

**BOARD OF TRUSTEES
JUNE MEETING MINUTES
WEDNESDAY, JUNE 24, 2009 3:00 P.M.**

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

MEMBERS ABSENT: Bill Huppert.

CALL MEETING TO ORDER

Ron Mischke called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

The previous meeting minutes of May 27, 2009 were reviewed. After review, Dr. Strahan made a motion to approve the minutes, Dixie See seconded the motion and motion carried.

PUBLIC COMMENTS

There were no public comments.

QUALITY COMMITTEE REPORT

Lajune Bacon reported that the normal score cards were not reported this month and the Board will receive an end of year report at their July meeting.

Mrs. Bacon said that a simplified format for measuring quality data will be presented to the Quality Council in July. A question was raised with regard to Medicare reimbursement and Mrs. Bacon explained that the hospital looks at each patient to see if they meet the requirements for admission and/or length of stay. Mike McCafferty said that Medicare is working with third party auditors to review patient charts to determine if they meet CMS criteria. It is very important that the physician provide appropriate documentation.

MEDICAL STAFF REPORT

Dr. Hanebrink reported that there were only minor recommendations for the Medical Staff as a result of the recent Joint Commission survey.

Dr. Hanebrink noted that the Wyoming Medical Society met in Sheridan last week and the Quarterly Medical Staff Meeting was held the same week.

Dr. Hanebrink presented one proposed change to the Medical Staff Rules & Regulations regarding documentation after surgery. The change has been approved by both the Bylaws Committee and the Medical Executive Committee.

After review, Ron Mischke made a motion to approve the proposed change to the Medical Staff Rules & Regulations, Randy Bomar seconded the motion and motion carried.

The Board will review one application for Medical Staff privileges in executive session.

Dr. Strahan asked that when a physician requests a change in status of their hospital privileges, this be presented to the Board. When a physician requests a downgrade in privileges, i.e. Active to Courtesy, this does not require Board approval, but will be provided in the future for information purposes.

ADMINISTRATIVE REPORT

Hospital Newsletter - Mike McCafferty passed out copies of a hospital newsletter that will be mailed to approximately 13,000 Sheridan households on a quarterly basis. Mr. McCafferty also noted that the hospital is close to launching the Home Town Physician Campaign.

Recycling Bins - Mr. McCafferty reported that the hospital is working on an agreement with the City of Sheridan to allow recycling on a piece of hospital property. The City approached the hospital because they wanted to move the recycling bins from the elk pasture area. The hospital will enter an agreement with the City for these containers to be moved to an area off Highland Avenue.

Joint Commission - Lajune Bacon gave a report on the June 9th Joint Commission survey, noting that it was a very meaningful survey with no big surprises in their recommendations. Lajune said that the Joint Commission focused on patient safety and processes in place to prevent falls. It was noted that hospital has only received the summary report, but full accreditation is expected.

Mrs. Bacon explained that the hospital does request the Joint Commission survey and the Joint Commission requires the hospital to meet certain standards. Peggy Callantine, Director of Nursing, noted that the hospital is constantly reviewing the Joint Commission Standards. Mike McCafferty explained that the Joint Commission uses the tracer method, reviewing a patient chart from admission to dismissal, along with the credentials of whomever was involved in the patient's care. Mr. McCafferty also reported that the Joint Commission Life Safety Surveyor commended Facilities Manager, Rob Forister, noting that Sheridan Memorial is a model hospital for patient safety.

FINANCE COMMITTEE REPORT

Financial Statements - Gary Miller reported that the Finance Committee meet prior to the meeting and reviewed the financial statements for the month of May, 2009. It was noted that expenses were nearly \$500,000 over budget, coming from salaries, benefits, professional services and bad debts. Ed Johlman reported that contract labor is under control and he feels these numbers will go down for the next fiscal year.

A gift of \$331,000 from the Foundation was received which helped cover the June 1st debt service on the 1998 and 2004 Series Bonds payment of approximately \$2M.

2010 Budget- Gary Miller reported that nothing has changed from last month's budget presentation and said he feels very comfortable with the budget. The hospital's price increases have been kept down to 2.5%, noting that the national average is at 6%.

After further review and discussion, Gary Miller made a motion to adopt the 2010 Operating Budget, Ron Mischke seconded the motion and motion carried.

The Board reviewed the Capital Equipment and Remodel Requests for the 2010 Budget. Total capital investment is \$3,415,713 with \$2,400,000 of this being the Laboratory & Pharmacy remodel and the remodel of the 4th operating room.

Gary Miller asked for approval of the dollar amounts, noting that each item will be approved individually as they come up throughout the year.

After further discussion, Gary Miller made a motion to accept the Capital Equipment and Remodel Request for a total of \$3,415,713. Ron Mischke seconded the motion and motion carried.

Ron Mischke commended hospital for paring down the budget.

Capital Equipment Request - Ed Johlman reviewed a request from Women's Health for replacement of a cardio respiratory monitor for the Intensive Care Nursery at a cost of \$17,568. Mr. Johlman said this is an unbudgeted item, but can be paid for out of the minor equipment budget. The control panel on the hospital's current monitor has burned out and there are no replacement parts available because of the age of the monitor. Peggy Callantine questioned the cost of the monitor and if there is a difference, this will be brought back to the Board in July.

Gary Miller made a motion to approve purchase of the Dash Flexible Acuity Monitoring System, Randy Bomar seconded the motion and motion carried.

FOUDATION REPORT

Ada Kirven reported that the Foundation's fiscal year end was in May and invited the Board to their annual meeting to be held on June 30th in the hospital conference rooms A&B. The County Commissioners requested that the Foundation's fiscal year match that of the hospital. July 1, 2009 will now be the beginning of the Foundation's fiscal year and since the County requested the change, they have agreed to pick up the cost of the additional audit needed.

BUILDING COMMITTEE REPORT

Dixie See reported that the Building Committee is focusing on the Laboratory, Pharmacy and remodel of operating room #4.

Rob Forister said that the hospital is negotiating with a contractor for the operating room remodel costs. The State of Wyoming did not have this on their active projects and the hospital has again made application. Capital projects will be prioritized throughout the year.

OTHER BUSINESS

Danae Brandjord, Marketing Manager, passed out copies of the new patient handbooks that will replace the admission packets. All information is contained in one booklet and these will be given to inpatients and outpatients.

The Board then adjourned into executive session at 4:32 p.m. for discussion of personnel and real estate matters.

The open meeting reconvened at 5:35 p.m.

Harlan Rasmussen stated that the Board reviewed the application of Dr. Gregg McAdoo.

Gregg McAdoo, M.D. - Dr. McAdoo is requesting Active Staff privileges in the Department of Surgery and OB/GYN and will be joining Sheridan Women's Health Clinic in July, 2009.

Dixie See made a motion to approve Dr. Gregg McAdoo for privileges as requested, Ron Mischke seconded the motion and motion carried.

Harlan Rasmussen reported that the Board's discussions in closed session centered around the hospital's mission and one of the Board's major concerns is and has been primary care in Sheridan County.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 5:45 p.m.

Recorder,
Joanne Redder
Dixie See, Secretary