

**LEWIS COUNTY GENERAL HOSPITAL  
BOARD OF MANAGERS**

**June 28, 2023**

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:

<i>Richard Chartrand {entered at 4:31 pm}</i>	<i>Marguerite Mastascusa</i>	<i>Karen Rennie</i>
<i>Jennifer Jones</i>	<i>Dr. Howard Meny</i>	<i>Susan Ross</i>
<i>John Lehman</i>	<i>Donald Musnicki</i>	<i>Michael Young</i>

*Via Google Meet: Philip McDowell (left meeting a 4:40 p.m.)*

**Others**

**Present**

*Gerald R. Cayer, Chief Executive Officer*  
*Kerry Herbine, Chief Operating Officer*  
*Jeff Hellinger, CFO*  
*Robert Fargo, Director of Facilities Management*  
*Michelle Kelley, Administrative Assistant*  
*Jessica Skiff, Director of Human Services*  
*Debra Wurz, Nursing Home Administrator*  
*Christina Flint, Community Services Coordinator*  
*Dr. Steven Lyndaker, Medical Director {entered at 4:57 p.m.}*  
*Marylou Feilmeier, Medical Staff President {entered at 4:32 p.m.}*  
*Scott Sauter, Network Administrator*  
*Julie Abbass, Reporter, Watertown Daily Time {entered at 4:37 p.m.}*  
*Ryan Piche, County Manager {entered at 4:56 p.m.}*  
*Michelle Virkler, HIM Coder, & Kevin Virkler*

**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, Mrs. Cheryl Steckly.

**EXCUSE ABSENT MEMBERS**

- #70.** Motion by Mrs. Mastascusa, seconded by Mrs. Ross, the board excused Cheryl Steckly and Philip McDowell from the meeting. Approved.

*VOTE: yes 9 no 0.*

**EMPLOYEE OF THE MONTH**

- #71.** Motion by Mrs. Jones, seconded by Dr. Meny, the Board congratulated Kristina Boucher, Respiratory Therapist, as the March 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](mailto:info@lcgh.net). Mrs. Michelle Kelley noted no emails were received.

**Proclamation in Honor of Retiree:**

Mr. Cayer presented the following Proclamation in honor of Mrs. Michelle Virkler, HIM Coder, who will retire from the health system on July 8, 2023.

*"Whereas, Mrs. Virkler was a dedicated employee at Lewis County Health System with 25 years of service at the time of her retirement on July 8, 2023, having begun her career in 1998.*

*Whereas, Mrs. Virkler was committed throughout her career to the mission and vision of the health system in her role over the years and lastly in her role as the Certified Tumor Registrar, where she played an integral role in working with the providers, patients, and employees in identifying reportable cancers and then abstracting, coding, and entering relevant demographic, diagnostic, staging, treatment and follow up information into a computerized database for all registered cancer patients. Mrs. Virkler obtained her Certified Tumor Registrar credential in 2011, a great accomplishment for her and the health system.*

*We wish Mrs. Virkler a happy and healthy retirement enjoying her time with her husband, traveling, and volunteering. They have already planned their first trip to Alaska in August!"*

❑ **OPERATIONAL UPDATES:**

- ◆ **Patient Safety/Quality:** Mrs. Sue Ross, Chair of the Quality Council Committee, and Mr. Kerry Herbine, COO, provided a brief update:
  - ✓ The Acute Care QAPI (Ancillary) Committee met on June 14, 2023.
  - ✓ The LTC QAPI (Ancillary) Committee met on June 20, 2023.
  - ✓ Copies of all the above minutes are in the board portal.
  - ✓ Mrs. Ross shared with the group Mrs. Emily Paulsen, Staff Development Coordinator, has completed the Advanced Stroke Life Support Trainer certification. This will allow Mrs. Paulsen to train and certify LCHS nursing staff.
  - ✓ Mr. Kerry Herbine, COO, shared our entire organization is doing great work with the leaders and managers in the day-to-day work and quality of care is improving.
  
- ◆ **Finance:** Mr. Phil McDowell, Chair of the Finance Committee, introduced the finance update by Mr. Jeff Hellinger, CFO. The group discussed the following topics:
  - There was a loss of \$70,094 versus a budgeted gain of \$177,521 for the month of May. The YTD loss is \$590,064 versus a budgeted loss of \$764,037.
  - Overall net patient revenue was less than budget due to more contractual allowances.
  - Inpatient revenue was higher in MRI (~\$33k) and Ultrasound (~\$30k).
  - Outpatient gross revenue was higher in ER (~\$191k), Lab – Chemistry (~\$386k), Lab - Hematology (~\$53k), Radiology (~\$68k), Ultrasound (~\$102k), CATScan (~\$470k) and Nuclear Medicine (~\$55k), Sleep Lab (~\$50k) and PT (~\$29k). The departments that had lower revenue were OR (~\$145k), Med/Surg (~\$31k), MRI (~\$52k) and CHHA (~\$30k).
  - Contractual Allowances were higher than budget due to more gross revenue as well as a higher contractual allowance reserve percentage compared to budget.
  - Other Operation Revenue was over budget due to more 340B revenue at Kinney's and Walmart.
  - Stats for May: Some areas that experienced positive results for the month are as follows:
    - ✓ SNF occupancy – highest in 2.5 years
    - ✓ Women's Health – highest in 1.5 years
  - Overall expenses were higher than budget:
    - ✓ Salaries were under budget due to fewer staff members than budgeted.
    - ✓ Supplies were over budget due to more lab reagents.
    - ✓ Purchased services were over budget due to traveling nursing staff totaling ~\$74k (Hospital = ~\$64K and SNF = ~\$110k). Mr. Hellinger noted we currently have nine (9) traveling nurses in the facility.
  - FY 24 Budget Process. Mr. Hellinger shared the FY 24 budget process has started. He noted the 10-year capital budgets are due by the end of June for each manager. The next item for the budget development will be the FTE's. The operating budget will be the last piece for the FY 24 budget.
  
- ◆ **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, June 26, 2023, which was discussed in more detail.

- Mr. Musnicki shared everyone continues to work hard towards the goal of completing the Surgical Addition. Several of the contractors are now working extra hours and Saturdays to meet their obligations and the completion date.
  - The rock removal portion of the project has been completed.
  - The metal siding is completed on the Penthouse and stair tower, and they will be continuing with the west and north sides of the addition this week. The windows are scheduled to begin in mid-July.
  - The Punchlist Inspection occurred in the patient rooms on the 2<sup>nd</sup> floor of Med-Surg. The list included several items that need to be corrected. The corrections were made with the exception of longer material delivery times. The rooms will be cleaned the first week of July with the DOH Inspection scheduled for July 10<sup>th</sup>, which will allow us to occupy the rooms.
  - Mr. Musnicki shared we continue to work through supply chain challenges, more specifically, the electrical panel for the new building which is currently on schedule to be delivered in October. Temporary electric panels will be utilized until the new panels arrive in October.
  - The revitalization of the Med/Surg is scheduled to be completed in February of 2024.
- ◆ **Human Resources:** Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the June 9, 2023, HR Committee Meeting:
- New Hires, Resignations, Retirements & Terminations: The organizations' new hires, resignations, retirements, and terminations were included in Board packets.
  - There are nine (9) civil service cards to abolish on tonight's agenda and will have more as HR goes through the titles.

#72. Motion by Mrs. Jones, seconded by Mr. Lehman, to request the Board of Legislators to ABOLISH the following nine (9) Civil Service cards:

- Pharmacist - FT
- Senior Food Service Helper - FT
- Nurse Anesthetist x3 - FT
- Groundskeeper - PT
- Physical Therapy Aide – FT
- Van Driver – FT
- Van Driver - PT

Approved

*VOTE: yes 9, no 0.*

☐ **CHIEF OPERATOR'S REPORT:** Mr. Kerry Herbine provided a brief update on the following:

- ◆ Joint Commission Update: Mr. Herbine shared the Joint Commission is currently on-site Tuesday, Wednesday, and Thursday this week for their 3-year re-accreditation survey. He noted the survey is currently going well and we have received word they will be extending our accreditation. Kudos to Mrs. Lyndsey Allen and Mr. Rob Fargo as they are doing a great job!

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

- ◆ Compliance: Mr. Cayer reported Mr. David Hoffman, Esq., submitted his resignation as the Chief Corporate Compliance Officer for the health system two weeks ago. Mr. Cayer added he is currently working with Mr. Kerry Herbine, COO, on restructuring the compliance program for our health system will report back next month.

☐ **PRESIDENT'S REPORT:**

- ◆ Strategic Topics for July 2023:
  - ✓ Employed Provider Practices {Dr. Harney}
- ◆ General: The Board received a copy of the June 2023 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of May.

**☐ CONSENT ITEMS:**

#73. Motion by Mrs. Rennie, seconded by Mrs. Jones, to approve the May 31, 2023, and June 7, 2023, Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 05/30/2023 Finance Committee Minutes
- 06/09/2023 Human Resources Committee Minutes
- 06/12/2023 Medical Staff Committee Minutes
- 06/19/2023 Finance Committee Minutes

Approved.

*VOTE: yes 9, no 0.*

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

◆ The Medical Staff met on June 12, 2023, and held their annual election. The Officers for 2023-2024 are:

- ✓ Mary Lou Feilmeier, M.D., President
- ✓ Evan Leibelsperger, PA, Vice-President
- ✓ John Leuenberger, D.O., Secretary/Treasurer

Dr. Feilmeier also shared she is currently working on committee assignments at this time and noted the Chief's of Service will be coming to the Board of Managers next month for approval.

#74. Motion by Mrs. Mastascusa, seconded by Mr. Chartrand, to enter executive session at 5:01 p.m. for credentialing matters. Approved.

*VOTE: yes 9, no 0.*

#75. Motion by Mr. Lehman, seconded by Mr. Musnicki, to return to regular session at 5:07 p.m. Approved.

*VOTE: yes 9, no 0.*

**☐ Credentialing/Recredentialing:**

#76. Motion by Mrs. Jones, seconded by Mrs. Rennie, to approve the following:

**Reappointments:**

- Michael Betler, D.O. – Courtesy Staff, Surgery Service, with Clinic privileges as requested.

**Delegated Reappointments:**

- Julius Lattore, M.D. – Consulting Staff, Internal Medicine Service, with Tele-Medicine privileges as requested.

**Appointments:**

- Adam Hall, P.A. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Brian Howell, N.P. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Molly Pleskach, N.P. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.

**Delegated Appointments:**

- None

**Advancements:**

- Laura Gonzalez, DMD – Courtesy Staff, Surgery Service, with Dentistry privileges as requested.
- Robert Semlear, M.D. – Hold of one year for additional data.
- Julia Waters, N.P. – Active Adjunct Staff, Family Practice Service, with Clinic privileges as requested.

Approved.

*VOTE: yes 9, no 0.*

**Executive Session:**

#77. Motion by Mr. Musnicki, seconded by Mr. Chartrand, to enter executive session at 5:09 p.m. to discuss a personnel matter. Approved.

*VOTE: yes 9, no 0.*

#78. Motion by Mr. Lehman, seconded by Mrs. Mastascusa, to return to regular session at 6:19 p.m. Approved.

*VOTE: yes 9, no 0.*

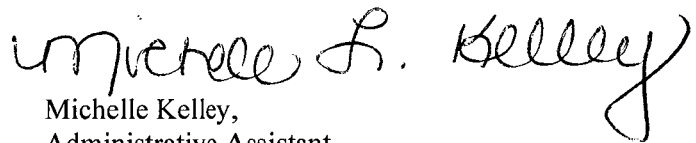
**Other: None**

**Adjourn:**

#79. Motion by Dr. Meny, seconded by Mrs. Jones, to adjourn at 6:20 p.m. Approved.

*VOTE: yes 9, no 0.*

Respectfully submitted,



Michelle Kelley,  
Administrative Assistant

*Countersigned:*

Philip McDowell,  
Secretary Board of Managers