

**BOARD OF TRUSTEES  
JUNE MEETING MINUTES  
WEDNESDAY, JUNE 27, 2018 4:00 P.M.**

**MEMBERS PRESENT:** Kevin Bailey, Gene Davis, Shirley Coulter, Ron Mischke, Dixie See, David Smith, Dr. Tim Scott

**MEMBERS ABSENT:**

**Others Present:** Dr. Ian Hunter and Mike McCafferty

**CALL MEETING TO ORDER**

Kevin Bailey, Chairman, called the meeting to order at 4:05 p.m.

**APPROVAL OF AGENDA and MINUTES**

The June Board Meeting Agenda was amended to add FY19 Budget Approval, Capital Equipment and Discretionary Budget approvals as action items under the Finance Committee Report. David Smith motioned to approve the June agenda as amended. Ron Mischke seconded the motion. Motion carried.

The minutes from the May board meeting held on Wednesday, May 30, 2018 were reviewed. Dr. Scott moved to approve the minutes as presented. Shirley Coulter seconded the motion. Motion carried.

**OLD BUSINESS**

None.

**PUBLIC COMMENTS, INTRODUCTIONS**

**QUALITY COMMITTEE REPORT**

There was in depth discussion on data elements and areas of opportunity in the meeting today. There will be implementation of a project focused on patient experience and improving HCAHPS scores; an A3 (Lean methodology) will be used for this project. The CMS Star Rating is on hold as there are more calculations to be done on the scoring. The Joint Commission plans will be submitted by end of week, and there will be no re-survey. There is an interview next week for the Quality Director Position.

**MEDICAL STAFF REPORT**

Dr. Hunter reports that there will be a second Rapid Improvement Event (RIE) with the Big Horn Mountain Medicine group in July. Revenue Cycle is working on standardized processes as a result of their RIE, with pre-work and standardization prior to the patient walking in the door for a better patient experience. Revenue Cycle will have a second RIE in August.

Credentialing was discussed in Executive Session and the following action is taken:

Dr. Jim Ulibarri – has requested additional Spine Surgical Privileges for the use of the Globus Spine Navigation and Robotics System. Dixie See moved to approve. Kevin Bailey seconded the motion. Motion carried.

Wendy K. McConahay Price, PAC – has requested credentials as a Certified Physician Assistant with Big Horn Heart Center. Shirley Coulter moved to approve. Dr. Scott seconded the motion. Motion carried.

Andrew Lashus, MD – has requested a renewal for Telemedicine Pediatric Cardiology privileges. Dr. Scott moved to approve. Dixie See seconded the motion. Motion carried.

Roger Wallace, MD – has requested a renewal of Consulting OB/GYN Maternal Fetal Medicine privileges. Shirley Coulter moved to approve. David Smith seconded the motion. Motion carried.

Dr. Robert Pueringer – has requested Consulting Staff / Telemedicine privileges in Internal Medicine/Critical

Care. Gene Davis moved to approve. David Smith seconded the motion. Motion carried.

## **ADMINISTRATION REPORT**

Mike McCafferty noted that there will be another amendment to the agenda, with the addition of an action item under the Building Committee Report.

**Announcements** - Mike McCafferty asked County Commissioner Tom Ringley to report on the hospital board openings and who has filled the positions. Tom Ringley indicated that this is one of the more important tasks that the commissioners do. Gene Davis' term was up for renewal and he has been reappointed, staying on the board for another five years. Dixie See's term expired and Andrea Mellinger has been appointed to fill that vacancy. It was noted that a lot of the hospital board of trustees have come from the Foundation Board, and it is a nice progression. In addition, the FY2019 budget was presented to the commissioners last week.

Barb Hespen was introduced last month as the Chief Quality Officer for the organization. She has since accepted the position of Chief Nursing Officer and will be responsible for nursing and quality; we will make sure our organizational structure supports her initiatives and is effective.

Mike introduced others new to our organization – Kristi Ramsay is the Cath Lab/IR Manager, relocating from Colorado. Tim Grollmes is the Practice Administrator for Big Horn Mountain Medicine, relocating from IA. Both are glad to be here and appreciative of the invitation and welcome.

**Employee Engagement** – The hospital has used different tools in the past to collect information on employee satisfaction. The Q12 survey through Gallup was utilized this year, so that we could measure metrics with other hospitals across the US. The goal was to have at least 90% staff participation in the most recent survey; we exceeded our goal with a 91% participation rate. Survey was on the Likert scale of 1-5, with results of 4.04 out of 5; which equated to 66%. Gallup will help us manage through improvement on employee engagement. Teams will build goals as engaged employees produce quality outcomes. Employee forums were held to present the survey results to staff members. The People Pillar is our employee engagement metric. We will continue to work on employee retention and engagement. Leadership will keep you posted.

**Internal Medicine Recruitment** - Mike is talking to several internal medicine physicians, some still in residency and others in a practice elsewhere. With the changes in primary care medicine in Sheridan, we want to bolster our resources to take care of the patients and the community we serve. There are a number of practices closing and people retiring. The hospital intends to fill two full time internal medicine physician positions and we have some good candidates to choose from. The WWAMI (Washington, Wyoming, Alaska, Montana and Idaho) Medical Education Program did not have any students go into internal medicine last year.

**Conflict of Interest Resolution** - The current Conflict of Interest Policy was outdated, and the updated version is being presented to the board. Legal counsel updated the policy to be in alignment with CMS requirements. In addition, there were some things that came before the board that required members to disclose a conflict and excuse themselves. The new policy will allow the other board members to decide if it is significant in nature to excuse a member or insignificant enough that they can remain a part of the discussion. David Smith motioned to approve the Conflict of Interest Statement as written. Gene Davis seconded the motion. Motion carried.

**Board Officer Nominations** - The Nominating Committee recommends that the current slate of officers, if they are able and willing, remain the same for 2018-2019. Ron Mischke moved to have the current slate of officers remain for another year; Kevin Bailey, Chairman, David Smith, Vice Chairman, Gene Davis, Treasurer and Shirley Coulter, Secretary. Dr. Scott seconded the motion. Motion carried.

## **FINANCE COMMITTEE REPORT**

**Financial Statements** – There are no financial results for May due to the INFOR (financial software) project conversion. The May financials should be wrapped up next week sometime.

**FY2019 Budget** – David Smith recused himself from the budget discussion. David’s wife works for the hospital and the budget addresses compensation to employees. Once David excused himself, the remaining board members, based on the Conflict of Resolution Policy just approved and adopted, discussed that since David has no actual influence on employee salaries, he should be allowed to participate in the overall budget discussion. Shirley Coulter moved to allow David Smith’s participation in the budget discussion. Gene Davis seconded the motion. Motion carried. David Smith was asked to join in the discussion.

There was a budget work session in June going over the information presented in the board packet. The FY2019 budget is broken down by quarter and will be presented in this quarterly fashion going forward. Gene Davis made the motion to approve the proposed FY2019 budget. Ron Mischke seconded the motion. Motion carried.

It is noted that there are two different budgets for capital expenditures. The equipment budget of \$1.4M and a secondary \$400K discretionary budget as well. It is the recommendation of the board to adopt the two budgets as indicated in the board packet. Gene Davis motioned to approve the Capital Equipment and Discretionary budgets for FY2019. Shirley Coulter seconded the motion. Motion carried.

### **FOUNDATION REPORT**

The Foundation Board will be looking for another board member, since current board member Andrea Mellinger has accepted the appointment to fill a seat on the hospital board. The Annual Foundation Board meeting will be on July 24<sup>th</sup> at 4:30 pm at the Hospital. Invitations will be sent out soon. The intent is to spread the message of the impact of the Foundation to the hospital and the support from the community. The Foundation Golf Tournament is Friday, July 6<sup>th</sup> at the Powder Horn. The tournament is full with 132 players registered. We look forward to seeing everyone there – if not golfing volunteers are still needed. The Foundation will also be selling hats on Thursday, July 12<sup>th</sup> at the rodeo. This is an early detection campaign, and there will be other marketing things coming on early detection as well. Watch social media and the website.

2018 is the 10<sup>th</sup> Anniversary of The Link. There are a few community organizations helping with fundraising; ie there was a trap shoot event, and the Rex Martin Memorial is coming up. The Foundation is looking to do some grateful patient stories and promoting the importance of early detection.

### **BUILDING COMMITTEE REPORT**

**Medical Arts Expansion Project** - Rob Forister provided an update on the MAC Expansion project. The Building Committee approved a small change on snow melt on the north stair well for patient safety.

**MRI Project** - The MRI project is now complete. A tour was provided to the Foundation Board last week. The MRI is working great and the State has done their final inspection.

**Dialysis and Emergency Department parking lots** – It has been noted and discussions have been held on the replacement of the parking lots in front of Dialysis and the Emergency Department. There was a design flaw from the very beginning, with a 5% grade, allowing for multiple visitor falls due to the slope and shade from the retaining wall. A new design was submitted, adding additional parking spaces and fixing the grade. With only two bids submitted, the bids were within \$1,000 of each other. The engineers estimate was well below what the bids that came in. It is important that the quality of the total project be completed at the level it needs to be done and within the time period set aside. The issues that we currently face with the current parking, is substantial enough to warrant proceeding with the project. The actual price was \$150K higher than the estimate, there was a decrease in the number of bidders due to schedules, tight time frame for the project, and the time of year the work needs to be done. The Building Committee and Mike McCafferty, recommend the parking lot in front of Dialysis and the Emergency Department proceed with a cost of \$997K. Dixie See motioned to approve the cost and to proceed with the parking lot replacement. Gene Davis seconded the motion. Motion carried.

### **OTHER BUSINESS**

Dixie See was appointed to the Board of Trustees in July, 2004. This is Dixie's last meeting as a trustee after being appointed to fulfill a partial term of 4 years in 2004 and the re-appointment of two 5-year terms, for a total of 14 years. Mike McCafferty noted that Dixie has been a tremendous asset to the board, hospital and the community. The hospital has been the beneficiary of her leadership and service. On behalf of the board and her service, Kevin Bailey, Board Chairman presented Dixie with an oil painting done by her favorite local artist, Connie Robinson.

### **EXECUTIVE SESSION**

Kevin Bailey moved to adjourn into Executive Session at 4:53 p.m. after a short recess to discuss personnel. Gene Davis seconded the motion. Motion carried.

The Board reconvened into general session at 5:15 p.m. Please see above for action taken on Medical Staff Credentialing.

### **ADJOURNMENT**

With no further matters to come before the board, the meeting adjourned at 5:17 p.m.

Patty Forister, Recorder

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Shirley Coulter, Secretary