



**BOARD OF TRUSTEES
JUNE MEETING MINUTES
Wednesday, June 28, 2023 4:00 P.M.**

MEMBERS PRESENT: Shirley Coulter, Gene Davis, Ron Mischke, and Andrea Mellinger
MEMBERS ABSENT: Kevin Kessner, Joe Wright, Jenifer Shassetz
OTHERS PRESENT: Mike McCafferty, Dr. Shaun Gonda, Nyle Morgan, Cathy Bealer, Nathan Stutte, Rob Forister, Brady Shoemaker, Amy Ligoeki, Cody Sinclair, Dr. William Dougherty, Dr. Luke Goddard, Kelly Lieb, Amy Turpin, Bryan Opitz, Tommi Ritterbusch, Jennifer Pfister, Collette Miller, Brent Maurhoff, Tom Klepperich, Erin Oetken, Brittany Goodvin, Tom Ringley (Sheridan County Commissioner)

CALL MEETING TO ORDER

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

PUBLIC COMMENTS, INTRODUCTIONS

There are no introductions at this time.

APPROVAL OF AGENDA AND MINUTES

Andrea Mellinger moved to approve the June board meeting agenda as presented. Gene Davis seconded the motion. Motion carried.

Gene Davis moved to approve the minutes of the May board meeting held on May 31, 2023. Andrea Mellinger seconded the motion. Motion carried.

QUALITY COMMITTEE REPORT

Amy Turpin, Director of Continuous Improvement, provided a recap of the data reviewed by the committee relevant to the MRI Safety Plan for 2023, restraints and seclusion data and associated audits; utilization review, code blue and rapid response data, work place violence, blood culture contamination, blood audits and transfusions, staffing issues/nursing fatigue, and safety event reporting. There are no concerns or negative trends to address.

Ron Mischke notes that this is Amy Turpin's final meeting and she will be missed. Tommi Ritterbusch has accepted the position of Director of Continuous Improvement with Amy's departure.

The decrease in nurse turnovers and no traveling nurses on site is an indication of the work being done in nursing and the Human Resources Department's efforts on workforce and staffing. Mike McCafferty states that the Cody hospital still has a high percentage of travelers on site.

PATIENT EXPERIENCE REPORT

Kelly Lieb, Director of Patient Experience reports that the committee reviewed year-to-date (YTD) data on the net promoter score. We are holding steady around the 80, 81, 82 mark, with a goal of 90. Various hospital departments have chosen the patient experience as a strategic goal. The Transitional Care Unit (TCU) is full, with a list of patients wishing to receive care at SMH. The feedback received on the TCU detracted from the overall net promoter score, but is still doing well. Ashlee Winne was introduced at the committee meeting as the manager of the TCU. The Patient Experience Department will be overseeing registration and scheduling to help with the patient connection. Ron Mischke states that Kelly is doing a great job in setting goals and meeting targets.

MEDICAL STAFF REPORT

Dr. Gonda reports that the quarterly medical staff meeting was held this month, with nothing to report from the meeting. Discussion on initial appointments and renewals will be held in Executive Session.

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Dr. Gonda, on behalf of the Medical Executive Committee and Credentials Committee recommends the following Medical Staff Initial Appointments and Medical Staff Renewals for consideration and approval.

MEDICAL STAFF INITIAL APPOINTMENTS (ACTION)

Name	Category	Specialty	Renewal Date	Affiliated Organization
Gurjeet Singh, MD	Consulting -No Admit w/o Active Physician cosign(Telemedicine only)	Neurology		Blue Sky Neurology
David Delman, MD	Consulting -No Admit w/o Active Physician cosign(Telemedicine only)	Neurology		Blue Sky Neurology
Morgan Eliason, LCSW	Non-Member LIP - Mental Health Consult (Psych,Mental Health)	Mental Health		Sheridan Memorial Hospital
Laura Powell-Rousey, LCSW	Non-Member LIP - Mental Health Consult (Psych,Mental Health)	Mental Health		Sheridan Memorial Hospital

MEDICAL STAFF RENEWALS (ACTION)

Name	Category	Specialty	Renewal Date	Affiliated Organization
Amber Friis, LCSW	Non-Member LIP - Mental Health Consult (Psych,Mental Health)	Mental Health	8/1/23	Sheridan Memorial Hospital
Chris Prior, DO	Active Staff w Priv-May Admit	Family Medicine	7/31/23	Sheridan Memorial Hospital Primary Care

Ron Mischke moved to approve the Medical Staff Initial Appointments and Medical Staff Renewals as presented. Gene Davis seconded the motion. Motion carried.

ADMINISTRATION REPORT

Board of Trustee Officer Nominations – The slate of officer for 2023-2024 were presented to the members with Ron Mischke serving as Chairman, Jenifer Shassetz as Vice Chairman, Gene Davis as Treasurer, and Kevin Kessner as secretary. Shirley Coulter moved to approve the slate of officer effective July 2023. Andrea Mellinger seconded the motion. Motion carried.

Board of Trustee Committee Assignments - The committee assignments for 2023-2024 were presented. Mike McCafferty states that the committees that the board members serve on is where the work is done prior to the board meetings. The assignments have changed with Andrea Mellinger going off the board and Richard Garber coming on as a new board member, effective July 4, 2023. Shirley Coulter on behalf of the nominating committee requests approval. Gene Davis moved to approve the committee assignments as presented. Ron Mischke seconded the motion. Motion carried.

Mike McCafferty states that this is Andrea Mellinger's last meeting as a trustee and Shirley Coulter's last meeting as the board chairperson. Andrea has served out her five-year term and SMH has been glad to have Andrea on our board. Andrea's appointment made great sense with her personal history and her desire to make an impact, not only with the hospital but also within the community. Mike appreciates the work Andrea has done on our behalf.

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Andrea has enjoyed serving this great organization and has seen what it has done for the city.

Shirley is presented with a plaque in recognition for her years as board chairperson from 2021-2023. Shirley will remain on the board as a trustee, and Ron will assume the chair position with the July 2023 meeting.

Design Development – Cushing Terrell Architects (CTA) has been working with the pharmacy department on the design for their new area in the lower level of the hospital; they are at the point where construction documents are to be completed. CTA and pharmacy meet on a weekly basis to discuss regulatory requirements, ie HEPA filters in the clean room design/HVAC for sterile processing. Bryan Opitz, Pharmacy Manager states that they are happy with the new location and floor plan to fit their workflows and allow for future needs. SMH will finish the warehouse space downtown for file storage to accommodate all department moves in order to begin the EmpATH project.

FINANCE

Gene Davis, Finance Chairman states the committee has been busy with the FY24 budget review. Information was provided to the Finance Committee on the June 12 in order to review the information prior to the Finance Committee meeting on June 26. A meeting with the County Commissioners was held on June 22 to review the same information as well.

Nathan Stutte, CFO reports that May saw a reversal from April across the entire health system. Many departments saw double-digit growth, and the clinics had growth over the month and year. Expenses were well controlled. There was a variance in professional services related to rev cycle and a one-time write off on inventory due to COVID. SMH broke even for the month of May and there is an improvement in cash on hand. There is a 2.4% operating loss for year-end, due to increased write offs for the year.

FY2024 Budget (Action) – the budget for FY2024 was presented to the Finance Committee for review. FY2023 will end with an expected operating loss; FY2024 hopes to reverse with a positive operating margin. There is growth in gross charges in the OR and TCU, and targeted work on revenue cycle to get write offs down, and improved work and focused goals on managing expenses. There is planning and budgeting done for staff raises in 2024. SMH is seeing improved days in A/R. Funds will be managed closely relevant to the EmpATH Project. On behalf of the Finance Committee, Gene Davis recommends approval of the Capital budget for FY24 of \$1.7M and discretionary Capital of \$400K for a total of \$2.1M. Ron Mischke seconded the motion. Motion carried.

FOUNDATION REPORT

Cody Sinclair reports that the Foundation Golf Tournament was a success with 25 teams, great support from many volunteers and employees, and great sponsors who support the tournament year after year. Thanks extended to all who helped make it a fun day.

The Sheridan Memorial Hospital Foundation Board met and approved the \$500k request in support of the LINAC. The board is in support of keeping patient care here at home for the WCC.

The scholarships for education were given. Thanks to Cathy, Ada, nurse managers and Rita Rorhah for helping with the project. Twenty-seven members of faculty and staff received a scholarship for ongoing professional development; \$40K in scholarships were given out.

Richard Garber will be going off the Foundation Board and will join the Hospital Board of Trustees. Richard will be the liaison between the two boards, as he is passionate about the work the Foundation continues to do.

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BUILDING COMMITTEE REPORT

Rob Forister reported there was no meeting as there are no action items to address. The boiler arrived and is in place; we are waiting for everything to be connected and should be operational in three weeks. We are unsure of when the elevator will arrive and the generator should be here in the next few weeks.

OTHER BUSINESS

None.

EXECUTIVE SESSION

Shirley Coulter made the motion to move into Executive Session at 4:36 p.m. to address personnel and legal matters. Ron Mischke seconded the motion. Motion carried.

General session reconvened at 4:50 p.m. to address medical staff credentialing. Please see above under the Medical Staff Report for action taken.

The board went back into Executive Session at 4:51 p.m. to address other personnel and legal matters.

ADJOURNMENT

With no further matters to come before the board, the meeting adjourned at 5:02 p.m.

Patty Forister, Recorder

Kevin Kessner, Secretary