

BOARD OF TRUSTEES
SEPTEMBER MEETING MINUTES
Wednesday, October 1, 2014 3:00 P.M.

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

MEMBERS ABSENT:

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

None

APPROVAL OF AGENDA and MINUTES

The agenda for the September Board of Trustees Meeting was available for review. Ron Mischke moved to approve the September Board agenda. Dixie See seconded the motion. Motion carried.

The minutes from the August Board Meeting, held on August 27, 2014 were reviewed. Gene Davis moved to approve the AMENDED August Board meeting minutes with clarification under Finance. Gary Miller seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

Ron Mischke, Chairman of the Quality Committee reports that the committee met at 1:00 pm today. Maria Lukas-Asbury, Quality Director is working on a charter for the committee. The program known as TeamSTEPPS, is being integrated into the organization and Maria will report back to the board on the progress being made. There are many changes happening, goals outlined and plans to improve functions within the hospital.

MEDICAL STAFF REPORT

Dr. Sara Smith reports on the elections of officers for the Medical Executive Committee; Dr. Sara Smith will continue as Chief of Staff, Dr. Jeremy Zebroski as Vice Chair, and Dr. Gregory Marino as Secretary. All will serve two (2) year terms.

ADMINISTRATION REPORT

Len Gross, CHRO welcomed two new directors to our facility; Rob Forister, Director of Facility Support Services will oversee facilities, laundry, housekeeping, ground keeping, biomed and the nutritional services area. Kimberly Moore, Director of Guest Services will oversee the admissions process and will assist in revenue cycle management.

Strategic Planning Meeting Update – Over 90 people attended a strategic planning event the evening before. The 20 most common themes from previous strategic planning sessions were presented to the group. The groups were asked to determine the top three (3) strategic goals for the hospital, other than what was already listed. Quality care was identified on almost everyone's top three (3). The focus is on our people and retaining strong employees. Also getting the community involved in part of the solution to some tough issues the hospital is facing. Staff involvement is also important; the Sheridan Memorial staff members in attendance were selected by their peers. Thanks were given to the board for their support and efforts.

Medical Office – With two (2) new physicians joining the Big Horn Mountain Medicine (BHMM) practice next year, we are at a point where we need to look at expanding the space in which to house the practice, as quarters are already tight. Having two separate locations is inefficient and confusing to our patients. We need to look at making an investment in the next year to have a building completed for the practice. Mike McCafferty wanted to make the Board aware that this will be an investment in the future and he will start looking at options on where and how to make this happen.

Hospice - Ann Aksamit, the Manager of Hospice and Home Health is working with Malone Belton Abel PC on conceptual planning on an eight (8) bed hospice house. Ann will present to the Board once minor changes have been made and final elevations determined. There will be a need for a fund raising campaign in order to see the hospice house built. There is a huge need for hospice within our community as they currently have to turn down referrals. In the 1st quarter of 2014, they served 17 patients and their families. In 2013 they served a total of 53 patients/families. Hospice house provides the nursing/clinical care and allows for quality end of life care to be provided. A hospice house doesn't make money so there will need to be an endowment or a way to continually fund the operation of the house. Any questions from the community can be referred to Ann Aksamit at 672-1083 or 672-1000.

ICU/TCU – We are currently looking at different options on where to move the ICU and depending on the location, the effect it would have to other areas. We have explored the possibility of moving the ICU to the current pediatric location and now we are exploring the option of utilizing the second floor. TSP is determining if a HVAC system can be added and at what cost; there is currently no air handling system on the 2nd and 3rd floors of the hospital. TSP is also working on the possibility of new infrastructure for a new elevator to accommodate patient movement. There is great potential to still save money and keep everything in house.

Market Compensation ~ the hospital has received the analysis and study on where we are at on market compensation. We will be looking at market adjustments in patient care related classes of the hospital to make sure we can retain staff with competitive and fair wages.

CERNER ~ the hospital is two (2) years into our Cerner project, which was implemented in August of 2012. We will begin working with Cerner on the optimization of the software. This will entail

the shadowing of physicians, nurses, and others to get this up to speed. This will be a huge investment over the next couple of years, requiring enhanced training for staff.

Governance Institute Leadership Conference Update from Kevin – Kevin Bailey attended the leadership conference and found it quite enlightening, with several hundred people in attendance. There were experts from around the country and the sessions were very informative. Kevin would encourage all of the board members to attend and he feels he is now better equipped to be working with the board.

Mike McCafferty attended a pre-session CEO round table discussion at the same conference. Dr. David Nash led the discussion and Mike approached him on the possibility of coming to Sheridan and presenting to our Board of Trustees and medical staff, as Mike feels it is really important to have his insight. Kevin Bailey agreed after seeing his main presentation.

WHA Annual Meeting in Cheyenne – Sheridan Memorial Hospital received the Commitment to Quality Award from Mountain-Pacific Quality Health at the annual meeting. Robin Horsley, AGACNP in ICU was nominated for the Norman S. Holt Award for Nursing Excellence. Although she did not win the award, being nominated is an outstanding accomplishment. Please tell her congratulations when you see her. There will be a change in leadership at the Wyoming Hospital Association as Dan Perdue is retiring and Eric Boley will take on the role as President of the WHA.

Joint Labor, Health and Social Services Committee Testimony – Cost Shift Report – Alan Dow, interim CFO, provided Mike McCafferty with an analysis on the report provided by the Department of Health. Based on this analysis, Mike testified that having private firms come into a market like Wyoming does not make for a level playing field; the new, private hospital's being built do not have to accept Medicare or Medicaid patients, emergencies or ACA. The Wyoming Legislature needs to pay attention and education of our legislature is paramount. This could be a deterrent to opening new medical centers as well. Cost shift is important ~ differential is 0 to 2% income bottom line.

FINANCE COMMITTEE REPORT

Financial Statements – Finance reports that patient volume is down from last month and our operating expenses are higher. The hospital had a better month than what shows on paper. The auditor reported to Alan Dow that for a 6th year in a row, the hospital has a clean opinion with no changes. The auditor stated to Alan that we have the most prepared staff and everything was ready and available for him when he arrived. Alan Dow would like to acknowledge Susan Novak and her staff for their hard work in prepping for the audit.

Unbudgeted – FY2015 Capital Equipment WCC Respiratory Gating – Action – It was presented that the board approve the purchase of capital equipment for the Welch Cancer Center. The software is for the linear accelerator, which looks at the respiratory cycle and tumor of the patient in treating lung, liver and breast cancer. This provides for more accurate treatment in radiation therapy, resulting in less collateral damage to the surrounding tissues. \$200,000 has been secured through the Foundation with the Helmsley Trust, but we are \$48,000 short. The Finance Committee supports the purchase of this equipment. Gene Davis moved to approve the \$248,605

purchase of the Respiratory Gating software for the Welch Cancer Center. Ron Mischke seconded the motion. Motion carried.

FOUNDATION COMMITTEE REPORT

There were introductions of new Foundation staff members; Sandra Thayer and Meredith Sopko have joined Ada Kirven in the Foundation office. The Foundation is looking forward to strategic planning and raising the funds needed for future projects. The involvement of hospital staff, physicians and the community in what the hospital does, impacts the Foundation's fundraising efforts in support of the hospital. The "MASH" golf tournament was well attended and supported, with \$50,000 raised in support of the ICU and critical care. The Powder Horn Golf Ladies did an awesome job of putting everything together. The Foundation is now moving into the next event, The Link, Partners in Pink walk/run event. There are currently 175 people registered for the Oct 11th event. Raffle tickets for a quilt made by Deb Hanson at Sheridan High School are being sold.

BUILDING COMMITTEE REPORT

Dixie See, Building Committee Chairperson, reports that the committee reviewed outstanding items at their last meeting; ie the re-roofing project, new flooring, façade maintenance, and the generator system. The hospital has leased Dr. Williams's clinic for office space, as Dr. Williams has retired. There will be expenses incurred for construction in updating the space and the Building Committee recommends the Board to approve construction costs of \$48,000 to start this process. Dixie See made the motion to recommend approval. Gene Davis seconded the motion. Motion carried.

OTHER BUSINESS

Nyle Morgan, CIO reported on the FDA and Joint Commission visit last week. The lab was surveyed, which is done every two years. The FDA did a full survey and minor things identified. The Joint Commission Survey was a three (3) day survey with some findings; there were two (2) direct and eighteen (18) indirect issues. A plan of correction is being done to be submitted to the Joint Commission. The lab is doing a good job with no patient safety issues were identified. We will move forward with the plan of correction and we will have another survey in two (2) years.

EXECUTIVE SESSION

With no further business, the meeting moved into closed session at 4:10 p.m. for discussion of real estate and legal matters.

The meeting then reconvened into public session at 4:50 with no action taken.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:50 p.m.

Recorder, Patty Forister

David Smith, Secretary