



BOARD OF TRUSTEE MEETING MINUTES
April 25, 2016

CALL TO ORDER

The meeting of the Syringa Hospital & Clinics Board of Trustees was called to order at 12:30pm by Craig Spencer; Chairman. It was noted that a quorum was present and that due notice had been sent. Other members in attendance were:

BOARD MEMBERS

Craig Spencer
Al Bolden
Twila Hornbeck
Richard Tucker
Paula Calcaterra
Judy Scribner
Steve Didier

HOSPITAL EMPLOYEES

Joe Cladouhos
Bill Spencer
Betty Watson
Michelle Schaeffer
Lauren Wilson
Darla Whitley
Yvonne Hoiland
Katy Eimers

CHIEF OF MEDICAL STAFF

Tema Jessup, DO

GUESTS

Barbara Essen
Lorraine Roach

APPROVAL OF BOARD MINUTES

Minutes of the March 21, 2016 Syringa Hospital & Clinics Board of Trustees special and regular meetings were submitted for approval.

Michelle reported on the number of Echo's that are being referred out. She stated it's an average per month, but didn't know how many were being performed by Spokane Cardiology.

ACTION: Steve Didier made a motion to approve the March 21, 2016 Syringa Hospital & Clinics Board of Trustees special and regular meetings minutes as mailed. Twila Hornbeck seconded the motion. All were in favor, motion carried.



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GENERAL DISCUSSION ITEMS

1. SHC lease and loans debt schedule

ADMINISTRATIVE REPORTS AND QUESTIONS

Chief Nursing Officer- Al asked what services would be offered by the nursing staff at the Grangeville Border Days booth, and if it was in conjunction with the Community Health Works program. Joe answered the nursing staff want to do this for PR and it's not tied to Community Health Works.

Paula inquired on the time frame for nursing to complete the Trauma Nurse Core Curriculum (TNCC). Eric wasn't present for the meeting to answer but Dr. Jessup replied that the TNCC was a new requirement for the emergency room nurses to have.

Dr. Jessup discussed the Safe Sleep System for babies.

Director of Clinic Operations- Michelle discussed the process of the VA contract renewal.

Director of Human Resources- Discussed advertising and the benefits of hanging posters in outlying towns to announce hospital events. Judy and Steve offered to hang posters in Riggins and Kamiah to advertise the upcoming open house.

Craig inquired on the status for the Kooskia Clinic sign. Dick approached property owners a block away from the clinic asking for permission to hang the sign and both were agreeable. Steve reported he did follow up with the state regarding the sign placement restrictions and there are clear guidelines for commercial entities.

Director of Facilities- Bill reported plans are being drawn up for the Hollopeter building for the Health Information Management (HIM) staff.

Craig asked about advantages vs. disadvantages of digital radiology. Bill said one advantage is that digital takes one step out of the process and significantly lowers the amount of radiation a patient receives. He added, the hospital wouldn't be pursuing this option without a grant. Dr. Jessup felt there were many other things more important to update than our x-ray machine.

Steve asked what measures have been taken to safe guard the buildings from floods. Bill said there are several sump pumps in place and a drain was placed outside near the kitchen that is a high flood area.

Bill reported on the regional TSE meetings.



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Foundation- Joe reported this Saturday (4/30) marks the fourteenth anniversary of the Thrift Shop, and over the last fourteen years \$400,000 has been donated to the hospital.

Craig inquired on the status for the ongoing grant searches for the renovation project. Joe said currently we are waiting to hear on the CEDA grant.

Chief Financial Officer- A Finance Committee meeting was held this morning. Twila reported discussion included Zions Bank proposal to change banking services to them and the Finance Committee was in agreement to continue banking with Wells Fargo.

ACTION: Twila Hornbeck made a motion to continue banking with Wells Fargo. Al Bolden seconded the motion. All were in favor, motion carried.

Twila reported in order to close the accounts at Potlatch Credit Union they require Board action be documented in the Board minutes.

ACTION: Twila Hornbeck made a motion to close the accounts at Potlatch Credit Union. Paula Calcaterra seconded the motion. All were in favor, motion carried.

Twila reviewed the renovation costs since January.

ACTION: Twila Hornbeck made a motion to pay project costs in the amount of \$68,880.44 from the non Webb account. Al Bolden seconded the motion. All were in favor, motion carried.

Chief Executive Officer- Joe reported from the IHA Regional Leadership meeting held in CDA last week. He discussed changes that will take effect July 1, 2016 with regards to District Hospital Governance. He also discussed pricing transparency. Yvonne was asked about the status of posting prices on the SHC website. She said her department has been working on that but is hesitant to post some prices because they can be misinterpreted by patients when they can't explain the costs in person, as well as possible resources they could be available to them. Steve suggested placing a disclaimer on the website and asked if it was possible for the IHA to facilitate guidelines for publishing prices so they are standard across the board. Yvonne said the issue would be that not all facilities are members of the IHA.



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MEDICAL STAFF REPORT

Dr. Jessup reported the Medical Executive Committee reviewed and approved three credentialing files at their April 13, 2016 meeting. The Medical Executive Committee recommended Board approval for the following three providers;

Brett Johnson; DO- appointment to Provisional Active Medical Staff
Derek Wynn; PA-C- appointment to Active Allied Health Staff
Nathan Winder; PA-C- reappointment to Active Allied Health Staff

ACTION: Twila Hornbeck made a motion to approve the credentialing files as presented and recommended by the Medical Executive Committee. Steve Didier seconded the motion. All were in favor, motion carried.

APPROVAL OF ALL REPORTS

ACTION: Steve Didier made a motion to approve all reports as submitted. Paula Calcaterra seconded the motion. All were in favor, motion carried.

QUARTERLY REPORT

The HR turnover report and provider gross revenue charges were included in the Board packet. Michelle reported there were sixteen new patients this month from Dr. Hollopeter's former practice.

COMPLIANCE CODE OF CONDUCT POLICY

The policy was included in the Board packet for annual Board review and approval.

ACTION: Dick Tucker made a motion to approve the Compliance Code of Conduct Policy as presented. Al Bolden seconded the motion. All were in favor, motion carried.



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EMTALA MEDICAL SCREENING POLICY

The EMTALA Medical Screening Policy was included in the Board packet for annual Board review and approval. Lauren reported the only change to the policy that was made was language that the process is outlined in the Emergency Operations Plan.

ACTION: Steve Didier made a motion to approve the EMTALA Medical Screening Policy as presented. Dick Tucker seconded the motion. All were in favor, motion carried.

CREDENTIALING POLICY

The Credentialing Policy was included in the Board packet for annual Board review and approval. No changes were made.

ACTION: Al Bolden made a motion to approve the Credentialing Policy as presented. Dick Tucker seconded the motion. All were in favor, motion carried.

SUBSTANCE ABUSE POLICY

Katy Eimers included the Substance Abuse Policy with her HR report for Board review and approval.

ACTION: Twila Hornbeck made a motion to approve the Substance Abuse Policy as presented. Al Bolden seconded the motion. All were in favor, motion carried.

Dick asked if it was possible to place all the policies on the Syringa website with a password requirement. Lauren said the hospital is in the process of having all policies / procedures entered into the new policy management system. The Board will have access to them.

BOARD EDUCATION

At the last Board meeting it was requested to have education on the credentialing policy. Dick asked about the recruitment process for new physicians. Katy discussed how physicians and their families choose Grangeville to practice. She said it's helpful if they have a connection in some way to the area. This could be with the family practice residency rotation, church or family, etc. It does make it difficult if they don't have these in place until they get here and see what it's like to practice here. Dina went over the process she conducts in credentialing a provider.



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2016 CALENDAR

Open House / Ribbon cutting May 3rd from 4:30-6:00pm
Health Summit- May 9th -10th, 2016 at the Couer d' Alene Resort
Board Retreat May 13th from 8:30a-3:00pm at the Soltman Center
Board meeting- May 23rd 12:30pm at the Soltman Center
Western Trustee Regional Symposium- June 8th - 10th
Special Board meeting- June 21st noon – 2:00pm at the Soltman Center
IHA mid year meeting in McCall- June 23rd
Board meeting- June 27th at 12:30pm at the Soltman Center

COMMITTEE REPORTS

Ethics Committee- Twila reported the letter from Pastor Harold Gott was reviewed and he will be bringing material from the Bio Ethics Convention he attended in Boise to the next meeting. The Committee will start meeting monthly. Twila suggested including information on the Ethics Committee in the inpatient admit packet. Judy added that Harold was alarmed to learn of the rate of suicides in Idaho county. Bill commented that Jen Griffis is spearheading a suicide prevention session in May. Michelle offered to send the Board and Leadership Team the suicide hotline report.

GENERAL DISCUSSION

Betty reviewed the debt schedule for the balances on loans and leases.

Joe reported two weeks ago a realtor called him asking if the Board would be interested in selling the Ernie's Steak House lot. Discussion ensued regarding the food vendor on hospital property near the Soltman Center. The Board asked to contact Bill by phone to answer questions about the food vendor.

ACTION: Dick Tucker made a motion to notify the food vendor they needed to vacate by May 1, 2016. Paula Calcaterra seconded the motion. All in favor Al Bolden, Judy Scribner, Craig Spencer, Dick Tucker and Steve Didier. Abstained- Twila Hornbeck and Paula Calcaterra.



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There being no further business, the regular meeting adjourned at 3:41pm. The next Syringa Hospital & Clinics Board of Trustees meeting will be held Monday May 23, 2016 at 12:30pm at the Soltman Center.

Twila Hornbeck; Syringa Hospital & Clinics Board of Trustee Secretary / Treasurer