

**BOARD OF TRUSTEES
JANUARY MEETING MINUTES
WEDNESDAY, FEBRUARY 1, 2017 4:30 P.M.**

MEMBERS PRESENT: Kevin Bailey, Gene Davis, David Smith, Shirley Coulter and Ron Mischke

MEMBERS ABSENT: Dixie See and Dr. Timothy Scott

Others Present: Mike McCafferty

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 January Board of Trustees meeting was available for review. Mike McCafferty asked that the Legislative Update under the Administration Report be removed at this time. Ron Mischke moved to approve the amended agenda. Gene Davis seconded the motion. Motion carried.

The minutes from the December board meeting held on January 11, 2017 were reviewed. Shirley Coulter moved to approve the minutes as presented. David Smith seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

The safety events are in a downward trend; there have been no serious safety events in the last four months. The 30-day re-admittance rate is at 11.9% with the national average at 13%. The rate last month was 7.3%, which was attributed to callbacks to patients and the scheduling of follow up appointments. The Quality Committee would like to have a panel of providers look at every re-admission to identify improvement opportunities. A typical readmission is at the end of a 30-day period, which is patient driven rather than provider driven.

The committee also discussed Title 25 and the proposed "Gate Keeper" program, which does not meet the needs of the hospital or our patient population. The hospital has provided staff education, employed licensed clinical social workers, and provides 24 hour/365-day security at a cost of \$200K a year. The hospital has also hired staff to provide mental health patients one on one support as needed. The hospital spends about \$1M in direct subsidy for mental health. The hospital will continue to look for other solutions to this community wide and statewide problem.

Surgery start times in the operating room were reviewed. Initial start times are at 90%; however, subsequent start times have been scheduled too closely together and are unrealistic. There is room for improvement and patient satisfaction.

Medication errors are trending downwards, however there is no accurate way to identify all medication errors. There is an opportunity for improvement around more accurate medication history.

HCAHPS scores were reviewed and discussed. The Emergency Department continues to perform well above the national level.

Flu immunizations for the organization are at 93%.

MEDICAL STAFF REPORT

Erin Strahan, PA-C is requesting additional advanced privileges to do Cardiac Stress Tests, under the guidance and direction by the Sheridan Memorial Hospital Hospitalists physicians. Ron Mischke moved to approve as discussed. David Smith seconded the motion. Motion carried.

Janae Harper, AGPCNP-C has joined Billings Clinic Nephrology Clinic. Janae will be traveling to Sheridan on an as needed basis to see patients at the Watt Dialysis Center located within Sheridan Memorial Hospital. David Smith moved to approve as discussed. Gene Davis seconded the motion. Motion carried.

Rocky Mountain Pediatric Cardiology – renewal of Medical Staff Privileges for Consulting /Telemedicine Pediatric Cardiology. Shirley Coulter moved to approve as discussed. David Smith seconded the motion. Motion carried.

Dr. Matthew Mendlick, MD has requested privileges in Tele-radiology as part of Real Radiology, LLC, providing remote interpretation of radiographs, interpretation of CT's Interpretation of Ultrasounds, Nuclear Medicine and MRI's. David Smith moved to approve as discussed. Shirley Coulter seconded the motion. Motion carried.

ADMINISTRATION REPORT

Hospice and Home Care Annual Report – The Department Manager, Ann Aksamit, introduced her staff in attendance to the board members. The services are growing and additional physical therapists and nursing care have been hired to meet the needs. The current focus is on fall prevention in a patient's home. Hospice has typically been used for cancer, but could also be utilized for end stage lung disease or heart disease. Many services they offer are not being utilized. The recent CMS Survey conducted was almost perfect, with only one deficiency. Hospice and Home Care continues to get donations and memorials from the patients and families served. They have 25 volunteers that go into a patient's home and provide respite care, or do whatever they can to help out. Ann continues to look at growth and the potential of a hospice house, or what the next phase of growth for hospice will look like. Hospice will develop rooms within the hospital for inpatient care when care can no longer be provided in the home and/or offering respite care for the families. This is a requirement of CMS. Leadership is still determining if a hospice house is needed. Hospice and Home Health have a new Medical Director – Dr. Schamber is the director of both, effective January 1, 2017.

Master Planning - The 2007 Master Plan tracks closely with our current position. Mike would like to move forward with an updated Facility and Site Master Plan and proposes the hospital proceed with the firm of CTA in Billings, MT to complete the plan. Leadership has formulated an assessment of our current facility and campus that will be shared with CTA in planning for future options and growth. Gene Davis on behalf of the Building Committee made the motion to engage CTA for master planning not to exceed a cost of \$200K. David Smith seconded the motion. Motion carried.

Board Training Calendar – Mike McCafferty is pursuing different education opportunities for the board as the on-line credentialing process is no longer offered. Conferences through the Governance Institute and Estes Park Institute do not meet the needs of our board. Mike asked that the board read “Delivering Health Care in America”, which will provide a good foundation and some general concepts that may be of benefit. Mike will also work on providing a monthly educational curriculum for the board.

FINANCE COMMITTEE REPORT

January was a solid month with few write-offs and expenditures. The balance sheet is strong, and there is an improvement with the non-use of travelers.

The first payment on the MAC expansion was made in January.

Wilson Memorial Trust Memorandum (Action) – The board had previously authorized the use of the Wilson Memorial Trust funds to complete the Nurse Call Systems and Smart Room Technology for the ICU. However, the language did not specifically approve the increase in the budget for these projects. The attached memo is clarification for the minutes that the intent was to increase the budget for the nurse call system and smart room technology in the ICU. David Smith motioned to approve the memo clarifying the minutes and increasing the budget for the Nurse Call System by \$143,752 and increasing the budget for the ICU CareAware/CareView Smart Room technology by \$356,248 for a total of \$500,000. Gene Davis seconded the motion. Motion carried.

FOUNDATION REPORT

The Foundation office is doing well on Gould Street. The Foundation had a strategic planning session, and Mike updated the Foundation Board on projects and the future of the hospital. The Foundation will develop criteria for next year in order to support the hospital and the vision. Dr. Sarah Smith is the new Foundation Director, with Dr. Brad Hanebrink stepping down. Ada extended a thank you to Ann Aksamit and her staff in Hospice and Home Care as the Foundation receives significant gifts through hospice due to the great care they provide.

BUILDING COMMITTEE REPORT

The committee discussed master planning as referenced under the Administration report. Also discussed was exploring the option of moving Wound Care into the vacated lab space in the Medical Arts Complex. This will free up space to move the MRI into the hospital. The building committee approved moving forward with construction documents in order to obtain pricing for this project.

The MAC expansion is still on hold due to the weather.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Kevin Bailey moved to adjourn into Executive Session to discuss real estate and personnel matters after a short recess. Shirley Coulter seconded the motion. Motion carried.

The Board reconvened into open session at 5:28 pm with action taken on medical staff credentialing matters. Please see the above action taken under the Medical Staff Report.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:29 pm.

Recorder,

Patty Forister

Shirley Coulter, Secretary