

**LEWIS COUNTY GENERAL HOSPITAL  
EXECUTIVE/FINANCE COMMITTEE**

**Date:** November 15, 2021

**Call to Order:** 4:00 p.m.

**Adjourn:** 5:24 p.m.

**Present in Person:** Mike Young, Jennifer Jones, Richard Chartrand, Donald Musnicki, Philip McDowell, Jeff Hellinger, Jessica Skiff, Frank Pace, Jerry Cayer, Dr. Sean Harney, Michele Prince, Trista Mullin, Michelle Kelley, Debra Wurz, Ryan Piche, County Manager, Julie Abbass, Reporter for Watertown Daily Times {entered at 4:06 p.m.}, David Hoffman, Esq. {entered at 4:30 p.m. via Google meet} and Katherine Schafer, Esq. {entered at 4:30 p.m. via Google meet}.

**Excused:** Cheryl Stecky, Marguerite Mastascusa, and Eric Virkler

**Absent:** 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.

**FINANCIAL AND STATISTICAL REPORTS:**

- ✓ Mr. Hellinger reviewed the October financials including an overview of the Executive Summary Sheet, Statement of Operations, Key Statistical Report, Balance Sheet, Cash Flow Analysis Sheet and Total RVU's by Service Area.
- ✓ Mr. Hellinger reviewed Dashboards which included statistical volumes, FTE's paid, cash flow activity, A/R Days – Gross, Average Payment Period and Gross A/R Balance for the months of October. Mr. Hellinger shared several trend charts for areas of the Hospital including: Acute Admissions & Observation Visits, Nursing Home Occupancy, Total ER visits, and Outpatient visits.
- ✓ Mr. Hellinger reported a \$1,070,660 loss for the month of October versus a budgeted loss of \$49,440. The YTD loss is \$2,391,401 versus a budgeted gain of \$520,357.
- ✓ Mr. Hellinger shared CMS continues the take back of the ~\$7.2M COVID-19 Accelerated and Advance Payments (CAAPs) previously paid to the health system due to the COVID-19 Public Health Emergency. He noted we have ~\$5.85M to pay back at this time which will occur monthly.
- ✓ Mr. Hellinger informed the group we owe two more payments on the MRI Lease Agreement with GE.
- ✓ 2021 Interim Audit: Mr. Hellinger shared the 2021 interim audit is currently underway. Our Auditors, Fust Charles Chambers, have requested documentation from us and we are in the process of gathering the information for them. Mr. Hellinger added the auditors will give their annual presentation at the December meeting.

**CEO REPORT:**

- ✓ RHCF: Ms. Wurz briefed the group regarding the CNA and LPN staffing levels in the nursing home. Below are a few of the highlights from her presentation:

Ratio 1:8   1:8   1:20	CNA's
FTE's needed for a census of 160	67.2
Current vacant FTE's – based on a census of 160	15.3
Current staffing	51.9 (including 2 agency staff)
FTE's needed for current census (120)	53.2 (-3.3) without Agency staff
FTE's needed for a census of 125	55 (-5.1)

A total of 88 applications for the CNA’s have been received since the new wage scale was initiated, of those 88, 46 were not eligible for hire/rehire, 42 were eligible, 31 have been hired and 51 interviews have been conducted. 2 are going through the interview process, and we continue to schedule more interviews as applications arrive. We had 1 CNA resignations/termination in the past month.

A 3<sup>rd</sup> CNA class started in September with 4 more students. This group is scheduled to graduate in November. All students that took the test passed. There will be a 4<sup>th</sup> CNA class with 6 students in it starting at the end of November. We currently have 2 Agency CNA contracts, 3 contracts were terminated, 1 contract expires in mid November and the plan is to not renew these contracts. 1 contract was extended until January 2022.

Ratio 1:20 1:20 1:40	LPN’s
FTE’s needed for a census of 160	28
Current vacant FTE’s – based on a census of 160	10.4
Current staffing (FTE’s)	17.6
FTE’s needed for current census (120)	21 (-3.4)
FTE’s needed for a census of 125	22 (-4.4)

A total of 31 LPN applications have been received since the new wage was initiated, of those 31, 21 were not eligible for hire/rehire, 6 were eligible (4 have been hired) 2 in process.

We currently have 4 Nurse Managers, 3 Clinical RNs and 4 FT supervisors (1 Agency). We have 1 Clinical RN vacancy.

- ✓ Construction Project Update: Mr. Cayer shared Trophy Point Consulting, a professional construction and consulting firm, provided an updated estimate of the project cost of the surgical/MS project with current supply chain challenges. He added their findings, presented earlier to the Planning Committee, project the cost of the project will increase by 24%. Mr. Cayer added the Planning Committee unanimously voted to modify the project down to meet budget targets. Mr. Frank Pace, Director of Facilities Management, shared a PowerPoint with the group detailing what could be removed from the project (estimated at ~\$9.5M) in order to keep the cost of the project at the original estimate of ~\$31M. It was noted Mrs. Michele Prince, COO, would be submitting a request to the DOH to modify our current CON.

**Action:** On Motion by Mr. McDowell, and seconded by Mr. Musnicki, the Committee agreed to modify the Certificate of Need for the Med/Surg Renovations & OR Addition Project and forward the same to the full board for action at the November 22, 2021 Board meeting. Approved.

5 YES, 0 NO

- ✓ Mandatory Vaccination Update: Mr. Cayer shared with the Committee a copy of the “Dear Administrator” letter dated November 15, 2021 received from the NYS Department of Health informing us that on November 22, 2021 “all covered entities must ensure that covered “personnel” under the department’s August 26, 2021 – Prevention of COVID-19 Transmission by Covered Entities Emergency Regulation who were previously granted religious exemptions have documentation of either a first dose COVID-19 vaccination or a valid medical exemption”. Joining us to discuss this topic was Compliance Officer, David Hoffman, Esq., and hospital attorney, Katherine Ritts-Schafer, Esq. It was noted we currently have 20 individuals who were granted a religious exemption at our facility. Mr. Cayer noted these individuals are currently required to wear a N95 mask and be tested weekly in order to meet the religious accommodation granted. A discussion ensued regarding what an appropriate accommodation could be under the new mandate and Ms. Schafer noted each case would need to be individually reviewed confidentially to determine an accommodation, if any, could be considered. Mr. Cayer added the Senior Leaders will be meeting to discuss what the next steps will be in this situation.

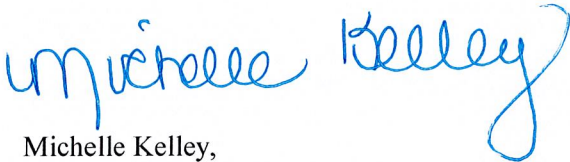
- ✓ Harrisville Health Center: Mr. Cayer informed the group of a letter he received from the Town of Diana this past Friday, November 12th, informing us they will be terminating our lease agreement effective December 31, 2021. The letter reported that the Town Board voted on November 9, 2021 to not renew the lease agreement for the Harrisville Clinic. Mr. Cayer noted neither he or Mr. Jeff Hellinger, CFO, have received any communication prior to this letter that the town was dissatisfied with our lease agreement. Mr. Cayer shared we were not expecting this letter and believes we have a highly qualified skilled physician at this location to serve the community in the northern portion of Lewis County providing care at the highest level together with a nurse and POA. Mr. Cayer has reached out to the Town of Diana to discuss this matter to no avail. The Harrisville Health Center currently operates 4 days per week (Monday, Tuesday, Thursday and Friday). Mr. Cayer will reach out a second time in the upcoming week.
- ✓ Recruitment, Retention & Crisis Pay Strategies: This item was moved to the December meeting to be discussed.

**Adjournment:**

Motion by Mr. Chartrand, and seconded by Mr. Musnicki, the Committee adjourned meeting at 5:24 p.m. Approved.

5 YES, 0 NO

Respectfully submitted,



Michelle Kelley,  
Administrative Assistant to CEO