

**LEWIS COUNTY GENERAL HOSPITAL  
BOARD OF MANAGERS  
September 27, 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:

*Richard Chartrand  
John Lehman*

*Marguerite Mastascusa  
Philip McDowell {via Google Meet}  
Howard Meny, M.D.  
Donald Musnicki*

*Karen Rennie  
Cheryl Steckly  
Michael Young*

Others  
Present

*Gerald R. Cayer, Chief Executive Officer  
Jeff Hellinger, Chief Financial Officer  
Michele Prince, Chief Operating Officer  
Michelle Kelley, Administrative Assistant  
Marcy Teal, Chief Nursing Officer  
Frank Pace, Director of Facilities Management  
Christina Flint, Community Services Coordinator  
Dr. Sean Harney, CMO, Employed Provider Clinics  
Dr. Shereen Palmer, President of the Medical Staff {entered at 5:02 p.m.}  
Dr. Steven Lyndaker, Medical Staff Director {entered at 4:52 p.m.}  
Ryan Piche, County Manager  
Julie Abbass, Reporter {entered at 4:41 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, Mrs. Rennie.

**EXCUSE ABSENT MEMBERS**

#61. Motion by Mr. Chartrand, seconded by Dr. Meny, the board excused Mrs. Jennifer Jones and Mrs. Sue Ross, from the meeting. 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.

**OPERATIONAL UPDATES:**

▪ **Patient Safety/Quality:** Mrs. Karen Rennie, Chair of the Quality Committee, reviewed the Q2 CMS Public Report Card for 2021. Staff have several interventions in place to improve our scores; however, we have seen significant improvement in several areas this year. Mrs. Rennie also shared all areas that were deficient and have been resolved.

▪ **Finance Update – Jeffery Hellinger, CFO:**

✓ Period 8 Review:

○ There was a loss of \$325,643 versus a budgeted gain of \$236,787 for the month of August. The YTD loss is \$993,998 versus a budgeted gain of \$855,793.

✓ September Volumes: Mr. Hellinger reported September's volumes is currently much the same as August's volume at this time.

- Human Resources: Mr. Mike Young, shared the following updates from the July 12, 2021 and August 9, 2021 HR Committee Meeting:
    - New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of June 12, 2021 – July 9, 2021 and July 9, 2021 – August 6, 2021 were included in Board packets.
- #62. Motion by Mr. Lehman, seconded by Mrs. Rennie, to request the Board of Legislators to:
- Create one (1) FT Laboratory Technician Trainee position card with a salary range of \$17.28 - \$22.68 per hour.
- Approved

*VOTE: yes 9, no 0.*

### □ CHIEF'S EXECUTIVE'S REPORT

- ◆ Nursing Home Update: Mr. Cayer provided a brief update regarding the current status of the Nursing Home. He noted we currently have a census of 113 out of 160 which is going in the right direction. He added we have received over 100 applications between CNA and LPN's since the new pay increase went into effect back in August. Currently, there are 19 CNA's in orientation in the Nursing Home.
- ◆ Surgical Pavilion and M/S Capital Project Update: Mr. Cayer noted the project committee continues to meet every other week, led by Mr. Frank Pace. The Planning Committee of the board will be meeting in October to review the new project estimated costs being prepared by Trophy Point.
- ◆ COO Recruitment: Mr. Cayer noted he will be meeting with WittKeiffer on October 8<sup>th</sup> to review the initial list of COO candidates and added the process is moving along as planned.
- ◆ Organizational Chart Update: Mr. Cayer shared with the group a copy of the revised Organizational Chart which showed the transfer of reporting responsibility of the CNO to the CEO instead of the COO, effective November 1, 2021.
- ◆ Mandatory Vaccination Update: A few of the numbers Mr. Cayer shared in the mandatory vaccination update for staff are below:

▪ Number of staff currently vaccinated:	677
▪ Number of staff not vaccinated	12
▪ Number of resignations received since mandate	37 (down from 43 on Friday)
▪ Religious exemptions approved	26
▪ Medical exemptions approved	5
▪ Number of staff vaccinated since mandate	143

Mr. Cayer reported we will be reaching out to the unvaccinated staff tomorrow as they have been placed on an unpaid leave of absence through Friday, October 1<sup>st</sup>. If they choose to not get vaccinated during that timeframe, they will be terminated for cause on Friday, October 1<sup>st</sup>. Staff who have been approved for either a medical or religious exemption, will be fit tested for a N95 mask and will be Covid tested weekly. Mr. Cayer also briefed the group on the OB pause which went into effect last Saturday, September 25th. He shared the transition plan and what interventions have been put in place in the interim. Mr. Cayer thanked Dr. Dutton, Dr. Harney, Ms. Teal, Samaritan Medical Center and their teams in preparing this transition of care plan for our patients. It was noted we would need to hire 5 OB nurses and an OB manager before the maternity department leaves "pause" status.

- ◆ 2022 Board Calendars: Mr. Cayer presented the first draft of the 2022 Board Calendars to the board for their input. Board President, Mr. Young, requested the 2022 Board Calendars be brought back to the October Board meeting for further discussion. Board President, Mr. Young, suggested moving the Monday night Board Meetings to the 5<sup>th</sup> Wednesday when possible as Mrs. Jones has a conflicting meeting on Monday nights. He was noted a few of the Board members have requested the board meet in the summer months in 2022 to maintain continuity.

- ◆ 2022 Schedule of Board Updates: Mr. Cayer presented the first draft of the 2022 Schedule of Board Updates to the board for their input. Board President, Mr. Young, requested the 2022 Board Calendars be brought back to the October Board meeting for further discussion.
- ◆ 2022 Budget: Mr. Cayer noted work continues on the build of the 2022 budget. He noted the goal is to achieve a breakeven budget for 2022. He reported the team is doing an excellent job with expense management in the current FY and shared covid testing and travel nursing staff are both trending above budget.

**□ PRESIDENT'S REPORT:**

- ◆ Strategic Topics for October 2021:
  - ✓ Environment of Care {F. Pace}
  - ✓ IT Status {R. Uttendorfsky}
- ◆ Appoint 2022 Nominating Committee: Board President, Mr. Young, appointed the following members to the 2022 Nominating Committee:
  - Cheryl Steckly, Chairman
  - Dick Chartrand
  - Marguerite Mastascusa
- ◆ News In General: The Board received a copy of the July and August 2021 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the months of July of August.
- ◆ Other:
  - Board President, Mr. Young, noted he has only received 7 of the eleven completed CEO evaluation forms and added he would like to receive the final 4 by Thursday, September 30<sup>th</sup> so he can prepare a summary to be shared at October's Executive Committee meeting.
  - Board President, Mr. Young, also shared both he and Board member, Mrs. Jones, recently presented Mr. Cayer with a jacket to recognize his completion of the NRHA Rural Hospital CEO Certification program.

**□ CONSENT ITEMS:**

- #63. Motion by Mrs. Steckly, seconded by Mrs. Rennie, to approve the June 28, 2021 and September 7, 2021 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):
- 06/24/2021 Standards Review Committee Minutes
  - 07/12/2021 Human Resources Committee Minutes
  - 07/19/2021 Executive/Finance Committee Minutes
  - 07/22/2021 Standards Review Committee Minutes
  - 07/28/2021 Environment of Care Committee Minutes
  - 08/09/2021 Human Resources Committee Minutes
  - 08/16/2021 Executive/Finance Committee Minutes
  - 08/19/2021 Standards Review Minutes
  - 09/13/2021 Human Resources Committee Minutes
  - 09/20/2021 Executive/Finance Committee Minutes
- Approved.

*VOTE: yes 9, no 0.*

**□ MEDICAL STAFF:** Dr. Palmer, Medical Staff President, provided the following update.

- ◆ Dr. Palmer shared with the group it is a very stressful time currently in healthcare but added the providers continue to be very engaged and hopeful.
- ◆ Credentialing/Recredentialing on tonight's agenda will be discussed in Executive session.

- #64. Motion by Mrs. Mastascusa, seconded by Mr. Musnicki, to enter executive session at 5:17 p.m. for credentialing matter. Approved.

*VOTE: yes 9, no 0.*

- #65. Motion by Mrs. Rennie, seconded by Mr. Lehman, to return to regular session at 5:31 p.m. Approved.

*VOTE: yes 9, no 0.*

**□ Credentialing/Recredentialing:**

- #66. Motion by Mrs. Mastascusa, seconded by Dr. Meny, to approve the following:

**Reappointments:**

- Thomas Birk, D.O. – Active Staff, Family Practice Service, with Clinic privileges as requested.
- Kathy Der, N.P. – Adjunct Staff, Family Practice Service, with Clinic privileges as requested.
- Debra Koloms, M.D. – Courtesy Staff, Surgery Service, with Ophthalmology privileges as requested.
- Darius Marhamati, M.D. – Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested.
- Melinda Rosner, P.A. – Adjunct Staff, Family Practice Service, with Clinic privileges as requested.
- Corrie Schell, N.P. – Adjunct Staff, Family Practice Service, with Clinic privileges as requested.
- Michael Skelly, M.D. – Courtesy Staff, Emergency Medicine Service, with privileges as requested.

**Appointments:**

- Elizabeth Bassity, N.P. – Initial Provisional Adjunct Staff, Family Practice Service, with Clinic privileges as requested.
- Jennifer Benjamin, M.D. – Associate Staff, Radiology Service, with privileges as requested.
- Carol Browning, M.D. – Associate Staff, Radiology Service, with privileges as requested.
- Tom Chen, M.D. – Associate Staff, Anesthesia Service, with privileges as requested.
- Reema Choudhry, M.D. – Associate Staff, Internal Medicine Service, with Tele-Medicine privileges as requested. (Delegated).
- Jake King, Psy.D. – Initial Provisional Adjunct Staff, Family Practice Service, with Psychiatry (Category I) privileges as requested.
- Rebecca Matteson, N.P. – Initial Provisional Adjunct Staff, with Internal Medicine Service privileges as requested.
- John Pohl, M.D. – Associate Staff, Radiology Service, with privileges as requested. (Delegated)
- Angelo Porcari, M.D. – Associate Staff, Internal Medicine Service, with privileges as requested.

**Advancements:**

- James Chatham, M.D. – Courtesy Staff, Radiology Service, with privileges as requested. (Delegated)
- Charles Davis, M.D. – Courtesy Staff, Radiology Service, with privileges as requested. (Delegated)
- Yohetsor Hargoe, N.P. – recommend a hold for one year due to lack of volume.
- Sara Hunsicker, P.A. – Permanent Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Michael Luca, D.O. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested. (Delegated)
- Jonathan Meyer, M.D. – Courtesy Staff, Radiology Service, with privileges as requested. (Delegated)
- F. Adam Seigers, M.D. – Active Staff, Internal Medicine Service, with Clinic privileges as requested.
- Yu Sung, D.O. – recommend a hold for one year due to lack of volume.
- Crystal Whitney, M.D. – Consulting Staff, Surgery Service, with Tele-Medicine privileges as requested. (Delegated)

- Michael Witkosky, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.  
(Delegated)  
Approved.

*VOTE: All approved unanimously but two {yes 9, no 0}.  
Two members approved with {yes 8, no 1 Mr. Chartrand}*

□ **Other:** None

- #67. Motion by Mr. Musnicki, seconded by Mr. Chartrand, to enter executive session at 5:32 p.m. to discuss contractual, personnel and strategic planning matters. Approved.

*VOTE: yes 9, no 0.*

- #68. Motion by Mr. Chartrand, seconded by Dr. Meny, to return to regular session at 6:13 p.m. Approved.

*VOTE: yes 9, no 0.*

- #69. Motion by Mr. Musnicki, seconded by Mrs. Steckly, to adjourn at 6:14 p.m. Approved.

*VOTE: yes 9, no 0.*

Respectfully submitted,

Michelle Kelley  
Administrative Assistant

*Countersigned:* Philip McDowell, Secretary  
Board of Managers

**LEWIS COUNTY GENERAL HOSPITAL  
BOARD OF MANAGERS  
September 7, 2021**

---

A Special Meeting of the Board of Managers of Lewis County General Hospital was called to order at Noon by Michael Young, President. Members present:

*Richard Chartrand*    *John Lehman*

*Via Google Meet:* *Donald Musnicki, Cheryl Steckly, Jennifer Jones, Michael Young, and Philip McDowell*  
*{entered at 12:40 p.m.}*

*Excused:*                          *Karen Rennie, Dr. Howard Meny, Marguerite Mastasucs, and Susan Ross*

Others

Present    *Gerald "Jerry" Cayer, CEO*  
*Michelle Kelley, Administrative Assistant to CEO {left meeting at 12:01 p.m.}*  
*Katherine Ritts Schafer, Esq. {via Google Meet}*

**EXCUSE ABSENT MEMBERS**

**#57.** Motion by Mr. Young, seconded by Mrs. Jones, to excuse Mrs. Karen Rennie, Dr. Howard Meny, Mrs. Marguerite Mastascusa, and Mrs. Susan Ross from the meeting. Approved.

*VOTE: yes 6 no 0.*

**ACTION ITEMS:**

**#58.** Motion by Mr. Musnicki, seconded by Mr. Lehman, to enter executive session at 12:01 p.m. is discuss personnel matters. Approved.

*VOTE: yes 6, no 0.*

**#59.** Motion by Mr. Chartrand, seconded by Mr. Musnicki, to return to regular session at 1:00 p.m. Approved.

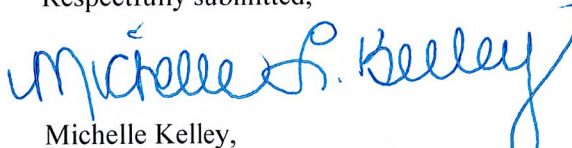
*VOTE: yes 7, no 0.*

**OTHER:** None

**#60.** Motion by Mrs. Jones, seconded by Mrs. Steckly, to adjourn at 1:00 p.m. Approved.

*VOTE: yes 7, no 0.*

Respectfully submitted,

  
Michelle Kelley,  
Administrative Assistant to CEO

*Countersigned:*

Philip McDowell, Secretary  
Board of Managers