

**LEWIS COUNTY GENERAL HOSPITAL  
EXECUTIVE COMMITTEE**

**Date:** August 29, 2023

**Call to Order:** 3:00 p.m.

**Adjourn:** 5:20 p.m.

**Present in Person:** Mike Young, Donald Musnicki, Jennifer Jones, Sue Ross, Philip McDowell {remotely}, Jeff Hellinger, Jerry Cayer, Kerry Herbine, Michelle Kelley, recorder (left at 4:14 p.m.)

**Guest:** None

**Excused:** None

**CALL TO ORDER**

- ✓ Meeting was called to order by Board President, Mr. Young, and Mr. Cayer read the Vision and Mission Statement for the health system.

**MOMENT OF SILENCE**

The Executive Committee memorialized Gerard Crawford, II, M.D., a member of our Medical Staff, in a moment of silence to celebrate his life, February 18, 1949 – August 24, 2023. Dr. Crawford provided compassionate health care to generations of women in Lewis County and will be greatly missed.

**COO REPORT:**

Required DOH Staffing Levels:

Discussion: Mr. Herbine provided a briefing regarding the required NYSDOH staffing levels for the Nursing Home and shared the penalty information they can impose if the staffing levels are not attained. He added, as discussed at the HR Committee meeting last week, that we do have travelers coming to help us maintain our staffing levels in the Nursing Home as we continue to recruit staff.

Mr. Herbine also noted that it is our goal to continue to meet the needs of the community by accepting new residents in the Nursing Home and we continue to work out the logistics to accommodate them.

**CFO REPORT:**

RHCF:

Discussion: Mr. Hellinger also discussed with the Board several scenarios we could implement in the Nursing Home to increase our census from the current 119 to 140 while also increasing the Star Rating for the Nursing Home.

**CEO REPORT:**

Compliance Update:

Discussion: Mr. Cayer briefed the group regarding the status of our compliance program with the health system. He noted that Mr. Kerry Herbine, Compliance Officer, and Mrs. Lyndsey Allen, Director of Quality, continue to manage the Compliance program and meetings in house and added he is currently working with Bond, Schoeneck and King for “hotline” coverage as the Chief Corporate Compliance Officer with the resignation of Mr. David Hoffman, Esq.

Mr. Kerry Herbine provided a brief update to the Board regarding a couple outstanding compliance issues that were noted to be unfounded by a Corporate Compliance attorney hired to review the cases.

Welcome to New CSEA Leadership:

Discussion: Mr. Cayer shared the following group has been named as the new President, Vice President, Secretary and Treasurer of the CSEA:

- ✓ Jim Aucter, President  
Building Maintenance Worker in Plant Ops | 6 years (2017)
- ✓ Tina Johnson, Vice President  
CNA on Med/Surg | 7 years (2016)
- ✓ Nikki Brotherton, Secretary  
Senior Keyboard Specialist in Staff Development | 8 years (2015)
- ✓ Ashley DeSantis, Treasurer  
Ward Clerk on RHCF 2<sup>nd</sup> Floor | 6 years (2016)

Team Building:

Discussion: Mr. Cayer shared the Senior Leaders will be going to Beaver Camp on Friday, September 15<sup>th</sup>, for a day of team building activities and relationship building exercises.

**Executive Session:**

Motion by Mrs. Ross, and seconded by Mr. Musnicki, the Committee entered executive session to discuss a personnel matter at 4:14 p.m.

5 Yes, 0 No

Motion by Mrs. Ross, and seconded by Mr. Musnicki, the Committee returned to regular session at 5:19 p.m.

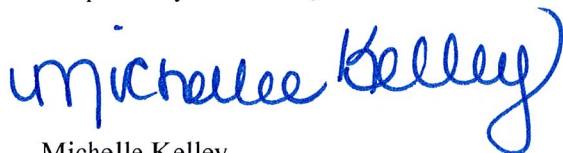
5 Yes, 0 No

**Adjournment:**

Motion by Mrs. Jones, and seconded by Mrs. Ross, the Committee adjourned meeting at 5:20 p.m. Approved.

5 YES, 0 NO

Respectfully submitted,



Michelle Kelley,  
Administrative Assistant to CEO