

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
May 31, 2023**

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 {entered at 5:03 pm}
Jennifer Jones
John Lehman {left at 7:25 pm}
Marguerite Mastascusa

Dr. Howard Meny
Philip McDowell
Donald Musnicki
Karen Rennie

Susan Ross
Cheryl Steckly
Michael Young

Others

Present

Gerald R. Cayer, Chief Executive Officer
Kerry Herbine, Chief Operating Officer
Sean Harney, M.D., CMO, Employed Provider Clinics
Jeff Hellinger, CFO
Marcy Teal, Chief Nursing Officer
Robert Fargo, Director of Facilities Management
Michelle Kelley, Administrative Assistant
Jessica Skiff, Director of Human Services
Dr. Steven Lyndaker, Medical Director {entered at 4:40 p.m.}
Marylou Feilmeier, Medical Staff President {entered at 4:35 p.m.}
Rob Uttendorfsky, Director of Information Systems
Scott Sauter, Network Administrator
David Hoffman, Corporate Compliance Officer {Via Google Meet}
Dr. Manoj Vora
Dr. Lynn Pisaniello
Julie Abbass, Reporter, Watertown Daily Times
Neil Turck, EVS Supervisor
Matthew Gyore, Custodial Worker

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. Cheryl Steckly.

EXCUSE ABSENT MEMBERS

- #51.** Motion by Mr. McDowell, seconded by Mr. Musnicki, the board excused Dick Chartrand from the meeting. Approved.

VOTE: yes 10 no 0.

EMPLOYEE OF THE MONTH

- #52.** Motion by Mrs. Jones, seconded by Mrs. Ross, the Board congratulated Matthew Gyore, Custodial Worker, as the February Employee of the Month. Approved.

VOTE: yes 10, 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.

❑ STRATEGIC FOCUS TOPICS:

- **IT Status:** Mr. Rob Uttendorfsky, Director of Information Systems, shared the following update with the board regarding. A few of the highlights were:
 - Ransomware Rapid Response:
 - ✓ We are currently in the process of developing a rapid response plan for our facility to be best prepared in the event of a ransomware attack. Maintaining operations in support of Patient safety for our patients and residents will be a priority during a cybersecurity event. We also continue to work with our Emergency Preparedness Department to prepare the facility for continuity of operations during an extended outage of electronic systems.
 - ✓ Mr. Uttendorfsky shared the steps if an actual event took place. He shared an attack is very hard to recognize and typically you have approximately 14 minutes to identify that it is even happening.
 - ✓ Events typically take place on a Friday night or a holiday weekend.
 - ✓ Events can be overwhelming and take a physical toll on the IT staff putting the initial plan together, and working long hours through the event.
 - ✓ The steps our facility would take are:
 - Identification
 - Containment
 - Recovery
 - Business Continuity
 - Continued Care Medical Management: Mr. Uttendorfsky shared with the group we are now almost ready to sign a MOU with Meditech regarding outside pharmacy e prescribing for on-site long term care inpatients. He noted we will engage in a 10-week development project, including testing scenarios and training staff on this initiative.

❑ OPERATIONAL UPDATES:

- ◆ **Patient Safety/Quality:** Mrs. Sue Ross, Chair of the Quality Council Committee, and Mr. Kerry Herbine, COO, provided a brief update:
 - ✓ The Acute Care QAPI (Ancillary) Committee met on May 10, 2023.
 - ✓ The LTC QAPI (Ancillary) Committee met on May 16, 2023.
 - ✓ The LTC QAPI (Casper) Committee met on May 16, 2023.
 - ✓ Copies of all the above minutes are in the board portal.
 - ✓ The standardizing and reporting structure of RHCF and CHHA and Hospice under Quality is coming along nicely. Mr. Herbine added Mrs. Lyndsey Allen, Director of Quality, continues to re-evaluate what we are measuring based on goal setting for each area.
 - ✓ Mrs. Lyndsey Allen and her team continue to work on the readiness for the Joint Commission re-accreditation survey which we anticipate will happen in either June or July of 2023.

- ◆ **2022 Patient Care Contract Review:** Mr. Herbine briefed the group regarding the Patient Care Contract Review for 2022:

#53. Motion by Mr. McDowell, seconded by Mrs. Mastascusa, the Board accepted the 2022 Patient Care Contract Review as presented. Approved. {Note: It was requested a column will be added to the 2023 Patient Care Contract Review to include the renewal date for each contract.}

VOTE: yes 10, no 0.

- ◆ **2023 Departmental Scopes of Service:** Mr. Cayer briefed the group regarding the Departmental Scopes of Services for 2023.

- #54. Motion by Mrs. Rennie, seconded by Mr. Lehman, the Board accepted the 2023 Departmental Scopes of Services as presented. Approved. {Mr. Cayer noted next year we will submit the redlined Departmental Scopes to the Board for their review and approval.}

VOTE: yes 10, no 0.

- ◆ **Finance:** Mr. Phil McDowell, Chair of the Finance Committee, introduced the finance update by Mr. Jeff Hellinger, CFO. The group discussed the following topics:
 - There was a loss of \$265,733 versus a budgeted loss of \$268,103 for the month of April. The YTD loss is \$511,970 versus a budgeted loss of \$941,558.
 - Overall net patient revenue was less than budget due to more contractual allowances.
 - Inpatient revenue was higher in OR (~198k) and Med Surg Supply (~\$75k).
 - Outpatient gross revenue was higher in ER (~\$207k), Drugs Sold – IV (~\$57k), Lab – Chemistry (~\$169k), Radiology (~\$52k), Ultrasound (~\$56k), CATScan (~\$274k), MRI (~\$65k) and PT (~\$62k). The departments that had lower revenue were Observation (~\$28k), and CHHA (~\$39k).
 - Contractual Allowances were higher than budget due to more gross revenue as well as a higher contractual allowance reserve percentage compared to budget.
 - Other Operation Revenue was over budget due to more 340B revenue at Kinney’s and Walmart.
 - The \$150,000 payment from the Friends of Lewis County Hospice was recorded in April. This represents direct operational support for the Lewis County Hospice program in 2022.
 - Stats for April: Some areas that experienced positive results for the month are as follows:
 - ✓ SNF occupancy – highest in 2.5 years
 - ✓ Women’s Health – highest in 1 year
 - Overall expenses were higher than budget:
 - ✓ Salaries were under budget due to fewer staff members than budgeted.
 - ✓ Supplies were over budget due to more lab reagents and pharmaceuticals.
 - ✓ Purchased services were over budget due to traveling nursing staff totaling ~\$314k. It was noted that we currently have ~13 traveling nurses in both the Hospital and RHCF at this time.
- ◆ **Capital Improvement Oversight Committee Report:**
 - Chair, Mr. Donald Musnicki, presented a copy of the Capital Improvement Oversight Committee Monthly Report to the board members prepared by Project Manager, Michael Nuffer, from C&S Companies. A copy of this report was also shared with the Capital Improvement Oversight Committee at their monthly meeting on Monday, May 22, 2023, which was discussed in more detail.
 - Mr. Musnicki shared good progress continues to be made on the project. He noted there will be a critical pathway with the project timeline in the next 60 days as we transition surgeries into the new building in August. He added the NYSDOH is scheduled for an on-site inspection of the new building in July. Currently all of the contractors are on the same page as to what has to happen in the next 60 days to make this transition a success.
 - Mr. Musnicki shared we continue to work through supply chain challenges, more specifically, the electrical panel for the new building.
 - The revitalization of the Med/Surg is scheduled to be completed in February of 2024. Mr. Cayer noted the NYSDOH will be on site to inspect the west side of Med/Surg on July 10, 2023. Once completed, work will begin on the East side of the floor (NYS Route 26 side). Mr. Fargo noted that the West side of the floor will be completely closed off to all contractors for quality purposes and they will gain access to the East side of the floor through an outside window.
 - Mr. Musnicki shared there will be modification to the driveway off from the Number Three Road into the new building due to an issue with the grade of the road which created a blind spot for drivers. By moving the access road, it will mitigate the blind spot and create a better traffic flow.
 - Mr. Cayer again offered to conduct tours of the project in groups of 2-3 if anyone is interested. The tours typically take one hour, and appropriate footwear is requested. Please reach out to Mrs. Michelle Kelley if you would like to set up a tour.

- #55. Motion by Mr. Musnicki, seconded by Mr. Lehman, to request the Board of Legislators to exercise their authority and approve a contract of sale for the purchase of the 7777 N. State Street, Lowville, NY property in consideration of \$240,000 from Lewis County Health System's financial resources. Approved.

VOTE: yes 11, no 0.

- ◆ **Human Resources:** Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the May 12, 2023, HR Committee Meeting:
- New Hires, Resignations, Retirements & Terminations: The organizations' new hires, resignations, retirements, and terminations were included in Board packets.
 - Please take a minute and review the "May 2023 Monthly Newsletter of LCHS" as we have two employees who are celebrating their 35th and 30th year of service milestones.
 - There are six (6) civil service cards to abolish on tonight's agenda and will have more as HR goes through the titles.

- #56. Motion by Mrs. Jones, seconded by Mr. McDowell, to request the Board of Legislators to:
- ✓ Create 2 PT Registered Nurse position cards with a salary range of \$35.97 - \$44.96 per hour.
 - ✓ Abolish 1 FT Registered Nurse position card with a salary range of \$35.97 - \$44.96 per hour.
- Approved

VOTE: yes 11, no 0.

- #57. Motion by Mrs. Jones, seconded by Mrs. Mastascusa, to request the Board of Legislators to ABOLISH the following six (6) Civil Service cards:
- Ward Clerk – FT – x 2
 - Ward Clerk - PT
 - Social Work Assistant - PT
 - Facilities Maintenance Supervisor - FT
 - Adult Day Care Assistant - PT
- Approved

VOTE: yes 11, no 0.

- **CHIEF OPERATOR'S REPORT:** Mr. Kerry Herbine provided a brief update on the following:
- ◆ Lab Outreach Program – LMA - update: We have received the interim approval for the Lab Outreach program at LMA from the NYSDOH. The formal approval will be received after the State's on-site audit is completed. He added the two new employees (Kerry Makuch and Michelle Hartshorne) joined the health system on May 15th. He noted everything is going well.
- **CHIEF EXECUTIVE'S REPORT:** Mr. Cayer provided to the Board a brief overview on the following topics:
- ◆ Priorities & Measures of Success: Mr. Cayer provided a brief overview of the Priorities and Measures of Success documents which were previously shared with the Board. In response to a concern from Board member, Mr. McDowell, it was noted that the Board is not committing to hire all of the positions noted in the Measures of Success by approving the same tonight. Rather, it was noted all positions listed would come before the Human Resources and Finance Committees for their review and approval before the full Board approved the same. Mr. Cayer concurred and noted we would also be required to work with Civil Service on any new positions being brought forward through the Strategic Plan. Board Chair, Mr. Young, suggested a bi-monthly written update of the Measures of Success to the Board of Managers.

- #58. Motion by Mr. Musnicki, seconded by Mrs. Rennie, the Board approved the Strategic Priorities and Measures of Success for 2023-2025 as presented. Approved.

VOTE: yes 11, no 0.

☐ PRESIDENT'S REPORT:

- ◆ Strategic Topics for June 2023:
 - ✓ Employed Provider Practices {Dr. Harney}
- ◆ General: The Board received a copy of the May 2023 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of April.

☐ CONSENT ITEMS:

- #59. Motion by Mrs. Jones, seconded by Mrs. Ross, to approve the April 26, 2023, Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 04/24/2023 Finance Committee Minutes
- 04/24/2023 Capital Improvement Oversight Committee Minutes
- 04/26/2023 Environment of Care Committee Minutes
- 05/12/2023 Human Resources Committee Minutes
- 05/15/2023 Executive Committee Minutes
- 05/22/2023 Capital Improvement Oversight Committee Minutes

Approved.

VOTE: yes 11, no 0.

- ☐ MEDICAL STAFF:** Dr. Marylou Feilmeier, President of the Medical Staff provided the following update.

- ◆ The Ethics Committee hosted speaker, Ed McArdle, Esq., from the Center for Bioethics and Humanities at Upstate Medical University, on May 11, 2023, regarding Supported Decision-Making Agreement Act which was signed into law in NYS last summer.

- #60. Motion by Mrs. Mastascusa, seconded by Mrs. Ross, to enter executive session at 5:38 p.m. for credentialing matters. Approved.

VOTE: yes 11, no 0.

- #61. Motion by Mrs. Ross, seconded by Mrs. Rennie, to return to regular session at 5:44 p.m. Approved.

VOTE: yes 11, no 0.

□ Credentialing/Recredentialing:

#62. Motion by Mrs. Steckly, seconded by Dr. Meny, to approve the following:

Reappointments:

- Kenneth Berry, M.D. – Courtesy Staff, Emergency Medicine Service, with privileges as requested.
- John Leuenberger, D.O. – Active Staff, Family Practice Service, with Clinic privileges as requested.
- Nicholas Qandah, D.O. – Courtesy Staff, Surgery Service, with Neurosurgery privileges as requested.

Delegated Reappointments:

- Hesham Masoud, M.D. – Consulting Staff, Internal Medicine Service, with Tele-Medicine (Stroke) privileges as requested.
- Elena Schmidt, M.D. – Consulting Staff, Internal Medicine Service, with Tele-Medicine (Stroke) privileges as requested.

Appointments:

- Keith Bates, N.P. – Initial Provisional Adjunct Staff, Family Practice Service, with Clinic privileges as requested.

Delegated Appointments:

- Alex Helkin, M.D. – Appointment to the Associate Staff, Surgery Service, with Tele-Medicine (Burn) privileges as requested.

Advancements:

- None
- Approved.

VOTE: yes 11, no 0.

- Compliance Review and Education:** David Hoffman, Esq., Corporate Compliance Officer, provided the Board and Senior Team members with corporate compliance training regarding the new regulations NYS has expanded in the Compliance-Program requirements for health care facilities.

□ Executive Session:

#63. Motion by Mr. Chartrand, seconded by Mr. Lehman, to enter executive session at 6:03 p.m. to discuss a personnel matter. Approved.

VOTE: yes 11, no 0.

#64. Motion by Mr. Chartrand, seconded by Mrs. Rennie, to return to regular session at 7:49 p.m. Approved.

VOTE: yes 10, no 0.

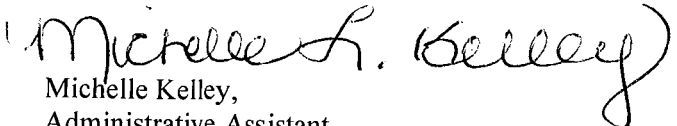
- Other: None**

□ **Adjourn:**

#65. Motion by Mrs. Mastascusa, seconded by Dr. Meny, to adjourn at 7:50 p.m. Approved.

VOTE: yes 10, no 0.

Respectfully submitted,


Michelle Kelley,
Administrative Assistant

Countersigned:

Philip McDowell,
Secretary Board of Managers