

**BOARD OF TRUSTEES  
AUGUST MEETING MINUTES  
WEDNESDAY, AUGUST 26, 2009 3:00 P.M.**

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

**CALL MEETING TO ORDER**

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

**APPROVAL OF MINUTES**

The previous meeting minutes of July 29, 2009 were reviewed. One minor correction was noted on page 2 and after review, Bill Huppert made a motion to approve the minutes with the correction noted. Dixie See seconded the motion and motion carried.

**NOMINATING COMMITTEE RECOMMENDATIONS**

Dixie See reported that the recommendation from the Nominating Committee is to retain the current slate of officers for 2009/2010:

Harlan Rasmussen- Chairman  
Ron Mischke - Vice Chairman  
Dixie See - Secretary  
Gary Miller – Treasurer

Gary Miller noted that the Nominating Committee did review the Board's terms before making their recommendation. Randy Bomar made a motion to approve the Nominating Committee's recommendation, Bill Huppert seconded the motion and motion carried.

**QUALITY COMMITTEE REPORT**

Ron Mischke reported that the Quality Committee met on August 20th. The higher than normal turnover rate was discussed and Len Gross explained that the hospital lost some staff when their spouses had to relocate due to economic cutbacks. Mr. Mischke reported that Avatar scores have been trending upwards.

Mr. Mischke said that the committee touched on credentialing and physician score cards as well as the steps physicians go through in the credentialing process. There was suggestion of the Board meeting with the Medical Executive Committee for education on the credentialing process and there will be follow-up with Dr. Hanebrink.

Service Excellence Retreats – Jody Hecker, Patient Relations Coordinator, gave a report to the Board on the hospital’s service excellence retreats. Mrs. Hecker explained that staff retreats are being held the 2nd and 4th Tuesdays each month which focus on customer services and how the hospital can improve these services. The retreats are held in an effort to promote the hospital’s vision of service excellence. Mrs. Hecker said that 7 retreats have been held so far which are a one day event and run from 8 - 4:30 at an off site location. Mike McCafferty extended an invitation for the Board to attend one of the sessions.

Quality Plan - The Board received, prior to the meeting, the hospital’s Quality Plan, Infection Control Plan, and the Infection Control Authority Statement. Lajune Bacon reviewed the plans with the Board and Gary Miller asked that one addition be made to the Quality Plan. Under Goals & Objectives, Mr. Miller asked that high level of care be added to the second goal.

Ron Mischke made a motion to adopt the Quality Plan with the one addition noted. Dixie See seconded the motion and motion carried.

Infection Control Plan – Lajune Bacon reviewed with the Board the annual Infection Control Plan. After review, Dixie See made a motion to approve the plan, Randy Bomar seconded the motion and motion carried.

Infection Control Committee Authority Statement - The Board reviewed the Infection Control Committee Authority Statement. After review, Randy Bomar made a motion to approve the authority statement, Dixie See seconded the motion and motion carried.

### **MEDICAL STAFF REPORT**

Dr. Hanebrink reported that there are two physician privilege applications that will be reviewed in executive session. Dr. Hanebrink informed the Board that a Quarterly Staff Meeting will be held on Tuesday, September 8th and election of Medical Staff Officers will be on the agenda

### **ADMINISTRATIVE REPORT**

Mike McCafferty reported that he traveled to Gillette on Monday to attend a WHA meeting and later that evening a town hall meeting was held with Senator Mike Enzi & Senator John Barrasso. Some of the Board Members were able to attend the meeting which focused on health care issues and the discussions were shared with those Board members who were not able to attend

Health Fair Blood Draws - Danae Brandjord, Marketing Manager, reported that 3,268 people from the community recently had their blood drawn and the results can be interpreted at the September 12th Health Fair. The number is down from the previous year, but this was felt to be due to the availability of wellness testing that is offered in the hospital laboratory each Friday.

Policy - Hospital Owned Primary Care Practice - Mike McCafferty passed around copies of a new policy for a hospital owned Primary Care Practice and asked for Board approval. Harlan Rasmussen explained that the Board did ask Mr. McCafferty to develop the policy and feels it is consistent with the Board's direction for such statement. Mr. Rasmussen read the policy, noting that the purpose for this is due to the concern for future primary care in the community. Ron Mischke said that primary care is in a crisis situation and the Board's primary goal is to make sure the community has these services.

Dr. Hanebrink noted that Mike McCafferty has shared the hospital's intentions in creating a hospital owned primary care practice with the Medical Executive Committee and others on the Medical Staff.

Gary Miller made a motion to adopt the Primary Care Practice Policy, the motion was seconded and passed.

Mike McCafferty submitted a projected budget for the Primary Care Practice which totals approximately \$250,000.

Oncology Management Consulting Group Proposal - LaNora Dixon, Program Development Manager, recommended contracting with Oncology Management Consulting Group to provide a market analysis and business plan for the cancer center. The cost will be \$37,530, and is a budgeted item. Mrs. Dixon reviewed the summary of what OMCG will be providing.

Randy Bomar made a motion to contract with Oncology Management Consulting Group at a cost of \$37,530. Bill Huppert seconded the motion and motion carried.

Mike McCafferty noted that the medical staff is supportive of this and said that the hospital will now be able to build a full compliment of cancer care for the community.

Discussion of Physician Needs Assessment – Mike McCafferty reported that the Strategy House Advisory Group should be ready to present a report on the Physician Needs Assessment Study at the September 23rd Board Meeting.

Discussion of Cancer Equipment - Mike McCafferty explained that one piece of equipment at the Cancer Center is a CT scanner and asked that information be shared on an incident that occurred last week. LaNora Dixon explained that the CT scanner was not producing the images that were needed and Brian Hooge, Medical Imaging Engineer for the hospital, was able to repair the machine. Mrs. Dixon said that Mr. Hooge saves the hospital thousands of dollars due to his expertise which eliminates the need for costly service contracts.

### **FINANCE COMMITTEE REPORT**

Financial Statements - Gary Miller reported that the Finance Committee met prior to the meeting, noting lower than anticipated inpatient revenues, which is following a trend. Mr. Miller said that July was a very strong month for the hospital with higher than budgeted outpatient visits. Contract labor was down at \$30,000 for the month of July compared to \$170,000 the same period last year.

Capital Equipment Requests – Two capital equipment requests were submitted for approval. Both items are new technology and both are budgeted items.

Caviwave Sonic Cleaner – This equipment will clean contaminated surgical instruments and equipment much more thoroughly and net estimated annual savings is approximately \$40,000. Cost of the equipment is \$20,905.

Gary Miller made a motion to approve the purchase of the Caviwave Sonic Cleaner at a cost of \$20,905. Ron Mischke seconded the motion and motion carried.

Operative Hysteroscopy with Morcellator - This item is requested by Dr. McAdoo and allows the physician to perform non-invasive vaginal and abdominal hysterectomies. This is a budgeted item at a cost of \$38,000 and it was noted that it may bring patients from other areas for this procedure.

Gary Miller made a motion to approve the purchase of the Operative Hysteroscopy with Morcellator at a cost of \$38,000. Dr. Strahan seconded the motion and motion carried.

Wilson Trust - Mike McCafferty reported that the hospital is working with the current Trust holders for the Wilson Trust to come up with a solution on how to manage the Trust and he will keep the Board informed.

### **FOUDATION REPORT**

Ada Kirven reported that nursing scholarship interviews were held at the college and a CNA and two second year students will come to work at the hospital in May, 2010. Mrs. Kirven noted that 13 graduates are currently working in the hospital and 10 applications were received by the Foundation this year. Dr. Strahan asked about the amount of the scholarships. Mrs. Kirven said that the students receive \$1,250 per semester and may receive a total of \$5,000, depending upon whether it is a one or two year student.

Ada Kirven presented Peggy Callantine with a check for \$11,000 for renewal of the Patient Education Teaching System.

Harlan Rasmussen, on behalf of the Board of Trustees, thanked the Foundation and all of their donors.

### **BUILDING COMMITTEE REPORT**

Dixie See reported that the Building Committee reviewed bids from four contractors for the Laboratory and Pharmacy. Recommendation was made to contract with O'Dell Construction of Sheridan for \$1,540,495.

Dr. Strahan made a motion to approve project costs of \$1,540,495 and to enter into contract with O'Dell Construction. Bill Huppert seconded the motion and motion carried.

The Board thanked Tom Ringley and the County Commissioners for their financial assistance with the work on the road behind the hospital that connects to Highland Avenue.

### **OTHER BUSINESS**

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

The open meeting re-convened at 5:50 p.m.

Harlan Rasmussen said that the Board discussed two applications for medical staff privileges:

Garry Rains, M.D. Dr. Rains is requesting Active Staff privileges in the Department of Surgery, specializing in Anesthesiology.

Dixie See made a motion to approve Dr. Rains for privileges as requested. Randy Bomar seconded the motion and motion carried.

Anup Sidhu, M.D. - Dr. Sidhu is requesting Courtesy Staff privileges in the Department of Medicine, specializing in Psychiatry.

Bill Huppert made a motion to approve Dr. Sidhu for privileges as requested. Dr. Strahan seconded the motion and motion carried with a 4-3 vote

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:00 p.m.

Recorder,  
Joanne Redder  
Dixie See, Secretary