

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

**Date:** October 18, 2021

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

**Adjourn:** 5:45 p.m.

**Present in Person:** Mike Young, Jennifer Jones, Richard Chartrand, Donald Musnicki, Marguerite Mastascusa, Philip McDowell, Cheryl Steckly, Jeff Hellinger, Jerry Cayer, Dr. Sean Harney, Michele Prince, Trista Mullin, Michelle Kelley, and Debra Wurz.

**Excused:** Eric Virkler and Ryan Piche

**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 September 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 September. 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 \$326,743 loss for the month of September versus a budgeted loss of \$285,996. The YTD loss is \$1,320,741 versus a budgeted gain of \$569,797.
- ✓ 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 ~\$6M to pay back at this time which will occur monthly.
- ✓ Mr. Hellinger discussed two opportunities for additional COVID relief grants: One from USDA and Phase IV of the Provider Relief Funding, both of which have been submitted. He noted the receipt of these grants would help to close the projected yearend ~\$2M deficit our facility will be experiencing.
- ✓ Other Operating Revenue was over budget due to a refund from the County for 2020 unemployment and from the Radiology Group (PCO) in the amount of ~\$264k and ~\$67k, respectively.
- ✓ Mr. Hellinger reported the volumes for the month of October are very similar to September's outcomes.
- ✓ Mr. Cayer presented the 2022 Budget Highlights through a PowerPoint presentation to the group and discussed the \$4.5M shortfall we are working through and the potential adjustments needed to bring forward a breakeven budget for FY 2022. He further discussed a "Crisis Pay, Recruitment and Retention Bonus" 3-pronged plan at an estimated cost of \$1M. Mr. Cayer noted the this plan would also need the approval of CSEA before it could be implemented. A meeting is scheduled for Tuesday, October 19, 2021.

**CEO REPORT:**

- ✓ Construction Project Update: Mr. Cayer shared Trophy Point Consulting, a professional construction and consulting firm, was hired to evaluate and provide an updated estimate of the potential cost of the surgical/MS project with current supply chain challenges their findings will be presented to the Planning Committee next week.
- ✓ Mandatory Vaccination: Mr. Cayer shared with the Committee the current vaccination status 31 resignations, 5 terminations, 3 medical and 26 religious exemptions and the continued clinical concerns in ED, Med/Surg, ICU and OR. He added 150 staff members have been vaccinated since the mandate and we currently we have 91 individuals that will need get the 2<sup>nd</sup> shot in order to be considered fully vaccinated.

- ✓ 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:

<b>Ratio 1:8 1:8 1:20</b>	<b>CNA's</b>
FTE's needed for a census of 160	67.2
Current vacant FTE's – based on a census of 160	10.5
Current staffing	56.7 (includes 5 agency staff)
FTE's needed for current census (118)	52.5 (-0.8) without Agency staff
FTE's needed for a census of 125	55 (-3.3)

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, 30 have been hired and 51 interviews have been conducted. 12 are going through the clearance process, and we continue to schedule more interviews as applications arrive. We had five CNA resignations/terminations in the past month. 7 CNA students graduated from our program on 8/2. All passed the exam, 6 accepted positions and started orientation on August 16<sup>th</sup>.

The second CNA class started on August 2<sup>nd</sup> with 8 students in it, finished with 7, 6 passed their exam and started on September 20<sup>th</sup>. A 3<sup>rd</sup> class started in September with 4 more students. This group is scheduled to graduate the first week in November. We currently have 5 Agency CNA contracts, 2 contracts expire in mid November and the plan is to not renew these contracts.

<b>Ratio 1:20 1:20 1:40</b>	<b>LPN's</b>
FTE's needed for a census of 160	28
Current vacant FTE's – based on a census of 160	10.9
Current staffing (FTE's)	17.1
FTE's needed for current census (118)	20.65 (-3.55)
FTE's needed for a census of 125	22 (-4.9)

A total of 25 LPN applications have been received since the new wage initiated, of those 25, 21 were not eligible for hire/rehire, 4 were eligible (3 have been hired) 1 in process.

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

**Executive Session:**

Motion by Mr. Chartrand, and seconded by Mr. Musnicki, the Committee went to Executive session at 5:31 p.m. to discuss a personnel matter. Approved.

7 YES, 0 NO

Motion by Mr. Chartrand, and seconded by Mrs. Mastascusa, the Committee returned to regular session at 5:44 p.m. Approved.

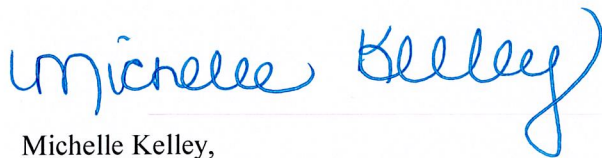
7 YES, 0 NO

**Adjournment:**

Motion by Mrs. Jones, and seconded by Mr. Musnicki, the Committee adjourned meeting at 5:45 p.m. Approved.

7 YES, 0 NO

Respectfully submitted,

A handwritten signature in blue ink that reads "Michelle Kelley". The signature is written in a cursive, flowing style. The first name "Michelle" is written with a large, looped 'M' and the last name "Kelley" is written with a large, looped 'K' and a trailing flourish.

Michelle Kelley,  
Administrative Assistant to CEO