

**BOARD OF TRUSTEES
AUGUST MEETING MINUTES
WEDNESDAY, AUGUST 31, 2016 4:00 P.M.**

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

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

None.

APPROVAL OF AGENDA and MINUTES

The agenda for the August Board of Trustees Meeting was available for review. Shirley Coulter made the motion to approve the agenda as presented. David Smith seconded the motion. Motion carried.

The minutes from the July Board Meeting, held on August 3, 2016 were reviewed. Dr. Scott made the motion to approve the minutes as presented. Ron Mischke seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

The Quality Committee continues to look at patient falls, re-admission rates, medication errors and Home Care and Hospice to name a few. Our fall rate is better than the national average due to a new policy and best practices; but will keep working on it to get it even lower. No new trends on our re-admission rates. We are not penalized but want to stay under the national average.

MEDICAL STAFF REPORT

Quarterly Medical Staff will meet on the 13th and the board is welcome to attend. Credentialing of staff will be done in Executive Session. The applications, supporting documentation and information received during the credentialing and privileging processes were reviewed. Based on this review, it is the Board's opinion that the following applicants meet the requirements for Medical Staff appointment and clinical privileges as recommended.

David Smith made a motion to approve Nina Beach, FNP-C request for Non-Physician Professional Staff Family Nurse Practitioner privileges, specializing at the Welch Cancer Center. Dr. Scott seconded the motion. Motion carried.

David Smith made a motion to approve Melanie Kawulok, FNP-BC request for Non-Physician Professional staff Family Nurse Practitioner privileges, specializing as PRN in Urgent Care. Dr. Scott seconded the motion. Motion carried.

David Smith made a motion to approve Amy Browning, LCSW request for Non-Physician Professional staff Licensed Clinical Social Worker privileges in the Case Management Department, assisting with our mental health services under the Title 25 processes. Ron Mischke seconded the motion. Motion carried.

ADMINISTRATION REPORT

Mike McCafferty introduced Cody Sinclair, Director of Human Resources.

Service Pillar (HCAHPS)~ this pillar is a part of our operating plan and centers around the patient experience and how the hospital is scored. Patient satisfaction scores are reported to CMS and compared to other hospitals across the nation. Nursing and Guest Services are partnering to impact on how we are reaching our patients and community; using data to see where to focus on which best practices will have the most impact. The top three areas of focus are cleanliness, quietness and care transitions with nurses on the floor. These were identified as the lowest scoring on surveys provided by the patients. Surveys are sent to a random selection of patients by the National Research Corporation (3rd party vendor we contact with).

Soldier Creek Medical ~ the hospital partnered with Dr. Batty to provide services through a new entity named Soldier Creek Medical in 2012. The reorganization of this practice continues as we look at meeting the needs of our community and the choices available. The hospital will continue to be service oriented and assist the public to get their health information records to other providers.

Downtown Location ~ the hospital will be locating some of the non-clinical staff to 61 South Gould, taking some pressure for space and parking off the main campus. Marketing, Community Relations, Finance, Billing and Health Information Management will be moving. The hope is to create an opportunity for community engagement as the hospital offers on-line bill pay, education on accessing a patient portal, and convenience to services. Construction is in progress to create an event space, allowing for a bigger area to hold meetings. The move for staff is scheduled mid-September, with the event space to be available for use by the 1st of the year.

FINANCE COMMITTEE REPORT

Financial Statements - July showed a different payer mix with 10% in uninsured patients, 52% in write offs and our expenses were well controlled. We had 13% in commercial insurance down from 18% the previous month. There was an increased cash flow even though there was a negative impact for the month with the payer mix. This was due in part to the managers and staff focus on coding properly and in a timely manner. The hospital experienced some softening in volumes in certain areas as well.

Projects - Finance will continue to work through the monitor video project in the operating rooms. It appears that the project will come in above budget, as it is important to standardize all of the operating rooms. However, the Financial Management system will be coming in under budget. In the next month or two, Nathan Stutte will come before the board and ask for approval for an allocation change – moving money from one project to offset the cost to the other project.

Medical Office Building - Nathan Stutte has been meeting with local bankers regarding the project and our ability to take on some debt. A package of information has been supplied to those banking institutions interested in order to provide us with a proposal.

The new auditors will be on site in September.

FOUNDATION REPORT

The Foundation will be giving another \$27K to the ICU project. This gift is a result of the golf tournament at the Powder Horn, which was well supported this year. The Pink Link will be in October. The Foundation received the year-end report; they provided \$1.3M to the hospital for miscellaneous programs, to the Welch Cancer Center, mammography, diabetes education, nursing scholarships and endowments; along with the \$3M to support the ICU project. The board thanked Ada for all of her work and the impact the Foundation has on the hospital.

BUILDING COMMITTEE REPORT

The ICU project continues. Some of the finish work has started and there are plans to move in by November. The smoke evacuation system in the MAC has started; however, they are still awaiting the actuators that are coming from Germany. The plans for the new medical office building should be done tomorrow; criteria have been set to pre-qualify contractors and sub-contractors. TSP will pre-qualify the contractors based on the criteria outlined. Bids will be open the end of September and will then come to the board with a recommendation.

Telemetry and the nurse call system are being worked on and progressing.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Kevin Bailey made the motion to adjourn into Executive Session for personnel and real estate matters after a short recess. Gene Davis seconded the motion. Motion carried.

The Board reconvened into open session at 5:16 pm with action taken on medical staff credentialing matters. Please see the above action taken under the Medical Staff Report.

David Smith made a motion to authorize Mike McCafferty to negotiate the purchase of real estate and practice, based on the appraisal amount as discussed in Executive Session. Shirley Coulter seconded the motion. Motion carried.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:18 pm.

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Recorder, Patty Forister

Shirley Coulter, Secretary