

**BOARD OF TRUSTEES
NOVEMBER MEETING MINUTES
Wednesday, December 3, 2014 3:00 P.M.**

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

MEMBERS ABSENT: Dr. Strahan

Others Present: Mike McCafferty and Dr. Sara Smith

CALL MEETING TO ORDER

Kevin Bailey, Chairman, called the meeting to order at 3:05 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

Kelli Tomko, a new reporter with the Sheridan Press was introduced to the Board, as well as Justin Wolfe with Big Horn Mountain Radio.

APPROVAL OF AGENDA and MINUTES

The agenda for the November Board of Trustees Meeting was available for review. Gene Davis made the motion to approve the November Board agenda. Dixie See seconded the motion. Motion carried.

The minutes from the October Board Meeting, held on October 29, 2014 were reviewed. Dixie See made a motion to approve the October Board meeting minutes. Gary Miller seconded the motion. Motion carried.

OLD BUSINESS

None

QUALITY COMMITTEE REPORT

A graph was handed out to the Board for value based purchasing core measures, payable in 2017. There are 3 core measures to be addressed which will be measured in 2015 and payable in 2017. We have received the value based purchasing modifier to be paid in 2015 based on core measures for 2013. Sheridan Memorial Hospital will be paid 1.14% for 2013. The performance score is based on what everyone else is doing, as well as our improvements. There was an overview of team work projects ~ (a) hand off communication and transitions will be standardized and is the focus at this time; (b) TeamSTEPPS training continues, leadership training and Daily Safety Briefs (DSB); (c) safety reports continue to show great catches and near misses. Days between safety falls is improving and serious safety events are dropping. Our infection scores are improving and are quite good. More in-depth information will be presented in the spring on quality initiatives and improvements.

MEDICAL STAFF REPORT

A reminder and invitation was given to the Board for the Quarterly Medical Staff meeting to be held on Tuesday, December 9th at 6 pm in Conference Rooms A & B.

ADMINISTRATION REPORT

Medical Office Building ~ with our continued growth and expansion to accommodate services there is a need for a new medical office building for our Big Horn Mountain Medicine (BHMM) group to work together efficiently, as they are working at two separate locations; plus the addition of two more internal medicine physicians coming in August 2015. The scenarios being looked at are (1) building on the east campus on the Highland property or (2) have the building attached to our current medical arts complex (MAC). We are contemplating a 50,000 square foot building in the range of \$10M - \$13M. There is a huge need to make this investment and we will be pushing the project forward, with the physicians input. The need for close proximity to each other for access and communication is imperative for high level and quality of care to our patients. The space that the physicians currently practice in will be used as buffer space/office space as we work on other projects. There will be continued planning for the ICU, TCU and Hospice residence as well.

Optimization Plan ~ Cerner is on site to go through work flow and how the system is being used in both the ambulatory and hospital side. The objective is to find out where the need is, how to make it better for physicians and how to utilize the components in all areas such as nursing, radiology, lab, etc. Cerner will do an outline to go forward to optimize our investment in their product. We will end up with a metric for the hospital and ambulatory services and how to do our job better and how to work through the process. There will be a focus on Women's Health with maternal child and fetal monitoring. The data is all stored and ready for the mother leading up to the birth of the child and then moved over to the birth of the child. For the transitional care unit (TCU) there is different charting with therapy information and nursing documentation. The hospital is paid differently so there needs to be a different way to bill. Cerner is here to work on streamlining our billing on this as well.

Teamwork Training – TeamSTEPPS training is continuing in Women's Health and in the operating areas. There has been great feedback from staff that participated and has provided a foundation to move forward in working in teams. Other clinical areas will start the training in Feb/March of 2015. This training provides safety tools and how to communicate pertinent information to all parties and how to raise awareness within a team setting; both physicians and nurses agree to use the tools provided and work together for patient safety.

Performance Improvement Plan / Patient Safety - the improvement plan is 3 fold with the hospital using the SBAR technique for communicating critical information (Situation, Background, Assessment and Recommendation and Request) to improve hand offs and transitions. We need to increase teamwork in the peri-operative units by implementing the TeamSTEPPS training in that area. Improved leadership engagement and communication is the third area, with the Leadership team doing weekly rounds and asking questions of the staff to make sure issues are being addressed. Also, a daily safety brief (DSB) occurs every day as a way to share information and communicate on patient safety. A new safety event reporting software will be installed in the next 12 weeks.

Accounting and Patient Financial Services - the billing departments for the hospital and the BHHN has moved to the Williams Building across the street from the hospital. Mid-December, the accounting area will move there as well, except for the CFO. The move is in part for easy access and convenience for the public /patients as a one location for both entities for questions and/or payments. The staff will come to the main hospital, if asked to do so. We are talking with Cerner to come up with a patient portal for on-line bill pay, as well as the portal to access clinical information. There are no options yet for an interactive process.

FINANCE COMMITTEE REPORT

The CFO reports that we had another good month; we have had two record setting months in a row. BHHN came close to a record month. The write-offs are below budget. We have higher than budget operating expenses and supplies are higher because of the busy month. There have been expenses tied to installation of Cerner and Cerner optimization in Women's Health and long term care (TCU), which wasn't budgeted for. Additionally, there have been ICD-10 training expenses. YTD numbers are way ahead of budget. We have a very good outcome compared to budget. The hospital sent money to the State so the State could get matching federal funds. This is money that we will get back from the State once they get their funding.

FOUNDATION COMMITTEE REPORT

The Foundation is getting ready for end of year activity with their 2015 membership drive. Membership and donor numbers are higher than ever, with 1600 donors. The Foundation office is working on the employee partner celebration breakfast, which will be Tuesday, December 16, 2014 from 6:30 am to 9:00 am. \$25K has been given this year and the partners will vote on a project as to where to put the money. The Partner Program is significant to the hospital and we need to educate our employees on the benefits so that they can talk to our community members about it. Ada reminded the Board of the Trees of Love tree lighting ceremony on Sunday, December 7, 2014 and the hospital Christmas party on Friday, December 12, 2014.

BUILDING COMMITTEE REPORT

Gene reported that there have been many meetings, as the Board is looking at multiple expansion projects and scenarios; however, there is nothing to bring before the Board at this time. The building committee continues with the planning right now with more meetings to come.

OTHER BUSINESS

The Board of Trustee 2015 meeting schedule was reviewed. The December meeting has been changed from January 7, 2015 to December 30, 2014 due to credentialing needs.

EXECUTIVE SESSION

With no further business, the meeting moved into closed session at 3:46 pm for discussion of real estate, legal and personnel. No action was taken.

The meeting then reconvened into public session at 4:51pm with no action taken.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:53 pm.

Recorder, Patty Forister

David Smith, Secretary