

Issue #8
August, 2023



Welcome

Welcome to SPARK Notes, your local BCH employee monthly newsletter. At SPARK notes, you can expect to find all of the latest happenings in your local community; both inside and outside of the hospital doors.

There is always something going on and this is the place to stay informed!

August>>September

We still have plenty of summertime and warm weather to look forward to. Let's soak it up while we can, enjoy the warmth and stay safe out there!

If you would like to have photos of your summer vacation, fair, family photos, pets, etc, and have them featured in the employee newsletter, please email them to elizabeth.l@BCCH.org



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Thank you, BCH
Family.

A note from Jenn Capodagli



Dear BCH Family,

It's hard to believe that summer is coming to a close. It has been a whirlwind season both for me personally and the HR Department.

This summer my family and I moved into a new house, visited Hawaii for the first time, and our oldest child graduated from Carroll College with a degree in Education. She recently moved to Seaside, Oregon to begin her teaching career. Our son is transitioning from elementary to middle school, and our other daughter will be a sophomore at Sandpoint High School. Both play instruments and keep us busy with their lessons and performances at the Sandpoint Music Conservatory.

The HR Department has been equally as busy. Two new staff members, Heather and Liz, have joined the department. You will “meet” them later in this newsletter. In addition, we have onboarded sixteen new employees to the organization since June 1st. Currently we are hard at work helping to ensure a successful transition of BCH's retirement plan from Nationwide to OneAmerica. We have also begun the process of renewing our benefit plans for 2024 and will be getting information out regarding Open Enrollment in early October.

I am extremely proud of the dynamic HR Team and feel quite lucky to work with Cassy, Heather and Liz. We look forward to meeting the needs of the organization and would love to hear from you with suggestions on how we can enhance your employment experience here at BCH. Enjoy the last few days of summer and get ready for an exciting fall.

Take Care,

Jenn

Chief Human Resources Officer

IMPORTANT NEWS

401(a)/457(b) Plans

Dear BCH Staff,

We are pleased to announce some exciting improvements to the **Boundary Community Hospital 401(a)/457(b) Plans**. After carefully looking at a number of providers, BCH has chosen OneAmerica® Retirement Services (OneAmerica®) as the new plan service provider. Read on for more information on what to expect during this transition.

The Blackout Period

During your retirement plan's transition to OneAmerica®, you temporarily will be unable to direct or diversify investments in your individual accounts, **obtain a loan** from the plan, or obtain a distribution from the plan. **However, your account and contributions will remain invested during this time.** This period, during which you will be unable to exercise these rights otherwise available under the plan, is called a "blackout period." Whether or not you are planning retirement in the near future, we encourage you to carefully consider how this blackout period may affect your retirement planning, as well as your overall financial plan.

Transferring Your Account

- *Current assets:* During the transition process, OneAmerica®, will transfer the assets in your current account into the mapped options selected by BCH.
- *Future contributions:* You are able to register for your account via the web at www.oneamerica.com/enrollment. To register, you will need your plan number, which is **G51231**. Your future investment contributions will be invested in options you choose at that time. If there are no investment elections for you on file at OneAmerica®, your contributions will be allocated to the plan's default investment option, **American Funds Target Date Retirement Series**. You can decide to change your future investment elections at any time.

Continued...

It is very important that you review and consider the appropriateness of your current investments before the blackout period begins. For your long-term retirement security, you should give careful consideration to the importance of a well-balanced and diversified investment portfolio, taking into account all of your assets, income and investments.

What to Expect During the Transition:

- **September 19, 2023:** The last day to make any changes to your investment elections, request any investment transfers or distributions from the plan.
- **September 20, 2023 at 4pm ET:** The blackout period beginning date and the first day you will be restricted from accessing your account until assets have transferred to OneAmerica® and are reconciled.
- **October 20, 2023:** * The latest date we expect you to have full access to your account at OneAmerica®.

*This date is approximate and depends on accurate and timely data delivery from your current plan provider.

Important Reminders:

- We encourage you to submit requests for any type of distributions/withdrawals as soon as possible before the transition to OneAmerica®. Once the blackout period begins, these requests will be submitted to OneAmerica® and processed after the blackout period is finished.
- Any changes in future investment elections or transfers among existing investment options in your account at **Nationwide** must be completed before the blackout period begins. Otherwise, the elections can be completed after the blackout period at your convenience.

Continued...

Please Note

- Payroll deductions for contributions will continue uninterrupted.

-After the blackout period is over, you will be able to resume normal activity for your account including investment election changes, withdrawals and transfers.

-You will also begin to receive quarterly account statements from OneAmerica®.

- Loan repayments will be processed to your account once the loan is established at OneAmerica®

· Please contact Jenn Capodagli in HR with any questions.



Investment Options:

Transferred assets will be immediately invested at a plan level as directed below. If no investment direction is given for forfeitures and/or any other investment, the assets will be invested in the

Stable Value Account.

Mapped Options:

Investment Option with Prior Provider		OneAmerica 4-Digit Fund ID	New Investment Option with OneAmerica
Fixed Assets	>	STVL	AUL Stable Value Account*
Nationwide Fixed Fund	>	STVL	AUL Stable Value Account*
Idaho Retiree Fixed Fund	>	STVL	AUL Stable Value Account*
Metropolitan West Total Return Bd Plan	>	CKMT	Hartford Total Return Bond R6
Vanguard Total Bond Market Index I	>	CKMT	Hartford Total Return Bond R6
	>	CFWN	Vanguard Int-Term Treasury Adm
	>	CMY6	PIMCO Gbl Bd Opp USD-Hdg Inst
	>	CFP9	PGIM High-Yield R6
Nationwide Inv Dest Agrsv Svc	>	CM4Y	JHancock MM LF Aggressive R6
Nationwide Inv Dest Mod Agrsv Svc	>	CM4W	JHancock MM LF Growth R6
Nationwide Inv Dest Mod Cnsrv Svc	>	CM4P	JHancock MM LF Moderate R6
Nationwide Inv Dest Mod Svc	>	CM4P	JHancock MM LF Moderate R6
American Funds Income Fund of Amer R6	>	CM4W	JHancock MM LF Growth R6
	>	CM4K	JHancock MM LF Conservative R6

Dodge & Cox Stock I	>	CJT4	JPMorgan Large Cap Value R6
Putnam Large Cap Value R6	>	CJT4	JPMorgan Large Cap Value R6
Calvert US Large Cap Core Rspnb Idx R6	>	CFX9	Vanguard Total Stk Mkt Idx Adm
Vanguard Institutional Index I	>	CFX9	Vanguard Total Stk Mkt Idx Adm
	>	CKVM	Franklin Rising Dividends R6
American Century Ultra® R6	>	CFN3	MFS Mass Invs Grth Stk R6
Fidelity® Contrafund® K6	>	CFN3	MFS Mass Invs Grth Stk R6
JPMorgan Mid Cap Value R6	>	CFN4	MFS Mid Cap Value R6
Vanguard Mid Cap Index Institutional	>	CNV7	Vanguard Strategic Equity Inv
Carillon Eagle Mid Cap Growth R6	>	CG3J	JPMorgan Mid Cap Growth R6
American Century Small Cap Value R6	>	CFMN	DFA US Targeted Val I
Vanguard Small Cap Index I	>	CFXG	Vanguard Small Cap Index Adm
Nationwide Small Company Growth InSvc	>	CFMK	DFA US Small Cap Growth I
Wasatch Core Growth Institutional	>	CFMK	DFA US Small Cap Growth I
American Funds Capital World Gr&Inc R6	>	CGWX	Fidelity Adv Int Cap App Z
American Funds Europacific Growth R6	>	CGWX	Fidelity Adv Int Cap App Z
Columbia Overseas Value Inst3	>	CR7Y	DFA International Value I
Vanguard Total Intl Stock Index I	>	CR7Y	DFA International Value I
	>	CFJR	AmerFds New World R6
	>	CFW4	Vanguard REIT Index Adm

	>	CFW4	Vanguard REIT Index Adm
Vanguard Target Retirement Income Fund	>	CFHR	AmerFds 2010 Trgt Date Ret R6
	>	CFHT	AmerFds 2015 Trgt Date Ret R6
Vanguard Target Retirement 2020 Fund	>	CFHV	AmerFds 2020 Trgt Date Ret R6
Vanguard Target Retirement 2025 Fund	>	CFHW	AmerFds 2025 Trgt Date Ret R6
Vanguard Target Retirement 2030 Fund	>	CFHX	AmerFds 2030 Trgt Date Ret R6
Vanguard Target Retirement 2035 Fund	>	CFHY	AmerFds 2035 Trgt Date Ret R6
Vanguard Target Retirement 2040 Fund	>	CFH3	AmerFds 2040 Trgt Date Ret R6
Vanguard Target Retirement 2045 Fund	>	CFH4	AmerFds 2045 Trgt Date Ret R6
Vanguard Target Retirement 2050 Fund	>	CFH6	AmerFds 2050 Trgt Date Ret R6
Vanguard Target Retirement 2055 Fund	>	CFH7	AmerFds 2055 Trgt Date Ret R6
Vanguard Target Retirement 2060 Fund	>	CFH9	AmerFds 2060 Trgt Date Ret R6
Vanguard Target Retirement 2065 Fund	>	CN46	AmerFds 2065 Trgt Date Ret R6

All group variable annuity contracts are issued by American United Life Insurance Company® (AUL), One American Square, Indianapolis, IN 46206-0368, 1-800-249-6269. Registered group variable annuity contracts are distributed by OneAmerica Securities, Inc., Member FINRA, SIPC, a Registered Investment Advisor, 433 N. Capitol Ave., Indianapolis, IN 46204, 1-877-285-3863, which is a wholly owned subsidiary of AUL.

Certification News

Professional Licenses:

It is the responsibility of the employee to renew their license prior to expiration. A copy of the renewed license must be given to HR or emailed to Heather Navarro, Education Coordinator. Please note that HR must be able to verify the renewed license via the primary source. This may take a few days after you renew your license with your accrediting Board. Please do not wait until the date of expiration to renew. **Employees with expired licenses may be removed from the schedule until their credentials are renewed and able to be verified.**



BLS

The BLS online class will be assigned to your CareLearning by the 15th day of the month prior to your BLS Certification expiring. If for any reason the class has not been added to your CareLearning Platform, please contact Heather Navarro, Education Coordinator. You will need to print the certificate of completion prior to taking your in-person skills test with one of our in-house BLS instructors. You may contact any of the in-house BLS Instructors to complete your hands-on test: Robin Owens in ECF, Wendy Pope in Cardiopulmonary and Alana Temple in ED are our BLS instructors. Your renewed card must be turned into HR no later than the end of month in which your current certification expires. Please start the process of completing your certification a minimum of 14 days prior to your current certification expiring to prevent any lapse in certification status. BLS is a requirement for all patient care positions, failure to maintain certification will result in you being removed from the schedule until renewed.

Certification News

Continued...

ACLS/PALS:

All ACLS/PALS classes are held at CPR Central. A link to their calendar is here [CPR - Spokane Coeur d Alene|Official AHA Training Site|BLS ACLS AED Provider card Safesitter First Aid certification instructor training course class 17BLSA \(cprcentral.com\)](#). Please schedule your class to take place a minimum of 7 days prior to your certification expiration to prevent any lapse in certification status. Before scheduling the class you must get prior approval from your manager by completing the Travel/Meeting/Training Reimbursement Form which is located on the intranet. CPR Central invoices BCH for the cost of the class; however you will need prior approval before submitting for mileage reimbursement. ACLS and PALS are a requirement for all Registered Nurse positions with the exception of RNs in the Nursing Facility, failure to maintain certification may result in you being removed from the schedule until renewed. Upon completion of class, please provide a renewed copy of your card to the HR Department or email directly to Heather Navarro.

Additional Certifications:

Any additional certifications outside of position requirements may be eligible for certification compensation if approved by your manager and relevant to the position you hold. If you hold additional certifications, you can expect Heather to reach out to you prior to expiration to verify intent to renew. It is your responsibility to provide renewed cards in order to keep receiving certification compensation.

******Important Information*******

HR requires a copy of your actual certification card prior to marking your job requirement as complete. For certifications taught through AHA, the card will be emailed to the participant within about 48hrs of completing the hands-on skills test. Other certifications like ENPC, TNCC, SANE, etc, vary. Please talk to the instructor to ensure that you understand how your card will be delivered to you.

Contact:

If you have any questions or concerns regarding your certifications or licenses you may contact Heather Navarro, Education Coordinator. The best way to reach her is through email: heather.n@bcch.org

As a reminder, all license and certification renewals should be complete a minimum of 7 days prior to the current expiration date.

Spark Of The Month

Tami Turner

ED Tech



Tami has demonstrated the BCH value of professionalism by picking up extra shifts as a HUC with earnestness and sincerity. Tami did not hesitate to jump in and help when needed.

Thank you, Tami for all you do to care for our community every day!

SPARKLE Moment Recipients

Jeanine Dickson

Awesome team player. Was able to help 3 different departments to cover staffing needs.

Alison Speak

Alison worked extra shifts when our team was very short staffed. Her smile & attitude are infectious. EVS greatly appreciates her extra efforts.

"You rock Alison!"

"Great Team Work!"

Disclaimer: I tried to type what was on the Sparkle Moments cards accurately. However, it was sometimes hard to read, so please excuse any errors in transcribing them!

If you have witnessed a coworker demonstrating extraordinary compassion, please be sure you nominate them for the Diamond or the Spark awards so that we can celebrate them.

www.boundarycommunityhospital.org/recognize-an-employee/

Fair Time!!



Fun Times

There is nothing quite like the nostalgia and good times of Fair Week here in Boundary County. Whether you have little kids and love to see the joy in their eyes or simply enjoy the community aspect of the fair, there is certainly something for everyone.

Many of our staff members either participated or had loved ones participate in the 2023 fair. Let's recognize some of the accomplishments!

Winner winner winner winner

EXTENDED
CARE
FACILITY

This Year, The Extended Care Facility won EIGHT RIBBONS at the County Fair. Way to go you guys!!!!

1ST

Better Brush
Tomatoes

1ST

Candyland
Red Tomatoes

1ST

Celebrity Plus
Tomatoes

1ST

1ST

1ST

Tomato Plants Donated by Tari Yourzek

1ST

Raspberry Freezer Jam-- Cheryl Meyers



Tomato Pudding
Cake- Recipe by a
resident

2ND

Recycled Magazine
Floral Arrangement

1ST

Pink Artificial
Floral Arrangement



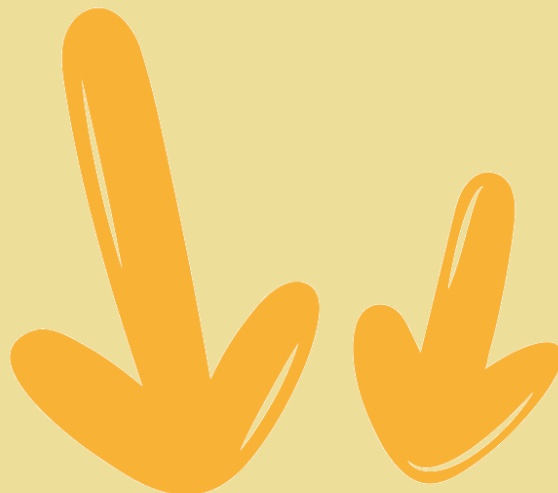
BEAUTIFUL
FANTASTIC
LOVELY



WELCOME TO HUMAN RESOURCES

The Human Resources Department at BCH is responsible for managing the employee life cycle from recruiting to retirement and all things in between. Some of our core responsibilities include: recruiting, payroll, benefits, employee relations, education, and staff communications.

MEET YOUR TEAM

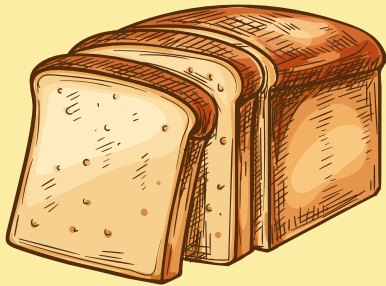


Jennifer Capodagli



Job Title & Description – Chief HR Officer, oversee the HR, Payroll, Benefits, Education, and Internal Communications of the hospital. I am also a member of the hospital’s Executive Team.

How long have you been with BCH? My two-year anniversary with BCH will be on October 4th.



What are a few of your hobbies?

I love finding a good show to binge watch with my family. My two favorites are Friday Night Lights and Criminal Minds. I also love trying to bake a perfect loaf of bread and listening to Neil Diamond

What is a characteristic that is true about yourself that others would be likely to assume upon first meeting you?

Hmmm – this is a good question. Most people see that I am quite short so they assume that I have trouble finding pants. Secondly, I think because people who know I work in HR might assume that I am very serious and black and white. While I can be all of those qualities

I prefer to find humor whenever possible and look at issues from many angles. Life is too short to live in black and white – it’s more fun to find the purple unicorn



Heather Navarro



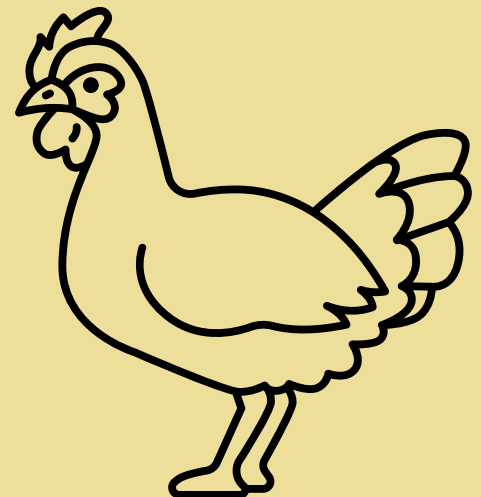
Job Title & Description-Education/Quality Coordinator – I track all employee licensure and certifications. I provide reminders and work with employees to keep all certifications up to date and on file. I maintain and provide support for the CareLearning and PolicyTech platforms. I also work with the CNO for quarterly quality reports.

How long have you been with BCH?

I joined BCH in May 2023. I work remotely and am on campus sporadically (with no on-campus office).

Tell us a little bit about yourself- A true characteristic about me – I am an enneagram 6! You won't need to laugh at my jokes because I find myself hilarious. I am very honest(sometimes to a fault). I prioritize communication and discussing all possible scenarios and options. I am very loyal to my inner circle, and I hate change.

What are a few of your hobbies?- I love to read any chance I get. I have chickens that I like to hang out with and spoil. I also love personal finance and planning. My family enjoys camping and fishing together. I have 2 kids, a 4 and 6 year old, so I get roped into lots of activities for them.



Cassy Schleif

Job Title & Description:
Senior Payroll & Benefits
Specialist

**How long have you been
with BCH? 4 years**

**What is a characteristic that is
true about yourself that others
would be likely to assume upon
first meeting you?**

I wear my emotions on my face and
have no filter. I will tell you what I
think.



What are a few of your hobbies? Crafting,
puzzles, waterfall hikes, Halloween!!!



Elizabeth Lorden



Job Title & Description- Internal Communications Coordinator which is a brand-new position! I will be in charge of creating great communication between all staff members. I'll be the one behind the monthly newsletter and bringing more life into all things employee related!

How long have you been with BCH? August 14, 2023, was my first day! My office is over in Building C.

What is a characteristic that is true about yourself that other would be likely to assume upon first meeting you?

I think others may assume that I am kind and somewhat softspoken which is true! I genuinely enjoy connecting with others and learning about their stories. I believe that everybody has something great to offer the world and I am definitely more of a listener than a talker- at least at first!

What are a few of your hobbies?

I enjoy reading and time spent outdoors with my loved ones. I love gardening especially growing flowers!





WELCOME ***New Employees***

LET'S GIVE A WARM WELCOME TO OUR NEWEST
EMPLOYEES AT BCH!

Kynsie Hinrichs- ECF

Kajsa Greenhalgh- Med/Surg

Brianna Rhoades- PFS Rep- Business office

Alison Speak- -EVS

Dannielle Marcin-Cardiopulmonary

Sara Roth- Business Office

Hailey Kelsey- Med/Surg

Daid Tingley- ECF

Liz Lorden- Human Resources

SEPTEMBER

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2 Bonners Ferry Farmers Market 8am-1pm	3
4	5	6	7	8	9 Bonners Ferry Farmers Market 8am-1pm	10
11 New Employee Orientation	12	13	14	15	16 Bonners Ferry Farmers Market 8am-1pm	17
18	19	20	21	22	23 Bonners Ferry Farmers Market 8am-1pm	24
25	26	27	28	29	30 Huckleberry Pancake Breakfast at Bonners Airport	