



**BOARD OF TRUSTEE MEETING MINUTES**  
**August 22, 2017**

**CALL TO ORDER**

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

**BOARD MEMBERS**

Al Bolden  
Steve Didier  
Jerry Zumalt  
Leta Strauss  
Jim May  
Jane Carlson

**HOSPITAL EMPLOYEES**

Betty Watson  
Darla Whitley  
Dina Cervantes  
Katy Eimers  
Michelle Schaeffer  
Yvonne Hoiland  
Lauren Wilson  
Alex Frei  
Bill Spencer

**ABSENT**

Gunther Williams- excused

**CHIEF MEDICAL OFFICER**

Matt Told, DO

**GUESTS**

Lori Palmer

Jane asked that the July Board minutes reflect the Boards response to a concern brought by a community member about VA Choice.

**APPROVAL OF BOARD MINUTES**

Minutes of the July 25, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting were submitted for approval.

**ACTION:** Jerry Zumalt made a motion to approve the July 25, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting minutes as edited. Jim May seconded the motion. All were in favor, motion carried.

Minutes of the August 22, 2017 Syringa Hospital & Clinics Board of Trustees special meeting were submitted for approval.

**ACTION:** Steve Didier made a motion to approve the August 9, 2017 Syringa Hospital & Clinics Board of Trustees special meeting minutes as mailed. Jim May seconded the motion. All were in favor, motion carried.



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**GENERAL DISCUSSION ITEMS**

1. Cardinal Health update
2. Public records request

**UNFINISHED BUSINESS**

Kootenai Health management agreement- the final draft agreement was presented to the Board prior to today's meeting. Al said there is nothing that speaks to the transition from the affiliation agreement to the management agreement. Steve commented that the affiliation agreement would go away once a management agreement was signed and put into place, but he placed a need on having the affiliation services extended to the new CEO employment date. He referred to article 6 of the agreement and felt it may need to be reworded or to have an addendum to clarify. Al will follow up on the question. He asked for approval of the management agreement pending an addendum.

**ACTION: Jim May made a motion to approve the signing of the Kootenai Health management agreement once the addendum is made. Leta Strauss seconded the motion. All were in favor, motion carried.**

Discussion was held on the status of CEO candidates from Witt Kieffer. Katy reported she gave them three but does not know current status.

**VA CHOICE / WALLA WALLA UPDATE**

Michelle reported as of August 1 the clinic is accepting VA Choice patients except for Dr. Told and Dr. Jessup whose panels are full. Michelle said it's too soon to say if the issues that were raised in the past have been resolved. Al asked about the request for extending the VA clinic patient panel. Michelle said a task force has been meeting regularly to address care for veterans and they will evaluate the service to make a good business decision in order to provide the best possible care. Michelle discussed the CBOC map for the coverage area. September 15 will be the open forum at the Veterans Center from 4:00pm to 5:00pm. Steve requested to get flyers out to the legion halls regarding the clinics VA Choice status.

**NEW BUSINESS**

FY18 Budget Review- Betty said the budget process started off with requests submitted by managers and the Leadership Team members. The Leadership Team narrowed down the requests to what could be done this coming year. Betty reviewed the final capital request list totaling \$209, 006. Jerry asked if the list was tied into the strategic action plan. Betty said the capital list is prioritized to immediate need. She reviewed the projections on the budget income statement.



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The following resolutions were submitted for Board approval as recommended by the SHC Finance Committee;

Resolution 1: FY18 Budget

Resolution 2: Section 6-927 FY18 Tax Levy for comprehensive liability insurance in the amount of \$42,000.

Resolution 3: Section 39-1333 FY18 Tax Levy for operation, maintenance and upkeep of the works and equipment of the district in the amount of \$209, 006.

Resolution 4: Section 39-1334 FY18 Tax Levy for the purpose of purchase of necessary equipment and building improvements in the amount of \$209, 006.

**ACTION: Leta Strauss made a motion to approve the four resolutions as presented. Jerry Zumalt seconded the motion. All were in favor, motion carried.**

Hospice Advisory Board representative- Al asked for a volunteer to serve on the committee. Jane Carlson offered.

Education (iProtean webinars) for the Board- all agreed to continue having a working lunch.

**ADMINISTRATIVE REPORTS AND QUESTIONS**

Chief Nursing Officer- Alex discussed the mass causality table top exercise. He said it was very successful and multiple agencies participated. He found however that although there was a lot of support in the area the communication piece was lacking. No clear direction on how information will be relayed back to the hospital. This will be the main focus with the October drill. Discussed the importance of having the sheriff's office involved.

Director of Quality- Lauren distributed copies of her response to the IHA quality survey. The hospital is surveyed once a year.

Director of Human Resources- celebrating employee appreciation this week.

Katy reported on a physician who accepted an offer of employment. He will join the Medical Staff next year.

Director of Clinic Operations- Michelle discussed the six quality measures that were chosen by the Medical Staff.

Director of Facilities- Bill also commented on the table top mass casualty exercise. He felt it went well and the comments that he heard was that an exercise should be held more often.



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Steve asked what the final resolution was for the odor in the VA building. Bill said it came from an underground diesel tank that still had diesel in it. Three truckloads of contaminated soil were hauled away. The tank was then filled with cement.

Alex reported the nurse's station remodel is complete and looks very nice.

Revenue Cycle- Yvonne discussed a change in supply patient charge.

Chief Financial Officer- Betty received notification of an \$88,000 receivable based on the FY17 interim cost report.

**MEDICAL STAFF REPORT**

Dr. Told reported there is a good core of Medical Staff, and he is pleased with the direction of the renovation. He said the Medical Staff is focusing on improving their quality statistics in areas they can make a difference. He felt the hospital and clinic is moving in the right direction to draw in more patients.

Dr. Told said the following credentialing files were reviewed by the Medical Executive Committee and recommended for reappointment and Board approval.

Ninon Germain; MD- reappointment to Courtesy Medical Staff

Mark Imus; FNP- reappointment to Allied Health Staff

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

**2017 CALENDAR**

Compliance meeting- Sept 12 from 1:00pm-2:00pm at the Soltman Center

Marketing Committee meeting- Sept. 13 from 9:00am-11:00am in the Webb Bldg conference room

Veterans Center presentation- Sept. 15 from 4:00pm-5:00pm at the Veterans Center

Board meeting- Sept. 26 at 12:30pm / iProtean webinar starts at 11:00am

IHA convention in Sun Valley- Oct. 7-10



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**COMMITTEE REPORTS**

Finance-

**ACTION: Jane Carlson made a motion to pay project costs in the amount of \$110, 851.80. Jerry Zumalt seconded the motion. Six were in favor and one abstained, motion carried.**

**SEPTEMBER 26, 2017 MEETING AGENDA**

1. Strategic Plan update
2. Committee Charter development
3. KH Agreement- finalization / progress on CEO search/ update

**GENERAL DISCUSSION**

Cardinal Health update- Betty reported the number of scripts is steadily growing but the activities are still lower than she would like. The Cardinal Health rep was here last week. They will be helping with flyers to advertise and there will be an open house Sept. 29 in conjunction with the community Ocktoberfest.

Public records request- Betty reported the hospitals attorney gave the Board's response to the requesting attorney and haven't heard back.

**APPROVAL OF ALL REPORTS**

**ACTION: Jim May made a motion to approve all reports submitted. Leta Strauss seconded the motion. All were in favor, motion carried.**

There being no further business, the regular meeting adjourned at 3:00pm. The next regular Syringa Hospital & Clinics Board of Trustees meeting will be held Tuesday September 26, 2017 at 12:30pm at the Soltman Center.

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**Leta Strauss; Syringa Hospital & Clinics Board of Trustee Secretary / Treasurer**