

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS**

June 28, 2021

The regular monthly meeting of the Board of Managers of Lewis County General Hospital was called to order at 4:27 p.m. by Michael Young, President. Members present via Google meet.

Richard Chartrand
Jennifer Jones
John Lehman

Marguerite Mastascusa
Howard Meny, M.D.
Donald Musnicki

Susan Ross
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 Resources
Debra Wurz, Nursing Home Administrator
Dr. Sean Harney, CMO, Employed Provider Clinics
Dr. Thomas Birk, President of the Medical Staff
Dr. Steven Lyndaker, Medical Staff Director {entered at 4:57 p.m.}

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. Richard Chartrand.

EXCUSE ABSENT MEMBERS

#48. Motion by Mr. Chartrand, seconded by Mrs. Marguerite Mastascusa, the Board excused Mr. Philip McDowell, Cheryl Steckly and Mrs. Karen Rennie from the meeting. Approved.

VOTE: yes 8, no 0.

EMPLOYEE OF THE MONTH

#49. Motion by Mrs. Jones, seconded by Mrs. Ross, the Board congratulated Elsie Herzig, Clinical Laboratory Technologist, as the Employee of the Month for the month of April. 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.

OLD BUSINESS:

✓ RHCf CNA & LPN Recruitment: Mr. Cayer briefed the board regarding the new wage structure for both CNA's and LPNs at the RHCf which went into effect Monday, June 28th. He noted as of Friday, June 25th, we have received 28 applications total, 24 CNA and 4 LPN applications, respectively. A copy of the PowerPoint used at the press briefing on June 18, 2021 was included in the board packets. Mrs. Jessica Skiff and Mrs. Michele Prince are assisting in the interview process for the potential candidates. He added, the goal of the new wage structure for the RHCf is to have all of the open slots for the CNA's and LPN's filled, which will create a better work-life balance for our staff. Mrs. Jessica Skiff noted there is currently only one open slot in the June CNA course.

GENERATIVE DISCUSSION:

- ✓ None

STRATEGIC FOCUS ISSUES:

- ✓ None

OPERATIONAL UPDATES:

- **Patient Safety/Quality:** Mrs. Karen Rennie, Chair of the Quality Committee, was excused from tonight's meeting.
 - **Finance Update – Jeffery Hellinger, CFO:**
 - ✓ Period 5 Review:
 - There was a loss of \$397,611 versus a budgeted loss of \$170,600 for the month of May. The YTD loss is \$689,711 versus a budgeted gain of \$305,689.
 - Mr. Hellinger noted Radiology experienced its highest generated revenue in the month of May from services (~\$139k).
 - The clinic revenue was higher at SLHC (~\$19k)
 - Grant revenue was over budget due to the recording of the PLLC PPP loan forgiveness.
 - **Human Resources:** Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the June 14, 2021 HR Committee Meeting:
 - New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of May 10, 2021 – June 11, 2021 were included in Board packets.
- #50. Motion by Mrs. Jones, seconded by Mr. Lehman, to request the Board of Legislators to:
- Abolish one (1) PT Cleaner position card
 - Create one (1) PT Custodial Worker position card with a salary range of \$14.01 - \$18.25 per hour.
- Approved

VOTE: yes 8, no 0.

CHIEF'S EXECUTIVE'S REPORT

- ◆ **Surgical Pavilion and M/S Capital Project Update:** Mr. Cayer noted we continue to receive and answer questions from the CON Unit at the NYSDOH on this project. He added, July 29, 2021, is the key date for this project when it is expected the CON will be reviewed by the Public Health Counsel. He shared LCGH Critical Access Hospital recertification has been achieved retroactively applied to July of 2020 through December 2023, while work continues on the primary and secondary road definitions for CAH's.
- ◆ **June Volumes:** Mr. Cayer reported June's volumes are currently mirroring the month of May's volume. He shared how several areas are currently trending versus their budget and noted several of the areas are trending to meet their respective financial targets. He reported in order to slow the burn rate of cash at the health system, he recently met with Mr. Hellinger and Mrs. Prince to review and hold some capital projects in the 2021 budget.

◆ COO Recruitment:

- #51. Motion by Mrs. Jones, seconded by Mr. Musnicki, the Board approved for the CEO, Mr. Gerald R. Cayer, to enter into an agreement with Wittkieffer for the recruitment of a new Chief Operations Officer for Lewis County Health System at an estimated cost of \$57,000 . Approved.

VOTE: yes 6, no 1 {Mrs. Ross}, abstain 1 {Mr. Lehman}.

- ◆ HANYS PAC: Mr. Cayer noted he is again seeking the support from the Board of Managers and the Administrative Team for this year's HANYS PAC. He passed out envelopes to each Board member and asked for their consideration.
- ◆ Endless Summer Employee Cornhole Tournament: Mr. Cayer shared the Board, with the help of Mrs. Michelle Kelley, the health system will be conducting an Endless Summer Employee Cornhole Tournament beginning Tuesday, July 6th, for all employees and welcomed the members of the Board to join us as well. He noted we are hoping for at least 200 staff members to participate in the event.
- ◆ Community Testing: Mr. Cayer shared with the Board he has received notice from the NYSDOH, community testing for COVID-19 will end on Friday, July 16th, instead of the original date of September 30th. The management team is developing an alternative plan which is expected to be funded by grant resources.

□ **PRESIDENT'S REPORT:**

- ◆ Strategic Topics for July 2021:
 - ✓ None
- ◆ News In General: The Board received a copy of the June 2021 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of May.
- ◆ Reminder: ****No Board of Manager's Meetings in July or August****. However, Committee meetings will continue to meet.
- ◆ Medical Staff Meeting: June 29, 2021 at 6:15 p.m.
- ◆ Other: None

□ **CONSENT ITEMS:**

- #52. Motion by Mrs. Mastacusa, seconded by Dr. Meny, to approve the May 26, 2021 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):
- 05/20/2021 Standards Review Committee Minutes
 - 06/14/2021 Human Resources Committee Minutes
 - 06/21/2021 Executive/Finance Committee Minutes
 - 06/21/2021 Planning Committee Minutes
- Approved.

VOTE: yes 8, no 0.

☐ OTHER: None

- ☐ MEDICAL STAFF:** Board President, Mr. Young, and CEO, Mr. Cayer, presented to Dr. Birk a plaque for his services as the Medical Staff President for the last two years.

#53. Motion by Mr. Chartrand, seconded by Mr. Lehman, to enter executive session at 5:35 p.m. for credentialing matter. Approved.

VOTE: yes 8, no 0.

#54. Motion by Mr. Lehman, seconded by Mrs. Ross, to return to regular session at 5:47 p.m. Approved.

VOTE: yes 8, no 0.

☐ Credentialing/Recredentialing:

#55. Motion by Mr. Chartrand, seconded by Mrs. Mastacusa, to approve the following:

Reappointments:

- Kenneth Berry, M.D. – Courtesy Staff, Emergency Medicine Service, with privileges as requested
- Kelly Birchenough, D.O. – Active Staff, OB/GYN Service, with Clinic privileges as requested
- Abdelrahman Elgallad, M.D. – Active Staff, Anesthesia Service, with privileges as requested
- John Leuenberger, D.O. – Active Staff, Family Practice Service, with Clinic privileges as requested
- Nicholas Qandah, D.O. – Courtesy Staff, Internal Medicine Service, Neurology, with privileges as requested

Delegated Reappointments:

- Julius Latorre, M.D. – Consulting Staff, Internal Medicine Service (Tele-Medicine), with privileges as requested
- Hesham Masoud, M.D. – Consulting Staff, Internal Medicine Service (Tele-Medicine), with privileges as requested
- Elena Schmidt, M.D. – Consulting Staff, Internal Medicine Service (Tele-Medicine), with privileges as requested

Appointments:

- Fareed Riyaz, M.D. – Associate Staff, Radiology Service, with privileges as requested
- Jeffrey Way, M.D. – Associate Staff, Radiology Service, with privileges as requested
- David Wells, M.D. – Associate Staff, Radiology Service (Delegated), with privileges as requested

Advancements:

- Michael Betler, D.O. – Courtesy Staff, Surgery Service, with Clinic privileges as requested
- Aaron Campbell, D.O. – Courtesy Staff, Internal Medicine & Emergency Medicine Service, with privileges as requested
- Diana Carpenter, N.P. – Permanent Adjunct Staff, Family Practice Service, with Clinic privileges as requested
- Judith Craychee, M.D. – Courtesy Staff, Radiology Service (Delegated), with privileges as requested
- F. Lee Dutton, M.D. – Active Staff, OB/GYN Service, with Clinic privileges as requested
- Iyare Esemuede, M.D. – Courtesy Staff, Surgery Service, with Clinic privileges as requested
- Avrille George, M.D. – Courtesy Staff, Internal Medicine Service (Infectious Disease), with privileges as requested
- David Ishimitsu, M.D. – Courtesy Staff, Radiology Service (Delegated), with privileges as requested
- Jason Lue, M.D. – Courtesy Staff, Radiology Service (Delegated), with privileges as requested
- Faisal Noorzad, M.D. – Courtesy Staff, Emergency Medicine Service, with privileges as requested
- Jacob Robertson, P.A. – Permanent Adjunct Staff, Internal Medicine Service, with privileges as requested

- Nancy Sagona, M.D. – Courtesy Staff, Radiology Service (Delegated), with privileges as requested
 - Samuel Salen, M.D. – Courtesy Staff, Radiology Service (Delegated), with privileges as requested
 - Ramona Untanu, M.D. – Courtesy Staff, Pathology Service, with privileges as requested
- Approved.

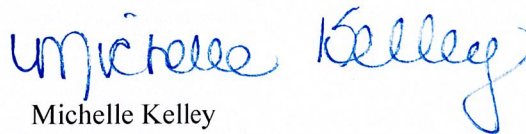
VOTE: yes 8, no 0.

Other: None

#56. Motion by Mr. Chartrand, seconded by Mr. Lehman, to adjourn at 5:50 p.m. Approved.

VOTE: yes 8, no 0.

Respectfully submitted,



Michelle Kelley
Administrative Assistant

Countersigned: Philip McDowell, Secretary
Board of Managers