



**BOARD OF TRUSTEES
SPECIAL BOARD MEETING MINUTES
THURSDAY, MAY 5, 2022 | 4:00 P.M.**

MEMBERS PRESENT: Shirley Coulter, Ron Mischke, Jenifer Shassetz, Gene Davis, Andrea Mellinger and David Smith
MEMBERS ABSENT: Joe Wright
OTHERS PRESENT: Mike McCafferty, Holly Zajic, Nyle Morgan, Nathan Stutte, Cathy Bealer, Cody Sinclair, Alan Dubberley, Rob Forister, Margaret with the Sheridan Press, and Kevin Koile with Sheridan Media

CALL MEETING TO ORDER

Shirley Coulter, Chairwoman, called the meeting to order at 4:00 p.m.

PUBLIC COMMENTS, INTRODUCTIONS

Margaret with the Sheridan Press and Kevin Koile with Sheridan Media are acknowledged to be in attendance.

APPROVAL OF AGENDA

The special board meeting agenda was presented. Andrea Mellinger moved to approve the agenda. Ron Mischke seconded the motion. Motion carried.

ADMINISTRATION REPORT

It was mentioned at the last board meeting that information would be provided on the Primary Care capital needed for this project. SMH is excited about this project and it is one we have been working on for a while; to create an environment for the community to have better access to see their physician. This is one step in a larger ambulatory vision for the community.

The building at Gould Street is approximately 17,000 – 18,000 square feet, which will allow for 25-30 exam rooms for Internal Medicine physicians, Family Practice physicians, and other services.

Holly Zajic, Chief Ambulatory Officer states that the team is excited about the project and the ability to offer services at a convenient location in the heart of Sheridan. The board is provided information on specific supply needs for furniture, fixtures, and equipment (FFE). Work will be done on room functionality, implementation of the digital platform for online registration and results. Dr. Kris Schamber is the primary care medical director and intimately involved in the process.

Mike McCafferty explained that with the relocation of staff from the Internal Medicine location in the Outpatient Center to Gould Street, a portion of the Internal Medicine space may potentially be utilized by Big Horn Surgical, providing them with more space with the addition of Dr. Josh Scott joining the team in September. Since the vacated area would be utilized, the current furniture, fixtures and equipment would remain. That is why the supplies outlined would be necessary for the Primary Care project.

Work will be done on the building lease and term to commensurate with the investment SMH has in the building. The internal medicine and family practice physicians that will be seeing patients at the Gould Street location will be Drs. Schamber, Prior, Rinker, and Redinger, along with four Advanced Practice Clinicians. We will look for another family practice physician to join the group as well.

Construction Needs - The Gould Street facility has carpet, which will need to be removed from the rooms and hallways. Vinyl will be installed for ease of cleaning. Along with patching any damaged walls and fresh paint.

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The electrical cost associated with this project is due in part to the electrical code for healthcare, which requires a redundant grounding system anywhere that a patient will be examined or treated, for patient safety against electrical injuries. Significant electrical upgrades are needed as the building was originally constructed as offices, and doesn't currently have this feature. Hand washing sinks will be installed in the procedure room and lab location. The procedure room will be for minimal procedures, such as sutures.

The ordering of the FFE is being worked on, as the time frame for seeing patients at this location is the end of July or beginning of August. We are unsure if there will be any supply chain issues that would prohibit this timeline.

Parking options are being reviewed, for both staff and our patient population. Will need to communicate with the surrounding businesses to ensure patient parking spots identified are not being utilized by other business patrons. The parking lot west of the Gould Street building has been identified for patients, with 28 parking spaces available. The lot may need to be resurfaced and striping done, and SMH will work with the owner of the building relevant to this.

With the information put forth before the board, Mike requests that the board move forward with approval of the project as outlined. This will allow SMH to grow and expand services for the community and our patients.

Shirley Coulter moved to approve the proposal as outlined. David Smith seconded the motion. Motion carried.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 4:15 p.m.

Patty Forister, Recorder

Andrea Mellinger, Secretary