

**BOARD OF TRUSTEES  
SEPTEMBER MEETING MINUTES  
WEDNESDAY, SEPTEMBER 24, 2008 3:00 P.M.**

**MEMBERS PRESENT:** Harlan Rasmussen, Bill Huppert, Dixie See, Ron Mischke, Randy Bomar, 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 August 27, 2008 were reviewed. After review, Dr. Strahan made a motion to approve the minutes, Bill Huppert seconded the motion and motion carried.

**PUBLIC COMMENTS, INTRODUCTIONS**

There were no public comments.

**QUALITY COMMITTEE REPORT**

Ron Mischke noted that the 2008/2009 Quality Improvement Plan was provided in the packets for Board approval. Lajune Bacon reviewed the plan with the Board and said that the Quality Committee makeup has gone from 3 Board members to 2 Board members. Randy Bomar asked a question regarding the Vision Statement "*When people think of excellent healthcare they think of Sheridan*". Mr. Bomar asked if this should read Sheridan Memorial Hospital. Mike McCafferty explained that the hospital, along with other area healthcare providers, is creating a community of healthcare.

After review, Ron Mischke made a motion to approve the 2008/2009 Quality Improvement Plan, Dixie See seconded the motion and motion carried.

**MEDICAL STAFF REPORT**

Dr. Hanebrink reported that at the September 9, 2008 Quarterly Staff Meeting, the current slate of officers were re-elected for the 2009 calendar year. Brad Hanebrink, DO, Chief of Staff; Hugh Batty, MD, Vice-Chief of Staff; and Ian Hunter, MD, Secretary/Treasurer.

Dr. Hanebrink informed the Board that the physician re-credentialing for the period January 1, 2009 through December 31, 2010 will be completed and this information will be submitted to the Board for their review/approval at their December 3, 2008 meeting.

Dr. Hanebrink reported that the state has mandated that to renew, reinstate, or reactivate a license to practice medicine in Wyoming, physicians will be required to have completed not less than 60 hours of CME during the previous 3 years.

### **ADMINISTRATION REPORT**

Surgery Center - Mike McCafferty reported that the hospital had their first meeting with KWN & CTA regarding the proposed Outpatient Surgery Center. Mr. McCafferty said that it was a good meeting and scope of the project was outlined. A second meeting will be held in October.

Mr. McCafferty noted that he signed a Letter of Intent with KWN to build a surgical center and he will be reviewing a contract soon. Both the Letter of Intent and contract will be with KWN as the point of contact. Mr. McCafferty said that the hospital continues to work on the business documents. The hospital has engaged an attorney to help finalize the operating agreement and letter for description of shares for the physicians who can participate. There are currently 16 physicians interested and this will be set up as for-profit LLC.

Cancer Center - Mr. McCafferty reported that the hospital continues to review conceptual designs and plans for the west campus, ie Cancer Center and construction of an Outpatient Surgery Center.

Physician Recruitment - Mr. McCafferty reported that earlier this year the Legislature passed a bill for access to monies to help recruit physicians to the state. Of the \$400,000 allocated to the state, Sheridan Memorial Hospital's total funding support request is approximately \$300,000 which is almost all of the entire state's allocations. The Legislature is discussing this further and Mr. McCafferty will keep the Board informed.

Mr. McCafferty also noted that Sheridan Orthopedics have recruited two additional physicians who will join their practice within the next 18 months.

### **FINANCE COMMITTEE REPORT**

Bill Huppert reported that the Finance Committee met today and reviewed the financials for August, 2008. Revenues were down for the month which is typical for the summer season. The accounts receivable are down to 60.7 days and the efforts of the patient account staff were commended.

Ed Johlman introduced Susan Novak who recently joined the hospital in the position of Controller. Mr. Johlman explained that Susan will take on general accounting, patient accounts, admissions, payroll, and accounts payable.

Susan shared some of her background information and said she was very impressed with Sheridan's culture and the hospital staff. It was noted that Susan is President of the Wyoming Chapter of HFMA.

## **FOUDATION REPORT**

Tom Ringley reported that the second annual Physician Reception will be held this year on November 7th.

The Foundation Membership Campaign will kick-off in late November and the Foundation Partner celebration will be held in December.

Gene Davis presented a check from the Foundation to Ed Johlman in the amount of \$280,000. \$250,000 is the final pledge from the Watt Foundation towards the Dialysis Unit and \$30,000 is the final pledge from another donor towards the Transitional Care Unit.

## **BUILDING COMMITTEE REPORT**

Laboratory Project - Dr. William Doughty, Pathologist, reviewed with the Board plans for a new hospital laboratory to be located in the basement area adjacent to the Dialysis Unit. \$1.2 M has been allocated in the capital budget for the project, but Mike McCafferty said there will be additional costs for some equipment in the upcoming year's budget. Dr. Doughty explained that the current laboratory is nearly 20 years old and very crowded. Moving the lab will free up needed space between Radiology and the Emergency Department. The design for the new lab will make it useful for the next 20 years. Dr. Doughty noted that all laboratory staff were involved and had opportunity for input into the design.

Dixie made motion to allow documents to be solicited for the proposed expansion of laboratory space, Dr. Strahan seconded the motion and motion carried. Harlan Rasmussen said he feels very positive about the project and it is consistent with what the Board previously reviewed.

Access Road - Rob Forister, Facilities Manager, shared information on proposed improvements to the Highland Avenue access road that runs behind the Medical Arts Complex. Mr. Forister recommended creating a road that will not be damaged every time it rains or snows which will include grading and resurfacing the road, as well as resurfacing 10-15 parking spaces. Estimated cost is \$64,000. Mr. Forister requested permission to go to bid on this project.

Dixie See made a motion to direct Rob Forister to go ahead with road construction and to bid the project, not to exceed \$64,000, Ron Mischke seconded the motion and motion carried. Dr. Strahan abstained.

Dialysis Update - Rob Forister explained that the project is lagging due to some material issues with the water treatment system. The contractors are not at fault and an extension will be requested from the original completion date of November 3rd. Mr. Forister felt the area would be ready for the Board to tour after their October Meeting.

### **OTHER BUSINESS**

Harlan Rasmussen acknowledged receipt of a booklet from the Sheridan County Commissioners on how to be an effective board member. Commissioner, Steve Maier, said that he will see that all of the Board receives a copy.

Danae Brandjord, Marketing Manager, reviewed her report with the Board, noting September community activities including the Five-Year-Old Birthday Party and the Health Fair. Mrs. Brandjord noted that attendance was down due to health fair results being mailed, but there was good feedback on receiving early results.

There being no further business, the open meeting adjourned at 4:00 p.m. and the Board went into executive session. The open meeting re-convened at 4:40 p.m.

Harlan Rasmussen reported that the Board reviewed the application of one Affiliated Health Care Practitioner:

Laura Stewart-Wyatt, MA, PPC - Laura Stewart-Wyatt is requesting Affiliated Health Care Practitioner privileges as a Provisional Professional Counselor in the Department of Medicine, OB/Peds and Emergency, specializing in child and family counseling.

Bill Huppert made a motion to approve Laura Stewart-Wyatt for privileges as an Affiliated Health Care Practitioner. Randy Bomar seconded the motion and motion carried.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:45 p.m.

Recorder,  
Joanne Redder  
Dixie See, Secretary