



**BOARD OF TRUSTEE MEETING MINUTES
November 28, 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
Katy Eimers
Yvonne Hoiland
Alex Frei
Dana Greig
Michelle Schaeffer
Darla Whitley

CHIEF MEDICAL OFFICER

Matt Told, DO

GUESTS

Lorie Palmer
Barbara Essen

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF BOARD MINUTES

Minutes of the October 24, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting were submitted for approval.

Minutes of the November 8, 2017 Syringa Hospital & Clinics Board of Trustees special meeting were submitted for approval.

Minutes of the November 13, 2017 Syringa Hospital & Clinics Board of Trustees special meeting were submitted for approval.

Minutes of the November 17, 2017 Syringa Hospital & Clinics Board of Trustees special meeting were submitted for approval.



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ACTION: Steve Didier made a motion to approve all minutes of the Syringa Hospital & Clinics Board of Trustees meetings as presented. Gunther Williams seconded the motion. All were in favor, motion carried.

UNFINISHED BUSINESS

CEO update- Three candidates were interviewed and there are no more scheduled. The Board will be moving towards a decision after getting feedback from the Leadership Team, managers and Medical Staff.

EMS discussion update- Jim met with a large EMS group and three core issues were identified. 1) Funding 2) volunteers 3) and getting sufficient medical support. He stated the medical directive wasn't well received outside of Grangeville but Dr. Jessup has met with those EMT's since. Jim will prepare a formal report to present to the Board next month.

Public meeting list and discussion- Al asked if the Board felt this was still needed. Leta noted there were two articles in the paper with no negative comments.

NEW BUSINESS

PI Committee Charter- Lauren distributed copies of the revised charter that was reviewed in this morning's PI committee meeting. The PI Committee recommended that the Board approve the charter as revised / presented.

ACTION: Steve Didier made a motion to approve the PI Committee Charter as presented. Gunther Williams seconded the motion. All were in favor, motion carried.

ADMINISTRATIVE REPORTS AND QUESTIONS

Chief Nursing Officer- Alex reported the new nurse's station has been completed for about four months but was missing a finishing touch that was needed to make it all complete. An electronic information board was installed which replaced the white boards that were used previously. This makes the nursing station up to date with technology and information can be easily displayed for quick referencing.

Alex discussed the newly constructed ER triage room. He said the emergency department has not had a private place to perform patient triages if all the ER beds were full and once the room is fitted with a computer and vitals machine it will be ready to go.

New hire Mary Hehn, RN has joined the Syringa Team and is orientating with Krystyna Sherrer, RN.



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Dr. Jessup, Krystyna Sherrer, and Kate Manley went to North Idaho College for emergency OB training simulations. The simulation lab at North Idaho College is well up to date and the feedback from the training was very positive. Kate Manley, RN is also set to go to Kootenai for a four week educational OB rotation starting the end of November. She will be the next OB qualified RN to give SHC a strong team of five OB RN's.

Alex discussed the Trauma Level IV certification survey coming up on November 29. He said if all goes well SHC will be Level IV Trauma certified. STEMI and Stroke are next in the queue to apply for and the TSE team has been collecting data on this since the beginning of the Trauma certification process. Alex was hoping for the STEMI and Stroke certification by July/August of 2018.

Director of Quality- written report submitted. No questions.

Director of Human Resources-

Katy asked for volunteers from the Board for the senior holiday luncheon on Dec. 8. The Leadership Team will be helping. Steve said this is a perfect opportunity for the Board to give the senior citizens an update on the KH management agreement. Dana discussed the plan of events.

Director of Facilities- written report submitted. No questions.

Director of Clinic Operations-

Michelle reported updates on the Kooskia Clinic. Newly hired Physical Therapist (Monte Beardin) will be covering the KC. Dr. Campbell has been very busy. Michelle said as the volumes continue to increase the design of the KC will need to be addressed.

Revenue Cycle-

Yvonne distributed a handout that patients receive when getting on Medicare. CMS survey follow up, Yvonne discussed the storage of patient records to be fire and water protected.

Interim CEO / Chief Financial Officer-

Betty reported JoAnn Smith resigned as the Executive Foundation Director. Clare Chapman has graciously offered to help until a new director is hired.

Carl Swenson will be on site in January to give the Board the FY17 audit report.

Betty said the hospital got permission for a capital lease loan through Zions to purchase a new ultrasound machine. The ultrasound volumes decreased last year by 29% due to the lack of quality images.



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MEDICAL STAFF REPORT

Dr. Told reported the Medical Executive Committee reviewed and approved the following credentialing files and recommended approval from the Board. Tema Jessup; DO- reappointment to Active Medical Staff, Beth Monsebroten; FNP- reappointment to Allied Health Staff, Brett Mumford; DO- reappointment to Courtesy Medical Staff and Kimberly Campbell; MD- appointment to Active Medical Staff.

ACTION: Gunther Williams made a motion to approve the credentialing files as presented. Steve Didier seconded the motion. All were in favor, motion carried.

Dr. Told said Beth Monsebroten has submitted her resignation from the VA Center effective March. He and Betty will be meeting tomorrow to discuss a plan for replacement.

COMMITTEE REPORTS

Finance-

ACTION: Leta Strauss made a motion to pay project costs in the amount of \$87,386.26. Jerry Zumalt seconded the motion. All were in favor, motion carried.

CR / Marketing Committee- Gunther commented the committee does a good job of looking at the needs of the community.

PI Committee- Steve reported the committee met this morning. He felt the new meeting format was helpful and more engaging than past ones.

Ethics- Jane reported the committee is working on developing a tool to be used to determine if a consult is needed. There is an opportunity in August for committee members to attend Washington University's annual meeting to discuss how the tool was developed.

APPROVAL OF ALL REPORTS

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



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AGENDA FOR DECEMBER 28, 2017 MEETING

2017 CALENDAR

December 7- Brown bag presentation by Dr. Told on skin conditions from 12:15-12:45 at the Soltman Center
December 12- Compliance meeting from 1:00-2:00 in the Soltman Center
December 19- Hospice Tree of Lights ceremony

EXECUTIVE SESSION

ACTION: Jim May made a motion to go into Executive Session per Idaho Code 74-206 (a) for personnel at 1:30 pm. Leta Strauss seconded the motion. All were in favor, motion carried.

The Board came out of Executive Session at 2:55pm.

Discussion on the CEO candidates was held.

There being no further business, the regular meeting adjourned at 2:55pm. The next regular Syringa Hospital & Clinics Board of Trustees meeting will be held Thursday December 28, 2017 at 12:30pm at the Soltman Center.

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