

**BOARD OF TRUSTEES
NOVEMBER MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2016 4:00 P.M.**

MEMBERS PRESENT: Kevin Bailey, Gene Davis, Ron Mischke, David Smith, Shirley Coulter and Dr. Timothy Scott

MEMBERS ABSENT: Dixie See

Others Present: Mike McCafferty, Dr. Sara Smith

CALL MEETING TO ORDER

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

PUBLIC COMMENTS, INTRODUCTIONS

None.

APPROVAL OF AGENDA and MINUTES

The agenda for the November Board of Trustees Meeting was available for review. The agenda has been revised, adding an update on the gas line rupture and the hospital's emergency preparedness plan under the Administration Report. David Smith moved to approve the modified agenda. Dr. Scott seconded the motion. Motion carried.

The minutes from the October Board meeting, held on October 26, 2016 were reviewed. Shirley Coulter moved to approve the minutes as presented. Gene Davis seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

The committee is reviewing readmissions and the process improvement work going on with follow up phone calls and scheduling of doctor appointments; mental health diagnosis and working with that population; Joint Commission tracers; and action plan on patient rights and responsibilities. There has been approximately 90% of staff that have received flu shots. The committee continually reviews and makes modifications.

MEDICAL STAFF REPORT

Quarterly medical staff meeting is next week, Tuesday, December 13th.

Credentialing/privileging of staff will be discussed in Executive Session. The applications, supporting documentation, and information received during the credentialing and privileging processes were reviewed. Based on this review, it is the Board's opinion that the following applicants meet the requirements for Medical Staff appointment and clinical privileges as recommended.

Kelly Thomas, FNP-C has accepted a full time position at Sheridan Memorial Hospital working as a Certified Family Nurse Practitioner in the Emergency Department.

David Smith moved to approve Kelly Thomas, FNP-C for privileges as discussed. Dr. Scott seconded the motion. Motion carried.

Robin Horsley, AGACNP: Adult Geriatric Acute Care Nurse Practitioner, is requesting additional advanced Nurse Practitioner privileges for Ultrasound Guided Arterial Line Placement Insertion, Ventilator Management and Cardiac Stress Tests.

David Smith moved to approve additional privileges for Robin Horsley, AGACNP under the direction and in collaboration of a physician as discussed. Gene Davis seconded the motion. Motion carried.

All ACTIVE STAFF PHYSICIANS were reviewed for renewal of current privileges for the term of January 1, 2017-December 31, 2018.

Dr. Scott moved to approve the renewal of staff membership and privileges requested for all active staff physicians presented. Gene Davis seconded the motion. Motion carried.

All CONSULTING STAFF were reviewed for renewal of current privileges for the term of January 1, 2017-December 31, 2018.

Dr. Scott moved to approve the renewal of membership and privileges requested for all consulting physicians presented. David Smith seconded the motion. Motion carried.

ADMINISTRATION REPORT

Master Planning – the last master plan was completed in 2007. SMH has requested a proposal from a group so that we can plan for the future. Much of what was identified in the last master plan has been accomplished. We are looking to tie the campus and facility together; the potential to expand the campus and how that would inter-relate to the services provided, would be beneficial.

Intensive Care Unit Transition – the ICU moved the unit to their new space on November 29th. Since the move, census has been up to 9 patients in the ICU. New telemetry system is up and tele-techs are monitoring usage across the hospital. Mock codes have been held so staff is aware of where everything is located, since this is a new space. SMH has created an environment more appropriate for the level of care offered. New ICU has the potential for growth by adding a pulmonologist.

Board Governance Training – Ron Mischke, Dr. Tim Scott and Nathan Stutte attended the Governance Institute Leadership training in Nashville, TN. Ron reports that it will be interesting to see what happens in hospitals across the country, as mergers and acquisitions are the big thing right now; and hospitals are starting their own insurance companies. The board needs to be strategic directing the future of the hospital so that things are not forced upon us. Currently, SMH is successful due to the makeup of our hospital.

Strategic Plan and Physician Directory – The Marketing Department is updating the strategic plan and physician directory, as it was last done in 2011. The new plan/directory will be ready in January 2017 and will list the physicians, mid-levels and the services provided by the hospital.

Legislative Forum – Mike spoke at the legislative forum and presented on Medicare spending per Beneficiary (MSPB). The national average is 99 cents per beneficiary; SMH is at 85 cents. This came through the Affordable Care Act and is part of the value based purchasing initiative. You can view the cost per Medicaid structure vs. others in the state on the hospital compare website.

Gas Line Rupture Update – a timeline of the excavating project causing the gas line rupture and resulting fire, was presented.

Emergency Preparedness – in the event of an emergency, the hospital has in place an emergency preparedness team (Incident Command) to respond and handle incidents such as this. The emergency preparedness team meets quarterly, identifies risks and drills for potential disasters. Incident Command is used nationwide for first responders, provides common terminology and different levels of training. The Incident Command system handles logistics, operations and communication, both internally and externally.

FINANCE COMMITTEE REPORT

Financial Statements – October was a strong month financially. The payer mix shifted 22% with BC/BS and less uninsured patients were seen. There was also a decline in VA patient visits and the timing of the payments from the VA HealthNet system improved. Expenditures are below from there they were the same time last year and department managers are more aware of their budgets. Overall, October was a healthy month even with a decline in cash on hand with the ICU wrap up and other projects beginning. There were also more inpatient stays than outpatient visits.

Financial Management System – The Board met previously to review and discuss in depth, the replacement and upgrade of the financial management system. The implementation of this platform is budgeted at \$2,680,000. In conjunction with this project are service fees in the amount of \$2,228,025 and an estimate for temporary labor in the amount of \$449,479. The other costs outlined are for interface fees and equipment, estimated at \$291,300 over the course of the project. Lastly, there will be routine software subscription fees in the amount of \$376,418.83 fixed over five years. Gene Davis motioned for Nathan Stutte, CFO to enter into the contract with Infor to replace the current financial management system. Ron Mischke seconded the motion. Motion carried.

FOUNDATION REPORT

Ada updated the board on the donor open house event and the community open house for the new ICU. Thank you extended to the staff, IT and Nutritional Services who helped with this event. The annual Trees of Love event was last weekend, this is a great fund raiser for the hospital and the event is hosted by the Auxiliary. The Development office is preparing a mailing. There are lots of different ways to give. A new brochure will be going out soon. The Foundation is going into a strategic planning phase to set goals to support the hospital.

BUILDING COMMITTEE REPORT

The ICU project is closing out. This was a complicated project with building out and remodeling an existing space as well. The final bill is \$200,000 under what was projected, so the hospital will be

getting money back due to the delivery method of the project (CMAR – Construction Manager at Risk). Final contract amount was \$5,600,000.

The contractor will continue to move the utility lines for the new medical office building. The contractor has estimated to start excavation for the foundation in January. There is a change order to extend the water line to the new shop on Highland, as this line was not initially in the bid. No action required as this is under the authority from the Building Committee to approve the change.

OTHER BUSINESS

The Board Meeting schedule for 2017 was presented for review and approval. David Smith motioned to approve the 2017 meeting schedule as presented. Shirley Coulter seconded the motion. Motion carried.

EXECUTIVE SESSION

Kevin Bailey moved to adjourn into Executive Session for personnel matters after a short recess. David Smith seconded the motion. Motion carried.

The Board reconvened into open session at 5:31 pm with action taken on medical staff credentialing matters. Please see the above action taken under the Medical Staff Report.

Kevin Bailey motioned to reconvene into Executive Session regarding personnel matters. David Smith seconded the motion. Motion carried.

The Board reconvened into open session at 6:05 pm. David Smith motioned to accept the recommendations of the Executive Evaluation Committee as discussed in Executive Session. Dr. Scott seconded the motion. Motion carried.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 6:05 pm.

Recorder, Patty Forister

Shirley Coulter, Secretary