

**BOARD OF TRUSTEES  
JANUARY MEETING MINUTES  
WEDNESDAY, JANUARY 30, 2008 5:00 P.M.**

**MEMBERS PRESENT:** Anthony Spiegelberg, Harlan Rasmussen, Ron Mischke, Dixie See, Michael Strahan, M.D., Bill Huppert.

**MEMBERS ABSENT:** Gary Miller.

**CALL MEETING TO ORDER**

Anthony Spiegelberg called the meeting to order at 5:00 p.m.

**PUBLIC COMMENTS, INTRODUCTIONS**

There were no public comments.

**APPROVAL OF AGENDA and MINUTES**

The previous meeting minutes of January 9, 2008 were reviewed. After review, Harlan Rasmussen made a motion to approve the minutes, Ron Mischke seconded the motion and motion carried.

**QUALITY COMMITTEE REPORT**

Ron Mischke, Chairman of the Quality Council, was not able to be present at the January 16 meeting and Lajune Bacon, Quality Services Manager, reviewed the meeting discussion and Service Excellence Scorecard. It was reported that the Avatar numbers are consistently improving and Mrs. Bacon noted that the Quality Improvement Plan, after June, 2008, will follow the fiscal year.

Lajune Bacon reported that Shannon Boint, Med/Surg Manager, took the results from the department's employee satisfaction survey to create a communication plan. Len Gross, Human Resource Manager, reviewed results of the Employee Workforce Satisfaction Survey with the Board and introduced Shannon Boint. Mrs. Boint explained that she wanted to find a better way to communicate with the large number of staff working in the med/surg area. A communication handbook was developed, along with a weekly communication sheet. Mrs. Boint said that this will be measured again in March.

**MEDICAL STAFF REPORT**

Dr. Bradley Hanebrink moved into his position as Chief of Staff on January 1, 2008 and informed the Board that he will attend a "Boot Camp" for physician leaders in February to become better educated in his new position.

*Medical Staff Credentials* - Dr. Hanebrink presented one application for medical staff privileges and stated that the application was reviewed and approved by the Medicine Committee as well as the Medical Executive Committee. Dr. Hanebrink said he was comfortable in recommending the privileges requested.

*Kathleen M. Phillips, MA, PMFT* - Ms. Phillips is requesting privileges as an Independent Limited Health Care Practitioner in the Department of Medicine, specializing in mental health and marriage and family therapy. Ms. Phillips is currently working at Northern Wyoming Mental Health.

A cover sheet will now be part of the new medical staff credential files that contains signatures of all appropriate department chairmen as well as the Chief of Staff.

After review of the file, Harlan Rasmussen made a motion to grant Independent Limited Health Care Practitioner privileges to Kathleen M. Phillips. Dr. Strahan seconded the motion and motion carried.

Dr. Hanebrink informed the Board that the Medical Executive Committee is looking at a Credentials Committee to do the initial review of new medical staff applicants, which will provide another layer of confidence. Dr. Hanebrink noted that this is happening nation-wide and will be discussed at the March Quarterly Staff Meeting. Dr. Strahan felt it would be a good idea for this new committee to receive education as to what a credentials committee does.

Anthony Spiegelberg asked if the medical staff was involved in anything at the state level. Dr. Hanebrink said he is a member of the Wyoming Medical Society and will attend a meeting on Saturday, February 2nd in Cheyenne to learn more about state issues.

### **ADMINISTRATION REPORT**

*Surgery Center Update* - Mike McCafferty reported that the hospital has put forth an offer, contingent upon the financial study, to Sheridan Surgical Center based on information they provided. The hospital is asking for a response by February 12, 2008.

*Sleep Center* - Mike McCafferty reported that approximately one year ago discussion began with Thomas Mayer, M.D. of Sheridan Neurology to work collaboratively on providing sleep studies. Mr. McCafferty stated that the hospital would be the majority owner of the newly formed Cloud Peak Sleep Specialist, LLC which will be located at Dr. Mayer's office. The new operation will be open to patients on February 4, 2008.

*Marketing Report* - Danae Brandjord, Marketing Manager, presented the hospital's new CD that will be used as a new marketing tool for recruiting physicians and staff. Mrs. Brandjord said it was a collaborative effort and welcomed feedback from the Board. Mike McCafferty commended Len Gross, HR Director, and Danae for their excellent work in development of the CD.

*Environment of Care Plans* - Rob Forister, Facilities Manager, presented the hospital's Environment of Care Plans for Fire Safety, Safety Management, Security Management, Medical Equipment Management, Hazardous Materials, and Utilities Management. Mr. Forister said that all plans have been reviewed by the Safety Committee and meet all Joint Commission requirements. The plans are updated annually.

Ron Mischke made a motion to approve the Environment of Care Plans, Dixie seconded the motion and motion carried.

*Marketing Plan* - Danae Brandjord, Marketing Manager, and LaNora Dixon, Program Development Manager, presented information on the hospital's marketing plan which is part of the overall strategic plan.

*Market Analysis Tool* - LaNora Dixon reported that in November the hospital partnered with a company to look at a market analysis tool which will provide demographic and market information, competitor analysis, identification of growth patterns, physician need analysis by specialty, etc.

*Community Perception Survey* - Danae Brandjord said that one of the hospital's goals is to complete a community perception survey in order to develop a baseline of community opinion of Sheridan Memorial Hospital. As part of the survey, a research company will conduct a telephone survey of Sheridan households. The survey results will be used to improve services to the community.

### **FINANCE COMMITTEE REPORT**

Financial Statements -Ron Mischke, in Gary Miller's absence, reported that the Finance Committee reviewed the vouchers prior to the meeting. The financial statements were reviewed and Ed Johlman stated that December, 2007 was the second busiest year of the current fiscal year. Patient days were over budget in TCU as well as ICU.

Supply expense and the high accounts receivable were of concern and it was asked that a plan be submitted at the February meeting. There was also concern with regard to the contract labor costs, ED locum physicians, nursing, etc. Mr. Johlman said that ED locums are not a huge expense because the hospital does not pay benefits. The higher expenses are for contract nurses and physical therapists.

*Capital Requests* - Ed Johlman presented two unbudgeted capital requests. The first is the new Wireless Internet Project for \$50,000 which will allow internet to be available throughout the hospital, including the Medical Arts Complex and Welch Cancer Center. The second is the \$40,000 request for two additional laparoscopic cameras which was re-submitted for approval. The cameras were submitted to the Board at the January 9, 2008 meeting, but had not been approved by the appropriate medical staff department(s). Mr. Johlman said to fund these projects, \$60,000 will be removed that was budgeted for IT Single Sign-On (this will be completed later as part of the IS Project) and \$25,000 in savings from the cafeteria remodel.

*Wireless Presentation* - Bridgette Wiley, Interim IS Manager, gave a presentation to the Board on the new Wireless Project Proposal. Ms. Wiley explained that implementing a wireless network will maximize provider access to medical records, beside vital measurements and monitoring data. It will also improve patient safety and efficient care planning processes.

The Board asked about security and it was explained that security will not be an issue as access codes will be required. Administration supports this project as well as the medical staff.

After discussion Harlan Rasmussen made a motion to approve the \$40,000 for two laparoscopic cameras, Bill Huppert seconded the motion and motion carried.

Dixie See made a motion to move ahead with implementing the wireless network, Harlan Rasmussen seconded the motion and motion carried. Dr. Strahan abstained.

### **FOUNDATION REPORT**

Tom Ringley reported that the Watt Foundation has given an additional \$250,000 toward the Dialysis Project, in addition to their previous commitment of \$500,000. The additional \$250,000 is needed with the new plan to move dialysis to the basement under the Emergency Department. The Dialysis Unit will be named the Joe & Arlene Watt Dialysis. The Board said they were very grateful for the incredible generosity of the Watt Foundation.

### **BUILDING COMMITTEE REPORT**

It was reported that the Dialysis Project is on schedule, with construction documents nearly complete.

There was discussion with regard to how long it takes for project approval by the state which has been an ongoing problem. Rob Forister noted that there is a provision for emergency projects, as was the case for the cafeteria project due to freezing pipes. The Board asked what they could do to help with this problem and Mr. Forister will explore the process. It was noted that the Governor will be visiting the Welch Cancer Center on January 31st and Rob Forister will share the Board's concerns at that time.

Rob Forister said that the Cafeteria Project is under budget and should be complete within the next few months.

Rob Forister reported that the Building Committee is involved in other strategic planning, i.e. parking issues, and the need for more space at the Welch Cancer Center (which could be another problem if state project approval is not addressed).

### **EXECUTIVE SESSION**

There being no further business, the meeting adjourned into executive session at 6:45 p.m.

The open meeting reconvened at 7:10 p.m.

Harlan Rasmussen moved that Sheridan Memorial Hospital purchase two townhouses located on Easy Street in Sheridan, Wyoming at \$170,000 per unit. The motion was seconded and passed. Dixie See abstained.

Mike McCafferty explained that, in the past, the hospital has used townhouses for traveling physicians and staff and these units may also be utilized for new staff who may not be able to find immediate housing.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:15 p.m.

Recorder,  
Joanne Redder