

**BOARD OF TRUSTEES  
DECEMBER MEETING MINUTES  
WEDNESDAY, JANUARY 8, 2020 4:00 P.M.**

**MEMBERS PRESENT:** David Smith, Gene Davis, Kevin Bailey, Joe Wright, Dr. Timothy Scott, and Shirley Coulter  
**MEMBERS ABSENT:** Andrea Mellinger  
**Others Present:** Mike McCafferty and Dr. Ian Hunter

**CALL MEETING TO ORDER**

David Smith, Chairman, called the meeting to order at 4:00 p.m.

**PUBLIC COMMENTS, INTRODUCTIONS**

None.

**APPROVAL OF AGENDA and MINUTES**

The December board meeting agenda was reviewed and amended to reflect under the Finance Committee Report, the Urgent Care Relocation Renovation is NOT an action item but is informational only. Kevin Bailey motioned to approve the amended agenda. Dr. Scott seconded the motion. Motion carried.

The minutes from the November board meeting held on Wednesday, December 4, 2019 were reviewed. Shirley Coulter moved to approve the minutes as written. Gene Davis seconded the motion. Motion carried.

**OLD BUSINESS**

None.

**QUALITY COMMITTEE REPORT**

Dr. Scott reports that the Quality Committee reviewed safety events, with only one serious safety event in the last 6 months. There were zero inpatient falls during October and November, 2019, and hand hygiene continues to be at 90% compliance during this same time period. Flu immunizations are at 86% compliance rate. The committee also reviewed the Pepper Report. The Program for Evaluating Payment Patterns Electronic Report (PEPPER) is an educational reporting tool which supports the Centers for Medicare and Medicaid Services (CMS) efforts to protect the Medicare Trust Fund relative to billing, DRG coding, and/or admission necessity issues. In review of the data, there is room for improvement.

**MEDICAL STAFF REPORT**

Dr. Hunter reports that the hospital is very busy and there are multiple influenza cases. Credentialing will be done in Executive Session.

Dr. Hunter, on behalf of Medical Executive Committee, recommends approval for delegated privileges as presented. Dr. Scott motioned to approve. Gene Davis seconded the motion. Motion carried.

**MEDICAL STAFF INITIAL APPOINTMENTS (ACTION)**

<b>Name</b>	<b>Category</b>	<b>Specialty</b>	<b>Renewal Date</b>
<b>Tyler Neitlich, MD</b>	<b>Delegated Telemedicine</b>	<b>Radiology</b>	<b>07/10/2021</b>
<b>Waheed Jalalzai, MD</b>	<b>Delegated Telemedicine</b>	<b>Radiology</b>	<b>09/27/2021</b>

## **ADMINISTRATION REPORT**

**Lean Value Stream Expansion** – As outlined last month, the hospital has two value streams open; one in Internal Medicine and one relative to Revenue Cycle. The hospital then implemented MDI (Management for Daily Improvement) across the organization. Leadership continually evaluates the lean transformation plan and have determined that we are now ready to expand and open another value stream. Mike will keep the board apprised of what area the value stream will take place.

Mike McCafferty thanked Jennifer Pfister, Revenue Cycle Director, for her impressive report out to the Finance Committee at the Value Stream Steering Meeting and with her leadership and work in revenue cycle.

Progress is being made with Internal Medicine access as well. The quarterly average is at 107 patients a day, which has opened up access to primary care for our community.

**Transitional Care and Facilities Master Plan** – Transitional care is a service demand that we are not meeting for our community. We will look at our facility and opportunities to grow this service line. The hospital currently has to turn patients away for a rehabilitation stay in our hospital. Our transitional care capacity drops as we utilize beds for medical cases when needed, reducing the number available for a rehab stay. We will work with CTA out of Billings, MT to give us some options to rearrange our facility to provide additional access to transitional care. This is paramount for the future of the hospital; providing a service line that is of value to patients.

**Education | Medical Staff Credentialing** – Amy Ligoeki, Medical Staff Manager provided credentialing case studies on mitigating risks to the board in her continuation of board education.

## **FINANCE**

There were decreased volumes in November compensation but a favorable payer mix, seeing a significant decline in uninsured patients. There was also improvement in reducing the overall cost structure. Overall decrease in costs year over year; positive steps moving forward.

Nathan Stutte, CFO reported last month that we were under budget in the Cath Lab project, however, there was an error in what was reported. When reviewing the final quote, the assumption was that software was included; which it was not. The Board, through the original budget process allocated \$600K to this project. The software purchase will total \$592,439.70. There is interface work that needs to happen with INFOR and Cerner. This work is billed in time and material and is not expected to exceed \$130,080. Total project estimate is \$722,519.70. The approved discretionary funds we have set aside will be used to cover this overage. No action is needed.

Urgent Care Relocation Renovations – The Building Committee was made aware of the potential for the Urgent Care to utilize the Burton Street building. Information for a potential remodel and equipment costs were reviewed. No recommendation to proceed at this time.

Audiology Pro-Forma – Information is presented to the Board relative to extending the ENT Program. This is an informational piece to make the board aware that this is a request of Dr. Varner in the ENT practice.

## **FOUNDATION REPORT**

Cody Sinclair – Chief Development Officer introduced Kristi Ramsay, Cath Lab Manager, and her team. Cody is pleased to announce the Project Heartbeat campaign goal has been achieved, and exceeded by our community members. The William F. and Lorene W. Welch Foundation gave a generous challenge gift of \$150,000, which was matched. A press release announcing the campaign goal being met and exceeded will be released. Kristi extended her thanks for the support and for giving the team the ability to care for our patients in the very best way with this technology. Thanks extended to Dee Gilson who met with and made a presentation to the William F. and Lorene W. Welch Foundation, helping to obtain the initial gift.

December Board of Trustee Meeting  
January 8, 2020

Cody had the opportunity to speak at the Chamber luncheon today and to share our Gratitude Report, along with the story of our community member and patient Sig Palm. The care and support Mr. Palm received has been very impactful.

Ada Kirven, Director of Donor Relations, reports that in December, the Foundation Employee Partners voted to support several projects with the \$43K secured through payroll deductions. Funds will go to support project Heartbeat, new ventilators for Respiratory Therapy, and ultrasound equipment for the new Rheumatology Department with Dr. Wideners return in the fall. Ada extended a thank you to the board for supporting the work of the Foundation.

### **BUILDING COMMITTEE REPORT**

As discussed under Finance Committee Report, the Building Committee met to discuss the utilization of the Burton Street building as a potential location for Urgent Care and Occupational Health. The committee also touched on the increased demand for transitional care services and meeting that service line, as discussed above.

### **OTHER BUSINESS**

None.

### **EXECUTIVE SESSION**

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

The Board reconvened into general session at 4:50 p.m. with action taken on medical staff appointments. Please see the Medical Staff Report above.

The Board reconvened into Executive Session at 4:51 pm to continue personnel and real estate matters.

The Board reconvened into general session at 5:37 pm with the following action taken. David Smith moved to proceed as outlined relative to the CEO's compensation. Kevin Bailey seconded the motion. Motion carried.

### **ADJOURNMENT**

With no further matters to come before the board, the meeting adjourned at 5:37 p.m.

Patty Forister, Recorder

---

Shirley Coulter, Secretary