



**BOARD OF TRUSTEE MEETING MINUTES**  
**July 25, 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  
Gunther Williams  
Jerry Zumalt  
Leta Strauss  
Jim May  
Jane Carlson

**HOSPITAL EMPLOYEES**

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

**CHIEF MEDICAL OFFICER**

Matt Told, DO

**GUESTS**

John Warford  
Lorie Palmer

**APPROVAL OF BOARD MINUTES**

Minutes of the June 27, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting were submitted for approval.

**ACTION:** Steve Didier made a motion to approve the June 27, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting minutes as mailed. Leta Strauss seconded the motion. All were in favor, motion carried.

**GENERAL DISCUSSION ITEMS**

1. Board education
2. Employee vaccinations



**BOARD OF TRUSTEE MEETING MINUTES  
July 25, 2017**

**UNFINISHED BUSINESS**

Kootenai Health management agreement- Steve disagreed with the attorney's suggestion for titling the agreement "Hospital Resource Affiliation Agreement". He recommended "Hospital Management Services Agreement". Jim commented that it was unclear what the cost would be for any consultation outside of the listed services outlined in the agreement. He also pointed out that if for any reason SHC terminated the agreement it would mean SHC would be without a CEO.

**ACTION: Steve Didier made a motion to approve the Kootenai Health management agreement with the revised title "Hospital Management Services Agreement". Gunther Williams seconded the motion. All were in favor, motion carried.**

Strategic Action Plan (SAP) - Al said the SAP was approved and adopted by the Board in April and many hours were spent preparing the plan so he was hesitant to adjust anything at this time. Leta asked that the Board start reviewing the document on a regular basis, not to amend it. Betty confirmed she only received one comment on the plan and that was from an employee, none from the community. Leta suggested that the Board hand select a group of people from the public to offer input for future reference. Gunther thought it would be a good idea to review the plan with the new Board members. Steve proposed that each of the committee chairs review the metrics of the plan. Betty will also have this be a standing agenda item for the Leadership Team meetings and updates can be added to their individual reports.

**NEW BUSINESS**

Jerry suggested holding an open meeting at the Senior Center to explain to the public what the KH management agreement means and to answer questions. Steve asked that Katy and Dana work on a date and arrange the meeting. Katy said it could also be in the next edition of Health Matters.

**ADMINISTRATIVE REPORTS AND QUESTIONS**

Chief Nursing Officer- Alex discussed his written report regarding evidence based practices. He said the main purpose is to use this model for decision making in the nursing department.

The emergency disaster table top exercise will be held tomorrow evening in the Soltman Center.

Human Resources- Katy reported employee appreciation changed to the week of August 21. Award pins will be presented on Thursday the 24<sup>th</sup> at the Soltman Center.



**BOARD OF TRUSTEE MEETING MINUTES  
July 25, 2017**

Steve asked about the idea for pursuing a new hospital tag line. Katy said it was her recollection that during the process of preparing the SAP it was suggested by the facilitator to consider a new one so it was discussed at the Marketing Committee meeting. Gunther noted that the Marketing Committee also discussed having their own mission statement. Jim felt it was important to expand SHC's reach to the entire district.

Dana reported on the Cardinal Pharmacy grand opening. The plan is to tie it into the clinic grand opening that will also coincide with Oktoberfest.

Dana discussed the layout for the booth at the Idaho County Fair.

Director of Clinic Operations- Michelle discussed the third quarter stats of the patient transfer report.

Steve inquired on the status of the bench cushions for the new exam rooms. Michelle stated they were delivered but some modifications were needed so they were sent back.

Bill discussed the sound barrier issues within the new exam rooms that were identified and the plan to resolve it.

Steve asked about the plan for improvements in the Kooskia Clinic. Michelle said it is a conceptual idea but Betty has given the ok to submit the suggested improvements to Barry Roark who is the building owner for a cost estimate.

Director of Facilities- Bill gave a report on the status of construction. He's concerned with the timeline for completion of sequence III. Some asbestos was discovered and abated.

Bill discussed what has been done to eliminate the odor in the VA clinic. He continues to monitor the VOC.

Al inquired on the status of the trauma level IV. Bill stated we are waiting for the surveyor.

Foundation- JoAnne discussed the reason for hiring a weekend cashier for the Thrift Shop. She gave a report on current grant projects and discussed some upcoming events.

Revenue Cycle- written report submitted.

CFO / Interim CEO- Betty discussed the financial graph included in the Board packet. Her concern is always with the increase in contractual adjustments. She discussed the payment model for cost based reimbursement vs. PPS (Prospective Payment System).

Brian Whitlock from the IHA asked Betty to relay a message to the Board that there is an opening on the IHA Board. The request is to have one from a northern conference Board. If interested let her know and she will pass on the information to Brian.



**BOARD OF TRUSTEE MEETING MINUTES  
July 25, 2017**

**MEDICAL STAFF REPORT**

Dr. Told reported the Medical Staff met July 12 for their regular meeting but there was nothing noteworthy to report.

**CARDINAL PHARMACY**

Al requested to have formal approval of the Cardinal Health agreement as he couldn't find in any of the previous meeting minutes that it had been done.

**ACTION: Jim May made a motion to approve and ratify the Cardinal Health agreement and lease agreement. Gunther Williams seconded the motion. All were in favor, motion carried.**

**EMTALA MEDICAL SCREENING POLICY**

**ACTION: Jim May made a motion to approve the policy as previously presented. Steve Didier seconded the motion. All were in favor, motion carried.**

**2017 CALENDAR**

Aug. 4- Finance Committee (9:00-11:00) in the Webb Conference Room  
Aug. 8- PI Committee (12:00-2:00) in the Soltman Center  
Aug. 21- 25 employee appreciation week  
Aug. 22- Board meeting (12:30)

**COMMITTEE REPORTS**

Jane gave a report from the July 13 Ethics Committee meeting.

Leta reported Betty reviewed the capital budget list at the July 19 Finance Committee meeting. Betty said the final packet will be presented for approval at the August Board meeting.

**ACTION: Leta Strauss made a motion to pay project costs in the amount of \$124,905.10. Gunther Williams seconded the motion. Six were in favor and one abstained, motion carried.**



**BOARD OF TRUSTEE MEETING MINUTES  
July 25, 2017**

**AUGUST 22, 2017 MEETING AGENDA**

1. FY18 budget
2. KH agreement
3. Cardinal Pharmacy update
4. SAP- standing agenda item

**GENERAL DISCUSSION**

Leta expressed concern with the low participation in employees receiving the flu vaccination. Lauren said as the Quality Director she is required to report the data and is concerned herself. A number of hospitals are making it mandatory but Syringa hasn't taken that initiative as of yet.

Board education- Leta suggested after each iProtean webinar having a half hour of discussion. Gunther recommended having a working lunch to allow more time.

Further discussion was held on the SAP and how to review it on an ongoing basis. It was recommended that committee chairs hold discussion at each meeting and report back at the Board meetings. Jerry inquired if Betty tracks the ratios in comparison to the strategic plan. Betty does and will report that to the Board quarterly. She is also waiting to receive the benchmarks and goals prepared by Eide Bailly.

**APPROVAL OF ALL REPORTS**

**ACTION: Gunther Williams made a motion to approve all reports submitted. Steve Didier seconded the motion. All were in favor, motion carried.**

**PUBLIC COMMENTS**

John Warford addressed the Board regarding SHC not honoring the VA Choice plan. Michelle explained the reason behind that decision, but said Syringa is looking at reinstating the program after more data is collected.

**EXECUTIVE SESSION**

**ACTION: Steve Didier made a motion to go into Executive Session per Idaho Code 74-206 (a) for personnel and 74-206 (f) for settlement agreement at 2:31pm. Gunther Williams seconded the motion. All were in favor, motion carried.**



**BOARD OF TRUSTEE MEETING MINUTES  
July 25, 2017**

The Board came out of Executive Session at 3:29pm. No action was taken.

There being no further business, the regular meeting adjourned at 3:30pm. The next regular Syringa Hospital & Clinics Board of Trustees meeting will be held Tuesday August 22, 2017 at 12:30pm at the Soltman Center.

---

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