

**BOARD OF TRUSTEES  
OCTOBER MEETING MINUTES  
WEDNESDAY, OCTOBER 28, 2015 4:00 P.M.**

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

**MEMBERS ABSENT:** Ron Mischke

**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**

None.

**APPROVAL OF AGENDA and MINUTES**

The agenda for the October Board of Trustees Meeting was available for review. Gene Davis made the motion to approve the October Board agenda. David Smith seconded the motion. Motion carried.

The minutes from the September Board Meeting, held on September 30, 2015 were reviewed. Dixie See made a motion to approve the September Board meeting minutes. Gene Davis seconded the motion. Motion carried.

**OLD BUSINESS**

None

**QUALITY COMMITTEE REPORT**

Numerous data sets and medication errors were reviewed. Inpatient falls are being looked at and an improvement project is being done to reinforce concepts; Targeted Solution Tool from the Joint Commission will be utilized and should be implemented next month. The committee also looked at medical equipment and waste management annual plans. Other improvement projects implemented based on an infection complaint has been addressed. Flu vaccines are at 79%. SMH is looking forward to TJC visit within the next two weeks as a lot of work has been done to address issues. We have received official notice from CMS of being in compliance with their last re-survey.

The HSOPS survey was presented to the organization and we have 98% of staff having participated in the survey. The employees who have yet to take the survey have until Friday, October 30<sup>th</sup> to do so. We should have a preliminary report next week sometime and will put together a plan to share the data with the staff.

### **MEDICAL STAFF REPORT**

None

### **ADMINISTRATION REPORT**

Patient Safety Update – Dr. Addlesperger and Charlotte already reported as outlined above.

David Smith recognizes Juliette Stancil as she has been instrumental in getting the foundation set for our compliance program and she is wished well on her new job in Chicago.

Charlotte introduced Cindy Neukam as the new Department Manager in the Emergency Department.

Tom Klepperich was introduced as our part time onsite legal counsel.

Patient Forum Update – the patient forum team met with formers patients and families who had loved ones in our care. The conversations centered on the responsiveness of staff and communication after they left the hospital and that of the family members' experiences. The team is now working on how to address the issues presented and to move forward to have others participate in the forum, both formers patients and staff members. We can offer communication and clarity to who we are and what we are doing and the services we offer. The patient forum team plans to have a board member (the Quality Chairman) be involved in future forums.

Big Horn Mountain Medicine Care Teams – the Core Team Model approach was introduced to the physician group at BHMM. This model of care will increase quality of safety and care, patient satisfaction, physician satisfaction, employee satisfaction and fiscal performance; and this model addresses inefficiencies as well. A core team consists of an administrative assistant, physician, care manager and flow manager. This structured model allows for a coordination of care and even work flow, clarification of job roles, sets the expectations of each member and common tools of communication. This process is a cultural change and defines what is direct care and indirect care. The staff is excited to put this model into the practice.

### **FINANCE COMMITTEE REPORT**

We had a positive net income until September, with higher bad debt and third party allowances. Our reimbursements are not as strong, due to ICD-10. Overall, we are behind operational expectations but see some positive growth.

Audit Report FY 2015

Mr. Jerrel Tucker, CPA from JWT & Associates, LLP presented the FY2015 audited financial report. The audit report contained an unmodified opinion. There were no material weaknesses or significant deficiencies identified relating to the Hospital's internal controls and there were no reportable findings. There were no audit adjustments and there were no difficulties encountered with management in performing the audit.

Mr. Tucker distributed a summary of his audit report as well as the full MHSC Audited Financial Statement 06.30.15 for review by the Board of Trustees. Mr. Tucker made note of some of the most significant financial changes during the FY2015 year.

Mr. Tucker continued with an overview of the FY2015 year. He expressed how well organized the financial information was for his review with everything documented. Cash reserves are up and we are financially strong with no debt. Sheridan Radiology shares were consolidated appropriately with no duplications. The board noted a typo on page 5 in regards to the excess in revenue expenses, versus what is on page 9. Mr. Tucker will make the correction before sending the final report.

The Finance Committee recommended the draft audit be accepted for approval. Once approved, the audit will be deemed final. Gene Davis moved to approve the draft audit. Dixie See seconded the motion. Motion carried.

### **FOUNDATION REPORT –**

The Foundation has had a very busy month with a lot of events. The Foundation hosted a community forum, so community members could understand the work of the Foundation in support of the hospital's growth.

The Link was held two weeks ago. It was a fun day and there were about 750 participants and a number of volunteers walking for breast cancer awareness. There are no statistics yet as to the monies raised. The ICU fundraising project is moving forward, with a lot of staff and community support. The Foundation has received a few gifts but is not able to give a specific amount at today's meeting and will report back to this board.

### **BUILDING COMMITTEE REPORT**

The ICU project is continuing on schedule, on budget and within the scope of work. The exterior wall maintenance program will start tomorrow. The parking lot preliminary work will start on Nov 9<sup>th</sup>. The generator for the WCC project is ready for delivery. The smoke evacuation plan for the MAC has been submitted to the State. Rob will put together a synopsis of all projects, potential and existing, along with a time frame of each and will present it to Mike and the Building Committee.

Dixie See made the motion to allow the Building Committee to have the authority to approve change orders associated with the ICU project, an amount not to exceed \$100K aggregate. There is a \$200K contingency. David Smith seconded the motion. Motion carried.

### **OTHER BUSINESS**

None

### **EXECUTIVE SESSION**

With no further business, the meeting moved into closed session at 5:05 pm to discuss real estate, legal matters and personnel issues. The meeting reconvened into public session at 6:11 pm with the following action being taken.

David Smith made the motion that we authorize Mike McCafferty to proceed as discussed in the matter of real estate. Dixie See seconded the motion. Five members voted in favor and there is one nay vote. Motion carried by majority vote.

David Smith made a motion to accept the recommendations of the Executive Evaluation Committee as discussed in executive session. Dixie See seconded the motion. Motion carried.

**ADJOURNMENT**

There being no further business to come before the Board, the general meeting adjourned at 6:15 pm.

Recorder, Patty Forister

David Smith, Secretary