



**BOARD OF TRUSTEES
MARCH MEETING MINUTES
WEDNESDAY, APRIL 1, 2020 4:00 P.M.**

MEMBERS PRESENT: David Smith, Joe Wright, Dr. Timothy Scott, Shirley Coulter, and Andrea Mellinger; Gene Davis and Kevin Bailey

MEMBERS ABSENT:

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. Due to the COVID-10 pandemic, this meeting is being held via conference call.

PUBLIC COMMENTS, INTRODUCTIONS

Sheridan Media and The Sheridan Press are on the call as well.

APPROVAL OF AGENDA and MINUTES

The March board meeting agenda was reviewed. Kevin Bailey motioned to approve the agenda. Andrea Mellinger seconded the motion. Motion carried.

The minutes from the February board meeting held on Wednesday, March 4, 2020 were reviewed. Dr. Timothy Scott moved to approve the minutes as written. Gene Davis seconded the motion. Motion carried.

OLD BUSINESS

None.

QUALITY COMMITTEE REPORT

Due to the COVID-19 pandemic, there is no quality data to review, as the Quality Council did not meet. No report at this time.

MEDICAL STAFF REPORT

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

Dr. Hunter on behalf of the Medical Executive and Credentialing Committee, present the following physicians for initial appoints.

MEDICAL STAFF INITIAL APPOINTMENTS (ACTION)

Name	Category	Specialty	Renewal Date	Affiliated Organization
John Murray, MD	Active	Emergency	05/01/2021	Sheridan Memorial Hospital
Keith Borg, MD	Active	Emergency	05/01/2021	Sheridan Memorial Hospital
Tsun Sheng N. Ku, MD	Delegated Telemedicine	Infectious Disease	08/05/2021	Billings Clinic

Shirley Coulter moved to approve the initial appointments as presented. Dr. Scott seconded the motion. Motion carried.

Dr. Hunter on behalf of the Medical Executive Committee and Credentialing Committee present the following physicians for reappointment.

MEDICAL STAFF RENEWALS (ACTION)

Name	Category	Specialty	Renewal Date	Affiliated Organization
Chery Varner, MD	Active	ENT	01/25/2022	SMH – Ear Nose & Throat
Shaun Gonda, MD	Active	Radiology	03/17/2022	SMH – Radiology
Derek Gilbert, MD	Active	Hospitalist/Family Medicine	03/23/2022	SMH – Hospitalist
William Selde, MD	Active	Emergency Medicine	04/01/2022	Sheridan Memorial Hospital
Jamie Ramsay, MD	Active	Anesthesiology	04/29/2022	Sheridan Anesthesiology Associates
Andrew Lashus, MD	Consulting	Cardiology	02/19/2022	St. Vincent's Healthcare
Jeremy Zebroski, MD	Active	Orthopedic Surgery	04/22/2022	Sheridan Orthopedic Associates

Kevin Bailey moved to approve the medical staff renewals as presented. Gene Davis seconded the motion. Motion carried. Approval pending for Jeremy Zebroski, MD upon additional information requested from the Surgical Center is received.

ADMINISTRATION REPORT

With the country facing the COVID-19 pandemic, Mike would like to provide the board with a thorough review on the work, planning, and preparations being done at the hospital. Additionally, Mike would like to recognize the amazing outpouring of support from our community. Some examples are Kennon Products making masks and gowns for the hospital; Koltiska Distillery producing hand sanitizer; hotels offering the use of their rooms for employees to help minimize the risk of exposure to their families; and the community making face masks for our patients and their families. These are just a few ways support has been offered. We owe our community a huge debt of gratitude.

Our Incident Command team was on a conference call earlier today coordinated by the Wyoming Hospital Association with Senator Barrasso, Senator Enzi, and Congresswoman Cheney where hospitals around the state were able to share their circumstances. We have also reached outside of our community to communicate with other hospitals in our region including Billings Clinic in Montana.

Mike would like to take this opportunity to reiterate once again that we have an opportunity to make a difference in the severity of this disease in our community and the surrounding region. We have a chance to change the curve if we all practice social distancing, self-isolation, and staying home. There is a huge concern that, with what we are witnessing across the state, people do not understand how serious this is.

Mike has requested that Cody Sinclair, Incident Commander, give a brief overview of the structure of Incident Command and each Section Chief will give an overview as well.

Cody reiterated that this is very much a collaboration and a team effort with the hospital, the county's emergency command structure, and the VA.

The hospital incident command team meets twice daily to review the objectives we are working on. The objectives and an overview of each is as follows:

- ... Identify, Triage, Isolate, and Treat Infectious patients
- ... Ensure safety and security of patients, staff, visitors, and the hospital

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- ... Admit infectious patients while protecting other uninfected patients.
- ... Adequate Staffing
- ... Supplies
- ... Financial Planning

Operations Section Chief – Barb Hesper, Chief Nursing Officer

The Operations Section Chief ensures that the hospital continues to operate normally. There are several “branches” that fall under this section such as medical, nursing, infection prevention, and security; the infrastructure to maintain the facility for normal operations. The Operations Section Chief’s main purpose is to ensure the hospital is prepared for the pandemic and a possible surge in the hospital; that the CDC guidelines are communicated, training and tracking of PPE is occurring, and offsite testing and employee screenings are being done. Visitation restrictions are currently in place, and ALL employees are screened before coming into the hospital.

Planning Section Chief – Nyle Morgan, Chief Operations Officer

Nyle works with staffing and security pertaining to access to the hospital; working in connection with logistics and operations to put a plan in place. There is a surge plan available if it comes to fruition with room availability, staffing, beds, and equipment, and an anticipation of needs in order to pull together resources to move forward.

Logistics Section Chief – Charles Burgess, Director of Finance and Supply Chain Management

Chuck works closely with Nyle in the planning section. Chuck has a model with different scenarios of what the impact of a surge may look like on the hospital relevant to supplies and staffing. He is currently studying what other communities and countries have gone through to help with our projections and continues his work with supply procurement and working with clinical people on PPE conservation. He is in touch with local vendors on producing PPE and with vendors we have never utilized before to help with supplies.

Finance Section Chief – Nathan Stutte, Chief Finance Officer

The pandemic has impacted the hospital financial situation, with the cancellation of all elective surgeries and low census in preparation for a surge. We have, like other hospitals, difficulty in getting supplies. There is tremendous volatility in pricing, with some pricing increasing by 2000%. The federal government has a \$100B package that will be released to support healthcare. This will be managed through Health and Human Services, and we are awaiting guidance on how to apply for those funds.

We are researching a new program for paycheck protection. Grants at the local, state, and federal level are being monitored and applied for as they become available. CMS has an advanced payment program, in which we have submitted an application. Nathan continues to search and apply for different programs to get us through the next 90 days.

Incident Command does a report out on the Daily Safety Brief to employees. Staff realizes that conservation of PPE is essential. The labor pool is moving employees to areas where there is the most need. The incident command teams each have a backup in place for when someone is in need of a break and to keep people fresh.

There is great physician leadership in place as well. Dr. Hunter, the County Medical Officer helping with their coordinated efforts; Dr. Addlesperger, Chief of Staff with the hospital; and Dr. Varner, an internal medicine provider. Dr. Hunter has shown great leadership in the county, and we interface with him quite a bit. Dr. Addlesperger has been instrumental in working with all of the Section Chiefs providing leadership, consultations and helping to get things done. Dr. Cheryl Varner has played a critical role being a backup for Dr. Hunter and Dr. Addlesperger as well.

Dr. Addlesperger was instrumental in getting the offsite testing process algorithms in place and the offsite testing center up and running in a matter of days due in part to Lean methodology. He has been coordinating and

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communicating with the county and getting our needs met as we plan for a surge. Dr. Addlesperger is working with Dr. Rebecca Thompson in pathology on testing supplies. It is critical to know what is going on in the community and quickly identifying those with the disease and putting people in quarantine in a hurry in order to stop the spread of the disease. Dr. Addlesperger continually reviews and follows the latest updates on infection prevention and to update our PPE policy.

FINANCE

The finance committee did not meet this month, but the information is in the board packet for review. Nice work on forecasting of PPE supplies provided by Chuck Burgess. April has a decline of 11.3 days of cash, May shows a decline of 10 days of cash, and June projection is a decline of 9 days of cash. There may be a run on cash at the end of April. Actual numbers will depend on if and when federal assistance is received.

FOUNDATION REPORT

The team is focused on grants and ways to connect support with the hospital. There is an outreach to donors to let them know what is happening and there is a great response in return. Thirty individuals have supplied over 300 masks. Various businesses, organizations, and foundations have stepped up offering assistance in various ways.

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

Kevin Bailey moved to adjourn into Executive Session at 4:38 p.m. after a short recess to discuss personnel. Gene Davis seconded the motion. Motion carried.

The Board reconvened into general session at 4:57 p.m. with action taken for medical staff credentialing. Please see the Medical Staff report above.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:00 p.m.

Patty Forister, Recorder

Shirley Coulter, Secretary