

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

**Date:** October 26, 2016

**Location:** Hospital Boardroom

**Present:** Robert Kayser; Gay Bolln; Colleen Bolte; Dr. Charles Lyford

Ryan Smith; Karl Hertz; Cristy Cobb; Curt Dugger; Dave Patterson; Deeanne Engle, MD; James Hardee, Hospital Attorney; Brian Retherford, MD; Dennis Yutani, MD; Terry Moss; Denise Lyons; Tom Holt, Missy Swanson

**Absent:** Bobbe Fitzhugh; James Morgan, MD

**Call to Order:** Robert Kayser

**Time:** 5:34pm

**Agenda:** Reviewed and approved

**Previous Minutes:** Motion to approve the September 28, 2016 minutes made by Gay Bolln; seconded Dr. Charles Lyford. All present approved; motion carried.

Topic	Discussion	Action Plan	Follow-Up
<b>Introduction of Guests</b>			
<b>Public Presentations and Comment</b>			
<b>Strategic Plan</b>			
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 third quarter of 2016 were included in the packet. Ryan reviewed each section of the Balanced Scorecard and noted the new items for FY17. Karl reviewed the Outpatient Satisfaction BODE, noting the new focus on key words at key times and use of real time surveys to address issues before the patient leaves. Cristy reviewed the Never Event BODE for a wrong site surgery and med error (missed dose). The wrong site surgery action plan includes a more participatory time out and whiteboards in each OR. The action plan for the missed dose of Xarelto, which lead to the patient developing bilateral PE and being transferred to WMC, includes standardization with the MAR and Pyxis, as well as managed transfer with assistance from Dr. Fars. Cristy noted that more		FYI

October 26, 2016

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

Topic		Action Plan	Follow-Up
Balanced Scorecard & BODES	time is being devoted to the RCAs. Cristy also reviewed the SSI BODE. A process improvement team will be created to work on surgery prep process variability and staff will begin verifying that the pre-op procedures have been done by the patient. Ryan noted the Press Ganey Guardian of Excellence Award for Physician Engagement. Dave explained the Meaningful Use and EMR tracking numbers. Robert Kayser noted that Bad Debt/Charity is \$500,000 over budget for the quarter.		FYI
Performance Plan/Hospital Incentive Chart	The current Performance Plan and Incentive Chart were included in the packet.		FYI
<b>Consent Approval:</b>			
Write-Offs	September 2016 write-offs in the amount of \$203,118.18 and indigent care in the amount of \$572,959.28 were presented for approval.	Motion to accept the September 2016 write-offs and indigent care as presented made by Dr. Charles Lyford; seconded by Colleen Bolte. All present approved; motion carried.	FYI
Vouchers	The October 2016 vouchers had been reviewed by Dr. Charles Lyford and were presented for approval.	Motion to accept the October 2016 vouchers as presented made by Dr. Charles Lyford; seconded by Colleen Bolte. All present approved; motion carried.	FYI
Financials	The September 2016 financial and statistical packet was included in the packet. Curt noted that projected revenue for October is \$7.2M. Robert Kayser comment on the thin operating margin and the continuing demand in the community for \$7-8M in services each month. He reported the annual audit wasn't complete yet and would be presented at the December meeting.	Motion to accept the September 2016 financials as presented made by Dr. Charles Lyford; seconded by Colleen Bolte. All present approved; motion carried.	FYI
<b>Old Business:</b>			
ED Remodel Update	Karl shared a presentation to update the group on		FYI

October 26, 2016

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

Topic	Discussion	Action Plan	Follow-Up
<b>New Business:</b>			
ED Remodel Update	the status of the ED remodel. He noted that the location of the temporary ED has been moved to Respiratory Therapy for ambulatory patients and PACU for non-ambulatory. The remodel is planned in three phases with work beginning in February, 2017, pending state approval of the final documents. Karl shared TSPs preliminary budget of \$736,626 with construction being \$553,436. He noted that \$40,248 has already been paid and \$334,680 has been pledged or contributed leaving \$361,698. Work will begin in November to relocate two draw rooms in the Lab and convert the Radiology staff lounge into an access corridor.	Motion to authorize administration to proceed with the ED remodel as outline made by Robert Kayser; seconded by Dr. Charles Lyford. All present approved; motion carried.	FYI
MRI Update	Ryan updated the group on the status of the dispute with the state regarding the MRI. The Life Safety Survey POC included a request for a one year extension on this issue. Ryan shared that Jason Jenson, a former state employee, has been hired to research this issue with other states. Ryan suggested the outcome will be one of three options: A) the hospital will receive a provisional license to operate the MRI as it for the remainder of its life (10-15 years); B) a separate ownership structure will have to be created; or C) a legislative rule change.		FYI
Chesapeake Lease	Robert Kayser reported that he had received a lease proposal from Chesapeake Exploration for Township 34 North, Range 69 West, 6 <sup>th</sup> P.M. Section 14: E/2.	Motion to authorize the Board Chair to negotiate and finalize lease of said land with McDonald Land Services, on behalf of Chesapeake Exploration, if he desires made by Gay Bolln; seconded by Dr. Charles Lyford. All present approved; motion carried.	FYI

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

Topic	Discussion	Action Plan	Follow-Up
<b>Foundation Report</b>			
	Denise reported that the records conversion is proceeding. She encouraged any interested Board members to join her at the Governor's Business Forum. Dr. Yutani asked about the tax issue with the medical staff donations. Robert Kayser stated it won't be possible for donations to be given pre-tax in the future.		FYI
<b>CEO Report</b>			
	Ryan shared that in addition to the physician engagement award from Press Ganey, the hospital also received the Inpatient Guardian of Excellence Award. Beckie Oliver, Dr. Deeanne Engle, Ryan Harris and Autumn Middleton will join him on the trip to Orlando next week to receive both awards. He noted the list of upcoming events included in the packet and encouraged the Board to attend the Christmas Party in December and the Organ Trail Zombie Walk on October 29.		FYI
<b>Events and Educational Opportunities</b>			
	A list of upcoming events was included in the packet as well as information about the 2017 Rural Health Care Leadership Conference in Phoenix, AZ. The Board decided to cancel the November meeting due to Thanksgiving and move the December meeting to Wednesday, December 7.	Elaine will register Robert Kayser, Dr. Charles Lyford, Gay Bolln, Ryan Smith, Cristy Cobb and Bobbe Fitzhugh (if she confirms) for the Phoenix conference prior to the December 15 early registration deadline.	FYI
<b>Executive Session</b>			
		It was moved by Robert Kayser; seconded by Dr. Charles Lyford to adjourn to Executive Session at 6:37pm pursuant to W.S. §16-4-405(a) (ii). All present approved; motion carried.	

October 26, 2016

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

Topic	Discussion	Action Plan	Follow-Up
		It was moved, seconded and carried to adjourn from Executive Session at 8:07pm.	
Credentials	<p>Dr. Engle presented the following credentialing activity for approval.</p> <ul style="list-style-type: none"> <li>➤ <i>Raman Dileep, MD</i> – for provisional contract privileges (eICU)</li> <li>➤ <i>Anna C. Parton, NP-C</i> – for provisional AHP privileges (Neurology)</li> <li>➤ <i>Michael Boulter, MD</i> – for reappointment of active staff privileges (Emergency Medicine)</li> <li>➤ <i>Ryan Clifford, MD</i> – for reappointment of active staff privileges (Emergency Medicine)</li> <li>➤ <i>Alana Cozier, MD</i> – for reappointment of outpatient clinical privileges (Neurology)</li> <li>➤ <i>Alexandru David, MD</i> – for reappointment of outpatient clinical privileges (Infectious Diseases)</li> <li>➤ <i>Emily Hurst, DO</i> – for reappointment of contract privileges (Avera eICU)</li> <li>➤ <i>Lance Edmonds, MD</i> – for reappointment of contract privileges (IRAD)</li> <li>➤ <i>Travis Marshall, DPM</i> – for reappointment of AHP privileges (Podiatry)</li> <li>➤ <i>Mark Murphy, MD</i> – for reappointment of active staff privileges (Orthopedic Surgery)</li> <li>➤ <i>Robert Narotzky, MD</i> – for reappointment of outpatient clinical privileges (Neurology)</li> <li>➤ <i>James Odone, MD</i> – for reappointment of contract privileges (IRAD)</li> <li>➤ <i>John Pickrell, MD</i> – for reappointment of outpatient clinical privileges (Cardiology)</li> <li>➤ <i>Brian Retherford, MD</i> – for reappointment of active staff privileges (OB/Gyn)</li> <li>➤ <i>Michael Skaf, MD</i> – for reappointment of outpatient clinical privileges (Cardiology)</li> <li>➤ <i>Jakub Stefka, MD</i> – for reappointment of consulting privileges (Pathology)</li> <li>➤ <i>Kathryn Skuza, MD</i> – for reappointment of active staff privileges (Pediatrics)</li> <li>➤ <i>David Thoma, DO</i> – for reappointment of contract privileges (IRAD)</li> </ul>	Motion to approve the credentials as presented based upon the recommendation of the medical staff made by Charles Lyford, MD; seconded by Gay Bolln. All present approved; motion carried.	FYI

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

	<ul style="list-style-type: none"> <li>➤ <i>Peter Williams, MD</i> – for reappointment of contract privileges (IRAD)</li> <li>➤ <i>Tristyn Richendifer, PA-C</i> – for conclusion of provisional AHP privileges (Orthopedic Surgery)</li> <li>➤ <i>Kok Che Tan, MD</i> – for conclusion of provisional contract privileges (Radiology)</li> </ul>		
		<p>It was moved, seconded and carried to adjourn to a second Executive Session pursuant to W.S. §16-4-405(a)(x) at 8:07pm.</p>	
		<p>It was moved, seconded and carried to adjourn from Executive Session at 8:19pm.</p>	
		<p>The MHCC Board of Trustees does hereby appoint the Board Chair to negotiate a one year extension to the employment contract between MHCC and its CEO Ryan Smith in accordance with the guidelines established by the entire Board at the October 26, 2016 meeting. The new contract would then reflect a three year term beginning December 1, 2016 and ending on November 30, 2019. Financial consideration for the agreement to extend the contract is also hereby approved by the Board for payment during the calendar year 2016.</p>	

**Adjournment:** Robert Kayser asked if there was any objection to adjournment. There was none, the meeting was adjourned at 8:19pm. Minutes typed by Elaine Litwiller subject to corrections.

Approved By:   
Bobbe Fitzhugh, Board Secretary

Date: 12/7/16