

**BOARD OF TRUSTEES
SEPTEMBER MEETING MINUTES
WEDNESDAY, SEPTEMBER 28, 2016 4:00 P.M.**

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

MEMBERS ABSENT: Kevin Bailey

Others Present: Mike McCafferty, Dr. Sara Smith

CALL MEETING TO ORDER

David Smith, Co-Chairman, called the meeting to order at 4:02 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

None.

APPROVAL OF AGENDA and MINUTES

The agenda for the September Board of Trustees Meeting was available for review. Mike McCafferty asked that the agenda be amended relative the Medical Office Building bid process. Ron Mischke made the motion to approve the modified agenda. Gene Davis seconded the motion. Motion carried.

The minutes from the August Board meeting, held on August 31, 2016 were reviewed. Dr. Scott made the motion to approve the minutes as presented. Dixie See seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

The Quality Committee reports that everything is trending downward (improving), as things are being corrected and there is a new quality format in CERNER for broader base reporting. The committee reviewed data sets on re-admissions. CMS penalizes hospitals on re-admissions. In 2016, the hospital had a small penalty of .03% and in 2017, there will be no penalty due to focusing on key areas; i.e. making sure the patient has a follow up appointment scheduled with their primary care physician before leaving the hospital, and implementation of a call back procedure, and medicine reconciliation and identifying complex issues and opportunities to work with patients that are high risk. The hospital is below the national average in patient falls; we had no patient falls in the month of September. Critical results are being addressed; we are at 100% under the 30 minute threshold.

MEDICAL STAFF REPORT

Credentialing of staff will be done 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.

Diana Charlson, FNP-BC working as a Certified Family Nurse Practitioner at Big Horn Mountain Medicine Clinic.

Ron Mischke made the motion to approve Diana Charlson, privileges as discussed. Dixie See seconded the motion. Motion carried.

New telemedicine privileges for Real Radiology, LLC

Radiologists to provide on-call services for preliminary interpretation of imaging and studies with final interpretation done by SMH Radiologist. These services will replace the nighthawk service previously done through vRad Associates. Radiologists reviewed are: Patricia Barnes, MD, Troy Belle, MD, David Burdette, MD, Shannon Calhoun, DO, Lillian Cavin, MD, Jason Grennan, MD, Jonathan Jaksha, MD, Christopher Koch, MD, and Mohammed Quaraishi, MD. Shirley Coulter made the motion to approve Real Radiology LLC and the physicians named above to provide SMH with reading of imaging and diagnostic radiology studies via telemedicine connection. Gene Davis seconded the motion. Motion carried.

ADMINISTRATION REPORT

Board Governance Training – Shirley Coulter and Mike McCafferty attended the Governance Institute Leadership Training at the beginning of the month, and both said that the conference was excellent. The key note speaker, Ken Kauffman, talked about the internet economy and the impact it is having on how we deliver healthcare services and how Smart phone technology introduces conveniences between the patient and hospital. We need to anticipate what the future looks like regarding technology and position ourselves accordingly.

Medical Office Building – There were seven contractors that met all of our prequalification requirements and bid on the new medical office building project. Bids were opened this week, and TSP tabulated the bids. We will review the rest of the project including construction, and financing options from our lending partners. The Board of Trustees will receive a packet of information on Monday for their consideration. A special board meeting will be held on Thursday, October 6th at noon to take action.

Intensive Care Unit – The ICU open house will be later than initially scheduled, November 9th and 10th. Notice will be sent to the board when the dates are finalized.

Downtown Location – BHHN Billing and SMH Patient Accounts have moved downtown. Communication has gone out that the staff has now moved downtown and is no longer located on the 5th Street across from the hospital. Half of the building at 61 South Gould is complete, and additional departments will be moving in October such as Marketing and The Foundation. We continue to get support from the downtown community. There will be expanded space for education and conference available.

FINANCE COMMITTEE REPORT

Financial Statements - August financials saw a vast improvement from July and expenses were well controlled in August. We continue to experience some softening in volumes in certain areas.

OR Video Equipment – Finance came to the Board during the budget process, and the Board approved \$700K to replace the video equipment in the operating rooms. However, to address boom and lighting issues, an additional amount of \$250K is required increasing the total project cost to \$950K. Gene Davis of the Finance Committee made a motion to approve the additional \$250K, in order to standardize and update all of the operating rooms. Shirley Coulter seconded the motion. Motion moved.

Finance Pillar - Nathan Stutte had previously addressed the Board about engaging management around finance and creating a strong sustainable economy for Sheridan. Management is measuring volumes and patient activity by unit level and adjusting staff accordingly; how to manage the labor force with safety and culture in mind. We are partnering with CliftonLarsonAllen to look at our processes in the revenue cycle so no dollars are left on the table. Sheridan Memorial Hospital is a low cost provider in the State of Wyoming. We will evaluate our charge master as we have over 16,000 items that can be charged on the hospital side (does not include the clinics). We would like to continue as a low cost provider in the state and remain competitive with our neighbors to the north.

FOUNDATION REPORT

The Link will be October 15th. The Foundation has a very active community committee involved and amazing cancer care in the community. Many activities are scheduled throughout the month, including an open house at the WCC on Monday, Oct 3rd. There will be an opportunity to tour the WCC, meet the staff and visit with the physicians. There will be events at the high school and at the college as well. All funds raised will go towards Tomosynthesis (3D mammography) offering better cancer detection and fewer call backs. There will be a two-day open house in November for the ICU – one day will be to recognize the donors and the following day will be a community-wide open house. The Foundation will move to its new home the 3rd week of October. The Foundation Board is excited about the opportunity this move will have in connecting with donors and the community.

BUILDING COMMITTEE REPORT

The ICU project continues. We can expect the Wyoming Department of Health to do an inspection the week of November 7th. The ICU should be open to patients by December 1, following inspection and proper training on the new equipment after the Thanksgiving holiday.

The actuators for the smoke evacuation system in the Medical Arts Complex have arrived, and the project can now move forward.

The Medical Office Building was discussed by Mike McCafferty under the Administration report.

The move of patients from the temporary ICU to the new one should be the same as before. Not all equipment will be transferred as the new ICU has been updated with smart room technology and equipment.

OTHER BUSINESS - None.

EXECUTIVE SESSION

David Smith made the motion to adjourn into Executive Session for personnel and real estate matters after a short recess. Dr. Scott seconded the motion. Motion carried.

The Board reconvened into open session at 5:02 pm with action taken on medical staff credentialing matters. Please see the above action taken under the Medical Staff Report.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:05 pm.

Recorder, Patty Forister

Shirley Coulter, Secretary