approved by the State. TSP has a code expert to look at a design acceptable to the State Department of Health. This expert has stated 3 possible options, but we are still awaiting his preliminary report; 1. Remind the State they approved the building in 2006; 2. Install a smoke evacuation system; or 3. Install a water curtain sprinkler system around the atrium. The building is deemed non-compliant because the lab, located in the MAC, operates under the hospital license. Moving the lab is not a feasible option at this point in time.

OTHER BUSINESS

None

EXECUTIVE SESSION

With no further business, the meeting moved into closed session at 4:50 pm to discuss real estate and personnel issues. The meeting reconvened into public session with no action being taken.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:05 pm.

Recorder, Patty Forister

David Smith, Secretary