

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
April 28, 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.

Richard Chartrand

Jennifer Jones

John Lehman {excused at 6:41 pm}

Marguertie Mastascusa

Howard Meny, M.D.

Philip McDowell

Donald Musnicki

Karen Rennie

Susan Ross

Cheryl Steckly {entered at 5:09 pm Virtual}

Michael Young

Others

Present

Gerald R. Cayer, Chief Executive Officer

Jeff Hellinger, Chief Financial Officer

Michele Prince, Chief Operating Officer {left meeting at 5:00 p.m.}

Michelle Kelley, Administrative Assistant

Jessica Skiff, Director of Human Resources

Marcy Teal, Interim Director of Nursing {left meeting at 5:00 p.m.}

Frank Pace, Director of Facilities Management {left meeting at 5:00 p.m.}

Debra Wurz, Nursing Home Administrator {left meeting at 5:10 p.m.}

Dr. Thomas Birk, President of the Medical Staff

Dr. Steven Lyndaker, Medical Staff Director {entered at 4:52 p.m.}

Mr. Ryan Piche, County Manager

David Hoffman, Chief Corporate Compliance Officer

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 Mr. John Lehman.

EMPLOYEE OF THE MONTH

- #28.** Motion by Mrs. Jones, seconded by Mr. McDowell, the Board congratulated Allie Carpenter, Ultrasound Technologist, as the Employee of the Month for the month of February.
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.

OLD BUSINESS:

- ✓ None

GENERATIVE DISCUSSION:

- ✓ **Mandatory Covid-19 Vaccine Discussion – Part 2:** Mr. Cayer shared two articles with the Board as follows:

- Leonhardt, David. "The Morning: Irrational Covid fears." The New York Times, April 19, 2021.
- Taylor, Jr., SHRM-SCP, Johnny C. "Viewpoint: Mandating Vaccinations Should Depend on Company Culture." HR Daily Newsletter, March 25, 2021.

He reported Lewis County's vaccination rate is (41%) as a Monday, April 26th, and added 60% of the LCHS workforce is vaccinated against the coronavirus. He wondered if we should be considering a policy making vaccination mandatory. He added this topic be a facilitated discussion at a future board meeting. We do need to better understand what other facilities in NYS are currently thinking.

- ✓ **I CARE:** Mrs. Michele Prince provided a brief update to the Board regarding the new I CARE values initiative recently developed for the health system. She shared a survey asking for staff's assistance helped us define the values of our health system. She noted, "No organization can succeed without values to match its mission."

"Lewis County Health System is committed to working cooperatively with interested individuals and organizations in helping the people of Lewis County and surrounding communities in achieving their highest level of health and wellness."

Values define our culture and strengthen how we serve. They remind us and others that, "I CARE". As taken from the survey, the values that describe our health system the best were:

I – Integrity
C – Compassion
A – Accountability
R – Respect
E - Excellence

Mrs. Prince unveiled the new I CARE banner at the Board meeting and asked the Board to sign it. She noted the banner will be placed outside of the patient registration (admissions) office to help us show the members of the community that everyone in our system is "all in" when it comes to accomplishing our mission and living by our values. Kudos to the I CARE Committee for a great job! The committee included Mrs. Michele Prince, Mrs. Jessica Skiff, Mrs. Christina Flint, Ms. Marcy Teal, Mr. Randy Lehman and Mrs. Gale Grunert.

□ **STRATEGIC FOCUS ISSUES:**

- ✓ **2020 Human Resources Annual Report:** Mrs. Jessica Skiff, HR Director, shared information with the Board on the following topics regarding HR:
 - Recruitment/Retention of Staff
 - Performance Evaluation Comparison
 - Turnover Reporting
 - Labor Relations - Grievance Log
 - Workers Compensation
 - Scope of Service

In 2020, the performance Evaluation completion rate was 89.31% under 97.42% in 2019. She also provided a brief update regarding the 2020 Grievance Log. She noted that in 2020, 10 grievances were filed.

□ OPERATIONAL UPDATES:

- Patient Safety/Quality: Mrs. Karen Rennie, Chair of the Quality Committee, reviewed the 2020 Annual Quality Report and the 2021 Quality Management Plan with the board. Mr. Cayer described the team of Mrs. Rennie, Mrs. Gale Grunert and Mrs. Lori Peters as a “dynamic team” and thanked them for their perseverance over the last two years building the quality committee and making it very meaningful for our facility.

✓ 2020 Annual Quality Report:

- #29. Motion by Mrs. Mastasucsa, seconded by Mr. Chartrand, the Board accepted the 2020 Annual Quality Report as presented. Approved.

VOTE: yes 11, no 0.

✓ 2021 Quality Management Plan:

- #30. Motion by Mr. McDowell, seconded by Mrs. Jones, the Board accepted the 2021 Quality Management Plan as presented. Approved.

VOTE: yes 11, no 0.

✓ 2020 Patient Care Contract Review:

- #31. Motion by Mrs. Rennie, seconded by Mrs. Mastasucsa, the Board accepted the 2020 Patient Care Contract Review as presented. Approved.

VOTE: yes 11, no 0.

- Finance Update – Jeffery Hellinger, CFO:

✓ Period 3 Review:

- There was a gain of \$102,548 versus a budgeted gain of \$990,299 for the month of March. The YTD loss is \$332,086 versus a budgeted gain of \$640,110.

✓ 2020 Audited Financial Statements: Copies of the Draft Financial Statements and Supplementary Information for December 31, 2020 and 2019 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 April 19, 2021 Executive/Finance Committee Meeting. Mr. Hellinger added we experienced a \$199,901 gain after the audit and added there were no findings. Mr. Cayer thanked Mr. Hellinger and his team for a very positive audit.

- #32. Motion by Mr. Lehman, seconded by Dr. Meny, the Board approved the 2020 Audited Financial Statements as presented. Approved.

VOTE: yes 11, no 0.

- Human Resources: Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the March 8, 2021 HR Committee Meeting:

- A new Infection Preventionist has been hired for the acute side of the facility. Recruitment continues for a 2nd IP for the Nursing Home. One offer was made, but not accepted. Mr. Cayer briefed the group regarding the recent scabies outbreak in the nursing home and noted the group meets on a week to week basis to reevaluate visitation status.
- A letter received from a former employee will be addressed in executive session.

New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of March 5, 2021 – April 7, 2021 were included in Board packets.

- #33. Motion by Mrs. Jones, seconded by Mr. Chartrand, to request the Board of Legislators to:
- Create one (1) FT Purchasing Agent position card with a salary range not to exceed \$47,000 annually.
 - Create one (1) PT Stores Clerk position card with a salary range of \$13.82 - \$17.90 per hour.
- Approved

VOTE: yes 11, no 0.

□ CHIEF'S EXECUTIVE'S REPORT

- ◆ Copenhagen Health Center Update: Mr. Cayer shared a more detail report on the Copenhagen project. A few areas highlighted were:
 - ✓ A pre-survey walk through of the building has been scheduled for May 5th which will be followed by a final inspection by the DOH on May 10th. Mr. Cayer noted the building is ready to go and Mr. Frank Pace and his team have done a great job facilitating this project.
 - ✓ The provider for the clinic, Julie Emery, NP, will begin orientation at the hospital after this week.
 - ✓ The grand opening will be scheduled in mid May. Mr. Cayer noted we will be asking women from Lewis County who have cared for women in Lewis County to join us in the grand opening and help welcome Ms. Emery to her new role.

□ 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 April 2021 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of March.
- ◆ Other: None

□ CONSENT ITEMS:

- #34. Motion by Mr. McDowell, seconded by Mrs. Ross, to approve the March 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 Human Resources Committee Minutes
 - 03/15/2021 Executive/Finance Committee Minutes
- Approved.

VOTE: yes 11, 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.

#35. Motion by Mrs. Rennie, seconded by Mrs. Ross, to enter executive session at 5:45 p.m. for credentialing and personnel matter. Approved.

VOTE: yes 11, no 0.

#36. Motion by Mrs. Jones, seconded by Mr. Lehman, to return to regular session at 5:50 p.m. Approved.

VOTE: yes 11, no 0.

☐ **Credentialing/Recredentialing:**

#37. Motion by Mrs. Rennie, seconded by Mrs. Mastascusa, to approve the following:

Reappointments:

- Anudura Duleep, M.D. – Courtesy Staff, Internal Medicine Service, with Tele-Medicine privileges as requested
- Ji He, M.D. – Courtesy Staff, Internal Medicine Service and Emergency Medicine Service, with privileges as requested
- Lynn Widrick, CRNA – Adjunct Staff, Anesthesia Service, with privileges as requested

Appointments:

- Jason Costa, M.D. – Associate Staff, Internal Medicine Service, with Cardiology privileges as requested
- Howard Duryea, P.A. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested
- Meriem Djouini, P.A. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested

Advancements:

- Kaitlin Given, CRNA – Permanent Adjunct Staff, Anesthesia Service, with privileges as requested
- Alice Loving, M.D. – Courtesy Staff, Anesthesia Service, with privileges as requested

Approved.

VOTE: yes 11, no 0.

Other:

#38. Motion by Mrs. Jones, seconded by Dr. Meny, to enter executive session at 5:51 p.m. to discuss the employment history of a particular person. Approved.

VOTE: yes 11, no 0.

#39. Motion by Mr. McDowell, seconded by Mrs. Mastascusa, to return to regular session at 6:54 p.m. Approved.

VOTE: yes 10, no 0.

#40. Motion by Mrs. Jones, seconded by Mr. Chartrand, to adjourn at 6:57 p.m. Approved.

VOTE: yes 10, no 0.

Respectfully submitted,



Michelle Kelley
Administrative Assistant

Countersigned:

Philip McDowell, Secretary
Board of Managers