

STEELE MEMORIAL MEDICAL CENTER

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BOARD OF DIRECTOR'S MEETING

January 26, 2010

MINUTES

MEMBERS PRESENT: Vic Phillips, Chairman
Ryan Allen, Secretary/Treasurer
Shayne Holmes
Dennis Lile
Roy Barrett
Jason Smith
Annette McFarland
Mike Ries
Ex Officio:
Victoria Alexander-Lane, CEO
David Yanoff, MD
Brett Barsalou, Lemhi County Commissioner

OTHERS PRESENT: Preston Becker, CFO
Linda Astalos, CNO/COO
Abner King, CIO
Minutes recorded by Libby Brittain, Executive Assistant

CALL TO ORDER: The meeting was called to order at 4:00 p.m. by Chairman Phillips.

MOTION: Motion was made by Mr. Lile, and seconded by Mr. Barsalou to move into executive session under Idaho Code 67-2345 to discuss personnel and risk management. Motion carried unanimously by roll call. The general session reconvened at 4:20 p.m.

PRESENTATION: Mr. Phillips presented Mr. Becker, CFO with a card signed by all of the Board members in appreciation of his service to Steele Memorial and for congratulations in accepting a new position as CFO at Vibra Specialty Hospital of Portland in Oregon. The Board wished him the best in his new position and future endeavors.

Ms. Alexander-Lane presented the Steele Memorial 2010 Business Plan. Goals for the 2010 Business Plan included: Reducing bad debt to a maximum of 2% of gross revenue; increasing the use of Charity Care by a maximum of 2%; increasing market share by using a Medical Home Model; and increasing Surgery market share. Discussion followed.

Ms. Alexander-Lane reported on a proposal submitted by Paul Lee to Steele Memorial regarding Strategic Healthcare earmarks for hospitals. Discussion followed with an overall consensus not to pursue the proposal.

Ms. Alexander-Lane commended Mr. Becker, CFO on his diligent work to acquire a USDA Grant for the Clinic EMR. Ms. Alexander-Lane disclosed that in order to receive the Grant, the USDA stipulated several requirements which must be met, including borrowing money from a financial institution.

Ms. Alexander-Lane also reported that the Steele Memorial Foundation exceeded their funding goal for the 2009-2010 Annual Giving Campaign for Rehabilitation Department equipment.

CONSENT CALENDAR: Included in the consent calendar were the following items: Minutes from the November 24, 2009 meeting; the CEO Report which included the Administration Policy and Procedure Manual, Compliance Program Self-Assessment, Risk Management/HIPAA Policy and Procedure 660-101; Patient Care Services Report; and the Medical Staff Report, which included the withdrawal of privileges from Deric Ravsten, D.O. and the Cardiopulmonary Policy and Procedure Manual.

MOTION: Motion was made by Mr. Smith, seconded by Ms. McFarland, to approve the consent calendar with the exception of the Strategic Plan Vision Statements. Motion carried unanimously.

Strategic Plan Vision Statements were reviewed and discussed. It was felt that in being a Rural Medical Center we serve not only Lemhi County but surrounding communities and that this sentiment should be reflected.

MOTION: Motion was made by Mr. Lile, seconded by Mr. Ries, to approve the first Strategic Plan Vision Statement with the following modifications: add “conscientious,” remove “strive,” and revise to include “Salmon and Lemhi River valleys and surrounding areas.” Motion carried unanimously.

COMMITTEE REPORTS: Mr. Phillips reported that an Executive Committee met on December 28, 2009 and approved a Capital Request for a Sterrad Scope Sterilizer & Washer. Mr. Smith confirmed with Mr. Becker that the amount was covered within the capital budget.

MOTION: Motion was made by Mr. Lile, seconded by Mr. Allen, to approve the Capital Request and purchase of the Sterrad Scope Sterilizer & Washer. Motion carried unanimously.

Mr. Allen reported that the Finance Committee met January 20, 2010. The Financial Report for November and December was thoroughly discussed.

MOTION: Motion was made by Mr. Allen, seconded by Mr. Lile, to approve the November and December 2009 Financials. Motion carried unanimously.

Mr. Allen recommended that the Board request reimbursement from Lemhi County under the Bond Project Requisition Number 59 for the purchase of the Sterrad Scope Sterilizer and Washer.

MOTION: Motion was made by Mr. Barsalou, seconded by Mr. Barrett, to approve the request for reimbursement from Lemhi County under the Bond Project Requisition Number 59. Motion carried unanimously.

Mr. Allen reported that Steele Memorial received a rebate from QHR on the purchase of the Biotelemetry System.

Mr. Allen also reported on the QHR Data Extraction Project. The data extraction project would allow QHR to electronically collect only general ledger data (i.e. financial data and indicators) directly from the CPSI system. Currently the data is manually being collected by staff members and then reported to QHR. The data extraction project is a method of reporting required data in an efficient and economical way. Discussion followed.

MOTION: Motion was made by Mr. Smith, seconded by Ms. McFarland, to approve the QHR Data Extraction Project through an amendment to the QHR contract. Motion carried unanimously.

Mr. Allen stated that he and Mr. Barrett reviewed the Finance policies within the Administration Policy and Procedure Manual.

Mr. Lile reported that the Quality and Credentialing Committee met on January 15, 2010 to review the Dashboard Report, Infection Control Grid Trending, Avatar Report and Patient Concern Log.

BOARD EDUCATION: Ms. Alexander-Lane reported on the QHR Trustee Events as well as the Estes Park Conference. The general consensus of the Board was to wait on attending The Estes Park Conference and revisit the opportunity at a later date.

Ms. Alexander-Lane presented the following articles for Board Education: Questions from *Trustee: The Magazine for Health Care Governance*, "Facing Challenges: Health Care for Rural Veterans," and "Models of Physician Engagement: Community Hospital Employs Physicians to Address Local Needs." Discussion followed.

BOARD ELECTIONS: Mr. Phillips facilitated the 2010 Board Elections for Chairman, Vice Chairman, and Secretary-Treasurer.

MOTION: Motion was made by Mr. Barsalou, seconded by Mr. Ries, nominating Mr. Phillips for the Chairman position. Mr. Lile moved nominations for Chairman cease. Mr. Phillips was appointed.

MOTION: Motion was made by Mr. Lile, seconded by Ms. McFarland, nominating Mr. Allen for the Vice Chairman position. Mr. Lile moved that the nominations for Vice Chairman cease. Mr. Allen was appointed.

MOTION: Motion was made by Ms. McFarland, seconded by Mr. Lile, nominating Mr. Smith for the Secretary-Treasurer position. Mr. Lile moved nominations for Secretary-Treasurer cease. Mr. Smith was appointed.

OTHER BUSINESS:

Ms. Astalos informed the Board that within the January 21, 2010 issue of the *Recorder Herald* newspaper, there was a police report entry dated January 11 regarding a caller who fell at a “local hospital” and called 911 for assistance. Ms. Astalos investigated this report and stated that the “local hospital” in the police report was not Steele Memorial. Ms. Astalos contacted the deputy sheriff and he apologized for the misleading reference and stated that in the future they would take precautions to clarify the location. Ms. Astalos also contacted the *Recorder Herald* and received confirmation that they would print a retraction correcting the police report entry. The Board felt that it was important to clarify the police report, to assure the community that Steele Memorial was not involved, and to emphasize our deep commitment to quality, compassionate healthcare.

ADJOURNMENT:

The meeting was adjourned at 5:34 p.m. by Mr. Phillips.

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Vic Phillips, Chairman