



BOARD OF TRUSTEE MEETING MINUTES
May 23, 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
Judy Scribner
Steve Didier

HOSPITAL EMPLOYEES

Joe Cladouhos
Betty Watson
Michelle Schaeffer
Yvonne Hoiland
Bill Spencer
Eric Kopczynski
Katy Eimers
Darla Whitley

CHIEF OF MEDICAL STAFF

Tema Jessup, DO

GUESTS

Lorraine Roach

APPROVAL OF BOARD MINUTES

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

Michelle clarified that the numbers she reported last month regarding Dr. Hollopeter's patients were sixteen for the month and not the quarter.

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



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GENERAL DISCUSSION ITEMS

1. Personal comments from Steve to the Leadership Team
2. Results of the Leadership Team and Medical staff Retreat questionnaire
3. Draft Board Retreat Summary

ADMINISTRATIVE REPORTS AND QUESTIONS

Chief Nursing Officer- Eric answered questions on staffing levels in radiology. He stated the department was short staffed and the manager wasn't able to have time for managerial duties, but this has since been resolved.

Director of Clinic Operations- written report submitted.

Director of Human Resources- written report submitted.

Director of Facilities- Bill reported he anticipates hearing from Schacher Construction by the end of the week or next regarding construction of the current HIM office for the in house pharmacy.

Paula inquired on the status of the trauma center application. Eric said we need to know more information before proceeding (what is expected of us and if the cost to participate is going to be approved). Steve asked if a list was being kept of all patient outcomes that were accessed by air. Bill said yes and case reviews are conducted that will generate reports with complete timelines. Paula suggested putting something about TSE in one of the "Health Matters" editions to help inform the public.

Bill discussed the shortage of EMT's during Memorial Day weekend.

Foundation- Craig gave kudos to the volunteers who worked on the Block Grant.

Chief Executive Officer- Betty reported she received notice of the FY14 Medicaid settlement that resulted in a payback of \$190,613 (In Patient- \$46,415, Outpatient- \$144,198).

Twila requested to have a Finance Committee meeting after the managers have submitted their budget request items. Paula asked if Betty could provide a report showing ten years of SHC volume trends.

MEDICAL STAFF REPORT

Dr. Jessup didn't have anything to report from the May 13th Medical Staff meeting.



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EMERGENCY SERVICES POLICY

Al asked if additional nurses would be going to TNCC classes. Eric said it's the goal to have all ER nurses certified. Paula recommended having a clause in the Emergency Services Policy that is being brought today for Board approval that there be adequate time given to nursing to obtain the TNCC certification since the policy states it's a requirement.

Paula expressed concern that a nurse could be on call for both the ER and OB at the same time. Eric clarified that some nurses are cross trained in both areas but would only be on call in these circumstances in rare and emergent situations.

ACTION: Steve Didier made a motion to approve the Emergency Services Policy with the suggested recommendations. Al Bolden 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.

2016 CALENDAR

June 21st –Special Board meeting from 12:00pm – 2:00pm in the Soltman Center

June 23rd - IHA mid-year meeting in McCall

June 27- Planning Meeting at 11:00am, Board meeting at 12:30pm in the Soltman Center

COMMITTEE REPORTS

PI- Paula reported the QI Planning Committee is meeting regularly to address quality improvement. The med error report resulted in twenty- one errors last quarter. It was identified that the reporting data for labs and x-rays were misrepresented because the denominators were low for the actual orders placed. It was also discovered that the lab orders were not being counting properly. Cerner has provided a new report that Jill is monitoring for accuracy. Discussed expectations for the ER locums for their emergency transfer documentation.

Finance-

ACTION: Twila Hornbeck made a motion to pay project costs in the amount of \$32,836.52 from the non Webb account. Steve Didier seconded the motion. All were in favor, motion carried.



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BOARD EDUCATION

Darla reported on the Cerner Community Works Conference she attended in Kansas City.

AGENDA ITEMS FOR THE JUNE 27, 2016 BOARD MEETING

- Grievance Policy
- Western Regional Symposium report
- IHA mid-year report

GENERAL DISCUSSION

Steve was pleased to report when he called the clinic his call was answered promptly and gave kudos to all the staff involved in his recent care from reception to the emergency room.

Twila reported that she received positive feedback on one of the ER locums that worked this past weekend.

Board Retreat Summary Report-

Judy suggested forming a task force to look over the VA contract to see what can be done differently next time the renewal comes due based on the response by the Medical Staff from their retreat. Michelle made the comment that Syringa has no control over the solicitation of services because it's written in a way for anyone to answer and assured the Board that the delay in the contract renewal was on the part of the VA. The Board requested to have Beth attend next months meeting to discuss the VA clinic.

CEO search results- Katy was asked to bring two quotes from recruitment firms to the June 21st meeting. Betty was asked to follow up with Quorum.

Strategic Plan- the strategic plan is out of date. It was recommended to put the old strategic action plan (SAP) in next month's Board packet to review and use as a starting point. Joe mentioned that the last SAP focused on creating the master plan and that was accomplished. He suggested using a facilitator to guide the process. Steve recommended dedicating a separate meeting to include the Board, Leadership Team and selected members of the Medical Staff. Will look for a date in August.

Michelle discussed services that Maja Ledgerwood, Medical Social Worker provides.



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There being no further business, the regular meeting adjourned at 3:16pm. The next Syringa Hospital & Clinics Board of Trustees meeting will be held Monday June 27, 2016 at 12:30pm at the Soltman Center.

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