

**MINUTES FROM THE REGULAR MEETING  
MEMORIAL HOSPITAL OF SWEETWATER COUNTY  
BOARD OF TRUSTEES**

**January 7, 2020**

The Board of Trustees of Memorial Hospital of Sweetwater County met in regular session on January 7, 2020, at 2:00 PM with Mr. Taylor Jones, President, presiding.

**CALL TO ORDER**

Mr. Jones called the meeting to order and announced there was a quorum. The following Trustees were present: Mr. Taylor Jones, Mr. Marty Kelsey, Mr. Richard Mathey, Dr. Barbara Sowada, and Mr. Ed Tardoni.

Officially present: Ms. Irene Richardson, Chief Executive Officer; Dr. Lawrence Lauridsen, Medical Staff President; and Mr. Jeff Smith, Sweetwater County Board of County Commissioners Liaison.

**Pledge of Allegiance**

Mr. Jones led the audience in the Pledge of Allegiance.

**Our Mission and Vision**

Ms. Richardson read aloud the mission and vision statements.

**Mission Moment**

Ms. Richardson shared a mission moment. She said we get lots of comments and thank you notes. One came from our Patient and Family Advisory Council. They have been meeting for several months now and visited departments, heard what we are working on, and feel they have been listened to. One Council member had a recent stay at the Hospital and sent an e-mail about the phenomenal care she received from every level of the organization. She said our efforts are making a huge difference. Ms. Richardson invited the Trustees to attend the next Patient & Family Advisory Council meeting on January 20. Mr. Jones shared comments from a friend who in the past had less than stellar experiences. She had a baby here and sent a message to him saying she was sincerely impressed and glad she put her trust in the Hospital. Mr. Jones said we hear the bad things and so it is so nice to hear the good things, too.

**NOTICE OF CLAIM**

The motion to reject the notice of claim as presented was made by Mr. Kelsey; second by Mr. Mathey. Motion carried. Motion carried.

available for everyone. Ms. Richardson said regarding priorities, we are looking at everything including a new electronic health record. Mr. Jones said some things related to an electronic health record are difficult to quantify like physician recruitment, patient retention, etc. Mr. Kelsey said there were discussions in the past regarding critical access hospital status. He said there are apparently some financial advantages. He asked Ms. Richardson and staff to come up with a two-three page presentation that shows the comparison, advantages, and hurdles out there we have to clear to get there. He wants more education on the topic. Ms. Richardson said our six-penny project is on the next County Commissioner meeting agenda to finalize. We are in the window for our Joint Commission survey. They were here in August 2017 and come every three years. Ms. Richardson said we are ready. The Joint Conference Committee met December 16 to review the medical staff bylaws. We have a Urologist candidate visit January 17. Ms. Richardson said we created our current strategic plan in March 2018. Last year, we held an annual update meeting. We want to do that again this year in March. We will begin gathering thoughts for the next three-year plan (2021-2024). Ms. Richardson asked the Trustees to note some upcoming education opportunities:

- May 7 Wyoming Hospital Association Trustee & CEO Conference in Thermopolis
- September 1 – 3 Wyoming Hospital Association Annual Meeting in Casper

The Wyoming legislative session starts February 10. Ms. Richardson thanked Ms. Tiffany Marshall, Foundation Director, and the Foundation for hosting a nice Gingerbread Christmas event. She thanked Ms. Leah Lassise, Executive Chef and Nutrition Services Director, and Nutrition Services for their amazing job for the December 12 annual holiday dinner. She thanked Ms. Deb Sutton, Marketing and PR Director, and Facilities for making our entry in the Rock Springs lighted holiday parade a success.

## COMMITTEE REPORTS

### Quality Committee

Dr. Sowada said the minutes and narrative are in the meeting packet. She thanked all of the staff for their quality efforts. She said the tenor of the meetings has changed. She said people are really doing a wonderful job and thanked Mr. Jones and Mr. Mathey for their persistence in helping to set the foundation for the Committee.

### Human Resources Committee

Mr. Tardoni said that due to schedule conflicts the Committee agreed to not meet in December.

### Finance and Audit Committee

**Capital Expenditure Requests:** Mr. Kelsey said the Committee made a decision at their January 6 meeting to place two capital expenditure requests on hold. He said the draft minutes reflect the reasons for holding at this time. Mr. Kelsey thanked Ms. Jan Layne, Controller, for getting the draft minutes completed so quickly.

**Narratives:** Ms. Tami Love, Chief Financial Officer, reviewed the narrative highlights included in the meeting packet. She said there was a gain for the month with a year-to-date net operating loss. Revenue is over budget, days in accounts receivable are 48, and we experienced a reduction of

revenue decrease. We had \$6.4M in collections and have 122 days of cash on hand. Our expenses are at budget. Regarding the outlook for December, Ms. Love said the payer mix improved, accounts receivable is down, and the self-pay team is focused on working on self-pay accounts receivable. We will present a plan at the February Finance and Audit Committee meeting. The State completed the peritoneal dialysis survey. We are waiting on our certification to upload to Medicare so we can submit our billing. In our budget planning, we are focusing on the revenue cycle. Ms. Love said we are in imminent need of a new electronic health record to help with our revenue cycle process. Mr. Kelsey said he is counting on staff to make sure the timetable set forth by the insurance consultant is maintained.

***Bad Debt:*** The motion to approve the net potential bad debt for December of \$810,245.47 as presented was made by Mr. Kelsey; second by Mr. Mathey. Motion carried.

### **Building & Grounds Committee**

Mr. Tardoni said he attended the Committee meeting while Dr. Sowada attended the Compliance Committee meeting. The sole issue was presented by the engineers on the central plant upgrade regarding grading to the east of the building. He believes the issue is something we need to file away because we might want to do it but not now. He sees it as scope creep.

### **Foundation Board**

Ms. Marshall said we are three and a half weeks away from the Gala. She said she has an amazing committee working hard on the event. Ms. Marshall is working on the donor wall project. End of the year donor letters will be out in early February. Ms. Marshall thanked the Board for working together to offer an auction item for the Gala. She invited the Board of County Commissioners to participate again this year. Ms. Marshall thanked Commissioner Smith for participating the past two years in the “wearing red” game at the beginning of the event.

### **Compliance Committee**

Dr. Sowada said the minutes are in the packet and said she had nothing additional to report.

### **Governance Committee**

Dr. Sowada said the minutes are in the packet. She said we need to review bylaws and committee charters. She proposes we get the work done by the April board meeting. Mr. Mathey said all charters should include items relevant to The Joint Commission and if information is not relevant, remove it. If a task doesn't need doing, don't put it in the charter. Mr. Kelsey said we talked about annual self-evaluation. Dr. Sowada said she thinks we will go back to using The Governance Institute online format next year. She said The Joint Commission requires that we do an annual self-evaluation. She said there is also a requirement we review the performance of the CEO and that is yet to be done in 2019. She thinks that is something we want to complete. Dr. Sowada said it is an opportunity to make sure we are all on the same page and gives Ms. Richardson a chance to validate we are all on the same page. It is an opportunity to look ahead collectively, celebrate what has happened, and validate we are on the same page moving forward. Mr. Jones said he

agreed and said he and Mr. Mathey will decide on a date to meet as the Executive Oversight and Compensation Committee to complete the CEO evaluation.

### **Joint Conference Committee**

Mr. Mathey reported the Committee met December 16. They reviewed the second half of the bylaws. The bylaws were referred back to the Medical Executive Committee. We hope to have a draft for Board discussion in the near future.

### **CONTRACT REVIEW**

The motion to authorize the CEO to execute the contract as presented was made by Mr. Mathey; second by Dr. Sowada. Motion carried. Mr. Kelsey thanked Mr. Rich Tyler, Information Technology Director, for obtaining references. Ms. Love said we learned CliftonLarsonAllen has been doing cybersecurity for 25 years.

### **MEDICAL STAFF REPORT**

Dr. Lauridsen reviewed the list of officers for 2020. He said the Cancer Center is one of 10 centers nationwide to receive an American Society of Clinical Oncology (ASCO) grant.

### **GOOD OF THE ORDER**

Mr. Mathey said the progress being made in the Clinic is not going unnoted. The continued progress in gains is appreciated. Mr. Mathey encouraged the Board to support doctors in obtaining a new electronic health record. Mr. Jones expressed appreciation for the recent information from Dr. Lauridsen and said it is eye opening. Mr. Tardoni congratulated Ms. Sutton and Ms. Richardson for the new website. He said it is a big improvement over the past website. Mr. Kelsey agreed the website is really nice. He asked about the status of the new Intranet. Ms. Sutton said Human Resources is working on that and she understands they are very close to rolling it out.

### **EXECUTIVE SESSION**

The motion to go into Executive Session was made by Mr. Mathey; second by Dr. Sowada. Motion carried.

### **RECONVENE INTO REGULAR SESSION**

At 5:04 PM, the motion to come out of executive session and into open session was made by Mr. Mathey; second by Dr. Sowada. Motion carried.

### **ACTION FOLLOWING EXECUTIVE SESSION**

#### **Approval of Privileges**

The motion to grant hospital privileges to doctors and healthcare professionals as discussed in executive session was made by Mr. Mathey; second by Dr. Sowada. Motion carried.

Credentials Committee Recommendations from December 10, 2019

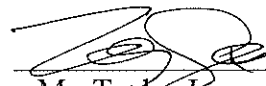
1. Initial Appointment to Associate Staff (1 year)
  - Dr. Jonathan Schwartz, Hospitalist
2. Initial Appointment to Consulting Staff (1 year)
  - Dr. Kevin Shah, Cardiovascular Disease (U of U)
  - Dr. Irma Fleming, Tele Burn (U of U)
3. Reappointment to Active Staff (2 years)
  - Dr. Scott Sulentich, Plastic Surgery
  - Dr. Cielette Karn, Pathology
4. Reappointment to Locum Tenens Staff (1 year)
  - Dr. Elizabeth Wuerslin, Pediatrics
5. Reappointment to Consulting Staff (2 years)
  - Dr. Peter Crane, Neurology
  - Dr. Jack Morshedzadeh, Cardiovascular Disease (U of U)
  - Dr. Scott Sullivan, Tele Radiology (VRad)
  - Dr. Lawrence Briggs, Tele Radiology (VRad)
6. Reappointment to AHP Staff (2 years)
  - Mark Sanders PA-C, Physician's Assistant
  - Tenny Hanson FNP, Family Practice Nurse Practitioner
  - Cathryn Koptiuch CGC, Genetic Counseling (Huntsman Cancer Institute)
  - Starla Leete CNM, Certified Nurse Midwife
7. New Business
  - Dr. Cody Christensen – additional privileges
    - UROLIFT ( Prostatic Urethral Lift Procedure )

The motion to accept the organization chart recommendations by the CEO and support of CEO in implementation of organization chart was made by Mr. Mathey; second by Dr. Sowada. Motion carried.

The motion to authorize the CEO to execute a physician contract as discussed in executive session was made by Mr. Mathey; second by Dr. Sowada. Motion carried.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 5:06 PM.



Mr. Taylor Jones, President

Attest:



Mr. Ed Tardoni, Secretary