



**BOARD OF TRUSTEE MEETING MINUTES  
December 20, 2016**

**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  
Twila Hornbeck  
Paula Calcaterra  
Ted Sellitti  
Gunther Williams  
Jo Hardy

**HOSPITAL EMPLOYEES**

Joe Cladouhos  
Betty Watson  
Bill Spencer  
Eric Kopczynski  
Lauren Wilson  
Michelle Schaeffer  
Dina Cervantes  
Dana Greig

**CHIEF MEDICAL OFFICER**

Danny Griffis, MD

**APPROVAL OF BOARD MINUTES**

Minutes of the November 22, 2016 Syringa Hospital & Clinics Board of Trustees regular meeting minutes were submitted for approval.

Minutes of the November 29, 2016 Syringa Hospital & Clinics Board of Trustees special meeting minutes were submitted for approval.

**ACTION: Jo Hardy made a motion to approve the November 22, 2016 and November 29, 2016 Syringa Hospital & Clinics Board of Trustees meeting minutes as mailed. Gunther Williams seconded the motion. Seven were in favor, motion carried.**

Al asked the Board how they felt about appointing one or two non-voting Board members with in-depth financial backgrounds. Steve thought it was a good idea. Paula was undecided and the three new Board members felt they hadn't been on the Board long enough to voice their opinion. Twila commented that Betty announced this morning at the Finance Committee meeting that the hospital was awarded a \$25,000 grant to be used for an operational and financial assessment, and based on that she suggested waiting to see what the outcome was. Further discussion will be discussed at the January Board Retreat.



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**ADMINISTRATIVE REPORTS AND QUESTIONS**

Discussion was held on outpatient procedures and the reasons for several cancelations.

Eric answered questions on the drop in Swingbed days. He stated the Discharge Planner contacted the referral facilities and determined they hadn't had any patients to send to Grangeville.

Eric reported the Medical Staff approved the Trauma Level 4 resolution at their Dec. 14<sup>th</sup> meeting.

Dr. Griffis discussed tele-psychiatry and explained the impact model that is incorporated with a case manager and Psychiatrist. The service is still being evaluated. He also discussed how mental health first aid teaching shows the lay people how to interact with someone who is in acute crisis.

Joe acknowledged Eric Kopczynski, CNO who has resigned effective the end of the month.

Bill reported because of increased CMS rules with emergency preparedness there will be additional requirements coming next year. Lauren suggested taking discussion to the Safety Committee tomorrow.

Twila was concerned with the financial report regarding the year to date net loss of \$273,983.

Michelle discussed a clinic visit cancellation report she had the HIT department generate.

The Jan. 11<sup>th</sup> date for the dedication ceremony in honor of Dick Tucker was confirmed.

**MEDICAL STAFF REPORT**

Dr. Griffis reported the Medical Executive Committee reviewed and approved credentialing files for the following; Carlan Wilson; CRNA- reappointment to Active Allied Health Staff, Kevin Kavanaugh; MD- appointment to Courtesy Medical Staff, and Andrew Jones; DO- reappointment to Courtesy Medical Staff.

**ACTION: Twila Hornbeck made a motion to approve the credentialing files as presented and recommended by the Medical Executive Committee. Paula Calcaterra seconded the motion. Seven were in favor for the reappointment to Active Allied Health Staff for Carlan Wilson; CRNA. Seven were in favor for the appointment to Courtesy Privileges for Kevin Kavanaugh; MD, and six were in favor of the reappointment to Courtesy Medical Staff for Andrew Jones; DO. Twila Hornbeck was opposed. All motions carried.**



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**UNFINISHED BUSINESS**

Joe reported Kootenai Health (KH) plans to present the draft management agreement in January. They will be going live with Epic in 2019 but there will be no requirement for SHC to switch to Epic.

Board Bylaws- Twila reviewed the addition of the Compliance Committee. Ted asked that the Bylaws note that the Compliance Committee will meet quarterly.

**ACTION: Steve Didier made a motion to add language to the Board Bylaws that state the Compliance Committee meets quarterly. Paula Calcaterra seconded the motion. Seven were in favor, motion carried.**

A draft of the newly revised Strategic Action Plan was prepared and submitted by Lorraine Roach. Joe discussed the Leadership Team's recommendations to go with three initiatives. The next step will be to set benchmarks, assign responsibility and time lines.

**NEW BUSINESS**

Board Retreat in January- It was agreed to meet January 12, 2016 10am-2:00pm. Two locations were suggested. Al will be following up and reporting back on one.

**2017 CALENDAR**

Compliance meeting- Jan. 10<sup>th</sup>, 1:00-2:00 at the Soltman Center  
Dedication ceremony in honor of "Dick Tucker"- Jan. 11<sup>th</sup>, 4:00pm at the Kooskia Clinic  
Board Retreat- Jan. 12<sup>th</sup>, 10:00-4:00 (location to be determined)  
Board meeting- Jan. 24<sup>th</sup>, 12:30 at the Soltman Center

**COMMITTEE REPORTS**

Compliance-

Ted reported the first Compliance Committee meeting was held this month. The focus will be to identify areas of improvement and determine how to achieve the goals. Joe will be contacting the IHA regarding compliance audits and KH for their Compliance Plan.

Finance-

Twila reported a Finance Committee meeting was held today. In the meeting, Betty presented a break down of department overhead allocations based on Medicare reimbursements. Twila said she requested that Betty provide the information to the entire Board.



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**ACTION:** Twila Hornbeck made a motion to pay project costs in the amount of \$4392.00. Steve Didier seconded the motion. Seven were in favor, motion carried.

**APPROVAL OF ALL REPORTS**

**ACTION:** Steve Didier made a motion to approve all reports as presented. Jo Hardy seconded the motion. Seven were in favor, motion carried.

**AGENDA ITEMS FOR THE JANUARY 24, 2017 BOARD MEETING**

1. KH draft agreement
2. FY16 Audit Report
3. SHIP Grant MOU
4. CMS rules for emergency preparedness readiness

There being no further business, the regular meeting adjourned at 2:45pm. The next Syringa Hospital & Clinics Board of Trustees meeting will be held Tuesday January 24, 2017 at 12:30pm at the Soltman Center.

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