

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

Date: August 24, 2016

Location: Hospital Boardroom

Present: Gay Bolln; Robert Kayser; Bobbe Fitzhugh; Colleen Bolte; Dr. Charles Lyford
Ryan Smith; Karl Hertz; Cristy Cobb; Curt Dugger; James Morgan, MD; Brian Retherford, MD; Mark Campbell, MD; Doug White, MD; Terry Moss; Missy Swanson; Denise Lyons; Tom Murphy (Guest); Denise McCord (Guest)

Absent: Dave Patterson; Deeanne Engle, MD; James Hardee, Hospital Attorney; Roberto Fars, MD

Call to Order: Robert Kayser

Time: 5:30pm

Agenda: Reviewed and approved

Previous Minutes: Motion to approve the July 27, 2016 minutes made by Dr. Charles Lyford; seconded Gay Bolln. All present approved; motion carried.

Topic	Discussion	Action Plan	Follow-Up
Introduction of Guests			
	Ryan introduced Tom Murphy and Denise McCord from Yellowstone Insurance Exchange.		FYI
Public Presentations and Comment			
Yellowstone Insurance Exchange	Tom shared a presentation on Yellowstone's structure and services. Denise talked about their risk management services. Denise will work with Missy tomorrow to build the hospital's incident reporting system.		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 second quarter of 2016 were again included in the packet.		FYI
Performance Plan/Hospital Incentive Chart	The current Performance Plan and Incentive Chart were included in the packet.		FYI
Consent Approval:			
Write-Offs	July 2016 write-offs in the amount of \$76,853.94 and indigent care in the amount of \$895,865.39 were presented for approval.	Motion to accept the July 2016 write-offs and indigent care as presented made by Dr. Charles Lyford; seconded by Bobbe	FYI

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Topic		Action Plan	Follow-Up
Write-Offs (cont'd)		Fitzhugh. All present approved; motion carried.	
Vouchers	The August 2016 vouchers had been reviewed by Dr. Charles Lyford and were presented for approval.	Motion to accept the August 2016 vouchers as presented made by Dr. Charles Lyford; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI
Financials	The July 2016 financial and statistical packet was included in the packet. Ryan reviewed the volume decline and income statement loss. Robert Kayser commented on the demand in the community for \$7M in services each month, which is a good business volume. He also talked about cost reduction and shared some key points from an article about the <i>Strategic Cost Control Survey</i> Ryan had emailed. He stated that cost reduction needs to be a permanent program; not something we do once in a while.	Motion to accept the July 2016 financials as presented made by Dr. Charles Lyford; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI
Old Business:			
Proposed FY17 Incentive Plan	The proposed Incentive Plan for FY17 was again included in the packet. Cristy shared a presentation detailing the new measures for FY17 and the corresponding action plans for tracking. She also talked about the cross training among the nursing staff. To explain the focus on sepsis, Cristy shared the story of a missed sepsis patient in the ER in January. Dr. Morgan noted a recent communication from the CDC regarding their focus on sepsis. Ryan shared that the clinic providers will discuss whether they wish to participate in the sepsis screening at their Sept. meeting. He also noted that Operating Margin will be a knock out provision for the annual payout but not the quarterly.	Motion to accept the FY17 Incentive Plan as presented made by Dr. Charles Lyford; seconded by Bobbe Fitzhugh. All present approved; motion carried.	FYI

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Topic	Discussion	Action Plan	Follow-Up
ED Remodel Update	Karl shared a presentation to update the group on the status of the ED remodel. He noted that all of the required documents have been submitted to the state. TSP will be on site Aug. 30. Karl talked about the plan to move the ER to PACU to reduce construction time from 10 months (with phases) to 2 months. Floor plans were also included in the presentation. Ryan noted the decline in ER volumes this year – even during Fair week. The estimated cost of the ER remodel is \$550,000. The Foundation has already raised \$315,000! This includes \$89,000 from providers and staff.		FYI
New Business:			
Leapfrog Recognition	Two letters of recognition from Leapfrog were included in the meeting packet. One for elective deliveries and another for medication safety. Karl shared that a public announcement is being prepared.		FYI
Foundation Report			
	Denise gave kudos to everyone for their support and participation in raising money for the ER remodel.		FYI
CEO Report			
	None		FYI
Educational Opportunities			
	None		FYI
Executive Session			
		It was moved by Robert Kayser; seconded by Gay Bolln to adjourn to Executive Session at 7:18pm pursuant to W.S. §16-4-405(a) (ii). All present approved; motion carried.	
		It was moved, seconded and carried to adjourn from Executive Session at 7:30pm.	

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Topic	Discussion	Action Plan	Follow-Up
Credentials	Dr. Retherford presented the following credentialing recommendations for approval: <u>REAPPOINTMENTS</u> <ul style="list-style-type: none"> ➤ <i>Sheila Sterkel, PA</i> – recommended for reappointment of AHP privileges (Physician Assistant) ➤ <i>Deb Walker, PA-C</i> – recommended for reappointment of AHP privileges (Physician Assistant) 	Motion to approve the credentials as presented based upon the recommendation of the medical staff made by Dr. Charles Lyford; seconded by Gay Bolln. All present approved; motion carried.	FYI

Adjournment: Robert Kayser 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: 
 Bobbe Fitzhugh, Board Secretary

Date: 9/28/16