

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

**Date:** June 15, 2020

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

**Adjourn:** 4:45 p.m.

**Present:** Mike Young, Richard Chartrand, Jennifer Jones, Cheryl Steckly, Donald Musnicki, Jeff Hellinger, Jerry Cayer, Michele Prince, Ryan Piche, Trista Mullin, Michelle Kelley (Recorder).

**Guest:** Frank Pace (left 4:06 p.m.) and Debra Wurz (left 4:05 p.m)

**Excused:** Marguerite Mastascusa, Philip McDowell, and Eric Virkler

**Absent:** None

**CALL TO ORDER**

- ✓ Meeting was called to order by Board President, Mr. Young
- ✓ Mr. Hellinger read the Lewis County Health System Vision & Mission statements.

**INTRODUCTIONS**

- ✓ Mr. Cayer introduced Ms. Debra Wurz, Nursing Home Administrator, and Mr. Frank Pace, Director of Facilities Management, respectively, to the Executive Committee of the Board. Both Ms. Wurz and Mr. Pace joined the health system as the pandemic began and hit the ground running and have been great additions to the team.

**OLD BUSINESS**

- ✓ Medical Director: Mr. Cayer briefed the group on the status of the appointment of a Medical Director for the hospital which had been put on hold due to the COVID-19 pandemic, and it was noted that Dr. Birk continues as the Interim Medical Director until an appointment is made. Mr. Cayer noted there is an interested candidate, and he will be arranging an interview with the interview committee.

**FINANCIAL AND STATISTICAL REPORTS:**

- ✓ Jeff Hellinger reviewed the May financials including an overview of the Executive Summary Sheet, Statement of Operations, Key Statistical Report, Balance Sheet and Cash Flow Sheet.
- ✓ Jeff Hellinger reviewed Dashboards which included statistical volumes, FTE's paid, cash flow activity, and use of overtime for the months of May. Mr. Hellinger shared several trend charts for areas of the Hospital including: Acute Admissions & Observation Visits, Nursing Home Occupancy, Total Surgeries, Total ER visits, Outpatient visits, Clinic visits (BR, SL, Harrisville), Clinic visits (all other) and Extended Hours visits reflecting trends.
- ✓ Mr. Hellinger reported we received three stimulus payments in the month of May totaling \$5.2M which resulted in the gain of \$4.2M for the month. However, he added our net operating loss each month versus budget excluding stimulus, PPP and grants was ~\$2M (March), ~\$1,7M (April) and ~\$1.2M (May). He added it remains our goal for a breakeven budget by year's end.

**CEO REPORT:**

- ✓ COVID-19 Update: Mr. Cayer updated the group regarding the asymptomatic clinics which will be set up throughout Lewis County with Lowville being the central hub. He added the organization will be working along with Lewis County Public Health to staff the clinics which will be located in Harrisville, Lyons Falls and Lowville for anyone that would like to be tested for COVID-19. He noted the state will be sending us 300 test kits per week or 1,200 per month. Testing sites will also be set up for the larger employers in the County as well. The details and schedules for each location are in the process of being developed, and Mr. Cayer added the clinics could be up and running in the next 7-10 days.
- ✓ The mandatory testing of the nursing home employees has been reduced to 1x per week instead of 2 which will reduce our facilities cost of \$2.6M to \$1.3M.
- ✓ The health system's employee furloughs are scheduled to end Monday, June 22<sup>nd</sup>.
- ✓ Mr. Cayer updated the group regarding the re-branding initiative. He noted we are currently in the process of purchasing new signage for the main campus and hope to announce the date for the unveiling in the near future. Mrs. Christina Flint is taking the lead on this project.
- ✓ Mr. Cayer updated the group regarding the Faxon-St. Luke's Family Medicine Residency program our facility will be partnering with. He added Dr. Harney, CMO for the Employed Provider Clinics, has been instrumental in this program and noted Dr. Leuenberger, Family Practice provider at the South Lewis Health System, has agreed to be the teaching physician for our facility.

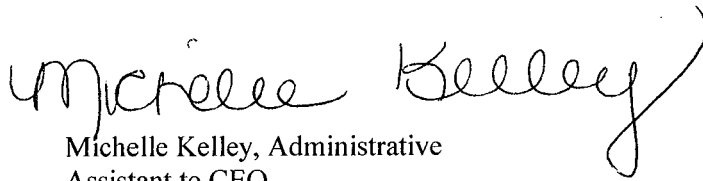
- ✓ Capital Projects:
  - Copenhagen – Mr. Cayer noted we have received no updates from the NYSDOH regarding their review of the CON for the Copenhagen Clinic. He added our CON continues to be third on the list for review with the DOH, and we hope to hear shortly if it was approved.
  - Surgical Pavilion & MS Revitalization – Mr. Cayer added the project is coming along nicely and is approximately at the 90% mark regarding the completion and submission of the CON to the NYSDOH which we are targeting to file in July.

**Adjournment:**

Motion by Mr. Chartrand and seconded by Mrs. Jones, the Committee adjourned meeting at 4:45 p.m. Approved.

5 YES, 0 NO

Respectfully submitted,

A handwritten signature in cursive script that reads "Michelle Kelley". The signature is written in black ink and is positioned to the right of the typed name.

Michelle Kelley, Administrative  
Assistant to CEO