

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

December 7, 2022

The Board of Trustees of Memorial Hospital of Sweetwater County met in regular session on December 7, 2022, at 2:00 p.m. with Dr. Barbara Sowada, President, presiding.

CALL TO ORDER

Dr. Sowada welcomed everyone and called the meeting to order.

Dr. Sowada requested a roll call and announced there was a quorum. The following Trustees were present: Mr. Taylor Jones, Mr. Marty Kelsey, Dr. Barbara Sowada, and Mr. Ed Tardoni.
Excused: Ms. Kandi Pendleton.

Officially present during the meeting: Ms. Irene Richardson, Chief Executive Officer; Dr. Brianne Crofts, Medical Staff President; and Mr. Geoff Phillips, Legal Counsel.

Dr. Sowada noted the attendance of Mr. Jeff Smith from the Sweetwater County Board of County Commissioners and thanked him for attending.

Pledge of Allegiance

Dr. Sowada led the attendees in the Pledge of Allegiance.

Our Mission and Vision

Mr. Jones read aloud the mission and vision statements.

Mission Moment

Ms. Richardson shared a story from a member of the MHSC Patient and Family Advisory Council (PFAC). At one of the first meetings, someone said the chairs for visitors in the exam rooms in the Emergency Room were very uncomfortable, especially if you have to sit in them for extended periods of time. The PFAC helped select new chairs. The same person recently visited the ER with a friend who was the patient and told Ms. Richardson how much it meant to sit on the chairs the Hospital asked community members to help select. She said they really were more comfortable and improved the experience. Ms. Richardson said it is important to show our community we want feedback, we listen, and we respond.

Dr. Sowada recognized Ms. Tiffany Marshall, Foundation Executive Director, for her presentation at the Rock Springs Chamber of Commerce luncheon. She said it was about the value of the Foundation and was very informative.

Dr. Kari Quickenden, Chief Clinical Officer, said a patient who had a mammogram visited the administration suite to tell us about her positive experience and let us know Dr. Christopher

Honeycutt took extra time with her and made a difference for her. The patient was very complimentary of the entire experience.

AGENDA

The motion to approve the agenda as presented was made by Mr. Jones; second by Mr. Kelsey. Motion carried.

APPROVAL OF MINUTES

The motion to approve the minutes of the November 2, 2022, regular meeting as presented was made by Mr. Tardoni second by Mr. Jones. Motion carried.

COMMUNITY COMMUNICATION

Dr. Sowada noted a memo in the meeting packet from Ms. Suzan Campbell, In House Counsel, regarding her service on the Wyoming Miner's Board. Dr. Sowada said she is glad the Hospital is making it possible for Ms. Campbell to attend and participate.

OLD BUSINESS

There were no items of old business.

NEW BUSINESS

Employee Policies – Workplace Violence Prevention Policy and Program

Dr. Sowada asked Dr. Ann Marie Clevenger, Chief Nursing Officer, to provide a brief review of the policy and program. Dr. Clevenger said there is a great deal of information coming forward on ways to protect staff. The Hospital has created a Workplace Violence Team. The policy and program contain a lot of information and we are trying to get the wording right. Mr. Kelsey said the Hospital seems focused on the workplace and staff with this policy. He asked if there is another policy that deals with visitors. Dr. Clevenger said there is a policy that deals with contraband that references anything that could cause harm to a patient or staff. Mr. Tardoni said anything can be a weapon, so we have to be careful when identifying weapons. Mr. Kelsey said he wants to make sure in this policy or some other policy that not just employees are subject to these guidelines. He asked for the Hospital's policy on concealed carry. Mr. Phillips said he will follow up on Mr. Kelsey's questions. Ms. Deb Sutton, Marketing Director, said we have signs posted around the Hospital referencing firearms. Mr. Kelsey said there has been a tendency to want to approve items on first reading as a rule and he feels it should be the exception. He said he thinks it is a governance issue and we should be cognizant and careful about our approach to the process. Dr. Sowada said we will take the policy and program back to the Human Resources Committee. She said the Governance Committee can discuss the review and approval process. She said continuous improvement is our motto.

Medical Staff Privilege forms – Orthopedic Surgery and Emergency Surgery

Ms. Kerry Downs, Director of Medical Staff Services, said she has been revising the privileges forms. The two forms presented have been approved by the Medical Staff. Dr. Crofts said there will be many more coming as they update all specialties. The motion to approve the Orthopedic Surgery and Emergency Surgery privilege forms as presented was made by Mr. Tardoni; second by Mr. Kelsey. Motion carried.

CHIEF EXECUTIVE OFFICER REPORT

Ms. Richardson provided a report including a strategic plan update. She thanked Dr. Israel Stewart and Shawn Rockey, P.A. for presenting to the PFAC in November. Dr. Toby Marshall, OB/GYN, will join us January 16. Clifton Larson Allen completed the charge capture review and we have developed interim and long-term goals. Ms. Tami Love, Chief Financial Officer, and her team are working on financial improvement projects. The Wyoming State Loan and Investment Board has flagged our projects to move forward. We are scheduled to review December 15 in Cheyenne. We submitted two projects for review. Ms. Richardson thanked the team involved with developing the projects and requests. We are moving forward with our “I Make A Difference” service standards. Senior Leaders will round on staff in January to share with everyone our excitement about this project. We served lunch to over 250 veterans and guests in honor of Veterans Day. Ms. Richardson thanked everyone involved in making this a huge success. We participated in the Rock Springs Lighted Parade December 3. Ms. Richardson invited the Trustees to join us for the staff holiday lunch or dinner on December 14. Ms. Richardson extended an invitation to everyone to join us for our community event the evening of December 16. Ms. Richardson recognized and thanked the County Commissioners. She said she is grateful for the relationship over the years in taking care of our community. She thanked Commissioner Smith for his support and accessibility. Ms. Richardson said all of the Commissioners have helped us get a lot done over the years. She said she is looking forward to working with the new Commissioners to continue the great work we are doing in serving our community. Ms. Richardson thanked the Trustees and the Medical Staff. She said she appreciates their passionate advocacy for care for our community. Ms. Richardson expressed appreciation to staff. The staff and providers are the heart of the Hospital. She said our community is in great hands and she sees great things coming in the future. Dr. Sowada said the work done here is amazing. She thanked Ms. Richardson for being a talented, committed leader and said she is a great guide. Dr. Sowada said we are all in it together and everyone is moving in the same direction.

COMMITTEE REPORTS

Quality Committee

Mr. Jones said he asked the Committee that rather than go over every single time every month, to review a couple of things they did well in the month and a couple of things to improve on and do some goal setting. He said he thinks that will be productive. Mr. Jones said the Committee talked about MIPS, MQSA, and how we improved falls and bar code scanning.

Human Resources Committee

Dr. Sowada said a chair report is in the packet.

Finance and Audit Committee

Mr. Tardoni said the Committee reviewed the charter and will propose a change in the near future. They want to preserve the ability for physicians to attend the Committee meetings when they can, but their main priority is taking care of patients, so they want to preserve that physicians have the opportunity to attend but not required to attend. Mr. Tardoni noted information in the packet around goals outlined.

Bad Debt: The motion to approve the net potential bad debt of \$1,594,650.36 as presented was made by Mr. Tardoni; second by Mr. Jones. Motion carried.

I.S. Report: Dr. Sowada complimented Mr. Tardoni, Ms. Love, and the Committee for including the Information Services Report in the packet.

Building and Grounds

Mr. Kelsey said the information is in the meeting packet. He said an annual plan morphed into a larger range plan that looks at various capital construction initiatives, construction, and a priority matrix where each project receives a score. Mr. Kelsey said the staff are coming up with some good ideas. When the information is ready, it will come to the Board. Dr. Sowada said this formal step to look to the future is great.

Foundation

Ms. Marshall provided an update. She said she wants to set up a Joint Board Meeting to review details of the Foundation Strategic Plan. Dr. Sowada thanked Ms. Marshall for all she does and said it is appreciated. Mr. Jones asked Trustees to let him know if they want to participate in a Red Tie Gala auction item entry from the Trustees.

Compliance Committee

Dr. Sowada said the information is in the packet.

Governance Committee

Dr. Sowada said the Committee did not meet.

Executive Oversight and Compensation Committee

Dr. Sowada said the Committee did not meet.

Joint Conference Committee

Dr. Sowada said the Committee did not meet.

MEDICAL STAFF REPORT

Dr. Crofts said the General Medical Staff met in November and re-elected officers. Dr. Crofts will continue as President, Dr. Alicia Gray is Vice-President, and Dr. Steven Croft is Secretary/Treasurer. Dr. Crofts said she was impressed with the turnout of Medical Staff to the meeting. They received a short presentation from Press Ganey geared more to physicians. Part of the presentation touched on how to improve getting surveys returned. Dr. Crofts said we continue recruiting a general surgeon. Dr. Sowada thanked Dr. Crofts and asked her to thank the Medical Staff for the Board.

GOOD OF THE ORDER

Mr. Tardoni said he sat in at the Human Resources meeting and heard about MOAB training. He suggested one of the trainers provide an overview as board education. His concern is if training is happening at the Hospital, especially in this area, then the Trustees should know what is being taught.

Ms. Richardson thanked Senior Leaders and her direct reports for their hard work and dedication.

Dr. Sowada thanked Commissioner Smith on behalf of the Board for being our liaison. She expressed appreciation to the full Board of County Commissioners for being our champions and cheerleaders. Commissioner Smith said when he was elected and choices were being made on assignments, he said he wanted to work with the Hospital. He said we are so fortunate to have this Hospital and leadership and staff.

EXECUTIVE SESSION

The motion to go into executive session was made by Mr. Jones; second by Mr. Tardoni. Motion carried.

RECONVENE INTO REGULAR SESSION

At 5:01 p.m., the motion to leave executive session and return to regular session was made by Mr. Jones; second by Mr. Tardoni. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION

Approval of Privileges

The motion to approve the list of clinical privileges to the Medical Staff as reviewed in executive session was made by Mr. Kelsey; second by Mr. Jones. Motion carried.

Credentials Committee Recommendations from November 8, 2022

1. Initial Appointment from Locum Tenens to Active Staff (2 years)
 - Dr. Rasheel Chowdhary, Pulmonary Medicine
2. Initial Appointment to Associate Staff (1 year)
 - Dr. Mark Reilly, Radiation Oncology

3. Initial Appointment to Non-Physician Provider Staff (1 year)
 - Elisa Robbins, Licensed Clinical Social Work (SWCS)
4. Reappointment to Active Staff (2 years)
 - Dr. Lawrence Lauridsen, Occupational & Family Medicine
5. Reappointment to Consulting Staff (2 years)
 - Dr. Patrick Plummer, Sleep Medicine
 - Dr. Lee Chung, Tele Stroke (U of U)
 - Dr. Jennifer Majersik, Tele Stroke (U of U)
 - Dr. Christian Van Kirk, Tele Radiology (VRC)

The motion to approve the employment contract presented by the CEO and authorize the CEO to sign the contract as discussed in executive session was made by Mr. Kelsey; second by Mr. Jones. Motion carried.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 5:02 p.m.

Dr. Barbara Sowada, President

Attest:

Ms. Kandi Pendleton, Secretary