



**BOARD OF TRUSTEE MEETING MINUTES**  
**January 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  
Judy Scribner  
Richard Tucker  
Paula Calcaterra  
Steve Didier

**HOSPITAL EMPLOYEES**

Joe Cladouhos  
Betty Watson  
Michelle Schaeffer  
Lauren Wilson  
Cindy Daly  
Yvonne Hoiland  
Dina Cervantes  
Bill Spencer  
Darla Whitley  
Dana Groom  
Delana Burchak

**CHIEF OF MEDICAL STAFF**

Tema Jessup, DO

**GUESTS**

Barbara Essen  
Lorie Palmer

**APPROVAL OF BOARD MINUTES**

Minutes of the December 28, 2015 Syringa Hospital & Clinics Board of Trustees meeting were submitted for approval.

**ACTION:** Judy Scribner made a motion to approve the December 28, 2015 Syringa Hospital & Clinics Board of Trustees meeting minutes as corrected. Steve Didier seconded the motion. All in favor, motion carried.



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**GENERAL DISCUSSION ITEMS**

1. Helipad

**FY15 AUDIT REPORT**

Carl Swenson, CPA presented the FY15 audit report.

**ADMINISTRATIVE REPORTS AND QUESTIONS**

Chief Nursing Officer- Cindy suggested emergency preparedness training for a future Board education item.

Director of Clinic Operations- Twila asked how the services were going with the new medical social worker. Michelle said Maja has been able to be a resource for several patients already.

Director of Human Resources- Discussed physician recruitment. Michelle reported Dr. Griffis did phone interviews with two physicians, but both wanted high volumes in OB which was something we couldn't provide. The amount of residents doing their rural rotation in the clinic has increase significantly. The exposure has been very good and residents have been going back and giving positive feedback to the other residents.

Dana discussed the decision to discontinue the "Fit Bit" radio spot on KORT.

Director of Facilities- Bill reported members of EMS met with the City Council and they have since dropped the ordinance, and there is no permit process required. Bill discussed this years EMT Spring Fling Conference.

Foundation- Twila reported Christy Imus was elected to the Foundation Board.

Revenue Cycle- written report submitted.

Chief Financial Officer- written report submitted.

**MEDICAL STAFF REPORT**

Dr. Jessup reported the Medical Executive Committee reviewed the credentialing files for Matthew Told; DO for reappointment to Active Medical Staff and the change in privileges for Wayne Hollopeter; MD to Courtesy Medical Staff at their January 13, 2016 meeting and recommended them for Board approval.



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**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 in favor, motion carried.

**QUARTERLY REPORT**

The HR turnover report and provider gross revenue charges were distributed. Michelle reported there were fifteen patients transferred out of the clinic this quarter, and 253 transferred into the clinic. 168 of the patients were from Dr. Hollopeter's practice. The other 85 were from out of the area.

**BOARD EDUCATION**

Delana Burchak discussed her role and responsibilities as the hospitals discharge planner.

**KOOTENAI HEALTH SYMPOSIUM**

Joe relayed information from a presentation given by a physician on safety, quality, and provider satisfaction. Craig said the Mayo Clinic divided into five areas throughout the region with specialty clinics focusing on high value care close to home. Joe invited the Board to travel with him to Kootenai to attend their open house on February 25<sup>th</sup> from 4:30pm – 8:30pm.

**2016 CALENDAR**

Medicare reimbursement education- Feb. 2<sup>nd</sup> at 1:00pm in the Webb Building  
PI Committee meeting- Feb. 9<sup>th</sup> at 12:00pm in the NWA  
CR/Marketing meeting- Feb. 18<sup>th</sup> at 1:30pm in the NWA  
Board / Planning- Feb. 22<sup>nd</sup>  
Kootenai Health Grand Opening- Feb. 25<sup>th</sup>  
March Board meeting- date changed to the 21<sup>st</sup>

**COMMITTEE REPORTS**

Ethics- Twila reported the committee recommended whenever an ethics consultation is done to have a follow up discussion the next day. The committee will start meeting every three months. A three day class on bio-ethics will be held at St. Al's.



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Finance-

**ACTION:** Twila Hornbeck made a motion to pay expenses associated with the renovation project of \$101, 678.55 from non Webb funds and \$29,980.53 from the Webb account. Judy Scribner seconded the motion. All in favor, motion carried.

**APPROVAL OF ALL REPORTS**

**ACTION:** Al Bolden made a motion to approve all reports as submitted. Twila Hornbeck seconded the motion. All in favor, motion carried.

**AGENDA ITEMS FOR THE FEBRUARY 22, 2016 BOARD MEETING**

- Financial training at 10:00am
- Audit report follow up
- Board education- Policy & Procedure for the Clinic (RHC)

**GENERAL DISCUSSION**

Twila said she received information that a helipad would never be approved based on the rules that are in place. She recommended that the hospitals attorney meet with the city's attorney to confirm.

Judy asked if it was possible to approach the city and request a one way street between the hospital and VA clinic. She said when the MRI van is parked on the corner it limits the visibility for traffic and is unsafe.

Dick asked why patients are still being told to go outside to get to the clinic when it was his understanding the stairway is now open to the public and there is an entrance to the clinic through the hallway. He overheard the receptionist at the hospital telling a patient to go down the stairs and then out the door to get to the clinic. Michelle offered to follow up with the Admissions Coordinator.

**IDAHO HEALTH FACILITIES AUTHORITY CONSTRUCTION LOAN**

Joe Wright reviewed the hospital property titles and documents from the recorder's office and found that when the city transferred the hospital over to the district, the transfer agreement stated that no one other than the district may operate the hospital without the City's consent. This could be a possible issue with obtaining a loan with Zions Bank managing the hospital. The second issue would be deciding what to do with the Ernie's Steak House lot.



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Odette Sutton from Zions Bank was called and placed on speaker phone to ask if the Ernie's Steak House lot would be used as collateral, and what the terms of the loan would be for an early release if the Wells Fargo loan was paid off. Odette confirmed that once the loan was paid off the lot would be released as collateral. The Board asked that the lot be part of the IHFA loan as collateral with an early release provision.

Twila Hornbeck made a motion to approve keeping the Ernie's Steak House property in the appraisal as collateral in the 1.3 million dollar loan, and to include three year, 36 month early release on the property after the 82,000 Wells Fargo loan is paid off. Steve Didier seconded the motion. Six in favor. Motion carried.

**ACTION: Twila Hornbeck made a motion to go into Executive Session per I.C. 74-206 A- hiring at 3:50pm. Al Bolden seconded the motion. All in favor, motion carried.**

**ACTION: Twila Hornbeck made a motion to go out of Executive Session at 4:55pm. Judy Scribner seconded the motion. All in favor, motion carried.**

No action was taken.

There being no further business, the regular meeting adjourned at 4:55pm. The next Syringa Hospital & Clinics Board of Trustees meeting will be held Monday February 22, 2016 at 12:30pm at the Soltman Center.

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