

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
January 25, 2023**

The regular monthly meeting of the Board of Managers of Lewis County General Hospital was called to order at 4:31 p.m. by Michael Young, President. Members present:

<i>Richard Chartrand</i>	<i>Philip McDowell</i>	<i>Susan Ross</i>
<i>John Lehman</i>	<i>Howard Meny, M.D.</i>	<i>Cheryl Steckly</i>
<i>Marguerite Mastascusa {left 4:59-5:12}</i>	<i>Donald Musnicki {Via Videoconferencing}</i>	<i>Michael Young</i>

Others

Present

Gerald R. Cayer, Chief Executive Officer
Kerry Herbine, Chief Operating Officer
Sean Harney, M.D., CMO, Employed Provider Clinics
Jeff Hellinger, CFO
Debra Wurz, Nursing Home Administrator
Robert Fargo, Director of Facilities Management
Marcy Teal, Chief Nursing Officer
Michelle Kelley, Administrative Assistant
Jessica Skiff, Director of Human Services
Lyndsey Allen, Director of Quality
Dr. Steven Lyndaker, Medical Director {entered at 4:47 p.m.}
Marylou Feilmeier, Medical Staff President {entered at 5:05 p.m.}
Scott Sauter, Network Administrator
Joel Carbone, Computer System Support Technician
Frank Pace, Construction Project Consultant, Via Google meet {4:38 p.m. - 4:55 p.m.}
Rick Tague, Architect, BCA, Via Google meet {left meeting at 4:55 p.m.}
Michael Nuffer, Project Manager, C&S
Mackenzie Bellinger, DON, RHCF
Michelle Miller, RN, 4th Floor Nurse Manager, RHCF
Clarissa Guck, CNA

PLEDGE OF ALLEGIANCE

EXCUSE ABSENT MEMBERS

- #1. Motion by Mr. McDowell, seconded by Mr. Chartrand, the board excused Jennifer Jones and Karen Rennie from the meeting. Approved.

VOTE: yes 9, no 0.

EMPLOYEE OF THE MONTH

- #2. Motion by Mrs. Mastascusa, seconded by Mr. Lehman, the Board congratulated:
- ✓ Marcos Cruz, RN, as the October Employee of the Month
 - ✓ Elizabeth Lawrence, RN, as the November Employee of the Month
- Approved.

VOTE: yes 9, 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 Proclamation in honor of Ms. Clarissa Guck, CNA who will be retiring from the health system on January 27, 2023.

"Whereas, Ms. Clarissa Guck is a dedicated employee of the Lewis County Health System with 12.5 years of service at the time of her retirement on January 27, 2023. She began her career in September 2010 as a Certified Nursing Assistant (CNA) in the Resident Health Care Facility.

Whereas, Ms. Clarissa Guck was committed to the vision and mission of the health system with a particular focus on taking pride in the care she provided to the residents by taking the extra time to do the little things to help make them feel acknowledged and well cared for. Additionally, Clarissa overcame the challenges of the electronic medical record through determination and hard work. We are so proud of you!

We wish Ms. Clarissa Guck a happy, healthy and well-earned retirement and great joy as she spends time doing projects, watching movies, road-tripping, and taking steps to be healthier.”

☐ **STRATEGIC FOCUS TOPICS:**

- ✓ Dr. Sean Harney, CMO, Employed Provider Clinics. Due to time constraints Dr. Harney will present his PowerPoint titled, “Employed Medical Practices,” at the February 22, 2023 Board meeting.

☐ **OPERATIONAL UPDATES:**

- ◆ **Patient Safety/Quality:** Mrs. Lyndsey Allen, Director of Quality, shared a copy of the 2022 Patient Safety – Preventable Harm Events (Quarter 4 and Final 2022) is in the board portal together with a copy of the Health Care Disparities policy. Please feel free to reach out to Mrs. Allen with any questions or concerns.
- ◆ Mrs. Sue Ross, Chair of the Quality Committee, provided a brief update:
 - ✓ January 11, 2023 – Acute Care QAPI meeting (4th quarter results)
 - ✓ January 24, 2023 – RHCF QAPI meeting (4th quarter results)
 - ✓ January 30, 2023 – Quality Council Meeting
 - ✓ The 2023 Quality Plan is currently being reviewed by Mr. Jerry Cayer, CEO, and will then be presented next month to the Board for their review and approval.
- ◆ **Finance:** Mr. Jeff Hellinger, CFO, shared the following updates:
Period 12 Review:
 - There was a loss of \$4,953 versus a budgeted loss of \$247,315 for the month of December. The YTD loss is \$4,358,454 versus a breakeven budget.
 - Other Operating Revenue was under budget due to no stimulus payments and lower 340B revenue due to continued restrictions put in place by the pharmaceutical industry. We did receive an incentive payment from Trinity totaling ~\$94k.
 - Overall expenses were higher than budget:
 - ✓ Salaries were over budget due to the 2nd Healthcare Workforce Bonus from NYS totaling \$572k. Salaries would have been under budget without this due to fewer staff members than budgeted.
 - ✓ Professional fees were under budget due to a couple of RVU bonus payments as well as the “cash receipts bonus” for Synergy (Surgery).
 - ✓ Supplies were over budget due to increased pharmaceutical costs as well as a large Cepheid (COVID tests) order totaling \$200k.
 - ✓ Purchased Services were over budget due to the continuation of traveling nurses in several departments totaling ~\$170k.
- ◆ **Capital Improvement Oversight Committee Report:**
 - Mr. Michael Nuffer, C&S, shared Project Executive Summary with the group. This report in more detail will be reviewed with the Capital Improvement Oversight Committee at their meeting scheduled for Monday, January 30th. The highlights from the report are:
 - ✓ The roof on the new building was completed on January 20, 2023. Mr. Nuffer shared the roof is now water-tight and the shell is enclosed. The heat was connected on Friday, January 20th which will allow interior work to be performed during the winter months.
 - ✓ The construction crew is in the process of fireproofing the new addition.
 - ✓ A copy of the accident report from the Lowville Fire Department is attached to the Project Executive Summary regarding the propane tank mishap which occurred on January 4, 2023, on the construction site.
 - ✓ Final touches are being performed to the patient rooms on East Wing.
 - ✓ Mr. Nuffer noted we continue to have concerns with material and equipment deliveries as there are ongoing supply chain challenges.

- ✓ The dry kitchen storage area has been completed, and the cafeteria seating area has been reopened.
 - ✓ Mr. Nuffer noted that Mr. Frank Pace's last day of work is Friday, January 27, 2023, as the Construction Project Consultant for the Health System. Mr. Nuffer stated he had a great time working with Mr. Pace and looks forward to working with Mr. Rob Fargo, Director of Facilities Management, as we proceed with the project. Mr. Cayer also noted he appreciated the time Mr. Pace spent with Mr. Fargo as he transitioned into the role of Director of Facilities Management and the construction project. Mr. Cayer thanked and wished Mr. Pace well in his new endeavor.
- ◆ **Human Resources:** Mrs. Jessica Skiff, shared the following updates from the January 13, 2023, HR Committee Meeting:
- New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements, and terminations were included in Board packets.
 - The Lewis County Board of Legislators will no longer require us to go through the card process to create and/or abolish positions. Instead, the minutes from the Board of Managers meeting will be sent down to Civil Service when we are requesting to create and/or abolish cards, which will help to speed up this process.
- #3. Motion by Mr. McDowell, seconded by Mrs. Ross, to request the Board of Legislators to:
- Create 1 FT CT Technologist card with a salary of \$28.52 - \$38.96 per hour.
 - Create 3 FT Mammography Technologist cards with a salary of \$28.51 - \$38.95 per hour.
 - Abolish 4 FT Radiologic Technologist cards.

Approved

VOTE: yes 9, no 0.

□ **CHIEF OPERATOR'S REPORT:** Mr. Kerry Herbine provided a brief update on the following topics through a PowerPoint presentation with the Board (a copy of the full presentation is in the Board portal):

- ◆ A learning organization is an engaged organization
- ◆ An engaged organization is a growing (expanding) organization
- ◆ An expanding organization is a profitable organization

Mr. Herbine shared a learning organization is a continuation of Just Culture which is critical to our facilities success and noted we are on the front end of this initiative and are at ground zero in the Nursing Home. He stated what we do matters most and that our teammates learn the most from experiences. Once our teammates feel safe that they can speak up without fear of reprisal after making a mistake, we will see an eventual culture shift that prevents errors from occurring again and a better balance of fairness, justice, learning and the teammates taking responsibility for their actions.

□ **CHIEF EXECUTIVE'S REPORT:** Mr. Cayer provided to the Board a brief overview on the following topics:

- ◆ **Vaccine Update:** Mr. Cayer shared information regarding the Supreme Court Judge, Gerard Neri, who made a ruling on Friday, January 13, 2023, that Democratic Governor Kathy Hochul and the NYSDOH overstepped their authority by mandating a vaccine that was not included in New York State Public Health Law. Mr. Cayer noted the NYSDOH has 30 days from the 13th of January to respond to his ruling. Mr. Cayer shared he and other health care facilities in the region will be reaching out to HANY's to support Judge Neri's ruling.
- ◆ **Strategic Planning:** Mr. Cayer shared Mrs. Christie Andrus-Nakano, M.A. will be the facilitator of the Development of Strategic Priorities for the next three years for our facility. Speakers include:
 - ✓ James "Jamie" Orlikoff, M.A. – Mr. Orlikoff is an expert on health care governance; and
 - ✓ Samantha Baltzersen, Supervisory Special Agent, FBI Cyber Task Force, Albany, NY, will address cyberattacks targeting health care organizations which are on the rise.

Mr. Cayer noted that the Senior Team met last Wednesday and developed a draft "Straw Dog" document in support of the Board's work at the planning sessions.

❑ PRESIDENT'S REPORT:

- ◆ Strategic Topics for February 2023:
 - ✓ Employed Provider Practices {Dr. Sean Harney}
 - ✓ Elder Care Services {D. Wurz}
- ◆ General: The Board received a copy of the January 2023 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of December.

❑ CONSENT ITEMS:

- #4. Motion by Mr. McDowell, seconded by Mrs. Steckly, the Board acknowledged receipt of the following minutes (all minutes were previously distributed with the board packets):
- 12/19/2022 Capital Improvement Oversight Committee
 - 12/28/2022 Board of Managers Minutes
 - 01/13/2023 Human Resources Committee Minutes
 - 01/23/2023 Finance Committee Minutes
- Approved.

VOTE: yes 8, no 0.

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

- ◆ The Medical Staff is currently working on obtaining a speaker for their annual lecture which will be held in April.
- ◆ Credentialing/Recredentialing on tonight's agenda will be discussed in Executive session.

- #5. Motion by Mrs. Steckly, seconded by Dr. Meny, to enter executive session at 5:12 p.m. for credentialing matters. Approved.

VOTE: yes 8, no 0.

- #6. Motion by Mr. Lehman, seconded by Mrs. Ross, to return to regular session at 5:21 p.m. Approved.

VOTE: yes 9, no 0.

❑ Credentialing/Recredentialing:

- #7. Motion by Mr. Chartrand, seconded by Mr. Musnicki, to approve the following:

Reappointments:

- Bruce Baird, M.D. – Courtesy Staff, Surgery Service, with Orthopedic privileges as requested.
- Myriam Benjamin, M.D. – Courtesy Staff, Anesthesia Service, with privileges as requested.
- Mikhail Choubmesser, M.D. – Courtesy Staff, Anesthesia Service, with privileges as requested.
- Julie Emery, N.P. – Active Adjunct Staff, Family Practice Service, with Clinic privileges as requested.
- Timothy Mathis, M.D. – Active Staff, Emergency Medicine Service, with privileges as requested.
- R. Brian Shambo, M.D. – Courtesy Staff, Family Practice Service, with Clinic privileges as requested.

Delegated Reappointments:

- Lee Beville, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.
- Steven Klepac, M.D. - Courtesy Staff, Radiology Service, with privileges as requested.

Appointments:

- Laura Connor, P.A. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Hali Reid, N.P. – Initial Provisional Adjunct Staff, OB/GYN Service, with Clinic privileges as requested.

Delegated Appointments:

- Patrick McCarthy, M.D. – Associate Staff, Radiology Service, with privileges as requested.
- Ronald Stengel, M.D. – Associate Staff, Radiology Service, with privileges as requested.

Advancements:

- Robert Coffin, M.D. – Courtesy Staff, Pathology Service, with privileges as requested.
- Abdul Elfar, M.D. – Hold for one year for further evaluation.
- Daisy Jaganathan, M.D. – Courtesy Staff, Internal Medicine Service, with privileges as requested.
- Felipe Orellana, D.O.- Courtesy Staff, Surgery Service, with Clinic privileges as requested.

Approved.

VOTE: yes 9, no 0.

☐ Credentialing/Recredentialing:

- #8. Motion by Mr. Lehman, seconded by Mr. Chartrand, to approve the following Chief of Service: Robert Coffin, M.D. – Chief of Pathology

Approved.

VOTE: yes 9, no 0.

☐ Other:

- #9. Motion by Mrs. Mastascusa, seconded by Dr. Meny, to enter executive session at 5:23 p.m. to discuss a personnel matter. Approved.

VOTE: yes 9, no 0.

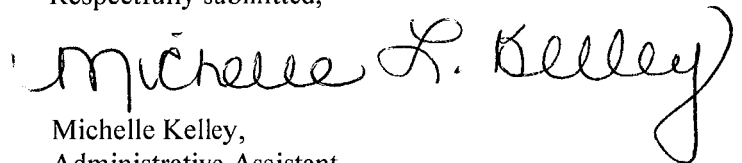
- #10. Motion by Dr. Meny, seconded by Mrs. Steckly, to return to regular session at 6:12 p.m. Approved.

VOTE: yes 9, no 0.

- #11. Motion by Mr. Chartrand, seconded by Mr. Lehman, to adjourn at 6:13 p.m. Approved.

VOTE: yes 9, no 0.

Respectfully submitted,



Michelle Kelley,
Administrative Assistant

Countersigned:

Philip McDowell,
Secretary Board of Managers