

BOARD OF TRUSTEES
AUGUST MEETING MINUTES
Wednesday, August 27, 2014 3:00 P.M.

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

MEMBERS ABSENT: Dixie See, Dr. Strahan

Others Present: Mike McCafferty and Dr. Sara Smith

CALL MEETING TO ORDER

Kevin Bailey, Chairman called the meeting to order at 3:00 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

None.

APPROVAL OF AGENDA and MINUTES

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

The minutes from the July Board Meeting, held on July 30, 2014 were reviewed. A motion was made by Gary Miller to approve the July Board meeting minutes. David Smith seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

Ron Mischke, Quality Chairman reports that they had a really good meeting this afternoon. There is a lot going on with the implementation of systems. Charlotte indicates that there is an increase in near miss safety reports being submitted and we are moving in the right direction. To clarify, there are three categories of safety reporting that we look at; a serious event which causes harm to the patient, a middle event reaches the patient with minimal to no harm and the last one is a near miss, which does not reach the patient; the problem was caught prior to reaching the patient, which shows that there is awareness with the staff and safety is a priority. The potential for harm was there but it didn't happen.

Initiatives have been put into place to reduce the number of falls. Three members of our staff attended master safety training at UCLA. Staff found it very helpful and they are excited about sharing the information they came back with. A charter for the group will be created, so they have purpose with consistency and direction.

The Quality Committee reviewed patient concerns and resolutions of each concern. The number of complaints correlates to patient census. This will continue to be monitored.

MEDICAL STAFF REPORT

Dr. Sara Smith invited the BOT members to the quarterly medical staff meeting on September 9, 2014 at 6 pm in Conference Rooms A & B. Agenda items include nomination and election of Medical Staff officers for 2015, medical staff policy review, TeamSTEPPS involvement and department case review.

ADMINISTRATION REPORT

Mike took a moment to welcome our interim CFO Alan Dow. Alan was SMH's CFO from 2000 to 2006 or so, and Mike asked him to come out of retirement to help us out while we continue to recruit to fill the CFO position.

Mike also welcomed Juliette Stancil as our new Compliance Officer. Juliette is a licensed attorney, with a master's degree in health law. Juliette is very excited to make the program into a more viable resource for our staff. She is looking forward to growing and developing the program. Juliette has submitted a plan of action for goals she would like to reach in the next 90 days. She will report directly to the board, but will work with Mike McCafferty on a daily basis and he will help keep the board apprised on any issues.

Strategic Planning - Laura Lehan with PeAk Consulting continues to work on the information we provided to her for strategic planning purposes. Mike will communicate to everyone in the organization on the continuing process. The information will come back to leadership, to the board and Mike would like to see the community involved at some point. There is more good work yet to come.

Culture of Safety – Leadership reached about 300 employees on our culture of safety survey results and there are plans in place to get information out department by department. Staff will continue to work with the TeamSTEPPS model and will focus on hand offs and communication, with the OR and Women's Health being the focus right now. The quality department should be able to see measurable outcomes.

Scope of Services (Action) - As a part of the Joint Commission requirement for leadership to provide guidance and authority of services provided, the hospital's scope of services need to be reviewed and approved by the board of trustees annually. Mike McCafferty is recommending that the scope of services provided be approved. It was noted by David Smith that the Cath Lab scope of services appears to be incomplete. The approval of the scope of service for 2014 is subject to the verification of the Cath Lab scope being reviewed in its entirety. A full copy will be emailed to the Board of Trustees for their review. Motion was made by David Smith to approve the scope of services subject to verification and subsequent approval. Gene Davis seconded the motion. Motion passed.

Nyle Morgan, CIO, reports that the hospital was audited and it was determined that we have met all of the criteria of meaningful use of our EMR systems and processes. Since we have met all the criteria, we will be able to keep \$1.1M paid to the hospital for implementation of the EMR. Nyle

had provided the auditors with an internal risk assessment and it was accepted. Meaningful use Stage II will start soon. Stage II has the same audit potential process as Stage I.

FINANCE COMMITTEE REPORT

Gene Davis, Finance Chair, states that they had a good finance committee meeting and the hospital is showing a positive net income. The interim CFO, Alan Dow, states that he has a unique perspective since he has not been here for 7 years. He said that the Welch Cancer Center building is beautiful and was not here when he was here, we now have a cardiac cath lab, our income statement is good, long term debt is paid off and we show growth in revenue. He commended everyone for a great job. He is also impressed with Susan Novak, Controller and the finance operations. The hospital is showing its second best revenue ever. Or volume is higher, the clinics and inpatient is higher; Urgent Care had a good month. Our expense was under budget by 5%, salaries are below budget, and write-offs are at 46.7%. The hospital shows a \$246K bottom line for the month. The hospital is showing positive financial results. TCU patient days were up for the month as well. Susan Novak states that, historically, summer months tend to have lower activity. Over the last two years we have been really busy, which is not a usual pattern. Urgent Care has made huge steps and has helped in increasing our revenue stream. One of the purposes of urgent care is to keep the pressure off of the Emergency Department for non-emergent cases. The auditor will be onsite this month. Susan welcomes any of the Board members to contact her if they would like to participate in any of the annual audit process.

FOUNDATION COMMITTEE REPORT

Ada Kirven reminded everyone of the MASH golf tournament on September 6, 2014. She has a record number of sponsorships and hole sponsors this year. Dinner is Friday night September 5, 2014 and golf is Saturday at the Powder Horn for this ladies only golf tournament.

Ada attended a meeting at the Welch Cancer Center with folks who support the Welch and the work that they do. She is excited for the opportunity to work with groups around the community and who are willing to share resources with the patients to get connected. The goal is to make it not just about the individual, but a whole family experience.

October is breast cancer awareness month, and the Foundation is having the annual walk/run event on October 11 (Saturday). There is a memorial bench at the WCC donated by the family of Suzanne Hill. The Foundation would like to see more around our campus for those who want to enjoy our grounds.

Sandra Thayer is a new member of the Foundation staff. Sandra previously worked in our IT Department and at Wyoming Rehab before going to work for Sheridan College. She is now back at the hospital and with the Foundation. Meredith Sopko, a former Sheridan County Chamber employee, will also be a new member of the Foundation staff. She brings a lot of experience in event planning and community engagement and will be starting soon with the Foundation as well.

BUILDING COMMITTEE REPORT

Gene Davis reports that the building committee met and it was a good meeting. James Rader, Facilities Manager has resigned from his position and everyone wished him well on his new endeavor and was thankful for all of his work this past year. The facilities manager position is a big job. James reported on up-coming projects, probable movement of departments within the building and the ICU project. Ada Kirven shared drawings of the Hospice house for the building committee to review.

OTHER BUSINESS

Supplies Team ~ Len Gross put together a team of managers to address our supply costs. This team has been successful in reducing costs by buying the right items, in the right quantities and at the best price. They have been using Price Lynx through the VHA. The team also engaged employee participation by offering cash incentives for ideas that develop into a savings for the hospital. Price Lynx is updated quarterly. At the start of using Price Lynx we were in the 62nd percentile; we are now in the 52nd percentile. Len would like to see us get to the 40th percentile, by maximizing our connection with our purchasing group. In February of 2013 our supplies cost 20.8% of our net revenue. We are now at 17.14% (13.20% for the hospital only). The group will continue to monitor pricing options and work with the physicians and department managers to keep costs down and make sure we get the best deal.

WHA Convention – The convention is September 24th and 25th in Cheyenne. Ron Mischke and Mike McCafferty will be attending.

EXECUTIVE SESSION

With no further business, the meeting moved into closed session at 3:50 p.m. for discussion of personnel and real estate.

The meeting then reconvened into public session at 4:50 with no action taken.

ADJOURNMENT

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

Recorder, Patty Forister

David Smith, Secretary