

**BOARD OF TRUSTEES
JUNE MEETING MINUTES
WEDNESDAY, JUNE 26, 2019 4:00 P.M.**

MEMBERS PRESENT: Kevin Bailey, Gene Davis, Andrea Mellinger, Dr. Timothy Scott, Ron Mischke, and Shirley Coulter
MEMBERS ABSENT: David Smith
Others Present: Mike McCafferty via phone and Dr. Ian Hunter

CALL MEETING TO ORDER

Kevin Bailey, Chairman, called the meeting to order at 3:58 p.m.

APPROVAL OF AGENDA and MINUTES

The June board meeting agenda has been reviewed. Shirley Coulter motioned to approve the agenda. Andrea Mellinger seconded the motion. Motion carried.

The minutes from the May board meeting held on Wednesday, May 29, 2019 were reviewed. Andrea Mellinger moved to approve the minutes as written. Dr. Scott seconded the motion. Motion carried.

OLD BUSINESS

None.

PUBLIC COMMENTS, INTRODUCTIONS

None.

QUALITY COMMITTEE REPORT

The Quality Committee reviewed patient safety events noting that it has been over a year without any serious safety events at the hospital.

There is a process improvement plan on specimen collections, and we are looking at other areas of opportunities in the lab.

The committee continues to look at, and evaluate fall reduction strategies. The hospital had a visit from a quality improvement team, and an expert on fall reduction shared ideas with staff.

The committee reviewed behavioral health services provided under Title 25 noting that while the number of Title 25 patients has not increased, the severity of the illness and violence associated with Title 25 patients is at a higher risk.

The committee reviewed medical record deficiencies noting that the physicians are doing a good job of getting their records completed within 30 days. We are at 6.6% completion rate; the national average is 50%, so we are well below the national average.

Utilization Management Plan – The plan was approved by the Quality Committee last month. This is a regulatory compliance piece and needs to be approved by the full board as well. Dr. Scott made a motion to approve the plan as adopted by the Quality Committee. Ron Mischke seconded the motion. Motion carried.

MEDICAL STAFF REPORT

Dr. Hunter indicates there is nothing to report at this time and no credentialing matters to address.

ADMINISTRATION REPORT

Slate of Officers – the slate of officers for FY2020 was presented for consideration. David Smith, Chairman, Dr. Timothy Scott, Vice Chairman, Gene Davis, Treasurer, and Shirley Coulter as Secretary. Shirley Coulter motioned to approve the Slate of Officers as presented. Gene Davis seconded the motion. Motion carried.

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Recognition of Ron Mischke - Ron Mischke has served 13 years on the Sheridan Memorial Hospital Board of Trustees. Mike extended his heartfelt thanks to Ron for his consistency, outstanding leadership and guidance, his representation on committees, and making this the best hospital for our community. Ron has mentored not only Mike, but Kevin Bailey as well. Gifts were presented to Ron for his dedication and service to the board.

New Board Member – with the departure of Ron Mischke from the board, the Sheridan County Commissioners have appointed Joe Wright to fill the vacancy. Joe has great integrity, is a man of character, and great business sense. We appreciate Joe’s leadership serving on the Foundation board, his leadership in the community, and in Kennon.

Recognition of Outgoing Chairman: Kevin Bailey – Mike extended his thanks to Kevin for his leadership and guidance as board chairman for the past 5 years, and for all the important work he has done serving in this role. Kevin will remain on the board, just not in the chairman position. Gifts were presented to Kevin.

Rand Study and Sheridan Memorial Hospital – The Rand Corporation published a study on behalf of employer based health plans. Nathan Stutte, CFO outlined costs of our facility in comparison to those across the country and the State of Wyoming. Nathan pointed out that the report does not take into account uncompensated care. There are only 40 counties in the country that have lower pricing than Sheridan Memorial Hospital. Consumerism and price transparency are down played in the study. Nathan acknowledges that health care is expensive, but how we are represented in this study is important. We will continue to look at what we can do better to keep our costs low for our health care environment in the community.

Forum Presentation Overview – Leadership has presented information at multiple forums June 18th through June 21st for staff on the following subjects:

- Engagement Survey - Sheridan Memorial Hospital has once again partnered with Gallup to do an employee engagement survey. The survey will show if we have improved since the last survey, and will identify areas where we can improve. The forums outlined the purpose of the survey and the questions that would be asked. There was 91% staff participation on the last survey. We hope to have the same, if not better participation this year. The survey started June 25th and will be open until July 9th. All staff are sent a link on their email to access the survey, and the results will go directly to Gallup.
- Access – Access is one of our pillars. With large practices closing in the area, patients with complicated histories may not have a doctor. Dr. Addlesperger provided information on the metrics they are focused on to meet the demands of these patients and the community in accessing a physician.
- HCAHPS – is the acronym for Hospital Consumer Assessment of Healthcare Providers and Systems. It is mandated through CMS that a selection of in-patients receive a survey on their stay. The survey results are calculated and feeds into our Star rating; we are currently at a 4 Star with the goal to obtain a 5 Star rating; this is highly correlated to our quality scores.
 - We are working with a patient experience team on Nurse Communication and Care Transitions. Care transitions look at three areas:
 - What are the patients’ preferences
 - Can patients take care of themselves when going home, and
 - Do patients know how to take their medications once home
- Cleveland Clinic Video – The Cleveland Clinic produced a very impactful video on empathy that was viewed by all in attendance.

FINANCE

The Finance Committee will miss Ron Mischke’s insight on the committee.

Our auditor with CliftonLarsonAllen attended the meeting to discuss the upcoming audit. There are no concerns at

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this time.

May saw a reversal from April. There is a positive operating margin, strong performance in revenue cycle and accounts receivable. We have 5 additional days of cash on hand. Costs are higher than forecasted with chemotherapy and surgical implants. There is still work to be done and to monitor the cost structure.

Nathan's forecast for the 1st quarter of FY2020 was included in the board packet and included a capital list. This is information only. The board will ratify a budget at the July board of trustees meeting. We will go through this process every quarter with the Finance Committee and the Board. We need to be nimble working ahead to change and modify the budget if necessary due to the current environment we are in with volumes and payer mix. We will forecast a harder case scenario just above breakeven. There is still work to be done to operate at an efficient level.

Wilson Trust – Due to changed IRS codes, the ownership of the funds will change from the Trust to the Hospital in August. We will draft a document outlining that we will continue to honor the intention of the trust in disbursement of the funds. This document will not change anything operationally.

FOUNDATION REPORT

The Foundation hosted a planned giving event, discussing the impact that planned giving can have to the hospital. Thanks extended to Ron Mischke and Gene Davis for attending. Areas that have benefited from planned giving include Dialysis, Cath Lab and the Saunders building, which we have utilized in many different capacities.

Cody extended a reminder that the Foundation Golf Tournament will be on Friday, July 5th. There are currently 110 people signed up, with the capacity to have 136 golfers. We have received the best sponsorships ever and are looking forward to a great day.

BUILDING COMMITTEE REPORT

The Building Committee reviewed information via email due to a short agenda and no action items. We continue to have 3 active projects – the OPC punch list items continue to be addressed, mainly consisting of landscaping. The parking lot project is done except for guardrails. The contractor has been removed from the project and a new contractor obtained to finish the project, which should be finished in 2 weeks. The generator was delivered, started and tested, and is online as a primary source of power if MDU goes down. The brick fence needs to be completed, but otherwise the project is done.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Kevin Bailey moved to adjourn into Executive Session to discuss real estate, legal and personnel. Gene Davis seconded the motion. Motion carried.

The Board reconvened into general session at 5:09 p.m. with no action taken.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:09 p.m.

Patty Forister, Recorder

Shirley Coulter, Secretary