



BOARD OF TRUSTEE MEETING MINUTES
June 27, 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
Twila Hornbeck
Richard Tucker
Paula Calcaterra
Steve Didier

HOSPITAL EMPLOYEES

Joe Cladouhos
Betty Watson
Katy Eimers
Michelle Schaeffer
Darla Whitley
Bill Spencer
Yvonne Hoiland
Lauren Wilson
Dana Groom
Eric Kopczyński
Michelle Schaeffer
Beth Monsebroten

CHIEF OF MEDICAL STAFF

Tema Jessup, DO

GUESTS

Lorraine Roach
Lorie Palmer
Barbara Essen

APPROVAL OF BOARD MINUTES

Minutes of the May 23, 2016 Syringa Hospital & Clinics Board of Trustees regular meeting minutes were submitted for approval.

ACTION: Steve Didier made a motion to approve the May 23, 2016 Syringa Hospital & Clinics Board of Trustees regular meeting minutes as corrected. Twila Hornbeck seconded the motion. Date for Katy to have CEO search should be June 27. All were in favor, motion carried.

GENERAL DISCUSSION ITEMS

1) Discussion of KH proposal



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ADMINISTRATIVE REPORTS AND QUESTIONS

Chief Nursing Officer- Inpatient OB Coordinator resignation. Eric is evaluating the org structure for nursing management with Mickie Miller, RN continuing in this position until the end of July. Steve noted the Cascadia Rising response via call-em-all was received by trustees in Phoenix. Eric explained how the system works to alert staff of any emergency or staffing needs.

Director of Clinic Operations- The full time reception position for Kooskia Clinic has been filled. Dr. Johnson will start July 19 and Julie Hammatt in September. A clinical assistant will need to be hired for her. Amy Cline is interested in taking the bridge position and the VA position will be filled as soon as Jennifer McPherson is credentialed by the VA.

Director of Quality - no additional report

Director of Human Resources- Discussed the captive model for a self funded medical plan and possible implementation date of October 1. Katy offered to have a meeting with the board for more information and contact JP Dupin of Advanced Benefits. Discussed talking about it on July 25 planning committee meeting at 11:00 am.

CR Marketing: Looking for a July 31 completion date for Kooskia Sign. Twila asked about the Style Manual and what it is. Dana stated the manual outlines how we market our logo including color, font, etc., to ensure consistency.

Director of Facilities- Bill added that the disaster drill was excellent. The staff learned a lot and he hopes to have an additional facility drill this winter. Craig asked about the EMT shortage and how drivers are being utilized. Bill noted that a couple of drivers completed the course but then left the area. Twila asked about contractors for ongoing construction. Schacher Construction was the lowest bid for the HIM building and no plans approved as yet for the pharmacy space. New wayfinding is working well and plans continue for closing the ER to public. This will be prominently featured in the next Health Matters in early August.

Foundation- no additional report

Employer Health Fair – Twila stated we should consider reaching out to other employers. Would like to see us educate the large employers like the Forest Service to come to Syringa. Michelle stated with regard to the FS, we do work comp and new employee health screenings. Possibly develop some type of welcome package for larger employers? The traveling flu shot clinic last year was a good outreach to employers which can be expanded this year. Steve that if we want to be the provider of choice we need to continually reach out. Dr. Jessup mentioned that new patients do have a wait but this should get better with more providers coming.



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CEO- Joe distributed a handout with details on charity care/bad debt for this region which was discussed at the IHA meeting and noted that this information will be used in executive session. Joe stopped by SJRMC and met George Fitz, the new CEO who will visit on July 13 and bring Dr. Rooney with him. This is a med staff meeting day so if they would like to visit with Dr. Rooney he can be available. Dr. Jessup stated she thought the medical staff would like to do that.

Rev Cycle- Yvonne handed out information regarding “Proper Swing Bed Utilization in CAHs” that wasn’t in the board packet. She watched a webinar regarding Swingbed opportunities for CAHs and ways to promote the service. The link to the webinar is included in report. Bill felt we don’t do enough to promote this service. Needs to come from talks between discharge planners and providers. Dr. Jessup stated sometimes there are not beds available for Swingbed and this topic was suggested for medical staff. Joe questioned how many SJRMC patients meet the requirements for Swingbed and how many discharges from there are from our service area. Yvonne noted that education with St. Joe’s would help. Joe will put on list to discuss with them when they are here.

Chief Financial Officer- Betty noted the year to date anesthesia minutes total needs corrected on her report and she will do that for next meeting. There is discussion that Congress is considering an additional cut of 1% of allowable cost to Medicare. If passed this could be a loss of \$100,000 a year to SHC. Steve asked about the indigent care write off and are we re-evaluating this? Small hospitals don’t always try to collect for indigent care so the legislature isn’t aware of the true numbers and cost. Twila questioned the numbers presented by the speaker at the conference. Yvonne stated that the county won’t even look at a claim unless the person is having surgery or being transferred out of our facility. Twila suggested an education session on this topic as its very complex. Possibly an August board education session. Yvonne reiterated that the 180 day requirement before sending bad debt to collections is regulated by Medicare because all patients must be treated the same way and SHC has determined the 180 days after final billing is our best turnaround. The claim is “worked” prior but not sent to collections until this time period is exhausted.

MEDICAL STAFF REPORT

Dr. Jessup report that everyone is excited for two new providers to come next month. She is working with the WWAMI program as our point person to be sure that we are getting med students consistently and that they have a good experience here.

DISCIPLINARY / COMPLAINT POLICY & PROCEDURE

ACTION: Twila Hornbeck made a motion to table discussion of this policy until the next meeting. Steve Didier seconded the motion. All were in favor, motion carried.



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MEDICAL STAFF BYLAWS

ACTION: Steve Didier made a motion to approve article 7 of the Medical Staff Bylaws with the caveat that the language in the policy regarding “rules and regulations” is broad and non-specific and needs to be reviewed at a later meeting. Paula Calcaterra seconded the motion. All were in favor, motion carried.

ACTION: A motion was made by Steve Didier to approve the PI, Compliance, Risk Management and Confidentiality policies together. The PI policy mission statement will be updated by Lauren once the Board revisits the mission statement during their strategic planning session. Paula Calcaterra seconded the motion. All were in favor, motion carried.

VA SERVICE / CLINIC PROCEDURES

Beth Monsebroten gave a review and progress report of the VA Clinic. Discussed difference between contracted clinics and Community Based Clinics. Our clinic started with about 200 patients about three years ago which was determined by the VA and now have approximately 400.

Recent changes include the PIV Card which is how VA staff log in to the VA computer system. Each badge has to be issued by the Walla Walla office and passwords expire every 3 years; This requires another trip to WW to reissue badges.

Another change is that the VA now has the providers contact the veterans regarding test results – used to be that the VA was doing that. This requires additional provider time so adjustments to the schedule to compensate include having patients complete their labs/tests prior to the visit so that Beth can minimize the amount of time on the phone after the visit to talk with the patient.

Choice card – Prior to Choice, consults scheduled via the VA. Since the choice card option was initiated, problems have occurred mostly due to patients lack of understanding. Patients are excited about it because they have more access to services closer to home. Questions arose as to whether patients can get labs/radiology at SHC. With choice card, radiology is more available but labs still go to WW. Beth also noted the other duties she performs as an employee including walk in patients in the PCC, peer reviews, and meetings. Would like the takeaway to be that the VA is an important part of the community and a valuable local resource for questions on the complexity of the VA system. Need to be sure the VA is aware of how important this clinic is to our community. Joe thanked the VA staff for all their work and reiterated the need for the VA to negotiate a new contract as we are still waiting. Craig asked about her typical day: Beth described her day as being different day to day. Most patients have some type of mental health issue and those appointments take a lot of time.



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VA requirements for intake also take anywhere from 15-30 minutes so the average patient is an hour. Her days are rarely ever the same. Steve noted as a veteran that it is very difficult to get veterans to open up to someone who has not been in combat and gave her kudos for her ability to do so.

KOOTENAI HEALTH RELATIONSHIP

Craig reviewed the meeting with KH CEO John Ness last week. Board discussed the benefits of the proposal including purchasing, training, consults with specialists, Mayo Clinic connection, etc. Steve noted that they are a taxing district and not a for-profit which makes a good match. KH not interested in a takeover or competition and also willing to get out of the agreement if things not going well for either entity. Variety of contract options available depending on what the board wants.

Next steps: Proceed with exploring options and more information. Need to be sure the communication with the community is on point with the benefits of an affiliation but that the board will retain local control.

CEO CONTRACT AD SEARCH COST COMPARISONS

Katy reviewed the costs and options of hiring a retained firm for a CEO search as well as options for recruiting ourselves. The board felt the option of a retained firm is not the best due to the cost and past history. Board would like to move the process along by obtaining more information from John Ness regarding the KH affiliation. Need to distribute and use the handout with the questions that show the different options available to the board as a starting point.

STRATEGIC PLAN UPDATE

Will be placed in the parking lot items until after some decisions are made regarding KH affiliation.

WESTERN REGIONAL SYMPOSIUM REPORT

Twila talked about a way to reward the employee of the month with a day off with pay. Good meeting; great speakers. Steve noted that every board member should attend as you find out all about healthcare governance which is very different than other boards. Transparency and value added services were featured topics. The symposium has a feature for first time board members put on by healthcare attorneys.

IHA MID-YEAR MEETING

Paula reported that transparency and dealing with millennials was part of the focus and how to market to them for healthcare services; good presentation on leading change; The Idaho for-profit Osteopathic medical school was discussed and there will probably be more for profit schools coming. Workplace violence presentation was very good.



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APPROVAL OF ALL REPORTS

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

2016 CALENDAR

Finance Committee- August 2, 2016 at 1:00; PI – August 8; IHA Annual Meeting – October 8-11 in Sun Valley; Ethics is July 6.

COMMITTEE REPORTS

Ethics – Will be meeting monthly (1st Wed) with case reviews. Reverend Gott presented a case and there was good discussion. They will meet the first Wednesday of every month.

Planning – Made three recommendations to the board:

- Make North Street a one way only and designate diagonal parking for the clinic.
- Leave the HIM office building name the Dr. Hollopeter Building.
- Pursue looking into a Lifeline mobile clinic as a new service. Paula will get more information.

A motion was made and seconded to accept recommendations from the planning committee. All were in favor.

FOUNDATION- OUTREACH BUILDING DEBT

Clare distributed the Foundation summary of activities to the board. The document included the gifting of the balance owed on the Outreach Building to the hospital in the amount of \$94,399 plus an additional \$50,000 cash. This brings the total donation to the Hollopeter transaction to \$146,000. The foundation donation was unrestricted but if the board decided to use the money to pay off some of the loan to Zions Bank the savings in interest would be about \$33,000. The Foundation has a list of Thrift Shop improvements to the property that they approved at the last meeting which will be paid by retaining the earnings from the last quarter.

Also distributed a list of donations from the Auxiliary to include gifts to hospital and scholarships. The total from 2011-2015 was almost \$203,000.

The board thanked those who were directly involved in getting the ground work done in the community that allowed us to obtain the CEDA grant to include Clare and his wife, Jo Anne Smith and Michelle Gildner.

AGENDA ITEMS FOR THE JULY 25, 2016 BOARD MEETING

- 340B Education
- KH discussion
- Thrift Shop donation allocation



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Lifeline Mobile- Discussed a lifeline mobile clinic as a new option. Paula has been looking into costs for a mobile. A motion was made and seconded to pursue. All were in favor.

There being no further business, the regular meeting adjourned at 4:00 pm. The next Syringa Hospital & Clinics Board of Trustees meeting will be held Monday July 25, 2016 at 12:30pm at the Soltman Center.

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