

**BOARD OF TRUSTEES  
FEBRUARY MEETING MINUTES  
WEDNESDAY, FEBRUARY 27, 2008 5:00 P.M.**

**MEMBERS PRESENT:** Anthony Spiegelberg, Harlan Rasmussen, Ron Mischke, Gary Miller, and Bill Huppert.

**MEMBERS ABSENT:** Dixie See, Michael Strahan, M.D.

**CALL MEETING TO ORDER**

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

**APPROVAL OF MINUTES**

The previous meeting minutes of January 30, 2008 were reviewed. Gary Miller noted that he was not at the meeting, but was listed as both present and absent. Harlan Rasmussen made a motion to approve the minutes with the one correction noted, Gary Miller seconded the motion and motion carried.

**PUBLIC COMMENTS, INTRODUCTIONS**

Sheridan County Commissioner, Mr. Steve Maier, thanked the hospital for the great care he received as a recent patient. Harlan Rasmussen echoed Mr. Maier's comments for his wife's recent stay.

**QUALITY COMMITTEE REPORT**

Lajune Bacon, Quality Services Manager, reviewed the Service Excellence Score Card, noting that the Avatar scores are looking better and two departments (Emergency & Women's Health) have qualified to receive an award with points above the mean.

Employee turnover was discussed and Len Gross, Human Resources Director stated that most of the turnover is in the non-clinical areas, with only 2% turnover for registered nurses.

Lajune Bacon reviewed the National Patient Safety Goals regarding patient medications and explained that the hospital is working on medication reconciliation. When a patient comes to the hospital, they are asked to list all medications they take (prescribed and over-the-counter), when they take them, and when they took their last medication. This list is reconciled with any medications they are prescribed during their hospital stay. Patients will then have a complete medication list on their discharge from the hospital.

Rob Forister presented a Quality Improvement Project from the Facilities Department. Mr. Forister said that the department found a way to meet the hospital's demands for steam for instrument sterilization, while cutting down on the hospital's gas bill. Central Sterilization requires a certain amount of pressure and during peak demand, the pressure falls below the minimum level. Facilities installed a switch that is set to a higher steam pressure and the CS staff can turn it on when they need it for sterilization and off when they leave. Not having to

maintain a higher amount of steam pressure at all times has saved the hospital \$4,000 a two month period.

Kirsi Ludwig, Pharmacy Manager, noted that requests have been received from physicians to provide immunizations through Sheridan Pharmacy. Pharmacists are currently not allowed to administer immunizations, but four hospital pharmacists recently traveled to Laramie for training and certification.

The pharmacists will then be able to administer immunizations through the Pharmacy. These are currently being provided by a registered nurse.

### **MEDICAL STAFF REPORT**

Chief of Staff, Brad Hanebrink, D.O. presented several applications for medical staff privileges and these will be reviewed in close session at the end of the meeting.

Dr. Hanebrink reported that a meeting was held this week with some VA Medical Center physicians regarding ways to improve communication between the hospital and VA at the time of patient transfer.

Dr. Hanebrink noted that three physicians have volunteered to work on the Credentials Committee. In order to help insure quality in physician credentialing, members of the committee will phone references and may travel for personal interviews. This will be taken to the next Quarterly Medical Staff Meeting for ratification and then back to the Board.

Dr. Hanebrink reported that Dennis Ellis is the new president of the Wyoming Medical Society and there is an increasing number of physicians who want to join the WMS. A phone meeting was recently held with regard to Medicaid, Medicare, and Patient Safety.

### **ADMINISTRATION REPORT**

*Joint Commission Mock Survey Update* - Mike McCafferty reported that Joint Commission Mock Surveyor, Mr. Dale Brown, conducted an unannounced mock survey last week. Mr. McCafferty said that Mr. Brown, who works with VHA, gave a verbal report and a written response will follow. Anthony Spiegelberg asked for a summary of this report when it is received and this will be provided. Mr. McCafferty explained that the Joint Commission now uses the tracer methodology which means that they follow a patient's care throughout their hospital stay.

*Townhouses* - Mike McCafferty explained that, through the process of recently purchasing two townhouses, the hospital needed to develop a non-profit holding company which has been named Saberton, Inc. The company will give the hospital better flexibility and the townhouses will be used to house traveling physicians and staff.

Harlan Rasmussen made a motion to ratify and approve the establishment of Saberton, Inc., a non-profit corporation, with the Board of Trustees being the Board for the corporation. Ron Mischke seconded the motion and motion carried. Harlan Rasmussen asked how income and expenses will be handled. Ed Johlman explained that the townhouses will not be income producing and the operation will be run through the hospital as a not for profit corporation.

*Surgery Center Update* - Mike McCafferty reported that another Letter of Intent may be signed with Sheridan Surgical Center for another 30 days in order to continue negotiations. Mr. McCafferty said that he met last week with owners of SSC as well as other surgeons in the community who are not owners of the SSC. Mr. McCafferty stated that it was a very positive discussion and the hospital will be providing SSC information on their credentialing process. Anthony Spiegelberg and Dr. Michael Strahan have also been part of these discussions.

Anthony Spiegelberg reported that when the Governor was at the Welch Cancer Center in January, the hospital shared their concerns regarding timing for project approval by the state. Mr. Spiegelberg and Mike McCafferty were recently informed that the Department of Health has approved two positions for that department and the hospital now has local jurisdiction through the city. The city can do plan reviews, all except for life safety, which will help in more timely project approval.

### **FINANCE COMMITTEE REPORT**

Gary Miller reported that the Finance Committee met prior to the meeting and reviewed the vouchers and financial statements. Mr. Miller said that January was another very strong month revenue wise. There was concern expressed with regard to the accounts receivable. Ed Johlman reported that a plan has been put together and felt that a significant improvement will be seen by March. Anthony Spiegelberg asked if each Board Meeting could have a copy of the accounts receivable report and Mr. Johlman will provide this report. Mike McCafferty thanked Ed Johlman and his staff for their work on accounts receivable and a planning meeting will be scheduled for the following week.

*Capital Equipment Requests* - Two capital request items were presented for approval.

*Sleep Study Monitors* - A request was submitted for the purchase of two crystal monitors, at a cost of \$15,000 each, a necessary upgrade for the new sleep study lab. Bill Huppert moved to approve \$30,000 for two crystal monitors, motion was seconded and passed. Gary Miller abstained.

*CAD system* - A request was submitted for purchase of the CAD system, a 3D work station which attaches to the recently purchased breast coil. The cost of the CAD system is \$59,000. Radiology Manager, Chris Bilyeu, explained that this system is a very important piece to the department's breast program. The Board questioned why this was not presented with the request for the coil. Mr. Bilyeu said that he was not aware of the system at that time. Mr. McCafferty stated that this has been reviewed and discussed by both Radiologists, the Radiology Department, as well as the Medical Executive Committee. The hospital will pay for the CAD system, in part, using savings from the Cafeteria Expansion Project (\$25,000) and savings from the MRI Breast Coil purchase (\$12,000).

After further discussion, Gary Miller made a motion to approve \$59,000 for purchase of the CAD system, Bill Huppert seconded the motion and motion carried.

Ron Mischke noted that the rise in revenues shows the community has faith and confidence in our hospital and thanked all staff.

Anthony Spiegelberg followed by saying that hospital staff has grown by 40-50 employees due to gross revenues which is good economic development for the community.

## **FOUNDATION REPORT**

Tom Ringley reported that the Foundation is working on their 7th annual benefit which is scheduled for April 26, 2008. All proceeds will benefit the hospital's Transitional Care Unit.

## **BUILDING COMMITTEE REPORT**

Harlan Rasmussen gave an update from the Building Committee.

- Rob Forister is meeting with contractors on the Dialysis Project.
- Facilities is awaiting materials to proceed with the cafeteria expansion.
- The remodeling of the Saunders Building is ongoing.
- The Pharmacy Project is awaiting state action.
- The OR renovations are on hold.
- Three more rooms in the TCU remain to be painted.
- The Medical Arts Complex parking lot needs are being discussed, as well as repairs to the ambulance driveway
- The front entrance canopy still needs to be addressed

## **OTHER BUSINESS**

Mike McCafferty thanked Amy Mehlhaff, Medical Staff Coordinator, for the excellent job she has done since joining the hospital.

Anthony Spiegelberg reported that he received a letter from the Mayor and City Council encouraging participation in the City Administrator process. Gary Miller noted that elections will be held at the Senior Center and encouraged the Board to tour the facility while they are there.

The meeting then adjourned into executive session at 6:50 p.m.

The open meeting re-convened at 7:15 p.m.

The following medical staff applications were presented for approval:

*Blaine J. Ruby, M.D.* - Dr. Ruby is requesting Courtesy Staff privileges in the Department of Surgery, specializing in General/Vascular Surgery. Harlan Rasmussen made a motion to approve Dr. Blaine Ruby for privileges as requested. Ron Mischke seconded the motion and motion carried.

*Tracy Lynn Amadio, APRN, FNP-C* - Ms. Amadio is requesting privileges as a Dependent Limited Health Care Practitioner in the Department of Medicine as an Advanced Practice Registered Nurse. Ms. Amadio will be working with Dr. Kent Katz, Gastroenterologist. Harlan Rasmussen made a motion to approve Tracy Lynn Amadio for privileges as requested. Bill Huppert seconded the motion and motion carried.

*Perry Elizabeth Grey, PsyD* - Ms. Grey is requesting privileges as a Provisional Independent Limited Health Care Practitioner in the Departments of Medicine and OB/Peds as a Licensed Psychologist. Ms. Grey is employed at the Northern Wyoming Mental Health Center. Ron Mischke made a motion to approve Perry Elizabeth Grey for privileges as requested. Gary Miller seconded the motion and motion carried.

*Virginia Sue Vassen, MSW, LCSW* - Ms. Vassen is requesting privileges as an Independent Limited Health Care Practitioner in the Departments of Medicine and OB/Peds as a Licensed Clinical Social Worker. Ms. Vassen is employed at the Northern Wyoming Mental Health Center. Gary Miller made a motion to approve Virginia Sue Vassen for privileges as requested. Ron Mischke seconded the motion and motion carried.

*Patricia Laura Erwin, MSW, LCSW* - Ms. Erwin is requesting privileges as an Independent Limited Health Care Practitioner in the Department of Medicine as a Licensed Clinical Social Worker. Ms. Erwin is employed through the Support Independence Program at the Northern Wyoming Mental Health Center. Bill Huppert made a motion to approve Patricia Laura Erwin for privileges as requested. Ron Mischke seconded the motion and motion carried.

Harlan Rasmussen also made a motion to direct Administration to work out a way to reasonably compensate the Chief of Staff. Bill Huppert seconded the motion and motion carried.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:20 p.m.

Recorder, Joanne Redder  
Dixie See, Secretary