



**BOARD OF TRUSTEE MEETING MINUTES**  
**September 26, 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  
Tom Overly  
Katy Eimers  
Lauren Wilson  
Bill Spencer  
Dana Greig  
Michelle Schaeffer  
Alex Frei

**CHIEF MEDICAL OFFICER**

Matt Told, DO

**GUESTS**

Lorie Palmer

**PUBLIC COMMENTS**

There was no public comment.

**APPROVAL OF BOARD MINUTES**

Minutes of the August 22, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting were submitted for approval.

**ACTION:** Steve Didier made a motion to approve the August 22, 2017 Syringa Hospital & Clinics Board of Trustees regular meeting minutes as presented. Gunther Williams seconded the motion. All were in favor, motion carried.

**GENERAL DISCUSSION ITEMS**

1. Employee flu vaccinations
2. Update on the public records request
3. Cardinal Health



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**UNFINISHED BUSINESS**

Strategic Action Plan update- the Leadership Team working document was provided in this month's Board packet including updates done in red. There were no questions from the Board.

KH Agreement- update / progress on CEO search- Al said the agreement has been signed and is in effect. The last he heard there were six qualified CEO candidates and will be vetted. KH will narrow down the candidates to three and present them to the Board. Jane questioned why the recruiting firm isn't communicating with the Board. Steve recommended asking for regular updates. Al will follow up.

**NEW BUSINESS**

Committee charter development- charters for Compliance and the Executive Committee were included in the Board packet. Discussion was held on whether or not the Executive Committee should be included in the Bylaws.

**ACTION: Steve Didier made a motion to approve the two committee charters as presented. Gunther Williams seconded the motion. All were in favor, motion carried.**

It was clarified that the Executive Committee will be added to the Bylaws. Leta suggested waiting until after all the charters are finalized. Steve felt the charters should reside with the committees and their policy manual.

SHD EMT ambulance and Quick Response Units- Jim proposed to consider establishing a discussion group as a starting point. He said the problem is that the quick response units are suffering and there is a disparity on how those units are funded. He felt SHC was in a position to help and advocated that the hospital champion the cause. Finding volunteers is also a concern. Jim was given Board approval to go through Betty to identify members to form a discussion group and was appointed chair.

Plan for public forum regarding KH agreement- Leta recommended that the Board go out to groups in the community to present information on the agreement. It was suggested and agreed upon to start educating the public by way of a press release that has been prepared. Steve recommended targeting the city council and Lion's Club. Al and Betty will meet to come up with a schedule and list of organizations to contact. Leta requested that the Board get the press release beforehand in preparation.



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**ADMINISTRATIVE REPORTS AND QUESTIONS**

Chief Nursing Officer- Alex said training continues to be high on the priority list. A second nurse completed ER training at Kootenai and several med surg nurses will be sent for a trauma course so they are more comfortable in the ER when called to assist. Tom has been providing the NRP courses. Alex explained the online ACLS course with mega code testing done on site.

Steve commented that he was glad to see a new staffing model to hopefully eliminate the need for travel nurses.

Director of Quality- Lauren reported the Leadership Team, including Dr. Told had a lengthy discussion on employee flu vaccinations. The end decision was that for this year the hospital is strongly encouraging the vaccine and the employees that receive the vaccine will have a red dot placed on their name badge. If an employee doesn't have a red dot on their name badge they will be required to wear a mask in all patient treatment areas. The direction moving forward will be to make it mandatory after a phase in approach. Leta was deeply concerned to find out that many employees have chosen to not be vaccinated and as a patient herself she is appalled by that. She felt the Board should be in support of mandatory flu vaccinations. Katy discussed the HR aspect that is outlined for new employee hires.

Director of Human Resources- nothing further to add to the written report.

Director of Facilities- Bill was asked what the cost was for the EMT course. Discussion was held on how the cost and time commitment could deter people from taking the course.

Director of Clinic Operations- Michelle reported the clinic and pharmacy open house will be held this Friday Sept. 29 from 4:00p-6:00p. Staff will be available to answer questions, no tours will be given. Logo items will also be given away.

Steve asked if there has been any feedback since the VA Center presentation. Michelle said she had gotten a few calls prior to the meeting but felt nothing but complete support from the veterans that attended. She also followed up on some questions that were asked that evening. The Board gave kudos to Michelle and Beth for their presentation.

Revenue Cycle- Betty reported Yvonne was unable to attend the meeting because she was in Kansas City for Cerner training.

Interim CEO / Chief Financial Officer- Al asked if the VA had responded yet to the request for an increased patient panel. Betty said that our cost report preparers are reviewing the current patient volumes and are looking at the financial impact of different options to serve the veteran patient population. Michelle said the biggest challenge currently is to get the information we need and to get a replacement provider for the VA Clinic, and to have them credentialed in the VA system.



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Leta asked that Betty provide Board training on the CAH information provided to the new Board members. It was decided to do this in place of next month's iprotean webinar before the Board meeting Betty will send out the CAH information to the entire Board.

Gunther requested that the Board receive prior year data on the charges by financial classes for comparison.

Betty reported on the Cardinal Health onsite visit tomorrow. She said the volumes in the pharmacy are slowly increasing.

**MEDICAL STAFF REPORT**

Dr. Told reported there were no credentialing files to present this month. He was anxious about the upcoming open house and reiterated how well the Medical Staff group work together. Dr. Campbell has been a good addition.

**COMMITTEE REPORTS**

Marketing- Dana reported the FY18 marketing plan was discussed and the committee charter.

Compliance- Steve reported the committee met Sept. 12 and minutes of the meeting were included in this month's Board packet, as well as the committee charter. Lauren discussed the request that she look into costs for purchasing Lippincott software to assist with complying with nursing policies. Lauren said the cost was \$16,000 for a three year subscription. Nursing leadership prefers to continue to utilize the hard copy book.

Finance-

**ACTION: Leta Strauss made a motion to pay project costs in the amount of \$95, 081.15 Gunther Williams seconded the motion. Six were in favor. Jim May abstained, motion carried.**

**APPROVAL OF ALL REPORTS**

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



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**GENERAL DISCUSSION**

Betty reported she hasn't heard from the attorney regarding the public records request response.

Al asked if the hospital was going to do the traveling flu clinic for local businesses again. Dana said yes, and she and Jessica Long are working together on it. The date has been set for Oct. 9.

**ACTION: Gunther Williams made a motion to form an Executive Committee as stated in its charter. Jim May seconded the motion. All were in favor, motion carried.**

Betty reported Tom Overly will be retiring and has given his resignation effective next summer. Tom was present for the meeting and said he has had several people contact him already about the position.

**AGENDA FOR OCTOBER 24, 2017 MEETING**

1. CEO search update
2. IHA Conference report from attendees
3. Public meeting proposed list
4. Committee charter approval
5. EMT discussion group update- Jim May

**2017 CALENDAR**

Oct. 24- CAH Board training at 11:00am at the Soltman Center.

There being no further business, the regular meeting adjourned at 2:35pm. The next regular Syringa Hospital & Clinics Board of Trustees meeting will be held Tuesday October 24, 2017 at 12:30pm at the Soltman Center.

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