

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
October 27, 2021**

The regular monthly meeting of the Board of Managers of Lewis County General Hospital was called to order at 4:30 p.m. by Michael Young, President. Members present:

*Richard Chartrand
Jennifer Jones
John Lehman*

*Marguerite Mastascusa
Philip McDowell
Howard Meny, M.D.
Donald Musnicki*

*Karen Rennie {entered at 4:45 pm}
Susan Ross
Michael Young*

Via Google Meet: Cheryl Steckly {not included in the vote}

Others

Present

*Gerald R. Cayer, Chief Executive Officer
Jeff Hellinger, Chief Financial Officer
Michele Prince, Chief Operating Officer
Michelle Kelley, Administrative Assistant
Frank Pace, Director of Facilities Management
Jessica Skiff, Director of Human Services
Christina Flint, Community Services Coordinator {entered at 4:35 p.m.}
Dr. Sean Harney, CMO, Employed Provider Clinics
Dr. Shereen Palmer, President of the Medical Staff {entered at 4:57 p.m.}
Dr. Steven Lyndaker, Medical Staff Director {entered at 4:57 p.m.}
Ryan Piche, County Manager
Julie Abbass, Reporter {entered at 4:45 p.m.}*

PLEDGE OF ALLEGIANCE

- VISION, MISSION & VALUE STATEMENTS:** The health system's Vision, Mission and Value Statements were read with the group at the start of the meeting by board member, Mrs. Jones.

EXCUSE ABSENT MEMBERS

- #70. Motion by Mr. McDowell, seconded by Mr. Chartrand, the board excused Mrs. Cheryl Steckly, from the meeting. Approved.

VOTE: yes 9, no 0.

EMPLOYEE OF THE MONTH

- #71. Motion by Mrs. Jones, seconded by Mr. Musnicki, the Board congratulated the following Employee of the Months:

- Keith Kelly, Food Service Helper, May
- Rochelle Sullivan, RN, June
- Duane Carparter, Physical Therapist, July

Approved

VOTE: yes 9, no 0.

- CONFLICT INQUIRY:** No known conflicts were identified on tonight's agenda for any board member.

- PUBLIC COMMENT:** Anyone wishing to send a public comment may do so by sending an email to info@lcgh.net. Mrs. Michelle Kelley noted no emails were received.

□ OPERATIONAL UPDATES:

- **Patient Safety/Quality:** Mrs. Michele Prince, COO, provided the Board with an overview of the annual NYSDOH survey for Home Health which was held on October 5-8, 2021. They found five (5) areas that need improvement.
 1. Tag G514: Intake referral process needs to be quicker. The goal is to have patients seen within 48 hours of receiving the referral.
 2. Tag G536: Nursing medication assessment. Nursing needs to be more thorough on their medication assessment.
 3. Tag G574: The Plan of care. Nursing needs to be sure the plan of care is completed.
 4. Tag G590: Physician updates. Nursing needs to promptly notify the patient's physician if there is a change in condition and update the plan of care.
 5. Tag G798: Home Health Aid assignment and duties: The Plan of care needs to be more specific for Home Health aids.

She added, overall, we felt the survey went well and the Plan of Correction was submitted to the DON on October 22nd.

- **Finance:** Mr. Jeff Hellinger, CFO, shared the following updates:

Period 9 Review:

- ◆ There was a loss of \$326,743 versus a budgeted loss of \$285,996 for the month of September. The YTD loss is \$1,320,741 versus a budgeted gain of \$569,797.
- October Volumes: Mr. Hellinger reported October's volumes are currently much the same as September's volume at this time.
- Mr. Hellinger shared CMS continues the take back of the ~\$7.2M COVID-19 Accelerated and Advance Payments (CAAPs) previously paid to the health system due to the COVID-19 Public Health Emergency. He noted we have ~\$5.8M to pay back at this time which will occur monthly.
- ◆ Mr. Hellinger discussed two opportunities for additional COVID relief grants: One from USDA and Phase IV of the Provider Relief Funding, both of which have been submitted. He noted the receipt of these grants would help to close the projected yearend ~\$2M deficit our facility will be experiencing.
- ◆ Other Operating Revenue was over budget due to a refund from the County for 2020 unemployment and from the Radiology Group (PCO) in the amount of ~\$264k and ~\$64k, respectively.
- ◆ Benefits were lower than expected as we adjusted the Worker's Compensation reserve by ~\$91k.
- **Human Resources:** Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the October 11, 2021 HR Committee Meeting:
 - New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of September 10, 2021 – October 11, 2021 were included in Board packets.

□ CHIEF EXECUTIVE'S REPORT:

- ◆ **COO Recruitment:** Mr. Cayer noted the two finalist interviews are scheduled for Thursday and Friday this week, October 28th and 29th. He added the third candidate withdrew his application. He also acknowledged and thanked Board member, Mrs. Jones, for participating in the initial interviews for the COO candidate and added she was very helpful.
- ◆ **Open Meetings Law:** Mr. Cayer shared with the Board several documents pertaining to the Open Meetings Law. He noted this law applies to "public bodies" that conduct public business and perform a governmental function for New York State, for an agency of the state, or for public corporations, such as cities, counties, towns, villages and school districts. He also shared with the group the Open Meetings Law is covered in the Board of Manager's Bylaws and explained the steps that need to occur in order to meet the requirements of this law.
- ◆ **FY 22 Overview:** Mr. Cayer shared with the Board a document titled "FY 2022 Budget" and provided a brief overview. The highlights included:
 - 2022 Budget Assumptions
 - 2022 Volume Targets
 - 2022 Detail Volume Targets
 - Comparison of 2022 Budget to 2021 Projected to 2020 Actual (Summary)

- Comparison of 2022 Budget to 2021 Projected (Detail)
- 2022 Capital Purchases
- 2022 Statement of Cash Flow
- Balance Sheet as of December 31, 2022
- Key Financial Ratios (August 2021 YTD) and (Budgeted 2022)

It was noted the 2022 Budget does not include revenue or expenses associated with the Maternity/OB services line. Mr. Hellinger shared when the pause status for this service is lifted, a budget adjustment can be made to incorporate the restart of this program. It was noted if this program was currently in the 2022 budget, the shortfall in revenue was estimated at ~\$2.5M and we would need to offset this shortfall with a subsidy from the County or another revenue source in order to balance the revenue and expenses and bring forward a breakeven budget for FY 2022 to the Lewis County Board of Legislators.

□ PRESIDENT'S REPORT:

- ◆ Strategic Topics for November 2022:
 - ✓ Hospital Foundation {J. Rhubar}
- ◆ 2022 Nominating Committee Report: Mrs. Steckly, Chair of the 2022 Nominating Committee, requested all board members who are currently in good standing who may be interested in serving as President, Vice-President and Secretary for a term of one year make it known to her in writing his or her willingness to serve as a Board Officer by Friday, November 12th. She further added that an eligible Board Member may offer himself or herself for office at the annual meeting, which will take place on December 29, 2021, whether he or she is endorsed by the Nominating Committee or whether he or she submits a statement of interest. Mrs. Steckly added that an email directly to her or to the administrative office.
- ◆ News In General: The Board received a copy of the September/October 2021 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the months of September and October.
- ◆ 2022 Board Calendars: Mr. Young presented the second draft of the 2022 Board Calendars to the board for their input and the calendars were accepted as presented. Board Member, Mrs. Jones, requested Mrs. Michelle Kelley send Google calendar invites to each board member for 2022.
- ◆ 2022 Schedule of Board Updates: Mr. Young presented the second draft of the 2022 Schedule of Board Updates to the board for their input and the schedule was accepted as presented.

□ CONSENT ITEMS:

#72. Motion by Mr. Lehman, seconded by Mrs. Mastascusa, to approve the September 27, 2021 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 09/08/2021 Standards Review Committee Minutes
- 09/14/2021 PAC/HCPH Committee Minutes
- 10/11/2021 Human Resources Committee Minutes
- 10/14/2021 Standards Review Minutes
- 10/18/2021 Executive/Finance Committee Minutes

Approved.

VOTE: yes 10, no 0.

□ MEDICAL STAFF: Dr. Palmer, Medical Staff President, provided the following update.

- ◆ Credentialing/Rec credentialing on tonight's agenda will be discussed in Executive session.

#73. Motion by Mrs. Rennie, seconded by Mrs. Ross, to enter executive session at 5:55 p.m. for credentialing matter. Approved.

VOTE: yes 10, no 0.

#74. Motion by Mr. Musnicki, seconded by Mr. Chartrand, to return to regular session at 6:05 p.m. Approved.

VOTE: yes 10, no 0.

□ Credentialing/Recredentialing:

#75. Motion by Dr. Meny, seconded by Mr. Lehman, to approve the following:

Reappointments:

- Vikram Arya, M.D. – Courtesy Staff, Internal Medicine Service, with privileges as requested.
- Brian Gaffney, M.D. – Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested.
- Michael Kelberman, M.D. – Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested.
- Shereen Palmer, M.D. – Active Staff, Pediatric Service, with privileges as requested.
- Ashok Patel, M.D. – Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested.
- M. Lynn Pisaniello, M.D. – Active Staff, Family Practice Service, with Clinic privileges as requested.
- **Upstate Tele-Medicine Providers (Delegated):**
- Joan Dolinak, M.D. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested.
- Rahul Dudhani, M.D. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested.
- Roseanna Guzman-Curtis, M.D. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested.
- Moustafa Hassan, M.D. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested.
- Amie Lucia, D.O. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested.
- William Marx, D.O. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested.
- Fadar Otite, M.D. – Consulting Staff, Internal Medicine Service, with Tele-Medicine privileges as requested.

Appointments:

- Farhad Keliddari, M.D.– Associate Staff, Radiology Service, with privileges as requested (Delegated).
- William Reynolds, M.D. – Associate Staff, Radiology Service, with privileges as requested.
- Ronald Sacks, M.D. – Associate Staff, Radiology Service, with privileges as requested.
- Jordan Ziegler, M.D. – Associate Staff, Radiology Service, with privileges as requested (Delegated).

Advancements:

- David Vivas, M.D. – Courtesy Staff, Surgery Service, with Clinic privileges as requested.

Approved.

VOTE: yes 10, no 0.

☐ **Other:** None

#76. Motion by Mrs. Ross, seconded by Mrs. Rennie, to enter executive session at 6:06 p.m. to discuss a personnel manner. Approved.

VOTE: yes 10, no 0.

#77. Motion by Mr. Chartrand, seconded by Mrs. Rennie, to return to regular session at 7:10 p.m. Approved.

VOTE: yes 10, no 0.

#78. Motion by Mr. Lehman, seconded by Mrs. Rennie, to approve the 2022 Budget, as proposed, to the Board of Legislators for inclusion in the 2022 County Budget. Approved.

VOTE: Yes 10, no 0.

#79. Motion by Mrs. Ross, seconded by Mrs. Jones, to enter executive session at 7:12 p.m. to discuss a personnel manner. Approved.

VOTE: yes 10, no 0.

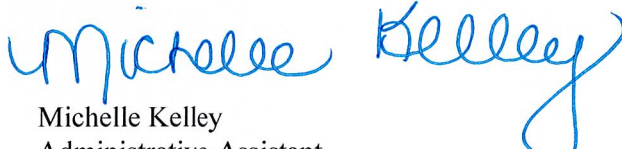
#80. Motion by Mrs. Rennie, seconded by Mr. Chartrand, to return to regular session at 7:34 p.m. Approved.

VOTE: yes 10, no 0.

#81. Motion by Mrs. Mastascusa, seconded by Mr. Musnicki, to adjourn at 7:35 p.m. Approved.

VOTE: yes 10, no 0.

Respectfully submitted,


Michelle Kelley
Administrative Assistant

Countersigned:

Philip McDowell, Secretary
Board of Managers