

**BOARD OF TRUSTEES  
NOVEMBER MEETING MINUTES  
WEDNESDAY, DECEMBER 9, 2015 4:00 P.M.**

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

**MEMBERS ABSENT:** Gary Miller

**Others Present:** Mike McCafferty, Dr. Sara Smith

**CALL MEETING TO ORDER**

Kevin Bailey, Chairman, called the meeting to order at 4:01 p.m.

**PUBLIC COMMENTS, INTRODUCTIONS**

**APPROVAL OF AGENDA and MINUTES**

The agenda for the November Board of Trustees Meeting was available for review. The agenda was amended to add Forward Sheridan under Old Business and HSOPS to be added to the Quality Report. David Smith made the motion to approve the amended November Board agenda. Gene Davis seconded the motion. Motion carried.

The minutes from the October Board Meeting, held on October 28, 2015 were reviewed. Dixie See made a motion to approve the October Board meeting minutes. Shirley Coulter seconded the motion. Motion carried.

**OLD BUSINESS**

Mike introduced Jay Stender from Forward Sheridan who is present to let the Board of Trustees know what they have been working on. Mr. Mark Law from the Forward Sheridan board is present as well. Forward Sheridan is focused on recruitment of businesses and sustainability. Their efforts have been focused on air service in the last 90 days, which they feel is an important issue for sustainability of business. Jay presented Mike with a round trip voucher to use in 90 days within the organization. People utilizing the service are the best publicity. No time frame to get TSA in yet. Another focus of Forward Sheridan is cyber protection, with awareness of a plan and methods of implementation. Forward Sheridan invites all to attend an open house at the PO News tomorrow from 4-6pm.

**QUALITY COMMITTEE REPORT**

Slides were presented of the results from the Culture of Safety Survey (HSOPS). The 2014 results showed us in the bottom 10%. Organizational improvement processes were implemented by Leadership with a focus on teamwork, hand off and transitions, and management support of patient safety; improvement projects developed on communication as well after the 2014 survey. SMH is now ranked in the Top 25% of hospitals that took the 2015 survey. We had 325 participants in 2014

and 590 employees participated in 2015. We will do the survey again in 12 to 18 months. We have a good model going forward and great education going on with the TeamSteps program.

The Quality Council had a good meeting with approval of some policy and procedures; review of safety events and fall improvement projects, and review of an improvement project around readmissions. 92% of staff has received their influenza shot.

### **MEDICAL STAFF REPORT**

Dr. Sara Smith reminded members of the scheduled quarterly staff meeting next Tuesday at 6pm.

The following privileging requests will be discussed in Executive Session: 2016-2017 Non Physician Recredentialing, new NWMH clinicians, Rachel Payne and John Beudelaire, and 2 added Teleradiologist requests from VRad Nighthawk Services.

Also, newly drafted competencies for the Northern Wyoming Mental Health Center were provided for Board review.

The Board members reviewed in executive session the applications, the supporting documentation, the Department's recommendations, Medical Executive Committee's recommendations, and information received during the credentialing and privileging processes. Based on this review, it is the Board's opinion that the following applicants meet the requirements for Medical Staff renewal of clinical privileges as recommended and it was moved, seconded, and carried to approve of the following appointments and clinical privileges by order of category:

Kevin Bailey moved to approve the following **Certified Physician Assistants (PAC)** requesting renewal of privileges. David Smith seconded the motion. Motion carried for: Autumn Barrett, Christopher Bilyeu, Alison Brady, Jennifer Graslje, Marilyn Horsley, Tracy Jons, Angela Knutson, Kelly Lieb, Scott Morey, Jason Otto, Stephanie Sander, Kenneth Sickel, & Erin Strahan.

Shirley Coulter moved to approve the following **Advance Practice Registered Nurses (APRN, FNP, WHNPC, CNM)** requesting renewal of privileges. Gene Davis seconded the motion. Motion carried for: Tracy Amadio, Kimberlee Gilbert, Melanie Goodnight, Lynette Gordy, Robin Horsley, Judy McDowell, Becky Olson, Amy Rabon, and Wendy Wood.

Ron Mischke moved to approve the following **Certified Surgical Technician (CST) / Surgical First Assistant** requesting renewal of privileges. Dixie See seconded the motion. Motion carried for: Ivy Larson.

Gene Davis moved to approve the following **Audiologist (CCC, Au.D)** requesting renewal of privileges. Kevin Bailey seconded the motion. Motion carried for: Thomas Laya.  
Dixie See moved to approve the following **Podiatrist (DPM)** requesting renewal of privileges. David Smith seconded. Motion carried for: Steve Rabon.

David Smith moved to approve the following **Licensed Professional Counselor (LPC);**

**Licensed Marriage & Family Therapist (LMFT); Licensed Addiction Therapists (LAT); Licensed Clinical Social Worker (LCSW)** requesting renewal of privileges. Kevin Bailey seconded the motion. Motion carried for: JuDee Anderson, LPC, LAT; Bruce Andrews, LPC, LMFT; Andi Bell, LCSW; Sheri Elliot, LPC; Donna Holst, LAT, LCSW; Brenda Jacob, LAT; Elizabeth Kelsey, LPC; David Pearson, LPC, LAT; Linda Rice, LAT; Jennifer White, LPC; Dee Smidt, LPC.

David Smith moved to approve the following **Psychologist (PhD, PsyD)** requesting renewal of privileges. Shirley Coulter seconded the motion. Motion carried for: Victor Ashear, Carol Pastore-Watkins, and Amanda Turlington.

Also noted were all those who had relinquished Non-Physician Professional membership and privileges in the prior two years for Board review.

### **ADMINISTRATION REPORT**

**Information Systems Works Session** ~ there is continued expenses associated with Cerner projects. A work session will be arranged to discuss where the investment is with hardware and software, regulatory compliance issues and how it all fits together. Nyle will make it understandable for the Board and outline what the costs look like; will also be interactive to experience some of the challenges that went along with the optimization.

**Medical Office Building Discussion** ~ A board work session will be arranged with this project in mind. This is a huge investment and there is a need to make sure everyone understands where we are going. A conversation on what we want to do and what we can afford to do is what needs to be discussed.

**Compliance Officer**~ Lynn Smith has been hired as the new Compliance Officer and will be starting January 4, 2016.

**Temporary Relocation of the ICU**~ The timeline has been moved up due to noise issues and patient comfort in mind. Pediatrics will move to Med/Surg today. The ICU will move to the Pediatric location next Tuesday. Once that happens, will look at current ICU space and build out endoscopy. The Building Committee may come back to the full board with a recommendation. There is a need to update the endo suite infrastructure due to changes at the VA; they are no longer doing endoscopy procedures at the VA.

**Verification of CFO Bank Authority**~ Banking institutions require a board resolution for hospital individuals to sign bank cards and for other banking transactions on behalf of the hospital. A draft of this resolution has been provided to the Finance Committee for review. It will be presented to the full board at the next meeting as an action item.

**2016 Board of Trustee Meeting Calendar**~ The 2016 meeting calendar has been presented for review and approval as submitted. David Smith made a motion to accept the calendar submitted. Shirley Coulter seconded the motion. Motion carried.

### **FINANCE COMMITTEE REPORT**

We experienced a loss for October, even though there was strong revenue growth. There are higher 3<sup>rd</sup> party right-offs and increased labor consumption. Duplicate staffing and travelers have a drain on the bottom line. IT will be lighter in the second half of the year. We are still waiting on meaningful use payment from the Feds. The test will be after the first of the year and we will receive a payment within 60 days of acceptance.

### **FOUNDATION REPORT**

Ada Kirven reports that the Foundation is in full swing gearing up with the ICU campaign. She has been reaching out to funders with some response. Funds received to date are a combination of proceeds from events, employee partner donations and from the community. The Foundation is still waiting on grant proposals as well. Total cash and donations total \$510K plus \$2M that the Foundation Board has allocated in cash. The Foundation is also working on a mailing to their membership, with all funds going towards patient care. Thursday, December 17<sup>th</sup> is the Partner breakfast and everyone is invited. The Foundation now has over 400 partners. The partners will vote on where the funds are to go this year.

### **BUILDING COMMITTEE REPORT**

The ICU project is a month ahead of schedule and there have been no change orders to present. The MAC atrium is not compliant for life safety code. The solution is a smoke evacuation system at a cost of \$225K; we will proceed once final approval is received from the State. The modification will take 45 to 60 days and there will be no disruption in service to our patients.

### **OTHER BUSINESS**

None.

### **EXECUTIVE SESSION**

With no further business, the meeting moved into closed session at 4:50 pm for discussion of real estate, legal and personnel. The meeting reconvened into public session at 5:04 pm. Please see above Medical Staff Report for privileging actions. The meeting moved back into closed session at 5:10 pm. The meeting reconvened into public session at 5:46 pm with the following action; David Smith moved to authorize Mike McCafferty to proceed as discussed in the matter of real estate. Dixie See seconded the motion. Motion moved.

### **ADJOURNMENT**

There being no further business to come before the Board, the general meeting adjourned at 5:46 pm.

Recorder, Patty Forister

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David Smith, Secretary