

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
September 30, 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
Donald Musnicki
Philip McDowell {left 5:49 p.m.}*

*Cheryl Steckly {entered 5:03 p.m.}
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
Debra Wurz, Nursing Home Administrator
Christina Flint, Community Services Coordinator
Dr. Sean Harney, CMO, Employed Provider Clinics
Dr. Thomas Birk, Medical Staff President*

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 Mr. John Lehman.

EXCUSE ABSENT MEMBERS

- #83.** Motion by Mr. Lehman, seconded by Mr. Chartrand, the Board excused Mrs. Sue Ross, Mrs. Marguerite Mastascusa, and Mrs. Karen Rennie from the meeting. Approved.

VOTE: yes 7, no 0.

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

EMPLOYEE OF THE MONTH

- #84.** Motion by Mrs. Jones, seconded by Mr. Chartrand, the Board congratulated Stephanie Kirkbride, CNA, as the Employee of the Month for the month of August. Approved

VOTE: yes 7, no 0.

- AUXILIARY REPORT:** No report available.

OLD BUSINESS: None

- PUBLIC COMMENT:** Board member, Mr. Lehman, acknowledged and thanked the Lewis County Board of Legislators for their support in bonding the Surgical Pavilion & MS Revitalization project. He also acknowledged and thanked the Planning Committee for their dedication to the project to date.

☐ STRATEGIC FOCUS ISSUES:

- ✓ **Public Relations Update:** Mrs. Christina Flint, Community Services Coordinator, shared a PowerPoint with the Board titled “Community Relations / Marketing Highlights” and reported on the following topics:
 - ◆ Marketing Highlights
 - ◆ New Medical Staff in 2020
 - ◆ Service Line Highlights
 - ◆ Logo Launch Day September 17, 2020
 - ◆ Advertising Highlights Since May
 - ◆ COVID-19 Marketing Highlights
 - ◆ RHCF Parade
 - ◆ RHCF Rally
 - ◆ Staff Recognition
 - ◆ Community

- ✓ **Elder Care Services Update:** Ms. Debra Wurz, Nursing Home Administrator, shared a PowerPoint with the Board title “Residential Health Care Facility” and reported on the following topics:
 - ◆ Center for Medicare and Medicaid Services (CMS) 5 star rating
 - Staffing
 - Quality
 - Health Inspections
 - ◆ COVID-19

☐ HUMAN RESOURCES COMMITTEE, BOARD OF MANAGERS:

- ✓ **New Hires, Resignations, Retirements & Terminations:** The organizations new hires, resignations, retirements and terminations for the period of August 14, 2020 – September 11, 2020 were included in Board packets.

#85. Motion by Mrs. Jones, seconded by Mr. Lehman, to request the Board of Legislators to create one (1) FT Infection Control Nurse position card with a salary not to exceed \$80,000 annually.

VOTE: yes 7, no 0.

#86. Motion by Mrs. Jones, seconded by Mr. Fuller, to request the Board of Legislators to create one (1) FT Patient Access Clerk position card with a salary range of \$14.75 - \$19.48 per hour.

VOTE: yes 7, no 0.

#87. Motion by Mrs. Jones, seconded by Mr. Lehman, to request the Board of Legislators to:

- Create three (3) FT Patient Account Coder position cards with a salary range of \$18.00 - \$22.98 per hour.
- Abolish two (2) FT Physician Office Assistant position cards.

Approved

VOTE: yes 7, no 0.

☐ CONSENT ITEMS:

#88. Motion by Mrs. Jones, seconded by Mr. McDowell, to approve the August 26, 2020 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- ◆ 06/30/2020 PAC Home Care PI Committee Minutes {*As a side note, Board member, Mrs. Jones noted the CHAA service is now fully staffed.*}
- ◆ 09/10/2020 Standards Review Team Committee Minutes
- ◆ 09/14/2020 Human Resources Committee Minutes
- ◆ 09/14/2020 Planning Committee Meeting Minutes
- ◆ 09/14/2020 Medical Staff Committee Minutes
- ◆ 09/21/2020 Planning Committee Meeting Minutes

Approved.

VOTE: yes 7, no 0.

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

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

#89. Motion by Mr. McDowell, seconded by Mr. Fuller, to enter executive session at 5:03 p.m. for credentialing and personnel matter. Approved.

VOTE: yes 7, no 0.

#90. Motion by Mr. Lehman, seconded by Mr. Musnicki, to return to regular session at 5:43 p.m. Approved.

VOTE: yes 8, no 0.

☐ Credentialing/Recredentialing:

#91. Motion by Mr. Chartrand, seconded by Mrs. Steckly, to approve the following:

Reappointments:

- Peter Hotvedt, M.D. – Reappointment to the Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested.
- Thomas Knudsen, Ph.D. – Reappointment to the Adjunct Staff, Family Practice Service, with Psychiatry Category I privileges as requested.
- Noaman Sanni, M.D. – Reappointment to the Courtesy Staff, Surgery Service, with Ophthalmology privileges as requested.
- Lynn Stacy, DDS – Reappointment to the Courtesy Staff, Surgery Service, with Dentistry privileges as requested.
- Shirley Tuttle-Malone, D.O. – Reappointment to the Active Staff, Family Practice Service, with Clinic privileges as requested.

Appointments:

- James Chatham, M.D. – Appointment to the Associate Staff, Radiology Service, with privileges as requested.
- Charles Davis, M.D. – Appointment to the Associate Staff, Radiology Service, with privileges as requested.
- Yohehsor Hargoe, N.P. – Appointment to the Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Sara Hunsicker, P.A. – Appointment to the Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Michael Luca, D.O. – Appointment to the Associate Staff, Surgery Service, with Tele-Medicine privileges as requested.
- Marcy McIntosh, M.D. – Appointment to the Associate Staff, Radiology Service, with privileges as requested.

- Jonathan Meyer, M.D. – Appointment to the Associate Staff, Radiology Service, with privileges as requested.
- Adam Seigers, M.D. – Appointment to the Associate Staff, Internal Medicine Service, with Clinic privileges as requested.
- Yu Sung, D.O. – Appointment to the Associate Staff, Internal Medicine Service, with privileges as requested.
- Crystal Whitney, M.D. – Appointment to the Associate Staff, Surgery Service, with Tele-Medicine privileges as requested.
- Michael Witkosky, M.D. – Appointment to the Associate Staff, Radiology Service, with privileges as requested.

Advancements:

- Kathy Der, N.P. – Advancement to the Permanent Adjunct Staff, Family Practice Service, with Clinic privileges as requested.
- Asad Majid, M.D. – hold due to lack of volume (remain Associate Staff, Internal Medicine Service)
- Andrew Markwith, M.D. – hold due to lack of volume (remain Associate Staff, Surgery Service, Orthopedics)
- Michael Skelly, M.D. – Advancement to the Courtesy Staff, Emergency Medicine Service, with privileges as requested.

Approved.

VOTE: yes 8, no 0.

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

- ✓ Chairman of the Planning Committee, Mr. Donald Musnicki, briefed the board regarding the appointment of a Resident Project Representative (Clerk of the Works) for the Surgical Pavilion & MS Revitalization project. Mr. Cayer added he, Mr. Pace, Mr. Hellinger and Mr. Tague have been invited to visit with the NYSDOH in Albany on October 13th. Mr. Musnicki added it is our hope to get bids out on the project by next winter.

□ **Credentialing/Recredentialing:**

#92. Motion by Mr. Lehman, seconded by Mr. Chartrand, to approve the following:

Appointment:

- James Zhenbo Li, P.A. – Appointment to the Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.

Approved.

VOTE: yes 7, no 0.

□ **OPERATIONAL UPDATES:**

○ Patient Safety/Quality:

- ✓ The Preventable Harm Events Dashboard {January – August 2020} was reviewed with the Board.

○ Finance Update – Jeffery Hellinger, CFO:

✓ Period 8 Review:

- ✓ There was a gain of \$24,683 versus a budgeted gain of \$115,049 for the month of August. The YTD surplus is \$1,578,045 versus a budgeted surplus of \$461,766.

□ CHIEF'S EXECUTIVE'S REPORT

- ◆ HANYS PAC: Mr. Cayer shared with the Board information regarding HANYS PAC. He noted his targeted goal again this year is to have 100% participation. Please feel free to reach out to Mr. Cayer with any questions.
- ◆ CEO 2020 Goals: Mr. Cayer noted this process is underway and the 2020 goals list has been completed and he is currently in the process of conducting a status update on the goals which is due on October 13th to Board members, Mr. Young, Mr. Musnicki and Mrs. Jones. He noted this year the members of the senior team will be included in the 360 evaluation process of him as CEO. Mr. Cayer added his 2021 goals will be developed in November and December and will be brought before the Board of Managers before the end of the fiscal year.
- ◆ 2021 Board Calendars: Mr. Cayer presented the first draft of the 2021 Board Calendars to the board for their input. Board President, Mr. Young, requested the 2021 Board Calendars be brought back to the October Board meeting for further discussion.
- ◆ 2021 Schedule of Board Updates: Mr. Cayer presented the first draft of the 2021 Schedule of Board Updates to the board for their input. Board President, Mr. Young, requested the 2021 Board Calendars be brought back to the October Board meeting for further discussion. Board member, Mrs. Jones, noted she would like to see the review of a patient care experience as well.

□ PRESIDENT'S REPORT:

- ◆ Strategic Topics for October 2020:
 - ✓ Environment of Care {F. Pace}
 - ✓ IT Status {R. Uttendorfsky}
- ◆ Appoint 2021 Nominating Committee: Board President, Mr. Young, appointed the following members to the 2021 Nominating Committee:
 - Cheryl Steckly, Chairman
 - Dick Chartrand
 - John Lehman
- ◆ News In General: The Board received a copy of the September 2020 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of August.
- ◆ Other: None

□ OTHER:

#93. Motion by Mr. Lehman, seconded by Mr. Chartrand, the Board of Managers accepted the resignation of Mr. Steven Fuller, Board Member, effective October 1, 2020 and recognized him for his level of commitment and insight to this organization during his tenure. Approved.

VOTE: yes 7, no 0.

#94. Motion by Mrs. Steckly, seconded by Mr. Musnicki, to enter executive session at 6:18 p.m. for a personnel matter. Approved.

VOTE: yes 7, no 0.

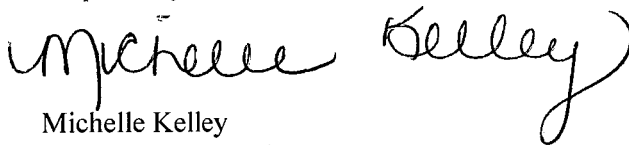
#95. Motion by Mr. Lehman, seconded by Mr. Musnicki, to return to regular session at 6:49 p.m. Approved.

VOTE: yes 7, no 0.

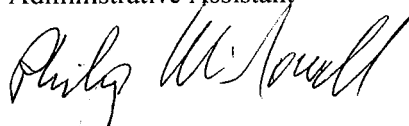
#96. Motion by Mrs. Jones, seconded by Mr. Fuller, to adjourn at 6:50 p.m. Approved.

VOTE: yes 7, no 0.

Respectfully submitted,



Michelle Kelley
Administrative Assistant



Countersigned:

Philip McDowell, Secretary
Board of Managers