

**SHERIDAN MEMORIAL HOSPITAL  
BOARD OF TRUSTEES  
JULY BOARD MEETING MINUTES  
WEDNESDAY, August 10, 2011 3:00 P.M.**

**MEMBERS PRESENT:** Bill Huppert, Dixie See, Gary Miller, Michael Strahan, M.D., Gene Davis, and Kevin Bailey.

**MEMBERS ABSENT:** Ron Mischke.

**Others Present:** Mike McCafferty and Brad Hanebrink, D.O.

**CALL MEETING TO ORDER**

In the absence of Ron Mischke, Bill Huppert called the meeting to order at 3:00 p.m. Kevin Bailey was welcomed as new SMH Board Trustee.

**APPROVAL OF AGENDA and MINUTES**

The minutes from the June Board Meeting, held on July 6, 2011 were reviewed. A motion was made by Dixie See to approve the June Board Minutes. Gene Davis seconded the motion. Motion carried.

There were no additions to the July Board Agenda. A motion was made by Gene Davis to approve the agenda. Dixie See seconded the motion. Motion carried.

**PUBLIC COMMENTS**

None

**QUALITY COMMITTEE REPORT**

Lajune Bacon, Quality Services Manager, reported that there was not a Quality Council Committee Meeting held in July. The Council will hold their fiscal-year annual meeting in August. Gary Miller was welcomed as a new member to the Quality Council Committee.

**MEDICAL STAFF REPORT**

Dr. Hanebrink presented Maureen Kirchhoff, LCSW, who has applied for Medical Staff Privileges for Affiliated Health Care Professional. Ms. Kirchhoff is requesting membership in the Department of Medicine and Emergency at Sheridan Memorial Hospital. Ms. Kirchhoff is currently employed at the outpatient and children services office of Northern Wyoming Mental Health Center and will serve Sheridan Memorial Hospital on an on-call basis for behavioral health consults. Dixie See made a motion to approve requested privileges. Gene Davis seconded the motion. Motion carried.

Dr. Hanebrink explained that the Medical Staff Bylaws have been reviewed compared to standards. The Medical Executive Committee had considered hiring a consultant but the review has been completed by Amy Ligoeki, Medical Staff Coordinator. The recommendations will be presented during the Medical Staff Meeting in September and presented to the Board for final approval.

### **Electronic Medical Record (EMR) Report**

Mr. Nyle Morgan, Chief Information Officer, provided an update on the EMR process. He announced that a team from Cerner, our healthcare solutions vendor, visited SMH and the official kick-off for the project occurred on July 19, 2011. The Electronic Medical Records project has been given the name "Project Paragon". A countdown clock was placed in the cafeteria with anticipated completion date of August, 2012. As of today, the project is on schedule.

A team of SMH staff members will be going to Kansas City during the week of August 22, 2011 to complete a system review. The review will entail examining each area of the product, the way Cerner has suggested it be set up by best practice, (i.e. admission flow, nurse and physician documentation, etc.). Staff will observe how the product will look and function at implementation, return to Sheridan and continue to work on how it needs to look for us. Suggestions will be provided and decisions made on what set-up is best for the hospital/physicians or what changes need to occur if the set-up does not meet our needs. At the August 31, 2011 Board Meeting, Mr. Morgan will provide an update on the Kansas City trip. A formal presentation of the EMR process will be held during the September Board Meeting. Discussion was held on how physician practices will have the option of integrating with the hospital's Cerner EMR system to allow data to flow seamlessly and to fulfill federally set requirements to meet meaningful use at clinical sites.

### **ADMINISTRATION REPORT**

Physician recruitment update was provided by CEO, Mike McCafferty. Mr. McCafferty stated that during the last few months, three candidates worked on either a locum basis or as an observer in the Emergency Department. Currently, there is one open position to be filled in the Emergency Department. Mr. McCafferty reported that he hopes to make an offer soon. Mr. McCafferty noted that during the past month, he has met with three Internal Medicine candidates who are all in residency. Mr. McCafferty reported that during this past month, he has talked with two Medical Oncologists with an interest in Sheridan. Mr. McCafferty noted that we are looking for another cardiologist to add to BHHC, which is important for the growth and development of a Cardiac Cath Lab. Mr. McCafferty stated that we are working with one cardiology candidate that will come for a visit in the near future. Discussion was held on the difficulty in recruiting for the medical specialties of Internal Medicine and for a Medical Oncologist. Mr. McCafferty will keep the Board posted on status of all recruitment efforts.

Mr. McCafferty announced that SMH is recruiting for a Chief Nurse Officer to fill the vacancy created by Peggy Callantine's retirement. Mr. McCafferty report that SMH is

currently working with a recruiting firm in this endeavor. Four candidates will be interviewed; one of which is an internal candidate. Mr. McCafferty hopes to have good idea on that position status within the next 4-6 weeks.

Mr. McCafferty asked the Building Committee for Gnant Charts to be provided on a monthly basis that indicate timelines with several hospital projects. Strategic plan updates were provided on the following:

- ✓ Medical Office Building – Mr. McCafferty reported that a follow-up meeting with TSP was held. TSP should have firm numbers by the end of the month, which will provide a good sense of square footage cost. TSP will also report on solutions and costs associated with the scope of the building. They will report on how to address parking on the East Campus in the most cost effective way. Different parking options are being reviewed and will be presented in more detail at the next Board meeting. Discussion continued on the projected size of the building, 30,000-70,000 square feet, and whether to build for potential tenant needs or future growth.
- ✓ Cardiac Catheterization Lab, and ICU – At the last meeting, the Board authorized \$50,000 to be utilized to obtain architectural cost estimates for drawings for a Cath Lab and ICU. Drawings and cost estimate information will be presented at the August 31, 2011 Board Meeting with a potential recommendation for a Cath Lab. A work session for discussion on the business plan elements of the exploration and potential of a Cath Lab and ICU model of service, and growth strategic plans will be scheduled during the next couple of weeks.
- ✓ Welch Cancer Center – Rob Forister, Facilities Manager, announced that Jerry Maddox, SMH employee is the Project Manager. Mr. Forister stated that the project is on schedule and on budget. Utilities have been moved to allow for construction to install water, sewer and underground utilities. Soil compaction is moving along well and the construction of the foundation will start soon. Jennifer Pfister, Welch Cancer Center Manager, explained the replacement and installation of a newly purchased linear accelerator and CT treatment planning equipment. The current linear accelerator will be moved out so that the vault remodel work can begin on August 26, 2011. It is scheduled to be completed by September 8, 2011. The new linear accelerator install will begin on September 9, 2011, and be out of commission for five to six weeks. The CT scanner will be removed on August 22, 2011, with remodel of that vault starting around September 9, 2011. Installation date for the new CT scanner will be around September 26, 2011. During equipment installation and remodel of the vaults, patients will be transported and treated by Dr. Stamato in Gillette, WY. The last date to treat patients in Sheridan will be on August 19, 2011. The goal is to be ready to treat patients again at the Welch Cancer Center by October 17, 2011. The Welch Cancer Center staff has made accommodations to provide patients with transportation options. Discussion was held on the new state-of-the-art equipment capabilities to include: respiratory gating and how radiation is delivered to the exact location of a tumor. Most cancer centers do not have this added hardware and software, which can pinpoint the exact location, which is very precise in planning and treatment of patients, putting SMH miles ahead of other cancer centers.

### **FINANCE COMMITTEE REPORT**

Ed Johlman, Chief Financial Officer, presented the June 2011 & FYE Financial Results. Mr. Johlman announced that Gene Davis is the new Finance Committee Chairman. Mr. Davis stated that the committee met and reviewed the financial results and that June was a good financial month. SMH finished with a successful financial year. Hospital revenue for June was \$8.2M and consolidated revenues exceeded \$8.8M. Consolidated operations produced a net income of \$125K. SMH had a successful year due to contractual adjustments being lower, and the incredible job that managers did to keep expenses down. Consolidated earnings for the year were \$3.2M. The external auditor will be reviewing the financial information the week of September 12, 2011. Mr. Johlman noted that he expects another clean audit. Discussion was held on professional services. Gainsharing will still remain positive for anticipated payout. Mr. Johlman gave thanks to staff and physicians for managing expenses.

### **FOUNDATION REPORT**

Ada Kirven, SMH Foundation Director, announced that the 2<sup>nd</sup> Annual SMH Foundation Golf Tournament will be held on Friday, August 26, 2011, with all proceeds going towards the Welch Cancer Center Campaign. Mrs. Kirven stated that the WCC campaign contributions are coming in and the public mailings have been completed. To date, \$2.86M has been received. This includes 141 individual donors and pledges over the next five years.

Mrs. Kirven provided other Foundation information including the Bob Bishop Dialysis Endowment, which was established two years ago to fund patient care needs in Dialysis. After meeting with Lynnet Bede, Dialysis Manager, this year's available funding will go towards the purchase of an additional dialysis unit. Mrs. Kirven announced that the Foundation interviewed five nursing candidates and selected two first year students to receive funding. A second year scholarship student, Rebecca Quillen, will graduate in May 2012, and begin work at Sheridan Memorial Hospital.

### **BUILDING COMMITTEE REPORT**

Dixie See reported that the Building Committee met this month and is working on several projects. The women's locker room remodel should be completed within the next four weeks. The room service project was discussed and Mrs. See stated that the make-up air handler; for the kitchen hood; is on hold until the State can finish their review. The scope of the project may require some changes. Mr. Forister will schedule a meeting with the State to discuss what is required to comply with rules. Once we have received the State approval, everything else is ready for patient room service to be implemented.

### **OTHER BUSINESS**

Mr. McCafferty reported that an open house for the Simulation (SIM) Center was held on July 21, 2011. The Wyoming Simulation Center project is a partnership between Sheridan Memorial Hospital and Sheridan College. Mr. McCafferty recognized Nancy Hooge, SMH

Clinical Nurse Educator, and Crissy Hunter, Simulation Lab Coordinator with the Sheridan College Nursing Program, for their work on this opportunity for training and on-going hands-on education for staff and nursing students. Mr. McCafferty invited anyone that did not have an opportunity to attend the open house to contact either Mrs. Hooze or Mrs. Hunter for a tour of the facility and state-of-the-art technology.

The Taste of Sheridan will be held on Sunday, August 14, 2011. Sheridan Memorial Hospital Nutrition Services (Big Horn Mountain Catering) is entered.

The August Board Meeting will be held on August 31, 2011 at 3:00 p.m.

Mr. McCafferty announced that he is working on educational opportunities for the Medical Staff and Board Leadership and will keep everyone informed of upcoming trainings.

### **EXECUTIVE SESSION**

The meeting moved into closed session at 4:00 p.m. for the discussion of personnel and real estate. The meeting then reconvened into public session at 4:30 p.m. Medical staff privileges were discussed. See the Medical Staff report section for motion.

### **ADJOURNMENT**

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

Recorder,  
Roxanne Araas

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Michael Strahan, M.D., Secretary