

**LEWIS COUNTY GENERAL HOSPITAL  
BOARD OF MANAGERS  
August 26, 2020**

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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.

*Jennifer Jones*

*Donald Musnicki*

*Susan Ross*

*Marguerite Mastascusa*

*Karen Rennie*

*Michael Young*

**Others**

**Present**

*Gerald R. Cayer, Chief Executive Officer*

*Jeff Hellinger, Chief Financial Officer*

*Michele Prince, Chief Operating Officer*

*Michelle Kelley, Administrative Assistant*

*Jessica Skiff, Director of Human Services*

*Frank Pace, Director of Facilities Management*

*Neva Bossard, Director of Nursing*

*Christina Flint, Community Services Coordinator*

*Dr. Sean Harney, CMO, Employed Provider Clinics*

*Dr. Manoj Vora, Medical Staff Vice President*

*Mr. Randy Lehman, Director of Rehabilitation Services {left meeting at 4:35 p.m.}*

**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 Board member Mrs. Jennifer Jones.

- THANK YOU NOTE:** Mr. Randy Lehman, Director of Rehabilitation Services, shared with the Board a thank you note the Rehab Department recently from a child, Alexander. Mr. Lehman thanked the board for their continued support and appreciation for servicing the children in our community.

**EXCUSE ABSENT MEMBERS**

- #70. Motion by Mrs. Ross, seconded by Mrs. Rennie, the Board excused Mr. Steve Fuller, Mr. Richard Chartrand, Mr. John Lehman, Mr. Philip McDowell and Mrs. Cheryl Steckly from the meeting. Approved.

*VOTE: yes 6, no 0.*

**EMPLOYEE OF THE MONTH**

- #71. Motion by Mrs. Jones, seconded by Mrs. Ross, the Board congratulated Bettina Bates, RN, as the Employee of the Month for the month of July. Approved

*VOTE: yes 6, no 0.*

- AUXILIARY REPORT:** No report this month from the Auxiliary.

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

- OLD BUSINESS:** None

- PUBLIC COMMENT:** None

**☐ STRATEGIC FOCUS ISSUES:**

- ✓ Employed Provider Practices: Dr. Sean Harney, CMO, Employed Provider Clinics, shared a PowerPoint with the Board titled “Employed Medical Practices” and reported on the following topics:
  - LCGH Employed Providers
  - Lowville Medical Practice, PLLC Providers
  - Clinics on Main Campus
  - Clinics Off Site
  - Challenges / Opportunities / Concerns
  
- ✓ Human Resources Update: Mrs. Jessica Skiff, Director of Human Resources, briefed the Board on the following topics:
  - ◆ Employee Survey Administration
  - ◆ Grievances
  - ◆ Workers Compensation
  - ◆ Incident Reports
  - ◆ Vacancy & Turnover
  - ◆ Recruitment Challenges
  - ◆ Recruitment
  - ◆ Upcoming Recruitment Events

**☐ HUMAN RESOURCES COMMITTEE, BOARD OF MANAGERS:**

- ✓ New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of July 17, 2020 – August 14, 2020 were included in Board packets.

#72. Motion by Mrs. Jones, seconded by Mrs. Rennie, to request the Board of Legislators to create one (1) FT Patient Account Clerk position card with a salary range of \$16.38 - \$21.24 per hour.

*VOTE: yes 6, no 0.*

**☐ PLANNING, BUILDING & GROUNDS, BOARD OF MANAGERS:**

#73. Motion by Mr. Musnicki, seconded by Mrs. Jones, the Board approved the purchase of a Security/Camera System from Verkada at a cost not to exceed \$150,000. Mr. Hellinger noted this purchase will be paid out of the 2020 Capital budget by the reallocation of funds {Pharmacy renovations at a cost of \$100,000}.

Approved

*VOTE: yes 6, no 0.*

**☐ OPERATIONAL UPDATES:**

- Patient Safety/Quality:
  - ✓ The Preventable Harm Events Dashboard {January – July 2020} was reviewed with the Board.

o Finance Update – Jeffery Hellinger, CFO:

✓ Period 7 Review:

- ✓ There was a loss of \$426,804 versus a budgeted gain of \$176,752 for the month of July. The YTD surplus is \$1,533,362 versus a budgeted surplus of \$346,717.
- ✓ Mr. Hellinger briefed the Board on the 2021 budget preparations. He noted he has collected all of the preliminary budgets from the department managers and he is currently reviewing their FTE, operating and capital budget requests. Mr. Cayer added the next step will be to meet individually with each department manager and their senior leader to review their 2021 budget requests. Mr. Hellinger noted the 2021 budget will be presented to the full board at the October 2020 meeting for their approval.

□ **CHIEF'S EXECUTIVE'S REPORT**

◆ LCGH Medical Director Appointment:

- #74. Motion by Mr. Musnicki, seconded by Mrs. Rennie, the Board approved the appointment of Steven Lyndaker, M.D. as the Lewis County General Hospital Medical Director. Approved

*VOTE: yes 6, no 0.*

- ◆ Copenhagen Health Center – Mr. Cayer reported he, Rick Tague, Frank Pace, and Jeff Hellinger attended the bid opening meeting for the Copenhagen Clinic on August 25, 2020. He added all three bids that were received timely were opened and reviewed. Mr. Cayer noted the low bid went to Capital Construction Corp., Watertown, NY, and they will be starting the project before October 1<sup>st</sup> and will finish by December 31, 2020.

- #75. Motion by Mrs. Mastascusa, seconded by Mr. Musnicki, the Board awarded Contract No. 1 – Renovation Work to Capital Construction Corp. in the amount of \$355,075 (Total Base Bid + Bid Item Nos. 1-5 and Alternate No. 2) contingent upon receipt, review, and approval of all post-bid documentation including bonds and insurances. Approved.

\$354,125.00 - Total Base Bid  
    950.00 – Alternate No. 2 – Foundation Painting  
 \$355,075.00

*VOTE: yes 6, no 0.*

- ◆ Surgical Pavilion & MS Revitalization Update: Mr. Cayer reported the Lewis County Board of Legislators have set the public hearing and will take action on bond request at their September 1, 2020 meeting. Mr. Cayer added the current budget for the project is \$32.8M (not to exceed \$33M) with the bond proposal at \$33M. Once the bond request has been approved, the CON will be submitted to the New York State Department of Health for their review and approval. The Clerk of the Works to oversee the project will be discussed at the September Planning Committee Meeting. Mr. Cayer shared the Lewis County Hospital Foundation Board will begin to organize the capital campaign to raise \$2M for this project.
- ◆ NYS Community COVID-19 Testing: Mr. Cayer updated the group regarding the asymptomatic clinics which have been established throughout Lewis County, with Lowville being the central hub, over the last two months. He added ~340 individuals have been tested to date through the free clinics with no positive test results. It was noted the test results are now taking approximately 5 days to be returned down from the previously reported 8-14 days. The offsite testing clinics will be held in Harrisville or Lyons Falls every other Wednesday. The Beaver River Health Center will no longer be a test site. (*Postscript – since the Board of Managers meeting, the turnaround time has continued to improve and is now 3 days*).

- ◆ Screening – RHCF: The facility recently had a community member make his way to one of the floors of the nursing home back in early August. This person put his family member, other residents and the staff at risk, after so many members of our team have worked hard to keep the residents and the organization free of COVID. Due to this breach, we have had security coverage at the lobby screening table, Monday – Friday. Mr. Cayer added he is currently working the Village of Lowville to sign a MOU for Lowville PD to provide security at the screening table Monday-Friday from 8:00 a.m. to 5:00 p.m. when the lobby is open and a contracted security agency will staff the ED table from 9:00 a.m. to 7:00 p.m. on the weekends.
- ◆ Board of Manager Reappointments: Mr. Cayer shared the Lewis County Board of Legislators at their September Board meeting will be approving Mrs. Ross, Mrs. Jones and Mr. Musnicki to serve five year terms as members of the Board of Managers {January 2021 – December 2025}. Mr. Cayer expressed his gratitude and appreciation for their service to the health system on behalf of the communities we serve.
- ◆ Empire Dermatology: Mr. Cayer shared Empire Dermatology will be going to two days per week in September.
- ◆ CEO 2020 Goals: Mr. Cayer noted he will review his 2020 goals in September.

□ **PRESIDENT'S REPORT:**

- ◆ Strategic Topics for August 2020:
  - ✓ Elder Care Services {D. Wurz}
  - ✓ Marketing / Public Relations / Communications {C. Flint}
- ◆ News In General: The Board received a copy of the August 2020 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of July.
- ◆ Medical Staff Meeting: Monday, September 14, 2020 at 6:15 p.m. {Sue Ross}
- ◆ Other: None

□ **CONSENT ITEMS:**

#76. Motion by Mrs. Rennie, seconded by Mrs. Ross, to approve the July 27, 2020 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- ◆ 07/28/2020 Environment of Care Committee Minutes
  - ◆ 08/17/2020 Executive / Finance Committee Minutes
  - ◆ 08/17/2020 Human Resources Committee Minutes
  - ◆ 08/17/2020 Planning Committee Meeting Minutes
- Approved.

*VOTE: yes 6, no 0.*

□ **MEDICAL STAFF:** No update as Dr. Birk, Medical Staff President, was excused from the meeting.

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

#77. Motion by Mrs. Jones, seconded by Mrs. Mastascusa, to enter executive session at 5:36 p.m.  
Approved.

*VOTE: yes 6, no 0.*

#78. Motion by Mrs. Mastascusa, seconded by Mrs. Rennie, to return to regular session at 5:50 p.m.  
Approved.

*VOTE: yes 6, no 0.*

**Credentialing/Recredentialing:**

#79. Motion by Mrs. Jones, seconded by Mr. Musnicki, to approve the following:

**Reappointments:**

- None

**Appointments:**

- Barbara Anderson, N.P. – Initial Provisional Adjunct Staff, Family Practice Service, with Clinic privileges as requested
- Aaron Campbell, D.O. – Associate Staff, Internal Medicine Service, with privileges as requested
- Susan Campeas, M.D. – Associate Staff, Radiology Service, with privileges as requested
- Judith Craychee, M.D. – Associate Staff, Radiology Service, with privileges as requested
- F. Lee Dutton, M.D. – Associate Staff, OB/GYN Service, with Clinic privileges as requested
- Iyare Esemuede, M.D. – Associate Staff, Surgery Service, with Clinic privileges as requested
- Todd Greenberg, M.D. – Associate Staff, Radiology Service, with privileges as requested
- David Ishimitsu, M.D. – Associate Staff, Radiology Service, with privileges as requested
- Jason Lue, M.D. – Associate Staff, Radiology Service, with privileges as requested
- Jacob Robertson, P.A. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested
- Nancy Sagona, M.D. – Associate Staff, Radiology Service, with privileges as requested
- Samuel Salen, M.D. – Associate Staff, Radiology Service, with privileges as requested

**Advancements:**

- Kenneth Berry, M.D. – Courtesy Staff, Emergency Medicine Service, with privileges as requested
- Faisal Noorzad, M.D. – **HOLD** for one year due to lack of volume
- Nicholas Qandah, M.D. – Courtesy Staff, Internal Medicine Service, with Neurology privileges as requested

Approved.

*VOTE: yes 6, no 0.*

**OTHER:** None

#80. Motion by Mrs. Jones, seconded by Mrs. Rennie, to enter executive session at 5:55 p.m. Approved.

*VOTE: yes 6, no 0.*

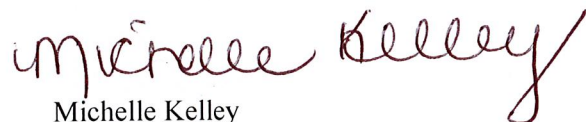
#81. Motion by Mrs. Jones, seconded by Mr. Musnicki, to return to regular session at 6:04 p.m. Approved.

*VOTE: yes 6, no 0.*

#82. Motion by Mrs. Jones, seconded by Mr. Musnicki, to adjourn at 6:07 p.m. Approved.

*VOTE: yes 6, no 0.*

Respectfully submitted,



Michelle Kelley  
Administrative Assistant

Countersigned:

Gerald R. Cayer,  
Chief Executive Officer