

Committee: Board of Trustees Regular Meeting - Public Session - via Hybrid

Meeting Date: August 31st, 2023

Minutes Prepared By: Morgan Gurney, Senior Executive Assistant

Members Present:

Katharine Conover-Keller, Chair
 Pam Cutler, MD, Vice Chair
 Cynthia Hogan, Secretary
 Jim Hunt, Treasurer
 Bruce Hayse, MD, Trustee
 Brent Blue, MD Trustee
 Evan Jones, Trustee

Members Absent:

Jeff Sollis, CEO
 John Kren, COO/CFO
 Morgan Gurney
 Thom Kinney
 Karen Connelly
 Janette Boner
 Jen Chiappa
 Naomi Floyd
 Anna Olson
 Alisa Lane
 Amanda Meekins
 Becca Radley
 Lindsay Love
 Tiffany Logan
 Laura Martien
 Casey Gregory

Others Present:

Tom Lubnau
 Alison Gee
 Brent
 Jen Simon
 Richelle Heldwein
 Roger Perkins
 Sean Ryan
 Seth Robertson
 Shari Murrell
 Sherry Simpson
 Whitney Matson
 Bill Stangl
 Laurie
 517-4908922
 Risa Sandoval

Board Advisors Present:

Bob Hopkins
 Dr. Jim Little Jr.

Call to Order

The public board meeting was called to order at 4:00 p.m. MST by Katharine Conover-Keller, Chair.

Approval of Agenda

Ms. Conover-Keller presented for approval the agenda of the August 31st Regular Public Meeting of the Board.

It was moved by Jim Hunt, seconded by Dr. Pam Cutler to approve the agenda of the Regular Public Meeting of the Board. Members voted as follows: seven Ayes. The motion carried unanimously.

Comments from the Chair *(presented by Ms. Katharine Conover-Keller)*

Ms. Katharine Conover-Keller thanked Morgan Gurney, Senior Executive Assistant, for the years of service to St. John's as she is relocating to be closer to family. Morgan Gurney will continue to work remotely as the Board of Trustees Liaison. Ms. Conover-Keller thanked Jeff and Rachel Sollis for all of their time and energy spent attending functions throughout the summer season. Katharine acknowledged their commitment to the community as they both have continued to actively attend different community events, meet long-term and new community members, and build local relationships.

On August 23rd, the Board of Trustees attended a court hearing for the summary judgment, which lasted about four hours. Judge Ownes ruled in favor of St. John's Health on three out of the four

subjects. The fourth subject is pending a review of the Executive Session Meeting Minutes by Judge Owens prior to making her final decision. A Mediation session has been set for September 13th.

Lastly, Ms. Conover-Keller announced that the Board of Trustees has a new format for running the Board of Trustees public meetings. The meetings will continue to be held via Zoom, but a breakout room will be established for both Executive and Public sessions. This new format will mainly impact remote Trustees joining both Executive and Public sessions and will not impact the community view or in-person viewing. All Public session meetings will continue to be recorded and the recording will be posted on the SJH website for anyone to view.

Approval of Minutes

Ms. Conover-Keller presented for approval the minutes of the July 17th, the July 20th, and the August 7th Special and Regular Meetings of the Board.

It was moved by Jim Hunt, seconded by Dr. Pam Cutler to approve the minutes of the July 17th, July 20th, and August 7th Special and Regular Meetings of the Board as presented. Members voted as follows: seven Ayes. The motion carried unanimously.

CEO Report *(presented by Jeff Sollis, CEO)*

Mr. Jeff Sollis announced an update on the obstetrical and ortho care update. SJH has appropriate coverage to keep the obstetric service line open and fully staffed as SJH has contracted to hire, for a temporary measure, a locum company that will place staff at SJH. As we continue to interview, the locum's employees will help cover calls and support both Dr. Lofaro and Dr. Roberts. Mr. Sollis announced that SJH is looking for an Orthopedic traumatologist to join the community and to elevate the Orthopedic services offered within the community. Mr. Sollis gave a strategic planning update with the next steps of aggregating feedback from the Community Survey, finishing service line interviews, and refining and prioritizing the final impact and strategic scenarios. A copy of Mr. Sollis' presentation materials, which provide information on each of the above topics, is attached as a permanent part of these minutes.

Strategy, Development, and HR Committee *(presented by Mr. Evan Jones and Mr. Sollis)*

Mr. Evan Jones reported on the monthly Committee meeting which focused on the status of the strategic planning project, and the full strategic plan should continue to come together in October and finalize the first phase of the plan sometime in November. In July, the Board of Trustees met with Kaufman Hall and there was a Strategic Plan Community Session, in which about fifty community members attended. In the community event, Ms. Lindsay Long presented the results of the community needs assessment that highlighted mental health as a top priority. A copy of Ms. Long's and Kaufman Hall's presentation materials, which provide information on both of the above topics, is uploaded and available on the SJH website.

Finance, IT, and Facilities Committee *(presented by Mr. Jim Hunt and John Kren, CFO/COO)*

Mr. Hunt reported on the monthly Committee meeting, which focused on capital expenditures. The Hitching Post Project was discussed in depth and has great momentum to continue to move forward. The Committee has great support from advisors on this project and will continue to lean on them as the project continues to develop. The King & Karns project is moving along with framing underway. The committee discussed how the hospital is preparing for the new CT scanner installation and improving the ultrasound rooms. Mr. Hunt commented that there is a minor budget variance in the first month of the fiscal year but nothing more to report on since it's the first month into the fiscal year.

Joint Compliance and Quality Committee *(presented by Dr. Pam Cutler)*

Dr. Cutler presented that the JCQC Committee did not meet but had one policy and one rule and regulations change from the Medical Executive Committee (MEC) for Board of Trustees consideration and approval.

It was moved by Jim Hunt, seconded by Dr. Bruce Hayse to approve the policy change recommended within the Board Packet from the MEC. Members voted as follows: seven Ayes. The motion carried unanimously.

It was moved by Dr. Bruce Hayse, seconded by Evan Jones to approve the rules and regulations change recommended within the Board Packet from the MEC. Members voted as follows: seven Ayes. The motion carried unanimously.

Nominating & Governance Committee *(presented by Cynthia Hogan)*

Ms. Hogan met with the committee to make a one-word change to the WY Public Records Release Policy. The word changed was “systems” to “platforms” and a copy of the policy is attached and made a permanent copy of these minutes.

It was moved by Dr. Pam Cutler, seconded by Evan Jones to approve the Wyoming Public Records Release Policy as recommended within the Board Packet. Members voted as follows: seven Ayes. The motion carried unanimously.

SJH Foundation *(presented by Ms. Anna Olson)*

Ms. Anna Olson announced that the Foundation Board had their Friends of the Foundation event in July and has completed multiple neighborhood events with Jeff Sollis. In these events, Jeff has met with community members to discuss and give updates on SJH and the strategic planning process. The Foundation thanks Jeff and Rachel Sollis for all of their time and energy spent attending all of these events this summer. The Foundation is focused on working closely with the hospital on capital projects for the remainder of the year and the beginning of next year.

Old Business - None

New Business – Dr. Bruce Hayse mentioned that some of his patient complaints revolve around scheduling the timing of MRIs, CT scans, Cardiology assessments, etc. Dr. Hayse asked Jeff Sollis if, throughout the strategic planning process, SJH is focusing on accessibility and enhancing the patient’s experience. Jeff Sollis confirmed that it is a point that has been discovered and a challenge SJH faces and is working to enhance. Additionally, Dr. Hayse acknowledged that SJH is well above the national average in terms of wait times, but his patients are used to the next-day services and access to MRIs, CT scans, etc. It was noted that insurance pre-qualifications seem to take longer time.

Joan Goldfarb complimented SJH for their commitment to service and great support through her journey at SJH.

Public Comment - None

Next Meeting

The next regular monthly meeting is scheduled for Thursday, September 28th, 2023, via Hybrid. The Executive Session begins at 2:30 am and the monthly Public Session begins at 4:00 pm.

Adjournment

With nothing additional to discuss, Katharine Conover-Keller adjourned the meeting at 5:19 p.m. It was moved by Dr. Pam Cutler, seconded by Jim Hunt to adjourn this Public Meeting.

Respectfully submitted,
Morgan Gurney, Senior Executive Assistant

CEO Report

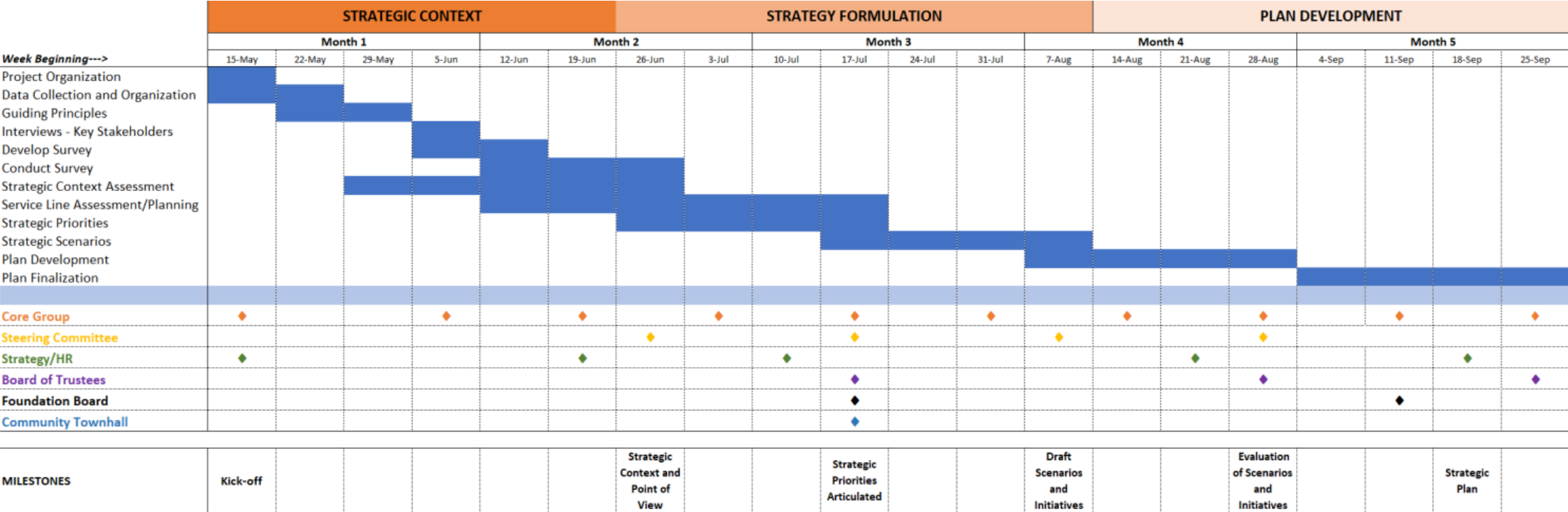
Board of Trustees

August 31, 2023



Strategic Planning Update

High-Level Strategic Planning Timeline and Milestones




Focused Service Line Planning

- Primary Care / Urgent Care
- General Surgery
- Orthopedics
- Oncology




Guiding Principles

- Supports a commitment to superior clinical quality and patient experience
 - Engages the community, workforce, and medical staff
 - Advances partnership with the Foundation
 - Ensures cultural compatibility
 - Recognizes the value of independent governance & management
 - Advances the vision of St. John's as the first choice for primary and secondary care in the wider region
 - Supports a commitment to financial sustainability
- 


Foundational Initiatives:

Core Operational Enhancements :


- Reinforce quality and service programs to enhance role as first choice in primary and secondary care in the wider region
 - Enhance access and efficiencies of clinic and hospital services
 - Enhance recruitment and retention of staff through continued efforts to expand affordable housing – e.g. Hitching Post
 - Engage workforce with effective training of leadership in best practices
 - Develop approach and/or partnerships to improve service line repatriation – e.g. UofU and EIRMC
 - Implement patient navigation services
- 

Foundational Initiatives:

Service Line Enhancements to Better Meet Community Needs:

- Recruit and invest in capabilities to better retain and capture priority service lines including gastroenterology, general surgery, oncology – immediate focus on third general surgeon and oncology
 - Recruit and invest in capabilities to retain higher acuity patients including orthopedic traumatology and pulmonology – elevate trauma service.
 - Reallocate/invest resources to create perioperative medical home to enhance coordination/quality of care for surgery
 - Develop "Destination" services - e.g., oncology.
 - Target visitor and part-time residents – ensuring knowledge of local capabilities and ease of access
 - Consider partnerships where appropriate to enhance local service line capabilities – e.g., orthopedics (Teton Orthopedics), oncology (Huntsman)
- 

Next Steps

- Aggregate feedback from Community Survey
 - Complete service line interviews
 - Refine initiative sets and strategic scenarios
 - Refine financial impact
 - Prioritize strategic scenarios
- 

Title: Wyoming Public Records Release**Date Approved:** Not Approved Yet

Policy Guidelines

Document Owner: Karen Connelly (Director)**Approver(s):** Board of Trustees, Document Control/Policy Committee, Karen Connelly (Director)**Version #: 3****Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

Policy Purpose

St. John's Health ("SJH") follows Wyoming's public records and confidentiality laws. The purpose of the Wyoming Public Records Act (Wyo. Stat. 16-4-201 et seq.) is to promote government transparency by providing access to records defined by statute as public information while protecting confidential information.

Policy Scope

This Policy outlines the process for maintaining public records and responding to public records requests that is reasonably necessary for the protection of records and the prevention of unnecessary interference with the regular discharge of SJH duties in accordance with the Wyoming Public law. This Policy applies to all SJH departments, facilities, and programs. This Policy does not apply to requests for medical or birth records.

Policy Administration

The SJH Chief Communications Officer shall be the SJH Designated Public Records Person who is the point of contact between SJH and requestors of public records ("Designated Public Records Person"). The Designated Public Records Person shall file their business contact information with the Wyoming Department of Administration and Information. The SJH CEO is the SJH Records Custodian ("SJH Records Custodian"). The Designated Public Records Person shall maintain the SJH Searchable Public Information Website. The Designated Public Records Person may delegate their responsibilities to another SJH employee or representative as appropriate.

On a regular basis, the Designated Public Records Person shall assist the SJH Board of Trustees to re-evaluate this Policy to ensure it is currently meeting its Purpose. Also on a regular basis, the Designated Public Records Person shall invite the Wyoming Public Records Ombudsman ("Ombudsman") to present a Public Records training and update to the SJH Board of Trustees in public session as part of the Ombudsman's statutory authority to provide training on Wyoming public records law, standards, and best practices.

Terms used in this Policy are defined at the end of the Policy, including the definitions of Public Records, Non-Public Records, and Records Published to the SJH Searchable Public Information Website.

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Title: **Wyoming Public Records Release**

Date Approved: Not Approved Yet

Public Records Request and Response Process

Public Record Requests

Any person ("Requestor") may request a public record ("Request"). The Request must be in writing and may be submitted by email to publicrecords@stjohns.health. Requests must include the name and contact information of Requestor, date of Request, and description of records requested with sufficient specificity, including particular search terms, such that responding to the request does not impair or impede SJH's ability to discharge its other duties. Requests received by a SJH representative other than the Designated Public Records Person shall be forwarded to the Designated Public Records Person.

Request Acknowledgment

Within five (5) days of receipt of a Request, the Designated Public Records Person shall respond to the Requestor acknowledging receipt of the Request with confirmation of the content of the Request and the terms used to conduct a search for requested records, the assigned unique numerical identifier for the Request, an estimated response time, if available, and reference to this Policy ("Request Acknowledgement"). The Request Acknowledgement will include 1) whether the records exist primarily or solely in an electronic format, 2) whether the records are in active use, storage, or otherwise not readily available at the time of the Request; and 3) if another governmental entity has custody or control of the public records, the name and contact information of the designated public records person at the other governmental entity.

If the Designated Public Records Person determines a requested public record is readily available, the public record shall be released to the Requestor with the Request Acknowledgement so long as the release does not impair or impede SJH's ability to discharge its other duties. In accordance with Wyoming law, public records requests for SJH to create a new record or document will be denied.

Response to Request

Within thirty (30) days of receipt of the Request, the Designated Public Records Person shall provide a Response to the Request ("Response") in writing to include one of the following:

1. Public records responsive to the Request which could reasonably be gathered and reviewed within thirty (30) days of receipt of the Request and at a cost of less than \$500 including administrative time and copy/processing expenses. The Requestor shall not be responsible for costs less than \$500 per request with a maximum of one request per requestor per month. If the Response is a complete response to the Request, the Request shall be considered closed.
2. An estimate of the time and cost needed to produce the records if that estimate is more than \$500 ("Estimate"). The Estimate shall be in accordance with Cost Estimate and Fee Schedule and the Electronic Public Records Response Requirements below. Within ten (10) days after receiving the Estimate, Requestor

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will deposit the amount of the estimate with SJH ("Estimate Deposit"). The Designated Public Records Representative shall confirm with Requestor receipt of the Estimate Deposit. If Requestor does not make the Estimate Deposit within ten (10) days after receiving the Estimate, the request will be considered closed.

3. An explanation that public records responsive to the Request could not reasonably be located.
4. An explanation that the Request is denied including citation to the law, regulation, or policy which serves as the basis for the denial; and reference to the SJH Public Records Dispute Resolution Process.

Requestor and Designated Public Records Person Agreements

All public records shall be released no later than thirty (30) days from the date of the Request Acknowledgment or on a date mutually agreed to by the Requestor and the Designated Public Records Person taking into consideration the work required to process the Request, including confidentiality review, while ensuring the agreed deadline does not impair or impede SJH's ability to discharge its other duties.

All timeframes in this Public Records Request Process may be adjusted by agreement between the Requestor and the Designated Public Records Person. If SJH is unable to provide requested records at the agreed upon time, the Designated Public Records Person shall update the Requestor in writing of an updated estimated Response time. Any agreed change to the scope of the Request, search terms, or the estimated Response time will be confirmed in writing with Requestor by the Designated Public Records Person. Requests shall be considered closed thirty (30) days after the last communication from the Requestor to the Designated Public Records Person unless otherwise indicated in writing by the Designated Public Records Person.

The Designated Public Records Person is empowered to make reasonable efforts to communicate informally with Requestor to confirm the scope of the Request and resolve any potential dispute. The Designated Public Records Person is empowered to consult confidentially with SJH attorneys to ensure public records are released appropriately.

Electronic Public Records Response Requirements

The SJH process for responding to public records requests is entirely electronic. Therefore, and in accordance with Wyoming law, electronic record inspection and copying shall be subject to the following:

- The Requestor shall pay the reasonable costs of producing a copy of the public record.

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- The costs may include the cost of reviewing the record, producing a copy of the public record and the cost of constructing the record, including the cost of programming and computer services.
- SJH shall not be required to compile data, extract data, or create a new document to comply with a record request.
- SJH shall produce responsive records in an electronic format that is usual and customary for the handling of records by SJH.
- SJH may produce electronic public records to the Requestor in an alternative format of the requestor's choice unless the Designated Public Records Person determines that producing the public record in the requested format is impractical or impossible.
- SJH shall not be required to allow inspection or copying of a record in its electronic format if doing so would jeopardize or compromise the confidentiality, security, or integrity of the original record or of any proprietary software in which it is maintained.

Cost Estimate and Fee Schedule

Estimates to produce responsive public records of more than \$500 shall include a description of administrative time and cost required to process, search, copy, review (legal if necessary), and produce responsive records, in accordance with the SJH Electronic Public Records Response Requirements. The Estimate will include a draft request for proposal for an outside document production vendor to perform the work, as needed, including SJH legal and administrative review. Work of the outside vendor will be subject to Requestor's approval of the vendor's proposal and agreement to pay all costs associated with the proposal. Fees charged shall be in accordance with Wyoming Department of Administration and Information Rules and may include personnel time necessary to produce the records, expenses incurred for information technology time and programs, cost to review the records to redact information that is confidential by law, copying costs not to exceed the rate charged for copying medical records, legal fees at the contracted hospital rate, and any other costs directly related to supplying the requested records. Indirect or overhead charges shall not be included. Nothing in this Policy shall be construed as a fee to be charged as a condition of making a public record available for inspection.

Request Dispute Resolution Process

A Requestor may file a complaint with the Wyoming Public Records Ombudsman ("Ombudsman") or a claim with the appropriate district court ("District Court") at any time allowed under the Wyoming Public Records Act. This Policy is created in accordance with Wyoming law and shall govern how SJH handles request disputes with the least amount of

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disruption to SJH's other duties and financial responsibilities, and to not impair nor impede SJH's ability to discharge its other duties.

If a Requestor disputes the veracity or substance of any Response from the Designated Public Records Person, the Requester shall describe their dispute in writing to the Designated Public Records Person within five (5) days of the particular Response which Requestor disputes.

Within thirty (30) days of receiving notice of the dispute from Requestor, the Designated Public Records Person shall either resolve the dispute with Requestor by written agreement with the requestor or notify the Wyoming Public Records Ombudsman ("Ombudsman") of the dispute. The notice to the Ombudsman ("Notice to Ombudsman") shall be reviewed and agreed to by the SJH Records Custodian before submission to the Ombudsman.

The Notice to the Ombudsman shall be copied to the Requestor and include:

1. All written communications between the Requester and SJH regarding the Request, including but not limited to the Request, Responses, and Estimate.
2. A confidential link to the confidential electronic location of any records which have been gathered thus far in potential response to the Request, but which have not yet been reviewed for separation or redaction of confidential information ("Preliminary Data Set"). The confidential link will only be operational for the Ombudsman and not for access by any other person other than the Designated Public Records Person and designates. Access to the Preliminary Data Extraction shall be provided to the Ombudsman with the understanding that the Ombudsman shall keep the information confidential and not disclose anything from the Data Extraction to any other person, including the Requestor, without the agreement of the Designated Public Records Person. The confidential link will not be operational for the Requestor or any other non-designated person.
3. A brief description of why good cause exists not to release the requested records within the statutorily mandated timeframe. Good cause may include the substance of any Responses, the Estimate, and this Policy; why the records are privileged or confidential by law, regulation, or policy; or how release of the records would impair or impede SJH's ability to discharge its other duties.

As required by Wyoming law, the Ombudsman may consider whether the records are privileged or confidential by law or whether release of the records impairs or impedes SJH's ability to discharge its other duties. The Ombudsman shall review the records in camera and determine whether redaction of privileged or confidential information would permit release of the records.

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The Ombudsman has the authority under Wyoming law to mediate the dispute, prescribe timelines for release of the records, or waive any fees charged by SJH.

If the Record Custodian at any time reasonably determines that disclosure of the contents of a record would do substantial injury to the public interest, notwithstanding the fact that the record might otherwise be available to public inspection, the Record Custodian may apply on SJH's behalf to the District Court of the district in which the record is located for an order permitting the SJH Record Custodian to restrict disclosure. Wyoming law dictates that after hearing, the District Court may issue an order upon a finding that disclosure would cause substantial injury to the public interest. The Requestor, in accordance with Wyoming law, shall have notice of the hearing served upon them in the manner provided for service of process by the Wyoming Rules of Civil Procedure and has the right to appear and be heard.

This Policy is a guideline and any perceived or alleged failure to comply with this Policy shall not be considered waiver of any confidentiality provision or process right of SJH. The Designated Public Records Person has the right at any time to ask that records released by the Designated Records Person as public records be destroyed and not re-disclosed if the Designated Public Records Person determines that the record is confidential and may have been disclosed by mistake. If the Requestor disputes such determination, they shall notify the Designated Public Records Person of their dispute and the dispute shall be handled by the Designated Public Records Person in accordance with the SJH Request Dispute Process above.

Maintenance of Public Records

SJH shall not search SJH electronic databases and document locations which are themselves confidential and thus do not contain public records. As an example, SJH electronic medical record and medical communications shall not be searched for public records.

Public records are maintained by SJH on [systems-platforms](#) over which SJH retains possession, custody, or control. SJH has possession, custody, or control of electronic devices owned or maintained by SJH. SJH does not have possession, custody, or control of electronic devices owned or maintained personally by SJH personnel or representatives and thus personal devices are not subject to search for public record. Electronic communications apps on personal devices which are maintained or controlled by SJH shall be subject to search for public record.

SJH personnel or representatives shall only conduct SJH work on electronic devices or communications apps subject to SJH maintenance and control. SJH personnel or representatives shall not conduct personal work or engage in personal communications on devices or apps which are subject to SJH control.

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Title: Wyoming Public Records Release**Date Approved:** Not Approved Yet**Definitions****Public Records**

Public Records, as defined by Wyoming law, unless the record is privileged or confidential by law, include:

- Any information in a physical form created, accepted, or obtained by a governmental entity in furtherance of its official function and transaction of public business.
- Any written communication or other information, whether in paper, electronic, or other physical form, received by a governmental entity in furtherance of the transaction of public business of the governmental entity, whether at a meeting or outside a meeting.
- All original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever.
- All agreements and contracts to which a governmental entity is a party.
- All fidelity, surety, and performance bonds.
- All claims filed against a governmental entity.
- All records or documents required by law to be filed with or kept by a Wyoming governmental entity, including SJH.
- All records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents.
- All duplicate copies of official public records filed with any governmental entity.
- All documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with the office.

Non-Public Records

Non-Public Records are confidential records in the possession, custody, or control of SJH which are not subject to public disclosure. Records subject to legal confidentiality provisions or privileges shall not be subject to public disclosure but the reason for the confidentiality must be indicated in writing in response to public records requests. The following are examples of categories of records which are not public record:

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- Gifts: Wyoming law mandates that consideration of receiving gifts is confidential, if the donor of the gift asks to have the donor's name kept confidential.
- Hospital Administration Records: Wyoming law mandates that hospital records relating to medical administration, medical staff, personnel, medical care, and other medical information, whether on individual persons or groups, or whether of a general or specific classification are confidential.
- Legal Advice: Wyoming law mandates that legal advice and matters concerning litigation to which SJH is a party or proposed litigation to which SJH may be a party is confidential. The law requires that for "legal advice" confidentiality to apply, an attorney must be present, and the purpose of the discussion must be to receive legal advice. For example, communications with attorneys about terms of contracts is confidential, but the final contract themselves are not confidential unless subject to another Wyoming confidentiality provision. As another example, consultations with counsel about public records requests are confidential. Wyoming law requires that for "litigation" confidentiality to apply, litigation must be contemplated or existing, but no attorney needs to be part of the communication. By law, Interagency or intra-agency memoranda or letters which would not be available by law to a private party in litigation with the agency are not public record.
- Medical and Protected Health Information: Wyoming law mandates that medical, psychological, sociological regarding identifiable individuals are confidential. Wyoming law also mandates that physician-patient communication and protected health information are confidential. Protected health information includes information that can be used to identify an individual pertaining to past, present, or future health status that is collected, created, sent, or maintained by the hospital related to care, payment for care or operations.
- Personnel Matters: Wyoming law mandates that personnel matters are confidential. This includes appointment or employment of SJH contractors or employees, including but not limited to professionals, public officers, or employees. Letters of reference are confidential. Consideration of adopting or tendering offers concerning wages, salaries, benefits, and terms of employment during all negotiations is confidential. Records or information compiled solely for purposes of investigating violations of, and enforcing, internal personnel rules or personnel policies the disclosure of which would constitute a clearly unwarranted invasion of personal privacy are confidential.

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Communications about personnel matters are considered part of an individual, or group of individuals, personnel file(s). Employment contracts, working agreements or other documents setting forth the terms and conditions of employment of public officials and employees are not considered part of a personnel file and are public record.

- **Quality Management Information and Peer Review Information:** Wyoming law mandates that quality management information and peer review information are confidential. Quality management information relating to the evaluation or improvement of the quality of health care services is confidential and includes reviewing the quality and necessity of care provided by the hospital, prevention of complications and deaths at the hospital, review of medical treatments and diagnostic and surgical procedures to provide safe and adequate treatment, evaluation of medical and healthcare services and the qualifications and professional competence of those performing or seeking to perform those services. All reports, findings, proceedings, and data of medical staff committees shall be confidential and privileged. Reports, findings, proceedings, and data of a professional standard review organization is confidential and privileged.
- **Real Estate:** Wyoming law mandates that communications regarding the selection of a site or purchase of real estate must be confidential when public disclosure of the consideration would cause a likelihood of an increase in price. By law, the contents of real estate appraisals made for SJH, relative to the acquisition of property or any interest in property for public use, are not public record until such time as title of the property or property interest has passed to the governmental entity.
- **Trade Secrets:** Wyoming law mandates that trade secrets are confidential and defined as any information, including a formula, pattern, compilation, program device, method, technique or process that derives independent economic value, actual or potential, from not being generally known and not being readily ascertainable by proper means or by other persons who can obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. Trade secrets may include financial, geological/geophysical data.

Public Records Published to Searchable SJH Public Information Website

Public Records Published to Searchable SJH Website are records which are routinely published on the searchable SJH public website.

Related Documents**Next Review Date:** No Review Date**Document Viewed:** 9/28/2023 7:05 PM**Originating Department:**
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~~Procedure Flow Sheet (below)~~None

References

<https://wyoleg.gov/statutes/compress/title16.pdf>

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