

**BOARD OF TRUSTEES
DECEMBER MEETING MINUTES
WEDNESDAY, JANUARY 11, 2017 4:00 P.M.**

MEMBERS PRESENT: Kevin Bailey, Gene Davis, David Smith, Dixie See and Shirley Coulter

MEMBERS ABSENT: Ron Mischke and Dr. Timothy Scott

Others Present: Mike McCafferty, Dr. Sara Smith and Dr. Ian Hunter

CALL MEETING TO ORDER

Kevin Bailey, Chairman, called the meeting to order at 4:00 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

None.

APPROVAL OF AGENDA and MINUTES

The agenda for the December Board of Trustees Meeting was available for review. Dixie See moved to approve the agenda. Gene Davis seconded the motion. Motion carried.

The minutes from the November Board meeting, held on December 7, 2016 were reviewed. Shirley Coulter moved to approve the minutes as presented. Gene Davis seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

There was no action taken at the Quality Committee as there was no quorum present.

Quality is reviewing how patient orders flow through the system. The risks, processes in place, and failure modes are reviewed to determine what changes need to be made.

The HEN project (Health Engagement Network) was part of the operational plan in the Quality Department last year. This program was set up by CMS and supported by AHA in the State's hospital coalition. The Quality Department reviewed and shared quality and safety metrics with other hospitals. By participating in this project, the Quality Department was able to extract data from the EMR to use in helping with improvement projects and to work through a process on how to manage data.

Flu immunizations are at 92%. This includes hospital staff, physicians, students and volunteers. We are at the same percentage as last year.

A hand hygiene project is a common project in most hospitals. The Emergency Department participated in a hand hygiene project last year with a rate of 90% compliance or better. This has now been rolled out throughout the hospital, and we will look for a 90% compliance rate by Oct, 2017. The Joint Commission model is being followed with their recommendations and template.

MEDICAL STAFF REPORT

No report. Dr. Sarah Smith announced that this is her last board meeting as Chief of Staff and introduced Dr. Ian Hunter as Chief of Staff for the next term. The Board of Trustees and Mike McCafferty extended their thanks and appreciation to Dr. Smith for all of her work and extended their welcome to Dr. Hunter.

ADMINISTRATION REPORT

Project Outlook and Master Planning - Project Outlook is a draft of the feeder plan that will help with our master planning for the hospital. This plan outlines our accomplishments last year, what we are currently doing, and what we expect for the future. The hospital will look to an outside company to prepare a master plan; CTA is currently being considered. The master plan will take into consideration where we think health care is going in the future, trends in healthcare, population health, declining inpatient volumes, and increasing outpatient volumes. The master plan completed in 2007 tracks closely to where we are currently. Leadership will bring a recommendation to the board for a master plan proposal relatively soon; estimated cost to complete the master plan is \$150K - \$200K.

Real Estate - The Board previously gave Mike McCafferty the approval to proceed with negotiations on purchasing Dr. Strahan's real estate in the Medical Arts Complex. Documents have been executed that state the hospital will purchase this real estate at the appraised value of \$1,050,000. Dr. Strahan will continue to practice in this location until he decides to no longer practice. Dr. Strahan will not see patients in the hospital; therefore, other hospitalists within the hospital will care for the patients he recommends for admission to the hospital.

Title 25 Update - There are numerous people working on a solution to the Title 25 issue. The concern is that the hospital is not an inpatient psychiatric facility, and lacks qualified staff and resources to take care of these patients. We need access to other qualified options to care for these patients. It is a structural problem that needs to be resolved. We are looking at how the State is moving forward with the "Gatekeeper Program" and struggle to understand how this program will help the hospital. There are state and county budgeting restraints, and the hospital is bearing the burden to cover the cost of care for these patients. This is a societal problem, not just a hospital problem. We want to help identify a solution that will provide patients the care and treatment needed.

FINANCE COMMITTEE REPORT

The hospital had an interesting month. We saw tremendous growth in the Big Horn Health Network, and ENT and Surgery exceeded budget as well. We had increased costs due to the timing of contract labor, the revenue cycle project with CLA, and the final payment of the audit. There is a slight loss for the month, but better than the same time last year. The Urgent Care and Emergency Department volumes continue to grow, and patients are receiving the care they need.

Access to Capital Reserve Funds (Action) – Gene Davis moved to authorize the CFO & CEO access to the Capital Reserve Funds for the purpose of completing the real estate transactions as the operational cash flow currently will not support the timing of these measures. This is an internal line of credit and will be paid back. David Smith seconded the motion. Motion carried.

FOUNDATION REPORT

Ada Kirven reported on the end-of-year Employee Partner Celebration. The funds totaled \$36K, and 455 employees participated last year. The employee partners voted to apply their funds towards the Tomosynthesis equipment. With the \$36K gift, the Foundation has approximately \$300K of the \$400K goal needed to purchase the equipment.

End-of-year gifts have come in, and there have been 250 responses to the membership drive so far. Dates to keep in mind: January 18th is the Business after Hours hosted by the Hospital at the Gould Street location. Staff will provide tours and will get people signed up for MySheridanHealth. The Auxiliary will have their annual meeting and membership drive on February 24th. This is when they typically present a gift to the Foundation. The Foundation will have a strategic planning session on January 20th to talk about the goals for the year.

BUILDING COMMITTEE REPORT

The Building Committee discussed the Medical Arts Complex expansion. The committee will come to the board in the near future to request an additional amount for the boiler replacement. The previously approved Capital Equipment request was for \$350K; the actual cost is \$100K more than the estimate.

The State Department of Health did an inspection on the smoke evacuation system and the move of Sheridan Radiology under the hospital license. There are a few items to correct, but we should receive approval from the State by next week in order to move forward.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Kevin Bailey moved to adjourn into Executive Session for real estate matters after a short recess. David Smith seconded the motion. Motion carried.

The Board reconvened into open session at 4:48 pm with no action taken.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 4:48 pm.

Recorder, Patty Forister

Shirley Coulter, Secretary