

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
May 27, 2020**

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
Steven Fuller
Jennifer Jones*

*John Lehman
Philip McDowell
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
Michelle Kelley, Administrative Assistant
Neva Bossard, Chief Nursing Officer
Christina Flint, Community Services Coordinator
Jessica Skiff, Director of Human Services
Frank Pace, Director of Facilities Management
Dr. Sean Harney, CMO, Employed Provider Clinics
Dr. Manoj Vora, Medical Staff Vice President
JoAnne Rhubarb, Executive Director, Lewis County Hospital Foundation, left at 5:15 p.m.
Rob Uttendorfsky, Director of Information Systems, left at 5:00 p.m.
Peter Farney, Facilities Maintenance Supervisor
Denise Hirsch, Facilities Administrative Assistant, left at 5:45 p.m.
Julie Abbass, Reporter, Watertown Daily Times*

PLEDGE OF ALLEGIANCE

VISION AND MISSION STATEMENT: The health system's Vision and Mission Statement were shared with the group at the start of the meeting by CEO, Mr. Cayer.

EXCUSE ABSENT MEMBERS

#27. Motion by Mr. McDowell, seconded by Mrs. Jones, to excuse Mrs. Marguerite Mastascusa from the meeting. Approved.

VOTE: yes 10, no 0.

EMPLOYEE OF THE MONTH

#28. Motion by Mrs. Jones, seconded by Mrs. Steckly, the Board congratulated the following individuals as the Employee of the Month:

- ✓ Tina Dicob, RN {February}
 - ✓ Joanne Dickinson, Phlebotomist {March}
 - ✓ Mackenzie Bellinger, Adult Day Care Coordinator {April}
- Approved

VOTE: yes 10, no 0.

#29. Motion by Mrs. Jones, seconded by Mr. Chartrand, to congratulate Kevin Felshaw, Building Maintenance Worker, as the *Employee of the Year* for 2019. Approved.

VOTE: yes 10, no 0.

AUXILIARY REPORT: No report this month as the Auxiliary has not met due to the COVID-19 pandemic.

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

OLD BUSINESS: None

PUBLIC COMMENT: None

STRATEGIC FOCUS ISSUES:

✓ **2019 Human Resources Annual Report:** Mrs. Jessica Skiff, HR Director, shared information with the Board on the following topics regarding HR:

- Recruitment/Retention of Staff
- Employee Opinion Survey Results
- Performance Evaluations
- Turnover
- Grievance Log
- Workers Compensation

In 2019, the performance Evaluation completion rate was 97.42% over 93.88% in 2018. She also provided a brief update regarding the 2019 Grievance Log. She noted that in 2019, 20 grievances were filed. Mrs. Skiff also notified the group the HR Committee will begin meeting at 3:00 p.m. on the 3rd Monday of the month.

✓ **Re-branding:** Mrs. Christina Flint, Community Services Coordinator, shared a PowerPoint with the Board titled "Rebrand and Logo Design" and shared with the Board a visual of the new logo redesign in a few different formats and color schemes. She explained the new logo creates a structure that is unique and unlike any of our competitors by creating a lock up with the letters "L" "C" "H" "S". The four letters slightly overlap each other creating a sense of coming together. She was also able to give the Board a sense of the new look by showing examples of the new logo on letterhead, envelopes, business cards, folders, photo ID, social medial, etc. Mrs. Flint noted she is in the process of finalizing the launch plan and tends to unveil the new designs to staff and media at the end of June.

#30. Motion by Mr. Lehman, seconded by Mr. McDowell, the Board accepted the rebrand and logo design for Lewis County Health System as presented along with the new tag line "Your Health Partner". Approved.

VOTE: yes 10, no 0.

✓ **IT Update:** Mr. Rob Uttendorfsky, Director of Information Systems, briefed the Board on the following topics:

- Projects Completed
- Coronavirus Preparation and Response
- Upcoming Projects

✓ **Foundation Update:** Ms. JoAnne Rhubart, Executive Director of the Lewis County Hospital Foundation, briefed the Board on the following topics:

- Hospital Foundation Campaigns
- Stewart's Grant
- Amazon Smile
- COVID-19 Assistance Fund
- Paycheck Protection Program
- Emergency Department Stretcher
- Hospital Foundation Gala and Virtual Silent Auction Items
- Financial Support & Commitment

□ OPERATIONAL UPDATES:○ Patient Safety/Quality:

- ✓ 2020 Departmental Scopes of Service

#31. Motion by Mrs. Rennie, seconded by Mr. Fuller, the Board accepted the 2020 Departmental Scopes of Services as presented. Approved.

VOTE: yes 10, no 0.

- ✓ 2019 Annual Compliance Summary

#32. Motion by Mrs. Jones, seconded by Mrs. Rennie, the Board accepted the 2019 Annual Compliance Summary as presented. Approved.

VOTE: yes 10, no 0.

- ✓ 2019 Patient Care Contract Review

#33. Motion by Mr. Fuller, seconded by Mrs. Steckly, the Board accepted the 2019 Patient Care Contract Review as presented. Approved.

VOTE: yes 10, no 0.

- ✓ The Preventable Harm Events Dashboard {January – April 2020} through a bubble graph was reviewed with the Board.

- ✓ LCGH/RHCF Concerns {January – April 2020}. A copy of the 2020 Concern Log was reviewed with the group.

○ Finance Update – Jeffery Hellinger, CFO:

- ✓ Period 2 Review:

- There was a loss of \$164,814 versus a budgeted loss of \$192,823 for the month of February. The YTD loss is \$146,536 versus a budgeted loss of \$315,468.

- ✓ Period 3 Review:

- There was a loss of \$1,865,128 versus a budgeted gain of \$290,118 for the month of March. The YTD loss is \$2,011,664 versus a budgeted loss of \$25,350.

- ✓ Period 4 Review:

- There was a loss of \$117,284 versus a budgeted loss of \$47,492 for the month of April. The YTD loss is \$2,128,948 versus a budgeted loss of \$72,842.

- ✓ In the month of April we received ~\$1.56M in stimulus payments and received two more in the month of May totaling ~\$5.15M.

- ✓ 2019 Audited Financial Statements: Copies of the Draft Financial Statements and Supplementary Information for December 31, 2019 and 2018 were shared with the Board for their review and comment. Mr. Eric Fehrman and Mr. Robert Smith of Fust Charles Chambers presented the Audited Financial Statements at the May 18, 2020 Executive/Finance Committee Meeting. Mr. Hellinger added we experienced a \$738,000 gain after the audit and added there were no findings.

#34. Motion by Mr. McDowell, seconded by Mr. Chartrand, the Board approved the 2019 Audited Financial Statements as presented. Approved.

VOTE: yes 10, no 0.

○ Human Resources Update– Jennifer Jones, Chair:

- ✓ New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of March 13, 2020 – May 15, 2020 were included in Board packets.
- ✓ Mrs. Jones briefed the Board regarding the topics covered at the Human Resources Committee Meeting which met on May 22, 2020.

- #35. Motion by Mrs. Jones, seconded by Mr. McDowell, to request the Board of Legislators to abolish one (1) FT Group Practice Administrator position card.

VOTE: yes 10, no 0.

- #36. Motion by Mrs. Jones, seconded by Mr. Musnicki, the Board approved the Civil Service reclassification of the following positions per the Board of Legislator's Resolution 2020-92:

- Create 14 FT Patient Access Clerk position cards
- Abolish 14 FT Clerk position cards
- Create 4 PT Patient Access Clerk position cards
- Abolish 4 PT Clerk position cards

VOTE: yes 10, no 0.

○ Environment of Care:

- ✓ 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. In 2019, not all of the areas met or exceeded their goal. Mr. Pace provided an example of an area that was out of compliance and how it was addressed. He further reported that Joint Commission requires several of the areas to be monitored each year. The 2019 annual Evaluation of the six Management Plans and the Emergency Operation Plan and the six 2020 Management Plans have already been reviewed by EOC and the Executive/Finance Committee of the Board. Mr. Cayer added there will be additional oversight of the Plans as well through our Quality Assurance Performance Improvement (QAPI) team quarterly.

- #37. Motion by Mrs. Rennie, seconded by Mrs. Jones, the Board accepted the 2019 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.

- #38. Motion by Mrs. Steckly, seconded by Mr. Chartrand, the Board accepted the 2020 Six (6) Management Plans as presented (copies attached to the original minutes). Approved.

VOTE: yes 10, no 0.

☐ CHIEF'S EXECUTIVE'S REPORT

- ◆ Physician & APP Recruitment – Mr. Cayer briefed the board on seven (7) providers our facility has signed new contracts for employment with in the last three months in the areas of Family Practice, Internal Medicine and OB/GYN. He thanked Mrs. Prince, Dr. Harney, Mrs. Bossard, Dr. Vora, Dr. Pisaniello, and Dr. Birchenough for all of their input throughout the process.
- ◆ Mr. Cayer informed the group that Empire Dermatology, PLLC from East Syracuse, NY just signed a Lease Agreement to lease space at our facility beginning with one day per week on July 7, 2020 to provide dermatology services to our community members. He added Mrs. Christina Flint, Community Services Coordinator, will begin to get the word out shortly.
- ◆ Mr. Cayer informed the group he just received word Hospitals and Nursing Homes in NYS will be receiving a 1.5% reduction in Medicaid reimbursement effective April 2, 2020.

☐ PRESIDENT'S REPORT:

- ◆ Strategic Topics for March 2020:
 - ✓ St. Joe's Update
- ◆ News In General: The Board received a copy of the March/April and May 2020 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the months of March/April and May.

☐ CONSENT ITEMS:

#39. Motion by Mr. Lehman, seconded by Mr. Chartrand, to approve the February 26, 2020, April 1, 2020 and April 15, 2020 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- ◆ 12/31/2020 PAC/Home Care Performance Improvement Committee Minutes
- ◆ 02/10/2020 Medical Staff Committee Minutes
- ◆ 02/19/2020 Patient and Family Advisory Council Minutes
- ◆ 03/05/2020 Standards Review Team Committee Minutes
- ◆ 03/31/2020 PAC/Home Care Performance Improvement Committee Minutes
- ◆ 03/09/2020 Medical Staff Committee Minutes
- ◆ 04/20/2020 Quality Council Committee Minutes
- ◆ 04/22/2020 Environment of Care Committee Minutes
- ◆ 05/18/2020 Executive / Finance Committee Minutes
- ◆ 05/19/2020 Planning Committee Minutes
- ◆ 05/22/2020 Human Resources Committee Minutes

Approved.

VOTE: yes 10, no 0.

☐ **MEDICAL STAFF:** Dr. Vora, Medical Staff Vice President, shared the following update with the Board:

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

#40. Motion by Mrs. Rennie, seconded by Mr. McDowell, to enter executive session at 5:55 p.m.
Approved.

VOTE: yes 10, no 0.

#41. Motion by Mrs. Steckly, seconded by Mr. Musnicki, to return to regular session at 6:15 p.m. Approved.

VOTE: yes 10, no 0.

□ Credentialing/Recredentialing:

#42. Motion by Mr. Chartrand, seconded by Mrs. Ross, to approve the following:

Reappointments:

- Stephen Adcock, M.D. – Active Staff, Surgery Service, with Orthopedic and Clinic privileges as requested.
- Karen Albright, D.O. – Consulting Staff, Internal Medicine Service, with Tele-Medicine (Stroke) privileges as requested
- Eyad Aldaas, M.D. – Courtesy Staff, Internal Medicine Service, with privileges as requested
- Pasquale "Pat" Baranello, M.D. - Courtesy Staff, Emergency Medicine Service, with privileges as requested
- Rakesh Bhan, M.D. - Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested
- Selina Hughes, N.P. – Adjunct Staff, OB/GYN Service, with Clinic privileges as requested
- Mary Nevin, M.D. - Courtesy Staff, Anesthesia Service, with privileges as requested
- Michael Sassower, M.D. - Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested
- Khalid Sindhu, M.D. – Courtesy Staff, Internal Medicine Service, with Nephrology privileges as requested

Appointments:

- Rainer Chirinos, NP - Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested
- Michael DiBella, M.D. – Associate Staff, Emergency Medicine Service, with privileges as requested
- Kaitlyn Given, CRNA – Initial Provisional Adjunct Staff, Anesthesia Service, with privileges as requested
- Christie Kopidlansky, NP – Initial Provisional Adjunct, Family Practice Service, with Clinic privileges as requested
- Alice Loving, M.D. – Associate Staff, Anesthesia Service, with privileges as requested
- Baruch Meer, M.D. – Associate Staff, Radiology Service, with privileges as requested
- John Wat, D.O. – Associate Staff, Family Practice Service, with Clinic privileges as requested
- Nelson Wiegman, M.D. – Associate Staff, Surgery Service, Orthopedics, with Clinic privileges as requested

Advancements:

- Bruce Baird, M.D. – Courtesy Staff, Surgery Service, with Orthopedic privileges as requested
- Miriam Benjamin, M.D. - Courtesy Staff, Anesthesia Service, with privileges as requested
- Orakao Dowuona, M.D. - Courtesy Staff, OB/GYN Service, with Clinic privileges as requested
- Anuradha Duleep, M.D. – Consulting Staff, Internal Medicine Service, with privileges as requested
- Jie He, M.D. – Courtesy Staff, Internal Medicine Service, with privileges as requested
- Matthew McLaine, N.P. - Permanent Adjunct Staff, Internal Medicine Service, with privileges as requested
- Ahmad Muzzammil, M.D. – Courtesy Staff, Internal Medicine Service, with privileges as requested
- Lyda Shambo, CRNA – Permanent Adjunct Staff, Anesthesia Service, with privileges as requested
- Scott Stern, M.D. – Active Staff, Family Practice Service, with Clinic privileges as requested
- Edwin Urf, D.O. – Courtesy Staff, Anesthesia Service, with privileges as requested

Approved.

VOTE: yes 10, no 0.

OTHER: None

#43. Motion by Mrs. Ross, seconded by Mr. Fuller, to enter executive session at 6:17 p.m. for a personnel matter. Approved.

VOTE: yes 10, no 0.

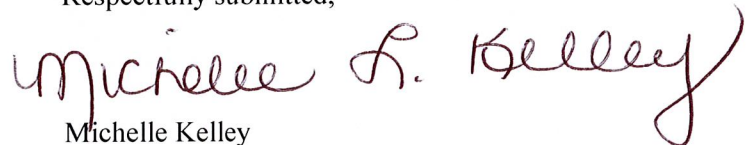
#44. Motion by Mr. Chartrand, seconded by Mrs. Ross, to return to regular session at 7:00 p.m. Approved.

VOTE: yes 10, no 0.

#45. Motion by Mr. Fuller, seconded by Mrs. Jones, to adjourn at 7:01 p.m. Approved.

VOTE: yes 10, no 0.

Respectfully submitted,



Michelle Kelley
Administrative Assistant

Countersigned:

Philip McDowell, Secretary
Board of Manager