

**MEMORIAL HOSPITAL OF CONVERSE COUNTY
BOARD OF TRUSTEES**

Date: January 27, 2016

Location: Hospital Boardroom

Present: Gay Bolln; Robert Kayser; Bobbe Fitzhugh

Ryan Smith; Karl Hertz; Cristy Cobb; Dave Patterson; Curt Dugger; James Morgan, MD; Deeanne Engle, MD; Mark Campbell, MD; Brian Retherford, MD; Terry Moss; Denise Lyons; Diane Harrop; James Hardee, Hospital Attorney; Jennifer Kocher, Douglas Budget; Doug White, MD (late)

Absent: Charles Lyford, MD; Colleen Bolte; Roberto Fars, MD

Call to Order: By Gay Bolln

Time: 5:30pm

Agenda: Reviewed and approved

Previous Minutes: Motion to approve the December 9, 2015 minutes made by Robert Kayser; seconded by Bobbe Fitzhugh. All present approved; motion carried.

Topic	Discussion	Action Plan	Follow-Up
Public Presentations			
	None		FYI
Public Comment			
	Ryan introduced Robin Park, a recent STEMI patient in the ER, who wanted to express his gratitude for the care he received. Robynn Scheehle, Jennifer Everett, Joe Bearfield and Vern Arends joined the meeting during this time. The summary report from WMC for Mr. Park was included in the packet. Bob noted how uncommon it is in Wyoming to have a paramedic on every ambulance run as is the case at MHCC. Ryan noted some improvement in communication with WMC related to receiving discharge summaries.		FYI
Strategic Plan			
Values	Our essential values were included within the board materials.	We hold ourselves accountable to the highest ethical and performance standards, demonstrating honesty, professionalism and sincerity.	FYI
Balanced Scorecard & BODES	The Balanced Scorecard and BODES for the fourth quarter of 2015 were included in the packet. Ryan talked through each item. Cristy talked about possible causes for the drop in		FYI

January 27, 2016

**MEMORIAL HOSPITAL OF CONVERSE COUNTY
BOARD OF TRUSTEES**

Topic		Action Plan	Follow-Up
Balanced Scorecard & BODES (cont'd)	outpatient satisfaction scores and several changes being made to address the issues. Missy talked about the five falls (w/o injury) this quarter and the Fall BODE. She noted the compliance rates for the new Fall Precautions. Cristy talked about the one HAI in the quarter and prevention measures being put in place. Robert Kayser noted that it might be time for a second UV machine. The physician and employee engagement survey reports were included in the packet.		FYI
Performance Plan/Hospital Incentive Chart	The final Performance Plan and Incentive Chart for the second quarter were included in the packet.		FYI
Consent Approval:			
Finances	The November and December 2015 financials and statistical packets were included in the packet. Robert Kayser noted the historic \$8.3M gross revenue in December. He shared a Fitch comparison of MHCC to other non-profit hospitals. He noted our above average standing in most areas except AR days, where our goal should be 48, and days cash on hand, where our goal should be 200.	Motion to accept the November and December 2015 financials as presented made by Robert Kayser; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI
Write-Offs	November 2015 write-offs in the amount of \$166,240.58 and indigent care in the amount of \$542,437.27 were presented for approval as well as the December write-offs in the amount of \$105,590.27 and indigent care in the amount of \$1,596,105.50.	Motion to accept the November and December 2015 write-offs and indigent care as presented made by Robert Kayser; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI
Vouchers	The December 2015 and January 2016 vouchers were presented for approval. Colleen Bolte had approved the vouchers via email.	Motion to accept the December 2015 and January 2016 vouchers as presented made by Robert Kayser; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI

January 27, 2016

**MEMORIAL HOSPITAL OF CONVERSE COUNTY
BOARD OF TRUSTEES**

Topic	Discussion	Action Plan	Follow-Up
Old Business:			
MRI & ED Remodel	Ryan recapped the MRI situation with the state and updated the group on the ER remodel. Following a call from Toshiba stating the MRI won't fit in the Lab waiting room due to the beam, Ryan is considering working with the representative from Gillette, Eric Barlow, to seek a variance from the state. TSP will be on site 2/18 with ER remodel options.		FYI
New Business:			
Annual Review of Policies and Procedures	Ryan noted that it was necessary to document the review of all policies and procedures by the MHCC Board of Trustees that are in place at MHCC, OTRHC and RCRHC at the beginning of each calendar year.	Motion to accept the policies as reviewed and document such review of all policies and procedures, including debt/lease covenants that are in place at MHCC, OTRHC and RCRHC by the Board of Trustees as they related to Critical Care Access Hospitals (CAH) designation made by Bobbe Fitzhugh; seconded by Robert Kayser. All present approved; motion carried.	FYI
Designated Depositories	Ryan presented Converse County Bank as a depository for hospital Funds.	Motion to approve Converse County Bank as a hospital depository for 2016 made by Robert Kayser; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI
Medical Staff Bylaws Changes	Changes to the Medical Staff Bylaws as approved at the January 20, 2016 Medical Staff meeting were included in the packet. These changes related to allowing the National Board of Physicians and Surgeons (NBPAS) to be an alternate recertification board and an amendment to allow streamlined credentialing for telemedicine.	Motion to approve the Medical Staff Bylaws changes as presented by Medical Staff made by Robert Kayser; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI
Foundation Report	Diane Harrop reported that the Foundation will approve the Executive Director job description,		FYI

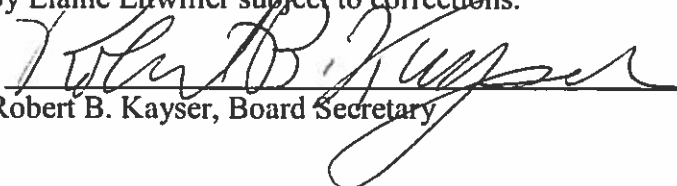
**MEMORIAL HOSPITAL OF CONVERSE COUNTY
BOARD OF TRUSTEES**

Topic	Discussion	Action Plan	Follow-Up
Foundation Report (cont'd)	strategic plan, gift acceptance policy and investment policy at their February meeting. These documents, along with the new bylaws and conflict of interest policy already approved, constitute her efforts to strengthen the Foundation. She indicated the Foundation plans to focus on individual donors this year. Diane noted the new donor wall panels are being corrected.		FYI
CEO Report			
Educational Opportunities			
Rural Hospital Conference		Copies of the conference registrations, flight itineraries and hotel reservations were distributed.	FYI
Executive Session			
		It was moved by Gay Bolln; seconded by Robert Kayser to adjourn to Executive Session at 6:55pm pursuant to W.S. §16-4-405(a) (i) and (iv). All present approved; motion carried.	
		It was moved, seconded and carried to adjourn from Executive Session at 7:32pm.	
Credentials	<p>Dr. Engle presented the following credentialing activity for approval:</p> <ul style="list-style-type: none"> ➤ <i>Michaela Ivan, MD</i> for provisional contract staff privileges (eICU) ➤ <i>Roberto Fars, MD</i> for active staff reappointment (Hospitalist) ➤ <i>Jonathan Grosdidier, MD</i> for active staff reappointment (Surgery) ➤ <i>Arvin Santos, MD</i> for contract staff reappointment (eICU) ➤ <i>Ahmed Daoud, MD</i> for contract staff reappointment (eICU) 	Motion to approve the credentials as presented based upon the recommendation of the medical staff made by Robert Kayser; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI

**MEMORIAL HOSPITAL OF CONVERSE COUNTY
BOARD OF TRUSTEES**

Topic	Discussion	Action Plan	Follow-Up
Credentials (cont'd)	<ul style="list-style-type: none"> ➤ <i>Junaid Syed, MD</i> for contract staff reappointment (eICU) ➤ <i>Troy Votruba, CRNA</i> for AHP staff reappointment (Anesthesiology) ➤ <i>Doug White, MD</i> for active staff reappointment (Radiology) ➤ <i>Peter White, MD</i> for contract staff reappointment (eICU) ➤ <i>Jacqueline Retherford, WHNP</i> for conclusion of provisional status for Botox injections. 		

Adjournment: Gay Bolln asked if there was any objection to adjournment. There was none, the meeting was adjourned at 7:32pm. Minutes typed by Elaine Litwiller subject to corrections.

Approved By: 
Robert B. Kayser, Board Secretary

Date: 2/24/16