



**BOARD OF TRUSTEE MEETING MINUTES
February 22, 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
Steve Didier

ABSENT

Judy Scribner- excused

HOSPITAL EMPLOYEES

Joe Cladouhos
Betty Watson
Cindy Daly
Lauren Wilson
Eric Kopczynski
Darla Whitley
Bill Spencer
Yvonne Hoiland
Katy Eimers
Dina Cervantes

CHIEF OF MEDICAL STAFF

Tema Jessup, DO

GUESTS

Barbara Essen

APPROVAL OF BOARD MINUTES

Minutes of the January 25, 2016 Syringa Hospital & Clinics Board of Trustees meeting were submitted for approval.

ACTION: Twila Hornbeck made a motion to approve the January 25, 2016 Syringa Hospital & Clinics Board of Trustees meeting minutes as mailed. Al Bolden seconded the motion. All were in favor, motion carried.



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GENERAL DISCUSSION ITEMS

1. March 7th City Council meeting
2. Board conduct during meetings

ADMINISTRATIVE REPORTS AND QUESTIONS

Chief Nursing Officer- Eric Kopczynski, RN was introduced as the new Chief Nursing Officer.

Joe expressed gratitude to Cindy Daly for serving three years as the CNO. Cindy will continue as the OR and IP Coordinator.

Director of Clinic Operations- Michelle left the meeting to join the surveyors for the RHC site survey.

In Michelle's absence, Katy amended the report regarding the locum's Physical Therapist. He is no longer available for the time he was scheduled.

Director of Human Resources- Katy answered questions on the Swank employee online training program.

Director of Facilities- The final punch list is scheduled for March 2nd. This will complete phase one of the renovation.

Bill discussed the educational component of the TSE (Time Sensitive Emergency). Dr. Jessup talked about the critical time it takes to go through the entire process from the time the ambulance picks up the patient until they are transferred.

Foundation- written report submitted.

Chief Financial Officer- written report submitted.



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MEDICAL STAFF REPORT

Dr. Jessup reported the Medical Executive Committee reviewed two credentialing files at their February 10, 2016 meeting and recommended Board approval for the following;

Mark Eggleston; MD (Ophthalmology) - reappointment to Courtesy Medical Staff
Mary Muench; CRNA- reappointment to Courtesy Allied Health Staff

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

AUDIT REPORT FOLLOW UP

The 2015 Z Value calculation was included in the Board packet. The Board had no follow up questions.

CONSTRUCTION LOAN

ACTION: Twila Hornbeck made a motion authorizing Joe Cladouhos and Betty Watson to open an account at Zions Bank and to be authorized signers for the construction loan. Al Bolden seconded the motion. All were in favor, motion carried.

BOARD EDUCATION

Board education on the policy & procedure for the Clinic (RHC) was tabled until next month's meeting. Al asked if employees were required to take breaks. Katy said there is no requirement. Employees are encouraged but if for some reason they don't get their lunch break they are paid for it.

2016 CALENDAR

Board meeting- March 21st



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COMMITTEE REPORTS

PI- Lauren reported the committee met Feb. 9th and there was good discussion and feedback. One thing that was noticed on the dashboard was that the providers weren't getting credit for x-rays. HIT will be looking into how that information is gathered. A suggestion was made to present high points in the quarterly "Health Matters" newsletter. Paula emphasized how impressive the infection rate is and it should be communicated to the public.

Planning- Al gave a brief report on the construction progress from the meeting held this morning. The committee also toured the new provider / nurse sleep room / library upstairs. Al also discussed the plan for the 340 B in house pharmacy.

Joe reported he and Dick attended the Feb. 10th Kooskia City Council meeting and on March 14th he and Al are scheduled to meet with the White bird City Council.

Twila commented that the meeting presented by the cost report preparer on Feb. 2nd was informational.

Finance-

ACTION: Twila Hornbeck made a motion to pay expenses associated with the renovation project of \$128,220.76 from the non Webb account and \$11,795.91 from the Webb account but no payment is to be made on the elevator until completion. Dick Tucker seconded the motion. All were in favor, motion carried.

APPROVAL OF ALL REPORTS

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

AGENDA ITEMS FOR THE MARCH 21, 2016 BOARD MEETING

- Board Education- RHC survey results
- Set date for Board retreat
- Construction loan closing documents



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GENERAL DISCUSSION

Joe reported Idaho Health Facilities Authority is requiring the City's approval to move forward with the construction loan because of provisions in the original transfer agreement.

Dick asked that Board members conduct themselves in a professional and collegial manner during Board meetings.

Discussion was held on the amount of time the Leadership Team and Medical Staff are taken away from their duties while sitting in the Board meetings.

ACTION: Paula Calcaterra made a motion to assign times on the agenda for the Leadership Team's individual reports and then excuse them after so they don't have to stay for the entire meeting. Twila Hornbeck seconded the motion.

ACTION: Paula Calcaterra made a motion to table her previous motion. Twila Hornbeck seconded the motion.

ACTION: Twila Hornbeck made a motion to go into Executive Session per I.C. 74-206 B- personnel at 2:45pm. Al Bolden seconded the motion. All were in favor, motion carried.

ACTION: Twila Hornbeck made a motion to go out of Executive Session at 3:21pm. Al Bolden seconded the motion.

There being no further business, the regular meeting adjourned at 3:21pm. The next Syringa Hospital & Clinics Board of Trustees meeting will be held Monday March 21, 2016 at 12:30pm at the Soltman Center.

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