

**BOARD OF TRUSTEES
JANUARY MEETING MINUTES
WEDNESDAY, JANUARY 28, 2009 3:00 P.M.**

MEMBERS PRESENT: Harlan Rasmussen, Ron Mischke, Dixie See, Randy Bomar, Bill Huppert, Michael Strahan, M.D.

MEMBERS ABSENT: Gary Miller

CALL MEETING TO ORDER

Harlan Rasmussen called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

The previous meeting minutes of December 30, 2008 were reviewed. After review, Randy Bomar made a motion to approve the minutes. Bill Huppert seconded the motion and motion carried.

PUBLIC COMMENTS, INTRODUCTIONS

No public comments

QUALITY COMMITTEE REPORT

Ron Mischke reported that the Quality Committee met yesterday and an excellent presentation was given by Amber Gable and Leslie Reimers on their attendance at an October conference in San Francisco on patient's transition to home.

Leslie Reimers explained that at the Optimizing Transition to Home Conference there was discussion on ways to improve the process for patients, as well as staff, and to help reduce the patient's re-admission to the hospital. Amber Gable said some ways to reduce re-admissions would be visits to the patient's home and phone calls after discharge.

Ron Mischke said that this presentation was very timely as the Quality Committee has been discussing information for patient's transition to home

Lajune Bacon reported that Avatar and HCAHPS dropped one data point, but we need to wait to see if this is a trend. Lajune presented to the Board some Joint Commission Survey Prep material.

Peggy Callantine shared a graph on falls versus staffing for 2008 and a meeting is planned this week to address patient falls. Peggy explained that the hospital has most of the new beds with new alarms that will help. The staff is looking at what other hospitals are doing to reduce patient falls.

MEDICAL STAFF REPORT

Dr. Hanebrink extended an invitation to the Board to attend a February 18th Prescription Abuse Forum. All physicians and dentists will receive invitations. Mike McCafferty stated that he met again with Mr. Love regarding the issue of prescription abuse and it was also discussed at a Wyoming Hospital Association Board Meeting. Mr. McCafferty serves as a member of WHA's Board of Directors.

Dr. Hanebrink reported that the Medical Staff Credentials Committee met in January. Dr. Wohl asked if the Board would like to meet all new active medical staff applicants. Harlan Rasmussen said that this worked well in the past and Dr. Hanebrink will see that it continues.

Dr. Hanebrink said that two completed applications for medical staff privileges will be reviewed in executive session. An additional five applications for medical staff privileges have been received from Billings Pathologists. There was once again discussion of an application charge to physicians applying for privileges and Dr. Hanebrink will keep the Board updated.

Dr. Hanebrink reported that March 17th is the date for the next Quarterly Staff Meeting.

ADMINISTRATION REPORT

Mike asked that the capital equipment request be moved under his report as no action is needed. Mrs. Dixon will give a presentation.

Annual Home Care & Hospice Reports - The Board received the annual Home Care & Hospice Reports prior to the meeting. Manager, Lee Ingalls, reviewed the reports with the Board, noting that Home Care has done extremely well with the patient satisfaction surveys. Skilled nursing visits are 600 over the previous year.

Ron Mischke acknowledged receipt of the Home Care & Hospice Reports, Dixie See seconded the motion and motion carried.

IT Infrastructure Update - Mike McCafferty noted that at the December 30, 2008 Board of Trustee Meeting, Nyle Morgan gave a presentation on the hospital's networking infrastructure. \$213,000 is the remaining balance of the total \$542,000 needed for the IT upgrade. Mr. McCafferty said he was pleased to announce that the Hospital Foundation has allocated the remaining \$213,000 towards the project. Some of the funding will come from the patient wing campaign (was being held for the future canopy) and the rest of the money will be taken from the Foundation's unrestricted funds.

Mr. McCafferty requested ratification of the Board's previous motion to approve the \$542,000. Dixie see made a motion for approval of \$542,000 for the IT Infrastructure, Dr. Strahan seconded the motion and motion carried.

Digital Portal Imaging - Mr. McCafferty asked LaNora Dixon, Program Development Manager, to give a synopsis of a capital budget item that has been approved through the budget process, but approval for purchase is not being requested at this time. Mrs. Dixon gave information to the Board on the Digital Portal Imaging Upgrade for Radiation

Oncology, explaining that she has been working with vendors on the software upgrade which will allow for paperless integration of electronic medical records. Digital Portal Imaging is utilized to verify patient positioning and geometric treatment accuracy in external beam radiation therapy. Total quote is \$275,000.

Randy Bomar asked about IT support for this system and Nyle Morgan explained that with the change in the IT infrastructure, it will be easy to internally transfer information from the Welch Cancer Center. It will also interface with the hospital's future electronic medical record. The Digital Portal Imaging System will be presented for approval at the February Board Meeting.

CTA/KWN Presentation - Mike McCafferty invited Mr. Greg Matthews & Mr. Jim Baldwin, architects with CTA of Billings, to review concepts for the proposed outpatient surgery center. Mr. McCafferty explained that the hospital would have one contract with KWN Construction of Sheridan with a mid May, 2010 estimated occupancy date.

Mr. Matthews said that the cost estimate is \$5,888,214 for a total of 14,710 square feet and Mr. Baldwin noted that the floor plan has been done with a 5% growth allowance. The square footage has increased from the original estimated 14,000 square feet due, in part, to the addition of a third operating room. Original cost estimate was \$5M.

Mike McCafferty asked for the Board's guidance on how they would like to proceed, noting the next step is for Board approval to proceed with the design. Second step is equipment planning, and third is dialogue with the State Department of Health.

The Board authorized Mr. McCafferty to proceed with the project and obtain a GMP from KWN Construction.

Mr. McCafferty recommended that authorization be given to select CPI of Denver for the equipment planning at a cost of \$37,220, but to not release funds until the GMP is received. It was noted that CTA will need to work with CPI in order to arrive at a GMP.

Dixie See made a motion to approve \$37,220 to hire CPI for the equipment planning and procurement, pay CPI \$18,320 during the planning process and contract for the additional \$18,900 when the GMP is received. Randy Bomar seconded the motion and motion carried.

FINANCE COMMITTEE REPORT

Financial Statements - Bill Huppert reviewed the financial statements for December, 2008 noting that December was the second highest revenue month so far this fiscal year. Contractual write-offs were down at 41.7%, with budgeted 44%. Accounts receivable is at 55.9 days which is the lowest since 2005. Harlan Rasmussen said the Board is very pleased with the accounts receivable and appreciates the staff's hard work.

Ed Johlman introduced Shawna Laffitte, Health Information & Records Manager, who joined the hospital in December.

Capital Equipment Request - A request was presented from Facilities Manager, Rob Forister, for purchase of a new dryer for the Laundry Department. Mr. Forister explained that a new dryer was approved in the budget process for \$17,000, but the cost for creating

the infrastructure for the new dryer has increased by \$6,000. Mr. Forister asked for approval of the additional \$6,000 which will bring the total to \$23,000.

Bill Huppert made a motion to authorize the additional expenditure of \$6,000 for the dryer and installation, Dixie See seconded the motion and motion carried.

FOUDATION REPORT

Ada Kirven reported that the sign for the Watt Dialysis Center sign has been placed and an open house is scheduled for Wednesday, February 18th from 4-6 pm. Mrs. Kirven also noted that the Foundation's Annual Benefit is scheduled for April.

Harlan Rasmussen said that the Board appreciates all the Foundation does for the hospital.

BUILDING COMMITTEE REPORT

No additional business to present.

OTHER BUSINESS

The Board recognized Mr. Tom Ringley, County Commissioner, as the hospital's liaison.

The Board then adjourned into executive session at 4:55 p.m.

The meeting re-opened at 5:10 p.m.

The Board reviewed two applications for medical staff privileges, as recommended by the Medical Executive Committee.

Fernando Boschini, M.D. - Dr. Boschini is requesting Consulting Staff privileges in the Department of Medicine specializing in Cardiology.

After review of his application, Dr. Strahan made a motion to approve Fernando Boschini, M.D. for Consulting Medical Staff privileges.

Wendy Pehringer, FNP-C - Wendy Pehringer, Certified Family Nurse Practitioner, is requesting additional Advanced Practice Nurse privileges in the Department of Medicine as an Affiliated Health Care Practitioner.

Ron Mischke made a motion to approve Wendy Pehringer, FNP-C for the additional privileges requested, Bill Huppert seconded the motion and motion carried. Dr. Strahan abstained.

Board Education - Harlan Rasmussen said he felt Board Education is exceedingly important, but does want to be mindful of the budget. Mike McCafferty shared some information on an upcoming educational opportunity for the Board. Mr. McCafferty reported that there will be a governance training offered, through the Wyoming Hospital Association, on May 8th in Lander, Wyoming. All Board members and CEO's of WHA member hospitals in Wyoming are invited. Mr. Jamie Orlikoff, Governance Consultant, will

provide the training and Mr. McCafferty encouraged all Board Members and the Chief of Staff to attend.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:30 p.m.

Recorder,
Joanne Redder
Dixie See, Secretary