

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
February 22, 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:

*Jennifer Jones {entered 4:36 pm}
Philip McDowell*

*Howard Meny, M.D.
Donald Musnicki {Via Videoconferencing}
Karen Rennie*

*Susan Ross
Michael Young*

Others
Present

*Gerald R. Cayer, Chief Executive Officer
Kerry Herbine, Chief Operating Officer
Sean Harney, M.D., CMO, Employed Provider Clinics
Jeff Hellinger, CFO
Marcy Teal, Chief Nursing Officer
Debra Wurz, Nursing Home Administrator {entered at 4:41 p.m.}
Robert Fargo, Director of Facilities Management
Michelle Kelley, Administrative Assistant
Christina Flint, Public Relations
Jessica Skiff, Director of Human Services
Dr. Steven Lyndaker, Medical Director {entered at 5:20 p.m.}
Marylou Feilmeier, Medical Staff President {entered at 4:42 p.m.}
Joel Carbone, Computer System Support Technician
Ryan Piche, County Manager {entered at 4:58 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, Dr. Meny.

EXCUSE ABSENT MEMBERS

#12. Motion by Mrs. Rennie, seconded by Dr. Meny, the board excused John Lehman, Cheryl Steckly, Richard Chartrand, and Marguerite Mastascusa from the meeting. Approved.

VOTE: yes 6, 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.

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 July of 2022:

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

EMPLOYEE OF THE MONTH

#13. Motion by Mrs. Jones, seconded by Mr. McDowell, the Board congratulated Amy Godlewski, Registered Nurse, as the December Employee of the Month. Approved.

VOTE: yes 7, no 0.

- **MEDICAL STAFF:** Dr. Marylou Feilmeier, President of the Medical Staff provided the following update.
- ◆ The Medical Staff's Ethics Committee met on February 9, 2023, and discussed the role of advance directives for patient's wishes as circumstances can change from when they completed the form. It was acknowledged that Mrs. Ross and Mr. Chartrand were also in attendance at this committee meeting representing the Board of Managers.

#14. Motion by Dr. Meny, seconded by Mrs. Jones, to enter executive session at 4:47 p.m. for credentialing matters. Approved.

VOTE: yes 7, no 0.

#15. Motion by Mrs. Ross, seconded by Mrs. Rennie, to return to regular session at 4:48 p.m. Approved.

VOTE: yes 7, no 0.

□ **Credentialing/Recredentialing:**

#16. Motion by Mrs. Ross, seconded by Dr. Meny, to approve the following:

Reappointments:

- None

Delegated Reappointments:

- None

Appointments:

- Danah Ernst, N.P. – Initial Provisional Adjunct Staff, OB/GYN Service, with Clinic privileges as requested.

Delegated Appointments:

- None

Advancements:

- Nicholas Anderjack, P.A. – Courtesy Adjunct Staff, Internal Medicine Service, with privileges as requested.
 - James Cooney, M.D. - Courtesy Staff, Emergency Medicine Service, with privileges as requested.
- Approved.

VOTE: yes 7, no 0.

□ **OPERATIONAL UPDATES:**

- ◆ **Patient Safety/Quality:** Mrs. Sue Ross, Chair of the Quality Council Committee, provided a brief overview of the 2023 Quality Management Plan (a full copy is located in the board portal). She also shared the following update:
 - ✓ The Quality Council Committee met on January 30, 2023 – a copy of the minutes is in the board portal.
 - ✓ The QAPI (Ancillary) Committee met on February 8, 2023 – a copy of the minutes is in the board portal.
 - ✓ Mr. Kerry Herbine provided a brief overview of the Joint Commission readiness in the absence of Mrs. Lyndsey Allen. He noted we are currently in the window for our reaccreditation survey with the Joint Commission and expect they will likely arrive between April and July of 2023. He noted Mrs. Allen works daily on quality improvement for the facility and has been working with Mrs. Gale Grunert, Mr. Rob Fargo and Department managers on survey readiness and expectations by conducting rounds and asking questions.

#17. Motion by Mrs. Ross, seconded by Mr. Phil McDowell, the board approved the 2023 Quality Management Plan as presented. Approved

VOTE: yes 7, no 0.

- ◆ Finance: Mr. Jeff Hellinger, CFO, shared the following updates:
Period 1 Review:
 - There was a loss of \$351,055 compared with a budgeted loss of \$354,609 for the month of January. The YTD loss is \$351,055 versus a budgeted loss of \$354,609.
 - Outpatient gross revenue was higher in ER (~\$133k), Drugs Sold – IV (~\$37k), Lab – Chemistry (~\$99k), Radiology (~\$51k), and CATScan (~\$127k). The departments that had lower revenue were Med/Surg (~\$36k) and MRI (~\$121k).
 - The costs for travelling staff was under budget. Ms. Teal noted she is currently utilizing two travelers at the hospital and Mrs. Wurz noted the Nursing Home currently has 5 travelers.
 - Overall expenses were lower than budget:
 - ✓ Salaries were under budget due to fewer staff members than budgeted.
 - ✓ Supplies were under budget due to fewer implants and lower reagent costs in January.
- ◆ 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, February 20, 2023, which was discussed in more detail.
 - Mr. Musnicki reported the Committee is pleased with the progress of the project at this time and noted that \$18,468,431.68 (or 57%) of the projects total cost (\$31,938,973.03) has been committed to date in the project.
 - Mr. Rob Fargo shared a crane was on site Monday and Tuesday this week placing all the mechanical equipment on the roofs for the project.
 - Mr. Musnicki shared the completion date for the new addition is projected to be June 26, 2023.
 - Black Horse, the general contractor, has started the brick work on the north side of the new addition.
 - The Capital Improvement Oversight Committee members also completed a walk-through of potential property of an adjacent home to the health system. This topic will be discussed in further detail at the strategic planning meetings scheduled in March.
 - Mr. Rob Fargo, Director of Facilities Management, provided a brief introduction of the management plans and the Emergency Operation Plan that are before the board to be approved tonight:
 - Hazardous Materials and Waste Management
 - Life Safety
 - Medical Equipment Management
 - Safety Management
 - Security Management
 - Utility Management

Mr. Fargo shared the 2022 annual evaluation of the six Management Plans and the Emergency Operation Plan and the six 2023 Management Plans have been reviewed by the EOC and the Capital Improvement Oversight Committee of the Board.
- #18. Motion by Mr. Musnicki, seconded by Mr. McDowell, the Board accepted the 2022 Annual Evaluation of the Six (6) Management Plans & the Emergency Operation Plan (EOP) as presented (copies attached to the original minutes). Approved.

VOTE: yes 7, no 0.
- #19. Motion by Mr. Musnicki, seconded by Mrs. Rennie, the Board accepted the 2023 Six (6) Management Plans as presented (copies attached to the original minutes). Approved.

VOTE: yes 7, no 0.

- ◆ **Human Resources:** Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the February 10, 2023, HR Committee Meeting:
 - New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements, and terminations were included in Board packets.
 - Mrs. Debra Wurz, Nursing Home Administrator, reported at the HR Committee that the Nursing Home was at zero risk in Q2 and Q3 in 2022 for staffing minimum penalties.
 - Mrs. Jones noted we have 11 civil service cards that need to be abolished on tonight's agenda and will have more in the near future as HR goes through the titles.

#20. Motion by Mrs. Jones, seconded by Mr. McDowell, to request the Board of Legislators to ABOLISH the following eleven (11) Civil Service cards:

- FT Occupational Health Services Coordinator
- FT Data Entry Machine Operator
- Dental Consultant
- FT Emergency Services Nursing Care Coordinator
- FT Nurse Midwife
- FT Sr. Pharmacist
- FT Pharmacist
- Pharmacy Aide
- FT Physician
- FT Telephone Operator
- PT Volunteer Coordinator

Approved

VOTE: yes 7, no 0.

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

- ◆ Just Culture Update: Mr. Herbine updated the board briefly on goals and goal setting for the exempt staff. He added a copy of the annual performance template can be found in the board portal and noted that Mrs. Jessica Skiff will be moving this organization wide now. He shared with the group that Mrs. Lyndsey Allen, Director of Quality, volunteered to be the first person to be evaluated amongst her peers at a weekly Leadership meeting using the new format. He noted the goal is to have 100% of the exempt staff evaluations completed by the end of February.

☐ **CHIEF EXECUTIVE'S REPORT:** Mr. Cayer provided to the Board a brief overview regarding the Annual Health Insurance Renewal through a PowerPoint presentation (a copy of the full presentation is in the Board portal). Topics discussed were:

- ◆ Big Picture and Terminology
- ◆ Demographic Breakdown
- ◆ Review of Health Plans
- ◆ Review of Claims Data
- ◆ Financial Review of Health Insurance Fund
- ◆ Premium Increase Discussion

Mr. Cayer noted this presentation was first presented to the Board of Legislator's Finance and Rules Committee on February 11, 2023, by Mr. Ryan Piche, County Manager. Mr. Cayer also shared the same with the health system's team members late Tuesday afternoon after the Finance and Rules Committee. Mr. Cayer noted Lewis County is "self-insured." Our premiums must completely support our claims. Currently there are 1,750 total covered lives enrolled in one of three plans offered (PPO, Hybrid or HDHP) and 192 employees receive an annual opt-out payment as an incentive not to enroll in the insurance program. Mr. Cayer shared that the goal is to keep the fund balance at the \$2M mark and therefore a 15% increase in premiums for all three plans beginning June 1st (reflected in May paychecks) was approved by the Finance and Rules Committee and is slated to go before the full Board of Legislators at their March meeting. The rate increase is projected to stabilize the fund balance, not increase it. The next steps will

include a focus on employee wellness and work more closely with CSEA to make adjustments to the PPO plan to contain costs. Mr. Cayer added the next meeting with CSEA is scheduled for March 30th. Mr. Jeff Hellinger, CFO, also provided a brief overview of the impact that the 15% increase will have on the 2023 and 2024 health system budget. Please feel free to reach out to Mr. Cayer, Mr. Hellinger or Mrs. Skiff if you have any questions.

□ PRESIDENT'S REPORT:

- ◆ Strategic Topics for March 2023:
 - ✓ Human Resources {J. Skiff}
 - ✓ Elder Care Services {D. Wurz}
- ◆ General: The Board received a copy of the February 2023 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of January.

□ CONSENT ITEMS:

- #21. Motion by Mrs. Jones, seconded by Mr. McDowell, to approve the January 25, 2023, Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):
- 01/25/2023 Environment of Care Committee Minutes
 - 01/30/2023 Capital Improvement Oversight Committee
 - 01/30/2023 Quality Council Committee Minutes
 - 02/10/2023 Human Resources Committee Minutes
 - 02/17/2023 Finance Committee Minutes
- Approved.

VOTE: yes 7, no 0.

□ Other:

- #22. Motion by Mr. McDowell, seconded by Dr. Meny, to enter executive session at 5:50 p.m. to discuss personnel and strategic topics. Approved.

VOTE: yes 7, no 0.

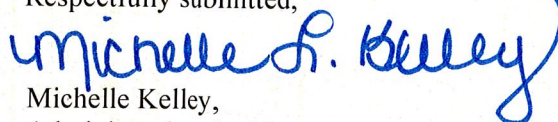
- #23. Motion by Mrs. Rennie, seconded by Dr. Meny, to return to regular session at 7:09 p.m. Approved.

VOTE: yes 7, no 0.

- #24. Motion by Mr. Musnicki, seconded by Mrs. Ross, to adjourn at 7:09 p.m. Approved.

VOTE: yes 7, no 0.

Respectfully submitted,



Michelle Kelley,
Administrative Assistant

Countersigned:

Philip McDowell,
Secretary Board of Managers