



**BOARD OF TRUSTEES
FEBRUARY MEETING MINUTES
WEDNESDAY, MARCH 4, 2020 4:00 P.M.**

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

CALL MEETING TO ORDER

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

PUBLIC COMMENTS, INTRODUCTIONS

None.

APPROVAL OF AGENDA and MINUTES

The February board meeting agenda was reviewed and amended to reflect legal under the Executive Session. Dr. Scott motioned to approve the amended agenda. Shirley Coulter seconded the motion. Motion carried.

The minutes from the January board meeting held on Wednesday, February 5, 2020 were reviewed. Shirley Coulter moved to approve the minutes as written. Andrea Mellinger seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

Core measures that are submitted to The Joint Commission and CMS were reviewed. The sepsis measures reviewed indicate there is some room for improvement. Billings Clinic may provide us with some education. Moderate sedation was reviewed and the standard of care is being followed. Rapid Response and Code Blue protocols were reviewed with no concerns. The Quality Plan was reviewed and approved for the coming year. Additionally the MRI Safety Plan was reviewed with no concerns. The Quality Committee discussed the Coronavirus.

MEDICAL STAFF REPORT

Credentialing will be done in Executive Session. No other report.

Dr. Hunter, on behalf of the medical staff, recommends the following delegated telemedicine appointments in psychiatry. There are no concerns or red flags:

Name	Category	Specialty	Renewal Date	Affiliated Organization
Justin Capote, MD	Delegated Telemedicine	Psychiatry	8/31/2020	Avera eCare
Kristel Carrington, MD	Delegated Telemedicine	Psychiatry	3/31/2021	Avera eCare
James Chiu, MD	Delegated Telemedicine	Psychiatry	12/31/2021	Avera eCare
Matthew McDougall, MD	Delegated Telemedicine	Psychiatry	4/30/2021	Avera eCare
Richard Pardiella, MD	Delegated Telemedicine	Psychiatry	10/31/2020	Avera eCare
Seth Parsons, MD	Delegated Telemedicine	Psychiatry	4/30/2020	Avera eCare
Adam Peterson, MD	Delegated Telemedicine	Psychiatry	3/31/2021	Avera eCare
Himabindu Ravi, MD	Delegated Telemedicine	Psychiatry	2/28/2021	Avera eCare
Brianna Rick, MD	Delegated Telemedicine	Psychiatry	1/31/2021	Avera eCare
Urooj Saeed, MD	Delegated Telemedicine	Psychiatry	6/30/2020	Avera eCare
Matthew Stanley, DO	Delegated Telemedicine	Psychiatry	2/28/2022	Avera eCare
Ryan Santin, MD	Delegated Telemedicine	Psychiatry	2/28/2021	Avera eCare
Wendy VanDemark, MD	Delegated Telemedicine	Psychiatry	10/31/2020	Avera eCare

Shirley Coulter moved to accept the above recommendations for delegated telemedicine appointments in psychiatry.

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Andrea Mellinger seconded the motion. Motion carried.

Dr. Hunter on behalf of the medical staff, recommends the following delegated tele-radiology appointment for consideration.

Robert Cirillo, MD	Delegated Telemedicine	Tele radiology	6/17/2021	Real Radiology
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Andrea Mellinger moved to accept the above recommendation for delegated tele-radiology appointment, through Real Radiology. Joe Wright seconded the motion. Motion carried.

Dr. Hunter, on behalf of the medical staff, recommends the following for expansion of privileges to administer Dobutamine stress tests in cardiology. .

Amanda McIntire, FNP	Nurse Practitioner	Cardiology	08/03/2021
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Dr. Scott moved to approve Amanda McIntire, FNP for expanded privileges as outlined. Joe Wright seconded the motion. Motion carried.

ADMINISTRATION REPORT

Delegation of Authority – Annually, this request is brought before the board, in which an individual within the hospital is appointed to act on any safety issues and /or environment of care issues that may adversely affect our patients, staff, and visitors. Joe Wright made the motion to delegate Rob Forister, Director of Facilities, as the Environmental Safety/Security Officer of the facility, ensuring the safety of the patients, staff, and visitors. Andrea Mellinger seconded the motion. Motion carried.

Coronavirus Update – Dr. John Addlesperger, Chief Medical Officer updated the board on what the hospital has done to date in preparation for when the Coronavirus presents in Sheridan. We have shared information from the CDC and Wyoming Department of Health and shared guidance on PPE (personal protective equipment) to staff to limit the disease to our facility. Guidelines continue to change and our medical staff leaders, Emergency Department, and Urgent Care Clinic are keeping up to date. Dr. Hunter is the County Health Officer and Dr. Varner will be assisting him as well, in addition to the Public Health and the County’s Emergency Preparedness Coordinator. The hospital’s operations team, led by Barb Hespen, Chief Nursing Officer, is working on the hospital preparedness plan ensuring we have everything covered to care for people. The hospital will have an information line for the public to call to determine whether they need to be tested, should stay home, etc. Staffing needs are to be identified for the call line, with the intention of having it staffed in a couple of days. We are also looking at a possible offsite location to funnel people away from the hospital in order to minimize the risk of infection to our patients. Numerous items are being looked at relevant to infection control issues and resources.

Dr. Addlesperger and others had a conference call with Public Health officials and the County’s Emergency Preparedness Coordinator to clarify roles and responsibilities. All will meet in person on Thursday, March 5th to further identify roles; all will meet at the VA on Friday, March 6th, to participate in a table top exercise. The hospital is a key partner for diagnostic and treatment options for the community.

Tom Ringley, County Commissioner states that having everyone together to monitor the situation and coordinate together is vital to hopefully contain what may be coming to the community.

Supply Chain Planning - It is not a matter of if there is a disruption, but when there is a disruption in receiving supplies and what that will look like. We have day to day supplies that have components made in China and others that come directly from China. We are aware that there may be disruptions coming out of Denver as well. A supply committee is meeting twice a week to report on where we are with our supplies and identify any problems.

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We do not have the ability to “stock up” on certain items such as masks and isolation gowns, as the hospital is part of a group purchasing organization and we are on an allotment based on our usage. Guidance to staff on how we are using our supplies has been implemented. There are no issues on price gouging as a majority of our supplies are on contract pricing. Another issue is how quickly the supplies can be replenished.

Greeley Training - Amy Ligocki, Medical Staff Manager, made the board aware of upcoming training for physicians. Sheridan Memorial Hospital has partnered with the Greeley Company, a consulting group who provides education to leadership and medical staff. The education planned is to help emerging leaders to be successful. The program will be on Saturday, April 25th and is extended to medical staff and leaders within the medical staff. This is important as there will be a shift in medical staff officers (leaders) within the organization. This education will be extended regionally as well. The board is welcome to attend if they have an interest.

Guiding Principles – The hospital has brought in Lean management, but there is a need to tie this to why we are doing this and what we are trying to accomplish. We have connected Lean with a model of operational management, the Shingo Model of Operational Excellence. The principles marry up to our management system as to why we do what we do. The Shingo principles have four guiding principles which will be incorporated into our strategic framework:

Culture Enablers

- Lead with Humility
- Respect Every Individual

Continuous Process Improvement

- Focus on Process
- Embrace Scientific Thinking
- Flow and Pull Value
- Assure Quality at the Source
- Seek Perfection

Enterprise Alignment

- Create Constancy of Purpose
- Think Systematically

Results

- Value for the Customer

Mike explained each dimension; these specific guidelines and behavior are to be incorporated into our organization to make Lean more effective.

FINANCE

The Finance Committee reviewed January results reporting a minor loss. Revenues are on par, and there is a shift in the payer mix; less commercial patients and an uptick in governmental payers. We have seen high utilization by the VA with hospital services, which is being monitored. The uninsured mix has improved. The write-off rate spiked, which resulted in an operations loss. Expenses have been higher as well. We currently have 41 days of cash on hand; this continues to slowly improve.

FOUNDATION REPORT

An initiative to enhance the Foundation’s connection with the community will kick off this spring. The Foundation is working with Incite! Consulting who will gather donor insights and information through focus groups about philanthropic work and The Foundation’s support of the hospital.

The Foundation continues to receive memberships and are working with corporate sponsors.



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BUILDING COMMITTEE REPORT

No report. The Building Committee did not meet this month as there are no items to be addressed.

OTHER BUSINESS

None.

EXECUTIVE SESSION

David Smith moved to adjourn into Executive Session at 4:35 pm after a short recess to discuss personnel and legal matters. Shirley Coulter seconded the motion. Motion carried.

The Board reconvened into general session at 4:45 p.m. with action taken for medical staff credentialing. Please see the Medical Staff report above.

David Smith motioned to go back into Executive Session at 4:47 p.m. Shirley Coulter seconded the motion. Motion carried.

The Board reconvened into general session at 5:50 p.m. with no action taken.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:50 p.m.

Patty Forister, Recorder

Shirley Coulter, Secretary