

**BOARD OF TRUSTEES  
MARCH MEETING MINUTES  
WEDNESDAY, MARCH 23, 2016 4:00 P.M.**

**MEMBERS PRESENT:** Kevin Bailey, David Smith, Gene Davis, Dixie See, Shirley Coulter, Gene Davis, Ron Mischke and Gary Miller

**MEMBERS ABSENT:**

**Others Present:** Mike McCafferty

**CALL MEETING TO ORDER**

Kevin Bailey, Chairman, called the meeting to order at 4:03 p.m.

**PUBLIC COMMENTS, INTRODUCTIONS**

None.

**APPROVAL OF AGENDA and MINUTES**

The agenda for the March Board of Trustees Meeting was available for review. Gene Davis made the motion to approve the March Board agenda. Ron Mischke seconded the motion. Motion carried.

The minutes from the February Board Meeting, held on March 2, 2016 were reviewed. Dixie See made a motion to approve the March Board meeting minutes. Shirley Coulter seconded the motion. Motion carried.

**OLD BUSINESS**

None.

**QUALITY COMMITTEE REPORT**

The Quality Committee reviewed multiple data sets, with no serious safety events reported for a number of months. There will be chart audits implemented for medication errors and the findings will be reported back to the Quality Committee. Sheridan Memorial Hospital is still awaiting the Joint Commission inspection, which can be at any time. The hospital will do a self-assessment in June. This assessment will help Sheridan Memorial Hospital maintain our goals for always being ready for an inspection.

**MEDICAL STAFF REPORT**

The Medical Executive Committee has received a request from the Dept. of Medicine to provide remote consultations for Infectious Disease specialty services to SMH patients via telemedicine avenue. This service will be provided by Infectious Disease physicians credentialed and privileged by Billings Clinic of which the Internal Medicine physicians of Sheridan Memorial Hospital have an established relationship with.

The motion was made by Gary Miller to add the new service of Telemedicine for Infectious Diseases as recommended. David Smith seconded the motion. Motion carried. Following review of the credentials file of the requesting Telemedicine Physician in Executive Session, Ron Mischke made the motion to approve Dr. Camilla Saberhagen's request for telemedicine Infectious Disease privileges per delegated credentialing and privileging agreement with Billings Clinic. David Smith seconded the motion. Motion carried.

### **ADMINISTRATION REPORT**

Mike thanked nursing leadership for the fantastic job in coordinating resources, physical space, beds and taking care of the patients, due to an increase in patient volumes.

The hospital will begin hosting internal medicine residents starting in May. Billings Clinic reached out to Sheridan Memorial Hospital due to our progressive practice model with core team processes. This will allow the residents to experience primary care in a rural area of the country. Sheridan Memorial Hospital is the only hospital in the State doing an internal medicine residency program.

**Safety Officer (Action)** – The Joint Commission requires that Sheridan Memorial Hospital appoint a safety officer in circumstances that require a decision and action in the matter of hospital security. The recommendation is to re-appoint Rob Forister, Director of Facilities as Safety Officer for 2016. Ron Mischke made the motion to re-appoint Rob Forister as Safety Officer. Gene Davis seconded the motion. Motion carried.

**Medical Office Building Recommendation** – The medical office building project is estimated to cost \$19M, utilizing capital reserves and approximately \$10M in debt. The hospital currently has zero debt. In reviewing the hospital's financial projections and capital expenditures, the hospital is ready to move forward with the project and have TSP prepare the construction documents. David Smith made the motion to proceed with TSP's preparation of construction documents, not to exceed \$750K. Ron Mischke seconded the motion. Motion carried.

**Joint Commission** - As previously reported, the hospital can expect the Joint Commission surveyor at any time.

**Board Education** – There is Board Trustee education offered in Cody, WY on May 19<sup>th</sup>. A Governance Institute Leadership class will be available in September, in Colorado Springs, CO. The Trustees are encouraged to attend if at all possible.

### **FINANCE COMMITTEE REPORT**

**Financial Statements** - February showed a strong revenue month with positive net income margin, with meaningful use dollars received. The hospital is seeing a shift in the payor mix with more Medicare patients, which we will need to manage and monitor.

**Wilson Memorial Trust Proposal to request funds (Action)** - There are funds in the Wilson Memorial Trust that that can be requested based on the trust criteria. The Finance Committee recommends action to request funds. Ron Mischke made the motion to request \$500K from the

Wilson Memorial Trust to pay for an upgrade for the Nurse Call System and for Care Aware – Smart Room Technology for the new ICU. Gene Davis seconded the motion. Motion carried.

**FOUNDATION REPORT** – Ada Kirven reported that \$1.8M has flowed through the Foundation to Sheridan Memorial Hospital; there has been a lot of community support for the ICU project and The Foundation continues to look for funding opportunities. To date, there are 1,149 donors to the project. Ada reminds every one of the golf tournament on July 8<sup>th</sup>, both men and women can participate. An invitation will be sent closer to the event.

### **BUILDING COMMITTEE REPORT**

The smoke evacuation system for the Medical Arts Complex was approved by the State. The equipment has been ordered to complete the project.

The ICU project is on track and the quality is good. The crane is on site to place the air handlers on the roof this week.

The roofing project is ½ of the way done with no issues of note.

The hospital asked the State for a variance pertaining to the air handler in the laundry area. This request has been denied. The hospital has requested a hearing, which has also been denied but the State officials will talk to us about resolving the matter.

### **OTHER BUSINESS**

Sheridan Memorial Hospital is celebrating Doctor's day and will be hosting a breakfast for the physicians on Wednesday, March 30<sup>th</sup> from 7am- 9am. The Board of Trustees are welcome to attend.

### **EXECUTIVE SESSION**

Kevin Bailey made the motion to adjourn the general session at 4:41 pm and move into Executive Session to discuss personnel and legal issues. David Smith seconded the motion. Motion carried.

The Board reconvened into general session at 5:27 pm for action to be taken on privileging and credentialing. Please see above Medical Staff Report. The Board discussed legal matters and other personnel issues with no action taken.

### **ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 5:28 pm.

Recorder, Patty Forister

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David Smith, Secretary