

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

**September 14, 2022**

The Board of Trustees of Memorial Hospital of Sweetwater County met in regular session on September 14, 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. She said we celebrate the transition from meeting on the computer to being face-to-face. Dr. Sowada led a discussion of the Trustees' least favorite and/or favorite thing about meeting online, and the benefits of meeting in person. She said Covid is somewhat behind us, and we are in a transition phase and looking forward to a new period. She noted how well the Hospital worked together to get through this time and expressed the Board's deepest thanks.

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

Officially present during the meeting: Ms. Irene Richardson, Chief Executive Officer; Dr. Brianne Crofts, Medical Staff President.

**Pledge of Allegiance**

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

**Our Mission and Vision**

Dr. Sowada invited Ms. Richardson to read aloud the mission and vision statements.

**Mission Moment**

Ms. Richardson said she is proud of our representation at the recent Wyoming Hospital Association annual meeting. She said the group attended presentations and the awards banquet as a team, and said it was an opportunity to network.

Ms. Pendleton said she read three "raves" online on social media about the Hospital at the end of August and read the messages aloud.

**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 August 3, 2022, regular meeting as presented was made by Mr. Tardoni; second by Mr. Jones. Dr. Sowada requested a change under the professional practice review plan to replace “triggered” with “sentinel”. Mr. Tardoni rescinded his motion. The motion to approve the minutes of the August 3, 2022, regular meeting with the change as requested was made by Mr. Jones; second by Mr. Tardoni, Ms. Pendleton said she was not in attendance and abstained. The motion carried.

## **COMMUNITY COMMUNICATION**

There were no comments.

## **OLD BUSINESS**

### **Professional Practice Review Plan**

Ms. Kerry Downs, Medical Staff Services Director, said review is still in process. The Plan will be presented to the Peer Review Committee and the Medical Executive Committee. She said we hope to have it back sometime in October.

## **NEW BUSINESS**

### **Green River Meeting**

Dr. Sowada said the bylaws say the September meeting will be held in Green River. The Board agreed to meet in Green River for the October meeting.

### **Proposed Changes to Medical Staff Bylaws and Rules and Regulations**

Ms. Downs reviewed the changes and said they have been approved by the General Medical Staff. The motion to approve the changes as presented was made by Ms. Pendleton; second by Mr. Jones. Motion carried.

### **Physician Initial Application**

Ms. Downs said with the changes to the bylaws approved in March and the credentials policy approval in August, we continue to bring everything in-line and consistent. The motion to approve the physician initial application as presented was made by Ms. Pendleton; second by Mr. Jones. Motion carried.

### **Governance Charter**

Dr. Sowada said the rewritten and draft charters are in the packet. Mr. Kelsey reviewed the changes. The motion to approve the charter as presented was made by Mr. Jones; second by Ms. Pendleton. Motion carried.

## **Plan for Providing Patient Care Services and Scopes of Care**

Dr. Ann Marie Clevenger, Chief Nursing Officer, provided an overview. She said Ms. Robin Fife, Clinical Administrative Assistant, starts the process by sending the Plan out to leaders with a request for updates. Dr. Clevenger highlighted some of the changes. Dr. Sowada said there is a large amount of information provided and if someone reads it, they will know everything about the services the Hospital offers. Dr. Sowada thanked Ms. Fife for her work. Dr. Sowada asked for clarification of who is in charge if Ms. Richardson is out for an extended period of time. Ms. Richardson said we utilize an Administrator On Call (AOC) process and it is working well.

### **CHIEF EXECUTIVE OFFICER REPORT**

Ms. Richardson recognized Ms. Patty O'Lexey, Director of Education, for her nomination for the Wyoming Hospital Association Norman S. Holt nursing award. Dr. Clevenger read aloud the nomination letter she submitted. The audience gave a standing ovation to Ms. O'Lexey. Ms. O'Lexey thanked MHSC for allowing her to work here. Mr. Kelsey noted it was incredibly impressive what she has done above and beyond. Ms. Richardson provided a strategic plan update. She said 846 people have completed the person-centered care workshop and 446 people have completed the communicating with empathy workshop. The Patient and Family Advisory Council toured the Dialysis Department at their meeting August 29. They will meet again September 26 and tour the new outpatient infusion area. We continue focusing on our PIPS (Performance Improvement and Patient Safety) Plan initiatives including HCAHPS, sepsis, and medication errors. We will conduct a culture of safety survey in October. The Rock Springs Chamber of Commerce will host the Rock Star Awards event November 4. We have been nominated for the Outstanding Industry Award again this year. Ms. Richardson said we are in the process of conducting a workplace experience survey. We are continually working on adherence to the budget. The outlook nationwide is bleak. We are working very hard to turn our finances around. We are working with Cerner and focusing on charge capture for revenue. Our new system is a complete change from how we used to capture charges. CliftonLarsonAllen will be onsite in October to assist in the process. Ms. Richardson will conduct a Town Hall Meeting with staff at the end of October. We continue to work with Unidine for our culinary services. We probably won't hear anything on our State Land and Investment Board (SLIB) projects until October/November. They have received over 200 applications totaling over \$200M. We are watching for the economic impact analysis results from the Wyoming Hospital Association. Ms. Richardson reported the county fair was wonderful and she thanked the many volunteers from the Hospital who helped make it happen. She said the hospital picnic was a huge success and said our Human Resources Department work hard to help staff feel welcome and enjoy their experiences as employees. Casino Night is schedule September 17. Ms. Richardson said the Wyoming Hospital Association Board created strategic initiatives and they focus on finances, behavioral health, and workforce. Ms. Richardson will attend the American Hospital Association regional policy board meeting later in September. She thanked staff and physicians for the excellent job they do, and the Board and County Commissioners for their support.

## COMMITTEE REPORTS

### **Quality Committee**

Mr. Jones said the information is in the meeting packet. He said the comments Ms. Pendleton shared during the mission moment showed the impressive things happening in the different departments.

### **Human Resources Committee**

Ms. Pendleton reviewed some committee highlights and said the minutes are in the meeting packet.

### **Finance and Audit Committee**

Mr. Tardoni said his comments are in the meeting packet. Ms. Tami Love, Chief Financial Officer, reviewed financial highlights for the month. She said the year end is not completely audited yet as we are waiting to see what the auditors find in the charge capture review. Dr. Sowada asked if there are time limits on how far back we can go on charges. Ms. Love said different entities have different requirements. Mr. Tardoni said we are trying to replace contract travel staff with hired staff. Ms. Love said we are completely paid back on Medicare advance payments so we will start receiving payments from them again. We are getting proposals for someone to come in and help us work our accounts receivable accounts. Mr. Tardoni noted a report from the Director of IT to Finance and Audit. Ms. Love said we think things are leveling-off as we are coming into our typically busier months. She said the big push is getting our expenses down. Mr. Tardoni said we have a challenge, and we are working on it. Mr. Kelsey said we are in good hands with the staff members, and he said he knows we are doing our best and the efforts are appreciated.

***Bad Debt:*** The motion to approve the net potential bad debt of \$32,153.60 as presented was made by Mr. Tardoni; second by Mr. Kelsey. Motion carried.

### **Building and Grounds**

Mr. Kelsey said the information is in the meeting packet.

### **Foundation**

Ms. Tiffany Marshall, Foundation Executive Director, said the Foundation Board of Directors met in August and approved a new mission statement. She said officers were elected. They continue to work on their strategic plan. They have identified four pillars and targets within each area. Guardian Angel program recognition is coming soon. A Health and Human Services grant for \$500,000 was submitted to address plumbing issues in the Foundation Lab area. All proceeds from the upcoming Casino Night event will benefit our patient TV program to provide more options and improve their experience.

### **Compliance Committee**

Ms. Pendleton and Mr. Jones said the information is in the meeting packet.

## **Governance Committee**

Dr. Sowada said the information is in the meeting packet. She thanked everyone for approving the updated charter.

## **Executive Oversight and Compensation and Joint Conference Committee**

Dr. Sowada said the groups have not met.

Dr. Sowada said all the work being done and reported through the committees shows the dedication of the staff in getting things done for patients, which is our core responsibility, and for staff. She said we have a lot to be grateful for.

## **CONTRACT REVIEW**

### **Consent Agenda**

Ms. Suzan Campbell, In House Counsel, reviewed the agreement. Dr. Sowada asked if we have an estimate of the net benefit on our investment. Ms. Richardson said she can calculate and provide the information. The motion to approve the contract as presented was made by Ms. Pendleton; second by Mr. Jones. Motion carried.

## **BOARD EDUCATION**

### **Frontline: The Healthcare Divide Season 2021 Episode 11**

The Trustees shared comments and highlights of the video. They agreed it was interesting and thought-provoking.

## **MEDICAL STAFF REPORT**

Dr. Crofts reported the Medical Staff met and proposed a bylaw change. Dr. Crofts thanked the Board for their approval of the change.

## **GOOD OF THE ORDER**

There were no comments.

## **EXECUTIVE SESSION**

The motion to go into executive session was made by Mr. Jones; second by Ms. Pendleton. Motion carried. Dr. Sowada said there would be a seven-minute break.

## RECONVENE INTO REGULAR SESSION

At 4:55 p.m., the motion to leave executive session and return to regular session was made by Ms. Pendleton; second by Mr. Jones. Motion carried.

## ACTION FOLLOWING EXECUTIVE SESSION

### Approval of Privileges

The motion to approve the list of clinical privileges and appointments to the Medical Staff was made by Ms. Pendleton; second by Mr. Jones. Motion carried.

Credentials Committee Recommendations from August 9, 2022

1. Initial Appointment to Associate Staff (1 year)
  - Dr. William Moore, OB/GYN
  - Dr. Theodore Hartridge, Emergency Medicine (U of U)
  - Dr. Hank Song, Emergency Medicine (U of U)
2. Initial Appointment to Non-Physician Provider Staff (1 year)
  - Shawn Rockey, Physician Assistant
3. Reappointment to Active Staff (2 years)
  - Dr. Israel Stewart, Internal Medicine
  - Dr. Sigsbee Duck, Otolaryngology
  - Dr. Jean Stachon, Public Health and Family Medicine
  - Dr. Joseph Oliver, Orthopaedic Surgery
4. Reappointment to Consulting Staff (2 years)
  - Dr. Joseph Horner, Tele Radiology
5. Reappointment to NPP Staff (2 years)
  - Jessica Nielson, Licensed Clinical Social Work (SWCS)

The motion to approve the provider contracts and authorize the CEO to execute the contracts as discussed in executive session was made by Ms. Pendleton; second by Mr. Jones. Motion carried.

## ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:56 p.m.

*Dr. Barbara Sowada, President*

Attest:

*Ms. Kandi Pendleton, Secretary*