



**BOARD OF TRUSTEE MEETING MINUTES  
October 24, 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

**HOSPITAL EMPLOYEES**

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

**ABSENT**

Jane Carlson- excused

**CHIEF MEDICAL OFFICER**

Matt Told, DO

**GUESTS**

Joe Cladouhos  
Lorie Palmer  
Barbara Essen  
Harold Gott

**PUBLIC COMMENTS**

Joe Cladouhos brought in books for the Board library.

**APPROVAL OF BOARD MINUTES**

Minutes of the September 26, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting were submitted for approval.

**ACTION: Jerry Zumalt made a motion to approve the September 26, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting minutes as presented. Jim May seconded the motion. All were in favor, motion carried.**



**BOARD OF TRUSTEE MEETING MINUTES  
October 24, 2017**

**UNFINISHED BUSINESS**

CEO search update- Kootenai Health provided the board with two resumes for CEO candidates to be discussed in Executive Session. Interviews will take place the week of Nov. 13<sup>th</sup>. Katy commented she received an email this morning that one of the candidates is requesting their interview date for Nov. 27, 28.

Public meeting proposed list- Al said this is to explain the KH management services agreement. The groups identified were the Chamber of Commerce and city councils for Kooskia, Elk City, White bird, Riggins, and Grangeville. Will start scheduling presentations after the November election.

Committee charter approval- the CR / Marketing Charter was included in the Board packet for review and approval.

Al said because the CR / Marketing Committee is a Board standing committee a Board member should be Chair. Gunther questioned why the CR / Marketing Committee was a Board committee at all.

**ACTION: Steve Didier made a motion to approve the CR / Marketing Committee charter as corrected. Leta Strauss seconded the motion. All were in favor, motion carried.**

EMT discussion group update- Jim said a discussion team was formed and met yesterday. The team will be looking at what can be done locally and at the state level.

**NEW BUSINESS**

IHA conference report from attendees- Al said the governance session was worthwhile to attend. Steve commented on one of the award recipients with the collaborative efforts in quality improvement. He also talked about ACA coverage. Gunther agreed on the importance of governance education. Katy attended a session that focused on employees with mental health and what accommodations need to be made under the ADA, and discussion on union boards. Alex said it was an excellent networking resource for him.

Mission Statement- Betty reported the Marketing Committee is proposing a new Mission Statement (*Syringa Hospital & Clinics is dedicated to providing you the quality healthcare experience you deserve*) that is included in the HR Admin Report. She believes the proposed statement gives more accountability and ownership to staff. Gunther added that the committee didn't feel the current Mission Statement was very memorable. He said the committee also looked at some tag lines.

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



**BOARD OF TRUSTEE MEETING MINUTES  
October 24, 2017**

Betty discussed the Medicare / Licensure survey that was concluded last week. She stated the survey went very well.

**CHAPLAIN SERVICES PROPOSAL**

Harold Gott, Lead Chaplain asked to be at the Board meeting to explain a proposal in changing the way pastoral care is given at the hospital. Leta questioned if patients were asked on admit whether or not they wanted a chaplain visit, and if they didn't she felt it was an intrusion of their privacy rights. She agreed the chaplaincy program was important however. Bill commented on the value of the chaplaincy program in supporting the EMS. On a side note, Jerry suggested that the Chaplains get their flu shot and that background checks be performed.

**ADMINISTRATIVE REPORTS AND QUESTIONS**

Chief Nursing Officer- Steve gave kudos on the new transfer process times.

Director of Quality- working on a new PI process that starts with a review by the QI Planning Committee in an effort to condense the PI packet.

Director of Human Resources- Al inquired on the apprenticeship program. Katy said the plan is to start with the medical assistant position and then expand from there.

Director of Facilities- nothing to add to the written report submitted.

Director of Clinic Operations- Michelle said letters were sent out to all of the patients who received a vaccination during the time the vaccine was exposed to a low temperature. The manufacturers of the vaccine recommended those patients be re-vaccinated because they couldn't guarantee the effectiveness.

Revenue Cycle- Yvonne said she would like to hold a "lunch and learn" community education on Medicare benefits and reading explain of benefits. She got the idea from a session at the IHA convention.

Interim CEO / Chief Financial Officer- Betty reported the financial audit will be the week of Nov. 12.

**MEDICAL STAFF REPORT**

There was no Medical Staff meeting this month.

Dr. Told said he did a handwashing presentation for staff at the all employee meeting and that led into discussion of the hospitals Flu Vaccine Policy. He spoke about the importance of protecting our patients.



**BOARD OF TRUSTEE MEETING MINUTES  
October 24, 2017**

**COMMITTEE REPORTS**

There were no committee meetings in October.

Finance-

**ACTION: Leta Strauss made a motion to pay project costs in the amount of \$74, 112.72. Jim May seconded the motion. All were in favor, motion carried.**

Betty reported the hospital is looking into purchasing a new ultrasound machine with an option to lease it through the vendor. The machine also has the capability to add on an Echo feature.

**APPROVAL OF ALL REPORTS**

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

**AGENDA FOR NOVEMBER 28, 2017 MEETING**

1. Unfinished Business- 1) CEO update 2) EMS discussion update 3) Public meeting list and discussion

**2017 CALENDAR**

November 21- CR / Marketing Committee at 10:30am in the Webb Conference Room

November 22- Hospice Advisory Board at 9:00am at the Soltman Center

November 28-PI meeting at 9:00am, Financial Leadership education at 10:00am, Board meeting at 12:30pm all at the Soltman Center.

**EXECUTIVE SESSION**

**ACTION: Steve Didier made a motion to go into Executive Session per Idaho Code 74-206 (a) for personnel at 2:22pm. Jim May seconded the motion. All were in favor, motion carried.**



**BOARD OF TRUSTEE MEETING MINUTES  
October 24, 2017**

The Board came out of Executive Session at 3:22pm. A special Board meeting in Executive Session for 74-206 (a) for personnel was set for November 8<sup>th</sup> from 8:30am-11:00am at the Soltman Center.

There being no further business, the regular meeting adjourned at 3:22pm. The next regular Syringa Hospital & Clinics Board of Trustees meeting will be held Tuesday November 28, 2017 at 12:30pm at the Soltman Center.

---

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