

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS**

July 27, 2022

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
John Lehman
Jennifer Jones*

*Howard Meny, M.D.
Marguerite Mastascusa
Philip McDowell**

*Donald Musnicki
Susan Ross
Michael Young*

**Philip McDowell, Board Member, participated via Google Meet (could not participate in vote) – left meeting at 5:40 p.m. and returned at 6:10 p.m.*

Others

Present

*Gerald R. Cayer, Chief Executive Officer
Jeff Hellinger, Chief Financial Officer
Kerry Herbine, Chief Operating Officer
Michelle Kelley, Administrative Assistant
Jessica Skiff, Director of Human Services
Marcy Teal, CNO
Sean Harney, M.D., CMO, Employed Provider Clinics
Christina Flint, Community Services Coordinator
Dr. Steven Lyndaker, Medical Director
Marylou Feilmeyer, Medical Staff President
David Hoffman, Corporate Compliance Attorney {Via Google Meet}
Michael Nuffer, Project Manager C&S, left meeting at 5:45 p.m.
Don Clark, Owner's Representative C&S, left meeting at 5:45 p.m.
Rick Tague, Architect, BCA, left meeting at 5:45 p.m.*

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, John Lehman.

EXCUSE ABSENT MEMBERS

#78. Motion by Mr. Chartrand, seconded by Mrs. Mastascusa, the board excused Cheryl Steckly from the meeting. Approved.

VOTE: yes 8, no 0.

EMPLOYEE OF THE MONTH

#79. Motion by Mrs. Jones, seconded by Mr. Lehman, the Board congratulated Jacqueline Simmons, RN, Nurse Manager, SNF 1, as the June Employee of the Month. Approved.

VOTE: yes 8, 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.

PROCLAMATIONS:

Mr. Cayer shared with the group the following Proclamations in honor of Mrs. Holly Spencer, POA, and Mrs. Joyce Pleskach, Clinic Manager, who retired from the health system on June 24, 2022, and July 9, 2022, respectively.

"Whereas, Mrs. Holly Spencer was a dedicated employee at Lewis County Health System with 14 years of service at the time of her retirement on June 24, 2022. She began her career in August of 2008 in the Human Resources Department as an HR Assistant. She most recently was a Physician Office Assistant in the Lewis County Surgical Associates group for the last three years.

Whereas, Mrs. Spencer was committed throughout her career to the vision and mission of the health system with a particular focus on patient satisfaction.

We wish Mrs. Spencer a happy and healthy retirement and great joy as she spends time with her family!"

"Whereas, Mrs. Joyce Pleskach was a dedicated employee at Lewis County Health System with 3.5 years of service at the time of her retirement on July 9, 2022, having begun her career in 2019 with the Lewis County Family Practice group. Before her employment, Mrs. Pleskach was engaged with the health system for 36 years in support of Dr. Kwicklis and Dr. Meny's practice in the Medical Arts Building.

Whereas, Mrs. Pleskach was committed throughout her career to the mission and vision of the health system in her roles over the years and lastly in her role as the Office Manager, where she played an integral role in working with the providers, patients, and employees. She was available to the patients and able to help them gain access to the needed services. She also enjoyed working with her teammates and being there to help them make the right decisions and problem solve when required.

We wish Mrs. Pleskach a happy and healthy retirement to enjoy her time with her husband, children, and grandchildren and traveling to Florida in the winter months."

☐ STRATEGIC FOCUS TOPICS:

✓ Dr. Sean Harney, CMO, Employed Provider Clinics, shared a PowerPoint with the Board titled "Employed Medical Practices" and provided a brief update to the Board on the Clinics since his last report in January of 2022:

- LCGH Employed Providers
- Lowville Medical Practice, PLLC Providers
- Clinics on Main Campus
- Clinics Off Site
- Challenges / Opportunities / Concerns

☐ OPERATIONAL UPDATES:

◆ Patient Safety/Quality: Mrs. Susan Ross, Chair of the Quality Committee, provided the following update to the board:

- The QAPI Committee met on July 13th and Quality Council met on July 18th to discuss Quarter 2 data.
- Mrs. Ross shared with the board a copy of the 2022 Patient Safety – Preventable Harm Events (Quarter 2 & YTD, 2022) chart:
 - ✓ NH Falls: 160 in Q2 – 7 major. Mrs. Ross shared a majority of the falls (93%) occur between 5:00 p.m. and 8:00 p.m. on first floor. She added that the Unit Helper positions (previously approved by the board) will help to reduce incidents by providing additional monitoring.
 - ✓ Medication Incidents: Acute 15 (9 of them found by pharmacy). Education and just culture to improve self-reporting. Nursing Home – many of the medication incidents were by the outside pharmacy for not sending medications timely to the facility or for wrong dose or wrong medication.
 - ✓ ED Department Highlight – Education with providers regarding the measurer, "Chest Pain with Fibrinolytic Therapy," provided to 100%. ED throughput team continues to meet monthly and are performing daily audits to improve left without being seen visits and admission time.
- Environmental Services – daily rounding has been very much appreciated by patients
- Primary Care – Collection of co-pays. Mrs. Ross discussed there is no tracking being done – the original method of co-pay reporting was discontinued in June of 2021. She added that Meditech does not support this efficiently due to patients needing to sign up for the patient portal, and currently less than 10% of our patients are currently enrolled in the portal. At this time there is a vendor that could meet the need, but no decision has been made at this time.
- Patient Concerns – Mrs. Ross shared Mrs. Lyndsey Allen, Director of Quality, now handles the patient concerns. She has updated the forms and streamlined the process and provided education to department managers. Any verbal or written complaint can be entered via Meditech. Mrs. Ross will be meeting with Mrs. Allen and Mr. Herbine on August 3rd to discuss the concern process and how they can be reported out to the board.

- The next QAPI and Quality Council meetings are scheduled for August 10th and October 17th, respectively.
 - ◆ Finance: Mr. Jeff Hellinger, CFO, shared the following updates:
Period 6 Review:
 - There was a loss of \$230,977 versus a budgeted gain of \$130,941 for the month of June. The YTD loss is \$476,918 versus a budgeted loss of \$312,659.
 - Grant revenue was over budget due to the recording of 2/3 of the USDA grant funding which was received at the end of June.
 - Employee benefits were under budget partly due to the reduction in the workers comp reserve based on the quarterly report ~\$118,000.
 - Purchased services were over budget primarily due to traveling nurses in several departments totaling ~\$246k for the month of June.
 - The ER is projecting 1,000+ visits for the month of July.
 - Auditors, Fust Charles Chambers, will be reviewing our Cost Report to see if there are any amendments which would help increase revenue.
 - Mr. Hellinger also provided a brief overview of the 1st draft of the 2023 Capital Budget with the board. Currently the 2023 Capital Requests total \$2.5M and the 2023 Project Capital Requests total \$4M. Mr. Hellinger added Ms. JoAnne Rhubarb is currently looking for grants to help cover the \$4M in requests for the 2023 Capital Requests.
 - Mr. Hellinger noted he is currently entering the requests for FTE's in the 2023 budget and will share the information at the August meeting. The 2023 operating budgets have been sent to the managers for their input and are due on August 8th.
 - ◆ 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, July 25th, which was discussed in more detail.
 - A Q&A session with Mr. Mike Nuffer, Project Manager, Mr. Don Clark, Owner's Representative and Mr. Rick Tague, Architect, for the building project was held. Board member, Mrs. Ross, shared the concern of a local family who was upset with the removal of all the trees with the new construction project as residents in the Nursing Home loved to sit and enjoy the outdoor landscape previously offered. Mr. Cayer noted "yes" it is our intention after the completion of the project for landscape to be added to include trees being planted. Board President, Mr. Young, wondered, since the retaining wall will be poured concrete, if a color could be added in the concrete to make it more appealing. Mr. Tague added the retaining wall could become a "living wall" with plants as well to add to the beautification of the project. Lastly, Mr. Cayer noted the Q&A sessions with Mr. Nuffer, Mr. Clark, Mr. Tague will be scheduled quarterly with the next one scheduled for the October board meeting.
 - Director of Facilities Management Update: Chair, Mr. Donald Musnicki, reported the Capital Improvement Oversight Committee reviewed the following proposal for Mr. Frank Pace to continue with the Health System as the Director of Facilities Maintenance as a Temporary Exempt Position, effective July 28, 2022, through January 27, 2023, to oversee the building project. Mr. Musnicki shared Mr. Pace will also assist in the transition of the new permanent Director of Facilities, when one is identified. Mr. Pace resigned from this position on July 27, 2022, due to relocating with his family out of state.
- #80. Motion by Mr. Musnicki, seconded by Mr. Lehman, the Board agreed to assign Mr. Frank Pace to a Temporary Exempt Position as the Director of Facilities Maintenance, effective July 28, 2022, through January 27, 2023, at a cost of \$60.00 per hour (no benefits). Approved.

VOTE: yes 7, no 1 {Mr. Chartrand}.

- ◆ **Human Resources:** Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the July 20, 2022, HR Committee Meeting:
 - New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements, and terminations for the period of June 6, 2022 – July 18, 2022, were included in Board packets.
 - Negotiations with the CSEA Union are still underway.
 - The Committee reviewed Worker’s Compensation reports including 17 year-to-date incidents. Mrs. Jones shared no single pattern was identified in the reports and currently we have ~29 employees on light duty.
 - New salary information is currently being reviewed through the Iroquois Health Care Association.
 - The Committee reviewed and offered suggestions regarding the questions that will be asked of the health system employees in the upcoming employee survey which will be out at the end of August.

□ **CHIEF EXECUTIVE’S REPORT:**

- ◆ HANY’s Visit to Lewis County, August 31, 2022, Board of Managers Meeting. Bea Grause, RN, JD, President. Areas of focus will include State of the State of NYS Hospitals; Projections for 2023; What Should we Expect from Albany & Washington; and Q&A session.
- ◆ 42nd Annual Trustee Conference – “Strategy for a New Normal”, September 29th – October 1st, Marriott Syracuse Downtown. Mr. Cayer presented each board member with a copy of the Planning Tool for this conference for their completion. The forms, once completed, can be returned to Mrs. Michelle Kelley and she will register each board member that is interested in attending.

□ **PRESIDENT’S REPORT:**

- ◆ Strategic Topics for August 2022:
 - ✓ Lewis County Hospital Foundation {J. Rhubart}
 - ✓ RHCF Annual Survey by NYSDOH {D. Wurz}
- ◆ News In General: The Board received a copy of the July 2022 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of June.

□ **CONSENT ITEMS:**

#81. Motion by Mrs. Jones, seconded by Mr. Lehman, to approve the June 29, 2022, and July 18, 2022, Board of Managers’ meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 06/27/2022 Capital Improvement Oversight Committee Minutes
- 07/14/2022 Standards Review Committee Minutes
- 07/20/2022 Human Resources Committee Minutes
- 07/25/2022 Finance Committee Minutes
- 07/25/2022 Capital Improvement Oversight Committee

Approved.

VOTE: yes 8, no 0.

□ **MEDICAL STAFF:** Dr. Steven Lyndaker, Medical Director, and Dr. Marylou Feilmeier, President of the Medical Staff provided the following update.

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

☐ Medical Staff Chiefs of Service:

#82. Motion by Mr. Lehman, seconded by Mr. Musnicki, to accept the 2022-2023 Medical Staff Chiefs of Service as follows:

- | | |
|----------------------------------|---------------------------|
| • Anesthesia: | Mikhail Choubmesser, M.D. |
| • Emergency: | Timothy Mathis, M.D. |
| • Family Practice: | M. Lynn Pisaniello, M.D. |
| • Medicine/ICU | Manoj Vora, M.D. |
| • Obstetrics and Gynecology: | Gerard Crawford, M.D. |
| • Pathology/Clinical Laboratory: | Mary Lou Feilmeier, M.D. |
| • Pediatrics: | Shereen Palmer, M.D. |
| • Radiology: | Jeffrey Way, M.D. |
| • Surgery: | Jon Baker, M.D. |

Approved.

VOTE: yes 8, no 0.

#83. Motion by Mrs. Ross, seconded by Mrs. Mastascusa, to enter executive session at 6:12 p.m. for credentialing matters. Approved.

VOTE: yes 8, no 0.

#84. Motion by Mr. Lehman, seconded by Mrs. Ross, to return to regular session at 6:18 p.m. Approved.

VOTE: yes 8, no 0.

☐ Credentialing/Recredentialing:

#85. Motion by Mrs. Jones, seconded by Dr. Meny, to approve the following:

Reappointments:

- F. Lee Dutton, M.D. – Active Staff, OB/GYN Service, with Clinic privileges as requested.
- Avrille George, M.D. – Courtesy Staff, Internal Medicine Service, with Infectious Disease privileges as requested.

Appointments:

- Laura Gonzalez, DMD – Associate Staff, Surgery Service, with Dentistry privileges as requested.
- Johanna Rhein, N.P. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Jeanine Ricca, D.O. – Associate Staff, Surgery Service, OB/GYN, with Clinic privileges as requested.
- Julia Waters, N.P. – Initial Provisional Adjunct Staff, Family Practice Service, with Clinic privileges as requested.

Advancements:

- None

Additional Privilege:

- Felipe Orellana, D.O. – Additional privileges of Colonoscopy/Endoscopy.

Approved.

VOTE: yes 8, no 0.

☐ **Other:** None

#86. Motion by Mr. Musnicki, seconded by Mrs. Mastascusa, to enter executive session at 6:19 p.m. to discuss a strategic topic and contract negotiations. Approved.

VOTE: yes 8, no 0.

#87. Motion by Mr. Chartrand, seconded by Mrs. Jones, to return to regular session at 7:20 p.m. Approved.

VOTE: yes 8, no 0.

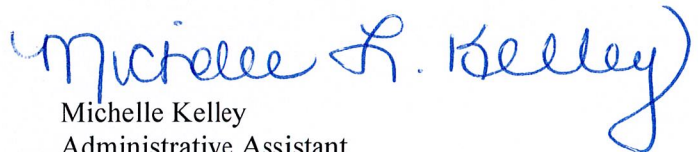
#88. Motion by Mr. Lehman, seconded by Mr. Musnicki, the Board approved the Korn Ferry Management consulting company contract. Approved.

VOTE: yes 8, no 0.

#89. Motion by Mr. Chartrand, seconded by Mr. Musnicki, to adjourn at 7:30 p.m. Approved.

VOTE: yes 8, no 0.

Respectfully submitted,


Michelle Kelley
Administrative Assistant

Countersigned: Philip McDowell, Secretary
Board of Managers