

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

March 6, 2019

The Board of Trustees of Memorial Hospital of Sweetwater County met in regular session on March 6, 2019, at 2:00 PM with Mr. Richard Mathey, President, presiding.

CALL TO ORDER

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

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.

Mr. Mathey led the audience in the Pledge of Allegiance. Mr. Tardoni read aloud the mission and vision statement.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

The motion to approve the minutes of the January 7, 2019, regular meeting as presented was made by Mr. Jones; second by Mr. Kelsey. Motion carried. The motion to approve the minutes of the January 31, 2019, special workshop as presented was made by Mr. Jones; second by Mr. Tardoni. Motion carried. The motion to approve the minutes of the February 26, 2019, special meeting with the general medical staff was made by Mr. Jones; second by Mr. Kelsey. Motion carried.

COMMUNITY COMMUNICATION

There were no comments.

OLD BUSINESS

For Board Approval

Conflict Resolution Policy

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

Drug and Alcohol Free Workplace Policy

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

Board Meetings and Workshops

Mr. Mathey said forgoing meetings here and there is much appreciated. Preparing and conducting is a big time commitment. Mr. Mathey said we should do more of this as our circumstances allow. If we do not have pressing matters, perhaps we should have more workshops and fewer meetings. A Quality Committee workshop is scheduled August 29. The Board is not having a regular meeting in September. Mr. Mathey said we are considering cutting back on quarterly special meetings. He said they serve a purpose and should be held but perhaps they are not needed every quarter. Mr. Mathey said he is considering rearranging and reducing the number of meetings. He invited the views of the Trustees, Dr. Lauridsen, and Ms. Tiffany Marshall, Foundation Director. Mr. Kelsey suggested meeting two times annually with the Medical Staff and Foundation. Mr. Jones and Dr. Lauridsen agreed less is more. Ms. Marshall said the Foundation Board finds value in meeting together and strengthening the relationship within the organization. Mr. Mathey said he would propose a meeting schedule at the next regular meeting.

Outstanding – Not Ready for Board Consideration

Credentialing Policy

Mr. Mathey said the Board will consider the policy when they consider the adoption of the new medical staff bylaws.

NEW BUSINESS

There was no new business.

CHIEF EXECUTIVE OFFICER REPORT

Ms. Richardson thanked everyone including the Board for their hard work. She thanked the Board of County Commissioners. Ms. Richardson said we are working hard to take care of our patients and our community. She said we are one year into our work on the strategic plan and we have reached some milestones. She is conducting a half-day retreat March 11 to review the strategic plan. Ms. Richardson provided a brief overview of work in the five pillars. Physician recruitment and retention work continues. Doctors' Day is March 27. We will celebrate our providers at an April 10 dinner. Town Halls will be held in April. The community health fair is scheduled March 9 and we are excited to have 45 booths. The Kiwanis Club continues to meet weekly at the Hospital and physicians and department leaders present monthly. The Rock Springs Chamber Enterprise Committee meets at the Hospital monthly. Ms. Richardson thanked Mr. Smith for joining us in several meetings and for his instrumental work in helping us create a hospital maintenance fund.

COMMITTEE REPORTS

Quality Committee

Ms. Kara Jackson, Quality Director, reported in 2017 we were a two star rated hospital within the Hospital Compare program. We were awarded a four star rating in February 2019. Ms. Jackson noted this is a big accomplishment and thanked all of the staff because this accomplishment was achieved due to work at every level and in every department of the Hospital. Ms. Jackson reported the March Quality Committee meeting was replaced with a LEAN forum and presentation March 20 from 11 a.m. to 1 p.m. She invited the Trustees to attend and said we plan to conduct forum updates quarterly. Mr. Kelsey said it is remarkable to go from two stars to four stars in such a short time. He said the Committee is looking at ways to show the Board what the Quality Department thinks is important for the Board to see.

Human Resources Committee

Mr. Tardoni said there were no December Committee meeting minutes because they are working on a new format. They are working on ways of submitting minutes. They will work toward not killing trees with so many copies of information in the packet. The Committee considered a social media policy. It was approved to forward to the Board so he will submit for review at the next regular meeting. Mr. Tardoni emphasized entry-level opportunities for someone interested in a career at the Hospital.

Finance and Audit Committee

Capital Expenditure Request: The motion to approve capital expenditure request FY19-30 for an endoscopic system as described in the packet for \$359,119.93 was made by Mr. Kelsey; second by Mr. Jones. Motion carried. The motion to approve capital expenditure request FY19-32 for an ultrasound system and a PICC placement device as presented for \$35,125 was made by Mr. Kelsey; second by Mr. Jones. Motion carried.

Narratives: Ms. Tami Love, Chief Financial Officer, reviewed the narrative highlights included in the meeting packet.

Bad Debt: The motion to approve the net potential bad debt of \$1,063,128.63 for January as presented by Mr. Ron Cheese, Patient Financial Services Director, was made by Mr. Kelsey; second by Mr. Jones. Motion carried. The motion to approve the net potential bad debt of \$879,321.79 for February as presented was made by Mr. Kelsey; second by Mr. Jones. Motion carried.

Building and Grounds Committee

Mr. Jim Horan, Facilities Director, referenced meeting minutes from the last meeting. The retaining wall project has been approved and work is moving ahead. Engineering has been engaged in the central plant upgrade. He said there was nothing new to report. Mr. Tardoni said he has been tracking the metrics and we do have a trend. Mr. Mathey said there have been vast improvements from what committees used to produce and he appreciates it.

Foundation Board Committee

Mr. Jones reported 10 tables are already reserved for the 2020 Red Tie Gala. He said the Foundation has received great feedback on the recent event. We are looking at increasing tickets and tables next year. He reported we raised \$142,790 which is about the same as last year. Mr. Jones said the Board auction entry raised over \$3,000. He thanked his wife for making the auction item happen and thanked the Board for their donations and support. Mr. Jones said the Foundation Board has been evaluating factors to consider for next year including revisiting some previous plans about structure. He reported the Waldner House is being used and is a very valuable resource for us. Ms. Teresa Noble resigned from the Board. Mr. Jones said she has been a great member. Ms. Gina Harvey has joined the Board and will serve as Treasurer. The Board is working on an outline for the golf tournament. Ms. Marshall has been working on a \$25,000 grant for skin cancer prevention.

Compliance Committee

Mr. Tardoni reviewed the report in the packet. He said it ensures a monitor on activity and this is the way we'll track it. A hotline has been established. Mr. Tardoni said work teams are assigned by the compliance work committee.

Joint Conference Committee

Mr. Mathey reported there has been no activity over the last month. He said we are working on medical staff bylaws. The initial draft is being revised by Ms. Kerry Downs, Medical Staff Services Supervisor, and Ms. Suzan Campbell, Chief Legal Executive and General Counsel.

CONTRACT REVIEW

Ms. Campbell said the checklists for the contracts approved by the CEO since the last meeting were available in the packet.

MEDICAL STAFF REPORT

Dr. Lauridsen reported the Medical Executive Committee met February 19. The Medical and Surgical Departments have not met. The General Medical Staff met February 26. Dr. Lauridsen said the contact person for the Walk With A Doc Program is Ms. Kelly Sugihara, Wyoming Cancer Resource Services. Upcoming events are scheduled March 12 and April 16.

GOOD OF THE ORDER

Mr. Jones congratulated everyone on achieving the four star quality rating. Mr. Smith congratulated and commended the staff on their hard work. He said it doesn't happen overnight; it is a process. He referenced "four walls marketing" and said we have to take care of what happens inside. Chang is not fast but happens over time and it works.

Mr. Kelsey submitted a suggestion for the Hospital intranet site. He said it contains a nice directory of employees with names and titles. He said he would like to see it organized better and suggested

a picture with a name would be helpful. Mr. Kelsey said he thinks it would improve communication in the Hospital. Ms. Deb Sutton, Public Relations and Marketing Director, said we are working on selecting a new vendor for the external internet site. The internal site has been taken over by Human Resources and they are looking at options to update or select a new provider. Ms. Richardson said she will forward Mr. Kelsey's comments to Ms. Amber Fisk, Human Resources Director.

Mr. Tardoni commented on using a new patient portal and gave his recommendation that it worked well. He said he has been encouraging people who get the link to use it. Ms. Leslie Taylor, Clinic Director, said Phreesia is a new program in the Clinic. People can register on their phone or on one of our tablets. We can send surveys. She said so far it's going really well and already increasing our daily revenue. Ms. Taylor said we are getting good feedback.

EXECUTIVE SESSION

The motion to go into Executive Session for the reasons noted on the agenda was made by Mr. Jones; second by Mr. Kelsey. Motion carried.

RECONVENE INTO REGULAR SESSION

The motion to come out of Executive Session at 5:01 PM was made by Mr. Jones; second by Mr. Kelsey. Motion carried.

The motion to approve the waiver requirements of a physician as discussed was made by Mr. Jones; second by Mr. Tardoni. Motion carried.

The motion to authorize the CEO to sign physician contracts as discussed was made by Mr. Jones; second by Mr. Kelsey. Motion carried.

CREDENTIALS

Approval of Privileges

The motion to approve the February 12, 2019, Credentials Committee Recommendations as follows for appointment to the Medical Staff was made by Mr. Jones; second by Mr. Kelsey. Motion carried.

1. Initial Appointment to Active Staff (2years)
 - Dr. Weston Jones, Pediatric Dentistry
2. Initial Appointment to Locum Tenens Staff (1year)
 - Dr. Terry Donaldson, Internal Medicine
3. Reappointment to Active Staff (2 years)
 - Dr. Steven Croft, Anesthesia
 - Dr. James Martinchick, Pathology
 - Dr. Peter Jensen, Ophthalmology
 - Dr. Jeffery Wheeler, OB/GYN

4. Reappointment to Locum Tenens Staff (1 year)
 - Dr. Robert Lipscomb, Orthopedic Surgery
 - Dr. Ludwig Kroner, Orthopedic Surgery
 - Dr. Joy Neyhart, Pediatrics
5. Reappointment to Consulting Staff (2 years)
 - Dr. Humphrey Mansfield, Tele Radiology (VRAD)
 - Dr. David Tague, Tele Radiology (VRAD)
 - Dr. Frank Rembert, Tele Radiology (VRAD)
6. Reappointment to AHP Staff (2 years)
 - Alisha Mackie, RNFA

ADJOURNMENT

There being no further business to discuss, the motion was made, second and carried to adjourn.


Mr. Richard Mathey, President

Attest:


Mr. Ed Tardoni, Secretary