

Due to ongoing COVID-19 positivity in Lewis County, this Board of Manger's meeting was held virtually via Google Meet.

LEWIS COUNTY GENERAL HOSPITAL BOARD OF MANAGERS

March 24, 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 via Google meet.

Jennifer Jones
John Lehman
Marguertie Mastascusa

Howard Meny, M.D.
Philip McDowell {entered at 4:39 pm}
Donald Musnicki
Karen Rennie

Susan Ross
Cheryl Steckly
Michael Young

Others
Present

Gerald R. Cayer, Chief Executive Officer
Jeff Hellinger, Chief Financial Officer
Michele Prince, Chief Operating Officer
Dr. Sean Harney, CMO, Employed Provider Clinics
Michelle Kelley, Administrative Assistant
Christina Flint, Community Services Coordinator
Jessica Skiff, Director of Human Resources
Marcy Teal, Interim Director of Nursing
Frank Pace, Director of Facilities Management
Denise Hirsch, Administrative Assistant
Debra Wurz, Nursing Home Administrator
JoAnne Rhubart, Executive Director Hospital Foundation {entered at 4:50 p.m.}
Dr. Thomas Birk, President of the Medical Staff
Dr. Manoj Vora, Vice President of the Medical Staff
Dr. Steven Lyndaker, Medical Staff Director {entered at 4:39 p.m.}
Mr. Ryan Piche, County Manager {entered at 4:38 p.m.}

PLEDGE OF ALLEGIANCE

VISION AND MISSION STATEMENT: The health system's Vision and Mission Statement were read with the group at the start of the meeting by Board member Mrs. Rennie.

EMPLOYEE OF THE MONTH: Mrs. Jones, Chair of the HR Committee, reported the Employee of the Month for February has yet to be announced.

EMPLOYEE OF THE YEAR

#15. Motion by Mrs. Jones, seconded by Mrs. Rennie, to congratulate Daniel Virkler, Environmental Services, as the *Employee of the Year* for 2020. 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.

OLD BUSINESS:

✓ None

GENERATIVE DISCUSSION: Mandatory Covid-19 Vaccine: Mr. Cayer brought this topic forward as a generative discussion item on tonight's agenda. He shared a copy of the health system's Employee Health Policy and other documentation which outlines several recommended immunizations and screenings for our employees in order to ensure health, safety and proper care and treatment of our patients and residents, promote a healthy work force and maintain compliance with regulatory agencies. According to Mr. Cayer, 60% of our workforce are currently vaccinated against the coronavirus. With the shipment of another 100 doses from the State, we have scheduled another vaccination clinic on Friday, March 26th at the Lowville

Fire Hall for anyone interested that meets the criteria. Board member, Mrs. Ross, noted that the Moderna and Pfizer vaccines received Emergency Use Authorization (EUA) back in December from the FDA, therefore questions whether mandate is possible. Mr. Cayer acknowledged and understands special circumstances and wanted to raise the issue for when the vaccines receive full FDA approval.

❑ **STRATEGIC FOCUS ISSUES:**

- ✓ **Employed Provider Practices** : Dr. Sean Harney, CMO, Employed Provider Clinics, shared a PowerPoint with the Board titled “Employed Medical Practices” and provided a brief update to the Board on the Clinics since his last report in August of 2020:
 - LCGH Employed Providers
 - Lowville Medical Practice, PLLC Providers
 - Clinics on Main Campus
 - Clinics Off Site
 - Challenges / Opportunities / Concerns
- ✓ **Hospital Foundation**: Ms. JoAnne Rhubarb, Executive Director of the Hospital Foundation, shared the Case Statement through a PowerPoint presentation for the capital campaign. She previously shared it with the Senior Team, Leadership group and with the Medical Staff. The Case Statement will be shared with potential donors whose gifts will make this project a reality. The plan is to construct a new surgical pavilion, reconfigure current spaces and renovate and modernize the current Medical/Surgical Wing for inpatient care. She noted the name for the campaign is “Honoring the Legacy, Building the Future” and is being developed to help fund the expansion and modernization of the hospital. The goal for the Foundation is to raise \$2.4M to help support the project. Currently, the budget for the capital project is estimated at \$33.4M. She also shared with the group the several naming opportunities that will be available in the project and added the County of Lewis has already agreed to pay for the naming opportunity for the new morgue. In the near future, Ms. Rhubarb will be reaching out to the staff for a 3-5 year pledge for the capital campaign as we will need everyone’s support to bring this project to fruition.

❑ **OPERATIONAL UPDATES:**

- **Patient Safety/Quality:**
 - ✓ **Patient Satisfaction:** Mrs. Karen Rennie, Chair of the Quality Council Committee, shared a copy of the HCAHPS Summary Report for the period of December 2020 – February 2021. She noted out of the 26 questions patients answered after a service at our facility since 2020 when the pandemic commenced, 13 scores dropped and 13 scores approved. She mentioned the OB scores were outstanding across the board.
 - ✓ **2021 Departmental Scopes of Service:**
- #16. Motion by Mrs. Rennie, seconded by Mrs. Mastascusa, the Board accepted the 2021 Departmental Scopes of Services as presented. Approved.

VOTE: yes 10, no 0.
- ✓ **2020 Annual Compliance Summary:**
- #17. Motion by Mrs. Ross, seconded by Mr. McDowell, the Board accepted the 2020 Annual Compliance Summary as presented. Approved.

VOTE: yes 10, no 0.
- ✓ **2020 Annual Risk Management Plan:**
- #18. Motion by Mr. Lehman, seconded by Mr. Musnicki, the Board accepted the 2020 Annual Risk Management Plan as presented. Approved.

VOTE: yes 10, no 0.

- Finance Update – Jeffery Hellinger, CFO:
 - ✓ Period 2 Review:
 - There was a loss of \$94,364 versus a budgeted loss of \$11,777 for the month of February. The YTD loss is \$434,634 versus a budgeted loss of \$350,189.
 - Board member, Mr. McDowell, requested Mr. Hellinger share more detail regarding the \$3M cash balance shortfall from the 2021 budget.
- Human Resources: Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the March 8, 2021 HR Committee Meeting:
 - Casual position review. She noted we currently have 117 casual employees
 - Noted the RHCF attendance bonus for employees is still in effect
 - Overtime in the Nursing Home continues to run very high

New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of February 8, 2021 – March 5, 2021 were included in Board packets.

- Environment of Care:
 - ✓ Mr. Musnicki, Chair of the Planning Committee, provided a brief introduction of the management plans that are before the board to be approved tonight. Mr. Frank Pace reviewed the six management plans and the Emergency Operation Plan:
 - Equipment Management
 - HazMat & Waste Management
 - Life Safety
 - Security Management
 - Utilities Management
 - Emergency Management
 - Safety Management

Mr. Pace reported that every year new goals for the six management plans are implemented and Performance Improvement (PI) reports are utilized for each plan to measure goals and outcomes to be sure each respective goal is met. The 2020 annual Evaluation of the six Management Plans and the Emergency Operation Plan and the six 2021 Management Plans were already reviewed by EOC and the Planning Committee of the Board. Mr. Pace also shared with the Board a virtual tour of the newly remodeled Copenhagen Health Center.

- #19. Motion by Mr. Lehman, seconded by Mrs. Rennie, the Board accepted the 2020 Annual Evaluation of the Six (6) Management Plans & the Emergency Operation Plan (EOP) as presented (copies attached to the original minutes). Approved.

VOTE: yes 10, no 0.

- #20. Motion by Mr. Musnicki, seconded by Mrs. Jones, the Board accepted the 2021 Six (6) Management Plans as presented (copies attached to the original minutes). Approved.

VOTE: yes 10, no 0.

- Medical Staff – Chief of Service

- #21. Motion by Mr. McDowell, seconded by Mrs. Ross, the Board accept the revision to the 2020-2021 Medical Staff Chiefs of Service as follows:

- Pathology/Clinical Laboratory: Dr. Kerry Whiting
- Approved.

VOTE: yes 10, no 0.

□ CHIEF'S EXECUTIVE'S REPORT

- ◆ April 28, 2021 Board of Manager's Meeting: It was discussed and decided to hold the April Board of Managers meeting in person rather than virtually. Mrs. Jones suggested the meeting be held at the JCC building in order to allow for social distancing. Mr. Cayer added everyone will be required to wear a mask and social distance.
- ◆ Copenhagen Health Center Update: Mr. Cayer shared a more detail report on the Copenhagen project. A few areas highlighted were:
 - ✓ We anticipate opening the clinic in May.
 - ✓ The grand opening is currently scheduled for Monday, May 17, 2021.
 - ✓ Julie Emery, NP has been hired as the provider. She will be visiting the schools, elected officials and local business in the Copenhagen area to become more acquainted with the community.
 - ✓ The punch list is almost completed. Maintenance will be moving the furniture back in to the building and the medical supplies will be stocked.
 - ✓ We continue to work with the NYSDOH to finalize the CON for the health center. Mr. Cayer noted the state will be conducting a final inspection of the building in the next few weeks and we do not anticipate any challenges at this point.
 - ✓ There are a few items outside of the building to complete.
- ◆ COO Search: Mr. Cayer shared Mrs. Michele Prince, COO, will be retiring at the end of November 2021 and he will hire WittKiefer, an executive search firm, to find her replacement. He will invite members of the Board to join the interview committee. If any board member has any comments and/or suggestions, Mr. Cayer requested they be brought to the April Executive Committee meeting.

□ PRESIDENT'S REPORT:

- ◆ Strategic Topics for April 2021:
 - ✓ Environment of Care {F. Pace}
 - ✓ Human Resources {J. Skiff}
- ◆ News In General: The Board received a copy of the March 2021 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of February.
- ◆ Other: None

☐ CONSENT ITEMS:

#22. Motion by Mrs. Steckly, seconded by Mrs. Ross, to approve the February 24, 2021 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 03/08/2021 Medical Staff Committee Minutes
- 03/08/2021 Human Resources Committee Minutes
- 03/11/2021 Standards Review Committee Minutes
- 03/15/2021 Executive/Finance Committee Minutes
- 03/15/2021 Planning Committee Minutes

Approved.

VOTE: yes 10, no 0.

☐ OTHER: None

☐ MEDICAL STAFF: Dr. Birk, Medical Staff President, provided the following update.

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

#23. Motion by Mr. Musnicki, seconded by Mr. McDowell, to enter executive session at 5:49 p.m. for credentialing and personnel matter. Approved.

VOTE: yes 10, no 0.

#24. Motion by Mrs. Rennie, seconded by Mr. McDowell, to return to regular session at 5:57 p.m. Approved.

VOTE: yes 10, no 0.

☐ Credentialing/Recredentialing:

#25. Motion by Mrs. Ross, seconded by Mr. Lehman, to approve the following:

Reappointments:

- Bruce Baird, M.D. – Courtesy Staff, Surgery Service, with orthopedic privileges as requested
- Myriam Benjamin, M.D. – Courtesy Staff, Anesthesia Service, with privileges as requested
- Ahmad Muzzammil, M.D. – Courtesy Staff, Internal Medicine Service, with privileges as requested
- Edwin Urf, D.O. – Courtesy Staff, Anesthesia Service, with privileges as requested

Appointments:

- Julie Emery, N.P. – Initial Provisional Adjunct Staff, Family Practice Service, with Clinic privileges as requested
- Steven Klepac, M.D. – Associate Staff, Radiology Service, with privileges as requested
- Timothy Mathis, M.D. – Associate Staff, Emergency Medicine Service, with privileges as requested

Advancements:

- Michael DiBella, M.D. – Courtesy Staff, Emergency Medicine Service, with privileges as requested
- Baruch Meer, D.O. – Courtesy Staff, Radiology Service, with privileges as requested
- Jon Wat, D.O. – Active Staff, Family Practice Service, with Clinic privileges as requested

Approved.

VOTE: yes 10, no 0.

Other: Mr. Cayer extended an invitation to the board members to let either he or Board President, Mr. Young, know if they would like to add any topics of discussion to the agenda.

EXCUSE ABSENT MEMBERS

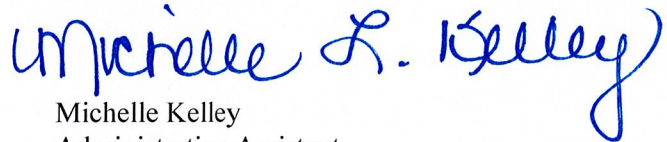
#26. Motion by Mr. Musnicki, seconded by Mr. McDowell, the Board excused Richard Chartrand from the meeting. Approved.

VOTE: yes 10, no 0.

#27. Motion by Mr. McDowell, seconded by Mrs. Rennie, to adjourn at 6:02 p.m. Approved.

VOTE: yes 10, no 0.

Respectfully submitted,



Michelle Kelley
Administrative Assistant

Countersigned:

Philip McDowell, Secretary
Board of Managers