

**BOARD OF TRUSTEES**  
**NOVEMBER MEETING MINUTES**  
**Wednesday, December 4, 2013 3:00 P.M.**

**MEMBERS PRESENT:** Ron Mischke, Gary Miller, David Smith, Gene Davis, Dr. Strahan, Kevin Bailey, Dixie See

**MEMBERS ABSENT:**

**Others Present:** Mike McCafferty and Dr. Sara Smith

**CALL MEETING TO ORDER**

Mr. Ron Mischke, Chairman called the meeting to order at 3:05 p.m.

**PUBLIC COMMENTS, INTRODUCTIONS ~**

None

**APPROVAL OF AGENDA and MINUTES**

The agenda for the November Board of Trustees Meeting was available for review. Motion was made by Mr. Kevin Bailey to approve the November Board agenda. Mr. Gene Davis seconded the motion. Motion carried.

The minutes from the October Board Meeting, held on October 23, 2013 were reviewed. A motion was made by Ms. Dixie See to approve the October Board meeting minutes. Mr. David Smith seconded the motion. Motion carried.

**OLD BUSINESS**

No old business to discuss.

**QUALITY COMMITTEE REPORT**

Dr. Addlesperger reported that Mrs. Kary Kelly in Quality Services is generating safety reports with more effective data and we are seeing continuous improvement. The patient safety committee is looking at blood ordering and telemetry training, as well as team work and communication. Dr. Addlesperger handed out information on training in which there will be steps to help “train the trainers” in processes. Mrs. Charlotte Mather, CNO, applied for membership on a care innovation and transformation program, which is a program on training nurses at the bedside. Confirmation has been received that Sheridan Memorial Hospital has been approved for membership and we will start the program in 2014. The program will help decrease turnover and overtime as well as improve patient safety and quality. In addition to the internal benefits, there is collaboration and networking with other hospitals. This program is led by a team that has expertise on learning at the bedside.

Infection control information was provided outlining measure performances and value based purchasing data as well. Dr. Addlesperger indicated that our numbers are improving – several items

at 100% and we continue to head in the right direction. This will be continually monitored with a comparison in 6 months to see where we are at.

### **MEDICAL STAFF REPORT**

Dr. Sara Smith reported the Affiliated Health Care Professionals requesting renewal of clinical privileges for the January 2014 through December 2015 term. The provider information was available for member review. The Board members reviewed in executive session the applications, the supporting documentation, the Department's recommendations, Medical Executive Committee's recommendations, and information received during the credentialing and privileging processes. Based on this review, it is the Board's opinion that the following applicants meet the requirements for Medical Staff renewal of clinical privileges as recommended and it was moved, seconded, and carried to approve of the following appointments and clinical privileges by order of category:

Mr. Kevin Bailey moved to approve the following **Certified Physician Assistants (PAC)** requesting renewal of privileges, Mr. David Smith seconded, motion carried with Dr. Strahan recusing himself from a vote on Mrs. Erin Scherry due to conflict of interest. : Jennifer Graslje, Marilyn Horsley, Tracy Jons, Kelly Lieb, Scott Morey, Jason Otto, Stephanie Sander, Erin Scherry, and Kenneth Sichel.

Ms. Dixie See moved to approve the following **Advance Practice Registered Nurses (APRN, FNP, WHNPC, CNM)** requesting renewal of privileges, Mr. Gene Davis seconded, motion carried with Mr. David Smith and Dr. Strahan recusing themselves from a vote on Ms. Cheryl Phinney and Wendy Wood, respectively due to conflicts of interest. : Tracy Amadio, Kimberlee Gilbert, Lynette Gordy, Christy Green, Melanie Martin, Judy McDowell, Becky Olson, Cheryl Phinney, Amy Rabon, Diana Sabo-Miller, and Wendy Wood.

Dr. Michael Strahan moved to approve the following **Certified Surgical Technician (CST)** requesting renewal of privileges, Ms. Dixie See seconded, motion carried: Ivy Larson.

Mr. David Smith moved to approve the following **Licensed Professional Counselor (LPC); Licensed Marriage & Family Therapist (LMFT); Licensed Addiction Therapists (LAT)** requesting renewal of privileges, Mr. Kevin Bailey seconded, motion carried: JuDee Anderson, LPC, LAT; Bruce Andrews, LPC, LMFT; Donald Boone, LPC; Pam Christensen, LPC; Sheri Elliot, LPC; Donna Holst, LAT, LCSW; Brenda Jacob, LAT; Terrill Matteson, LPC; David Pearson, LPC, LAT; Linda Rice, LAT; Thomas Terry, LPC; Jennifer White, LPC.

Ms. Dixie See moved to approve the following **Licensed Clinical Social Worker (LCSW)** requesting renewal of privileges, Mr. Gene Davis seconded, motion carried: Andi Bell, Laura Long, Kathleen Mullaney.

Mr. David Smith moved to approve the following **Psychologist (PhD, PsyD)** requesting renewal of privileges, Dr. Michael Strahan seconded, motion carried: Victor Ashear, Carol Pastore-Watkins, Thomas Schnatterbeck, Amanda Turlington.

Dr. Michael Strahan moved to approve the following **Audiologist (CCC, Au.D)** requesting renewal of privileges, Mr. Gene Davis seconded, motion carried: Thomas Laya.

Ms. Dixie See moved to approve the following **Podiatrist (DPM)** requesting renewal of privileges, Mr. David Smith seconded, motion carried: Steven Rabon.

The following individuals voluntarily relinquished clinical privileges; there is no action needed by the Board, this is for informational purposes only:

Dawn Angeloe, Provisional Marriage & Family Therapist (No longer employed with NWMHC); Bridgette Gill, Women's Health Nurse Practitioner and Certified Nurse Midwife (Relocated to private practice); Maureen Kirchoff, Licensed Clinical Social Worker (No longer employed with NWMHC); Rae Marie McReynolds, Licensed Professional Counselor (Retired); Bernadette Montagne, Licensed Addiction Therapist (Retired); Abigail Nelson, Provisional Clinical Social Worker (No longer employed with NWMHC); Kathy Tiffany, Licensed Professional Counselor (No longer employed with NWMHC).

Dr. Sara Smith reminded everyone of the Quarterly Medical Staff meeting next week, December 10, 2013. The membership will recognize Dr. Scott on his upcoming retirement and review the by-laws for membership approval before bringing them before the Board of Trustees for approval.

### **ELECTRONIC MEDICAL RECORD REPORT**

No report.

### **ADMINISTRATION REPORT**

Mr. Len Gross made a presentation on the hospital's supplies. SMH has quite the expense budget and it is a huge line item for the hospital. Mr. Gross and the department managers are working on decreasing the hospital expenses from 19% of net revenue to 18% by December 31, 2013; with an additional decrease to 16% by July 1, 2014. Mr. Gross indicated that we are moving millions of dollars in overhead. It is a team effort to buy the right items in the correct quantities, making sure we get the best price as well. The hospital is looking at working with a VHA purchasing group, in which larger quantities can be purchased at a reduced cost. Dr. Milner and Dr. Ulibarri with the Sheridan Orthopedic Group have been very willing to look at different vendors and have helped save the hospital in supply costs with their willingness to participate. To date, it is estimated that \$518,000 has been saved in projects. In order to utilize VHA, there is a fee, but should ultimately save the hospital money, as the information we supply to VHA is input into a data base to compare cost and what others in the industry are buying and their cost. This will give the hospital leverage to go to a vendor and ask for better pricing. VHA will send a representative to our hospital to assess our supplies and make suggestions on improvements.

Managers are asking for employee engagement as well. A suggestion was made in pharmacy which saved the hospital \$13,000.00.

The hospital will reorganize the purchasing system to manage and save money. We need to track when items are ordered and how long an item may sit on the shelf and better manage outdated inventory and turnover.

Per our CFO Mr. Ed Johlman, an efficient organization should be at 14%. Mr. Davis commented that we are spending \$41,000.00 a month in supplies. Mr. Gross will continue to update the Board on the progress they are making and the benchmarks achieved.

Dr. Addlesperger reported on the patient safety committee and their efforts to view patient concerns and quality of care. This needs to be pushed out throughout the organization. Our safety numbers are not moving and we need to put forth an effort to see changes.

Staff needs to change the culture and understand what needs to be done in order for a culture of kindness and safety to be prominent throughout the organization. Our front line staff is very knowledgeable and needed to make the changes. The Patient Experience Team has been working on the culture of kindness and service standards as well.

Mr. McCafferty stated that he had a very candid interview with a reporter from the Sheridan Press and talked about where healthcare is going and what is currently happening as there a lot of questions about physician relationships and the hospital. Mr. McCafferty indicated that we are equally uninformed on what the new laws mean and where we stand. We will continue to watch what unfolds along with everyone else. Mr. McCafferty stated that there is a potential for devastation within the healthcare system.

The general public is unable to access affordable healthcare, but feels that there is a different way or better way to move forward other than how the process is currently proceeding. Sheridan Memorial Hospital is trying to keep costs down, but there are a lot of dynamics at work; this is not a consumer driven market place, but rather an insurance driven one. The future of healthcare needs to be consumer driven. The social discussion about healthcare ~ is it a right instead of an entitlement? SMH is trying to position itself so not to be impacted. There is a shortage of primary care physicians. We don't have an influx on the emergency department like is the case in a big city. Our community and State will be able to learn from what is going on around the country without being too impacted or affected on an immediate basis, although some individuals may be impacted immediately.

Mr. Johlman stated that there are a lot of variables in the equation and we can't predict what will happen to us. Employing medical practitioners in a small community was a good move and Mr. McCafferty should be commended.

SMH will not see an increase in our healthcare premiums and we are still able to fund our health savings accounts. The health plan was audited and self-funded plan as well and we are in compliance with all 143 plans. Mr. Johlman informed the Board that we are behind the rate of inflation.

### **FINANCE COMMITTEE REPORT**

Mr. Gene Davis indicated that the hospital has had a record month and this year is a lot more fun than it was last year. November numbers will be close to the projected budget. October was a big revenue month with positive results for the month. Outpatient services showed \$5M in revenue and the Transitional Care Unit shows continuous growth as well. The Board of Trustees appreciates what the staff is doing to help.

### **FOUNDATION COMMITTEE REPORT**

Mrs. Brandy Johnson with the Foundation reported that the Foundation received a gift from Mr. Travis Kimble on behalf of his mother, Mrs. Penny Cooper, with instructions that the gift is to benefit Nutritional Services. Mrs. Cooper passed away at SMH and Mr. Kimble was so moved by the care and excellent food they received, made the donation to the Hospital Foundation for Nutritional Services. A plaque will be placed in the lobby in memory of Mrs. Cooper and the gift given to the hospital.

Mrs. Johnson reminded the Board of the Foundation Partner Breakfast to be held on December 11, 2013 from 6:45 am to 9:00 am in the Hospital cafeteria. The Foundation office is mailing out over 3,000 pieces trying to garner additional partnerships with the Foundation.

### **BUILDING COMMITTEE REPORT**

Mr. James Rader reported that the Urgent Care Clinic is open and doing quite well. Mr. Rader stated that the bid for the roofing contract was awarded to Bighorn Roofing out of Cody, WY. The bid came in under budget and they will begin the project in January of 2014, with an expected completion date of March 2014. Mr. Rader should have the turnkey pricing numbers to report for the Intensive Care Unit (ICU) by the next meeting. Mr. Rader stated that the Building Committee talked at length regarding the emergency power upgrades needed for the hospital, by perhaps adding another generator for immediate power needs vs. a whole new system. ACE Engineering has provided an estimate of \$10,000 to \$12,000 to present a design draft for an emergency power system for the hospital. The building committee has approved and is bringing it before the Board of Trustees for their approval. Mr. McCafferty asked Mr. Rader to ask ACE Engineering to look at another option for ancillary buildings, such as the Medical Arts Building and any future buildings near that, so that there is a design in place for those as well. The motion was made by Ms. Dixie See to approve the \$10,000 to \$12,000 budget for a design draft for an emergency power system to be completed by ACE Engineering. Mr. Gene Davis seconded the motion. Motion carried.

### **OTHER BUSINESS**

The calendar for the 2014 meeting dates was presented. Mr. Davis indicated there were a couple of meeting dates that he will not be in attendance. There were no conflicts in dates mentioned by the rest of the Board. A motion was made by Dr. Michael Strahan to approve the 2014 meeting calendar with no changes. Ms. Dixie See seconded the motion. Motion carried.

The December Board of Trustees will be held on January 8, 2014 at 3:00 pm.

**EXECUTIVE SESSION**

With no further business, the meeting moved into closed session at 3:50 p.m. for discussion of personnel and real estate matters. Medical staff privileges were discussed. Please see the Medical Staff report for action taken.

The meeting then reconvened into public session at 4:25 p.m.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 4:30 p.m.

Recorder, Patty Forister

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Michael Strahan, M.D., Secretary