

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

**Date:** May 18, 2020

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

**Adjourn:** 6:33 p.m.

**Present:** Mike Young, Richard Chartrand, Jennifer Jones {left at 4:35 p.m. and returned at 5:55 p.m.}, Cheryl Steckly, Donald Musnicki, Philip McDowell, Jeff Hellinger, Marguerite Mastascusa, Jerry Cayer, Michele Prince, Trista Mullin, Michelle Kelley (Recorder).

**Guest:** Dr. Sean Harney {left at 5:03 p.m.}

**Excused:** Eric Virkler and Ryan Piche

**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.

**OLD BUSINESS**

- ✓ Medical Director: Mr. Cayer briefed the group on the status of the appointment of a Medical Director for the health system. He added Dr. Birk continues as the Interim Medical Director until an appointment is made.

**FINANCIAL AND STATISTICAL REPORTS:**

- ✓ Jeff Hellinger reviewed the February, March and April 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 February, March and April. 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 two stimulus payments in the month of April totaling \$1,566,000 which helped to reduce our loss for the month to \$117,000. He added a reduction in FTE's through the volunteer furloughs also helped our bottom line together with a reduction in the use of overtime in the facility. Mr. Cayer noted the volunteer furloughs are reviewed every two weeks and employees will be brought back as volumes increase.
- ✓ Dr. Sean Harney shared two providers, Dr. Dutton and Dr. Galla-Elizeus, recently signed contracts to join our facility in August and September of 2020 as a fulltime Obstetrics and Gynecology providers, respectfully. He added they will join in practice with Dr. Kelly Birchenough and bring strong laparoscopic skills.

**Executive Session:**

Motion by Mr. McDowell seconded by Mr. Chartrand the Committee entered executive session at 4:25 p.m. to discuss contract items. 7 YES, 0 NO. Approved.

Motion by Mr. McDowell seconded by Mrs. Mastascusa the Committee returned to regular session at 4:45 p.m. 6 YES, 0 NO. Approved.

**REGULATORY MANDATES:**

**Departmental Scopes of Service:**

Discussion: Mrs. Michele Prince reviewed the revisions made to the 2020 Departmental Scopes of Service, which were distributed to the members.

***On motion by Mr. Musnicki seconded by Mrs. Steckly the committee agreed to forward the 2020 Departmental Scopes of Service to the full board for action. 6 YES, 0 NO. Approved.***

**Annual Compliance Summary:**

Discussion: The committee reviewed the proposed 2019 Annual Compliance Summary.

*On motion by Mrs. Mastascusa seconded by Mrs. Steckly the committee agreed to forward the 2019 Annual Compliance Summary to the full board for action. 6 YES, 0 NO. Approved.*

**Annual Patient Care Contract Review:**

Discussion: The committee reviewed the 2019 Annual Patient Care Contract review.

*On motion by Mr. McDowell seconded by Mrs. Steckly the committee agreed to forward the 2019 Annual Patient Care Contract review to the full board for action. 6 YES, 0 NO. Approved.*

**2019 AUDITED FINANCIAL STATEMENTS:**

- ✓ The 2019 Lewis County General Hospital and Residential Health Care Facility audit presentation was given by Mr. Eric Fehrman and Mr. Robert Smith of Fust Charles Chambers, Certified Public Accountants from Syracuse, NY. Mr. Fehrman and Mr. Smith presented the required communications to the Executive/Finance Committee, highlights of the audited financial statements and hospital ratios.

*On Motion by Mr. McDowell seconded by Mr. Chartrand the Committee agreed to bring forth the 2019 Audited Financials to the full board for action. 6 YES, 0 NO. Approved.*

**CEO REPORT:**

- ✓ Capital Projects:
  - Copenhagen – Mr. Cayer shared there has been no update from the NYSDOH regarding their review of the CON for the Copenhagen Clinic. He added our CON is 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 reported a meeting with the Town of Lowville to discuss the scope of the project (drainage, etc.) has been scheduled for Thursday, May 21<sup>st</sup>, and the Board of Legislators will review a proposed resolution tomorrow at their Health & Human Services Committee Meeting with reference to NYS SEQRA review, lead agency determination and negative declaration with respect to the proposed project. Mr. Cayer noted Mr. Frank Pace, Director of Facilities Management, is the project lead. Mr. Cayer added the project is coming along nicely and we hope to submit the CON to the NYSDOH in the next 90 days.
- ✓ Joint Commission Survey – Opening Conference: Mr. Cayer shared due to the COVID-19 pandemic, the JC survey will not be held in 2020 and will be rescheduled in 2021.
- ✓ Critical Access Re-Certification Update: Mr. Cayer shared the re-certification issue with Critical Access Hospitals in NYS will be revisited in 2021.
- ✓ COVID-19 Update: Mr. Cayer updated the group regarding the \$2.5M cost our facility will be facing in 2020 with no reimbursement for mandatory testing of nursing home employees and staff.

**Executive Session:**

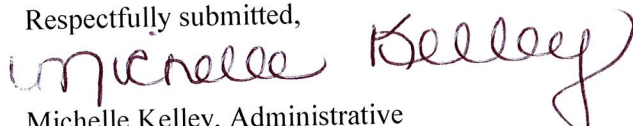
Motion by Mr. Chartrand seconded by Mrs. Mastascusa the Committee entered executive session at 5:59 p.m. to discuss personnel items. 7 YES, 0 NO. Approved.

Motion by Mr. Chartrand seconded by Mrs. Steckly the Committee returned to regular session at 6:31 p.m. 7 YES, 0 NO. Approved.

**Adjournment:**

Motion by Mrs. Jones and seconded by Mrs. Mastascusa, the Committee adjourned meeting at 6:33 p.m. 7 YES, 0 NO. Approved.

Respectfully submitted,



Michelle Kelley, Administrative  
Assistant to CEO