

**LEWIS COUNTY GENERAL HOSPITAL  
BOARD OF MANAGERS  
February 23, 2022**

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The regular monthly meeting of the Board of Managers of Lewis County General Hospital was called to order at 4:30 p.m. by Michael Young, President. Members present:

*Jennifer Jones  
John Lehman*

*Marguerite Mastascusa  
Howard Meny, M.D.*

*Karen Rennie  
Susan Ross  
Michael Young*

Others  
Present

*Gerald R. Cayer, Chief Executive Officer  
Jeff Hellinger, Chief Financial Officer  
Kerry Herbine, Chief Operating Officer  
Mary Comet, Administrative Assistant  
Jessica Skiff, Director of Human Services  
Marcy Teal, CNO  
Debra Wurz, Nursing Home Administrator  
Christina Flint, Community Services Coordinator  
Dr. Sean Harney, CMO, Employed Provider Clinics  
Dr. Shereen Palmer, President of the Medical Staff {entered at 4:53 p.m.}  
Julie Abbass, Reporter {entered at 4:45p.m.}*

**PLEDGE OF ALLEGIANCE**

**VISION, MISSION & VALUE STATEMENTS:** The health system's Vision, Mission and Value Statements were read with the group at the start of the meeting by board member, Dr. Meny.

**EXCUSE ABSENT MEMBERS**

#11. Motion by Mrs. Jones, seconded by Dr. Meny, the board excused Mrs. Cheryl Steckly and Mr. Donald Musnicki, from the meeting. Approved.

*VOTE: yes 7, no 0.*

**INTRODUCTION OF NEW MANAGERS:** Mr. Cayer welcomed and introduced to the Board as the new department managers who have joined the health system over the last couple of months:

- Lucy Austin, Pharmacy Director
- Sherry Beyer, Director of Rehabilitation Services
- Tracey Davoy, Interim Nurse Manager, Maternity
- Earl Der, Interim Nurse Manager, ED
- Jessica Nichols, Nurse Manager, ICU and Med/Surg
- Emily Paulsen, Staff Development Coordinator
- Sara Robbins, Director of Activities
- Travis Rupert, Director of Food Service

Mr. Cayer reported that these introductions will be an ongoing part of future Board of Managers meetings.

**EMPLOYEE OF THE MONTH**

#12. Motion by Mrs. Jones, seconded by Mrs. Ross, the Board congratulated Julie Emery, NP, as the December Employee of the Month.  
Approved.

*VOTE: yes 7, no 0.*

**CONFLICT INQUIRY:** No known conflicts were identified on tonight's agenda for any board member.

**PUBLIC COMMENT:** Anyone wishing to send a public comment may do so by sending an email to [info@lcgh.net](mailto:info@lcgh.net). Mrs. Michelle Kelley noted no emails were received.

**❑ PROCLAMATIONS:**

Mr. Cayer welcomed and introduced Mrs. Susan Hill, Cook, and her family to the Board of Managers and Board President, Mr. Young, shared with the group the following Proclamation in honor of Mrs. Susan Hill, Cook who retired from the health system on Thursday, February 10, 2022:

*“Whereas, Mrs. Hill was a dedicated employee at Lewis County Health System with 38 years of service at the time of her retirement on February 10, 2022 having began her steadfast career in 1984 as a Food Service Helper and transitioning into a Cook position.*

*Whereas, Mrs. Hill was committed throughout her career to the vision and mission of the health system in all of her roles over the years and lastly in her role as a Cook in our Food Service Department where she played an integral role in feeding the patients, the residents, the staff and the visitors and was a valuable member of the team.*

*We wish Mrs. Hill a happy and healthy retirement and best of luck in her future endeavors!!”*

Mr. Cayer welcomed and introduced Mrs. Debra Susice, RN, and her family to the Board of Managers and Board President, Mr. Young, shared with the group the following Proclamation in honor of Mrs. Debra Susice, RN who will retire from the health system on Monday, February 28, 2022:

*“Whereas, Mrs. Susice is a dedicated employee at Lewis County Health System with 17 years of service at the time of her retirement on February 28, 2022 having began her steadfast career in 2006 as an RN, a Nurse Supervisor and finally into the role of RN Case Manager.*

*Whereas, Mrs. Susice was committed throughout her career to the vision and mission of the health system in all of her roles over the years and lastly in her role as RN Case Manager in our Clinical Resource Department. She played an integral role in advocating and implementing health care plans for our valued patients who may be recovering from a surgery, a serious injury or dealing with a chronic disease or illness. She was also able to meet her personal and professional goals working at the health system - “Making a difference in someone’s life and learning something new through births, deaths, defeats, successes or dreams.”*

*Mrs. Susice shared the greatest asset of the health system, in her opinion, are the people who work here to keep the organization thriving, growing and the doors open, not the buildings, equipment, location, or bank account - as all of those things are just that - things and are replaceable.*

*We wish Mrs. Susice a happy and healthy retirement and wish for her great joy as she spends time with her family and enjoying, gardening, finishing sewing and knitting projects, and continuing her desire to be a member on the Mental Health subcommittee of the Community Services Board. Debra Susice, RN has greatly impacted our community and for that, we thank her!”*

Mr. Cayer shared with the group the following Proclamation in honor of Mrs. Hope Scouten, Purchasing Agent, who retired from the health system on February 26, 2022:

*“Whereas, Mrs. Scouten was committed throughout her career to the vision and mission of the health system in all of her roles over the years and lastly in her role as a Purchasing Agent in our Materials Management Department where she played a integral role in financial cost savings for the health system as a valuable member of the team.*

*We wish Mrs. Scouten a happy and healthy retirement and best of luck in her retirement spending time with her children and grandchildren, attending their sporting events, traveling, sewing and scrapbooking.”*

**❑ STRATEGIC FOCUS TOPICS:**

- ✓ Elder Care Services: Ms. Debra Wurz, Nursing Home Administrator, shared a PowerPoint with the Board and provided a brief update to the Board on the Nursing Home on the following topics:
  - 2021 Quality Indicators (further information related to the nursing home is available at [www.medicare.gov](http://www.medicare.gov))
  - Staffing Update
  - 2020 and 2021 certifications (it was reported that the nursing home received no deficiencies related to state reportable incidents in 2020 and 2021)
  - COVID
- ✓ Community Relations / Marketing Highlights: Mrs. Christina Flint, Community Services Coordinator, briefed the Board on the following topics:
  - New Medical Staff / Service Line Highlights
  - Advertising (it was noted that website traffic increased 23% in 2021)
  - COVID-19 Highlights & Activities
  - Staff Recognition for COVID Response
  - Community
  - Looking Ahead

Mrs. Flint reported that the facility has been working with a student from Upstate to encourage COVID vaccinations. There will be a ten-week campaign titled “Protect the Herd” to encourage the community to choose to get vaccinated.

Mr. Cayer noted that Mrs. Flint has taken courses at Syracuse University related to digital marketing and how beneficial this has been to the facility.

**❑ OPERATIONAL UPDATES:**

- Patient Safety/Quality: Mrs. Karen Rennie, Chair of the Quality Committee, shared the following update regarding Department reports in February:
- Department Reports include: Health Information Management, Environmental Services, Radiology, Rehabilitation, Preventable Harm Events, Case Management, Infection Control, Clinical Services, Laboratory Services, Information Systems, Patient Accounts, Pharmacy, and Social Services
  - We have received full accreditation status from Joint Commission (JC) for our laboratory services. All findings from our last JC survey have been fully satisfied; no further action is required. Congratulations to the Laboratory staff for their hard work.
  - The Quality Department is in the process of completing the 2021 Annual Quality Report which will be presented to the Board upon completion by April of this year.
  - As part of our continuing efforts to improve patient satisfaction, we have developed patient satisfaction cards which are provided to each patient upon admission. The card states, “Your Total Care Matters” and provides direct phone numbers to housekeeping, plant operations, dietary, and the nursing manager to express concerns in real time. We will monitor our Press Ganey comments / ratings as well as calls received to track improvements.
  - Additionally, we have reinstated the AIDET program throughout the facility to ensure that all staff consistently identify themselves to patients and what they do on behalf of LCHS.
  - The average length of stay for acute care for 2021 was 3.3 (below our goal of 4), and the swing bed rate average for the same period was 11.7.
  - Through ongoing staff education and implementation of wound rounds, we have dramatically reduced the number of hospital acquired pressure injuries in 2021 over 2020
  - We have achieved 100% compliance with timely referrals to hospice (within 48 hrs.) in 2021. We will no longer monitor this process in 2022 unless issues arise.

▪ 2021 Annual Compliance Summary/Report :

- #13. Motion by Mr. Lehman, seconded by Mrs. Rennie, the Board accepted the 2021 Annual Compliance Summary/Report as presented. Approved.

*VOTE: yes 7, no 0.*

▪ 2021 Annual Risk Management Report:

- #14. Motion by Mrs. Jones, seconded by Dr. Meny, the Board accepted the 2021 Annual Risk Management Report as presented. Approved.

*VOTE: yes 7, no 0.*

▪ Finance: Mr. Jeff Hellinger, CFO, shared the following updates:

Period 1 Review:

- ◆ There was a loss of \$905,891 versus a budgeted loss of \$318,801 for the month of January. The YTD loss is \$905,891 versus a budgeted loss of \$318,801. It was reported that the nursing home has been slowly increasing their census, which will benefit the facility financially. As of today, they are 121 residents in the nursing home.
- ◆ The auditors will be site in February to complete the 2021 audit and will present their findings to the Board of Managers at the April 27, 2022 Board of Managers Meeting.

▪ Human Resources: Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the February 10, 2022 HR Committee Meeting:

- New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of January 7, 2022 – February 7, 2022 were included in Board packets.
- The committee discussed a nursing home keyboard specialist position, which was approved. This position will go through Civil Service.
- The committee discussed retainment of staff and childcare within the county. Mrs. Jones reported that Lewis County is considered a childcare “desert”.
- The committee discussed the vaccine mandate, which was recently put on a ninety-day pause by the Governor.

□ **CHIEF EXECUTIVE’S REPORT:**

- ◆ Construction Project Update: Mr. Cayer shared through a PowerPoint presentation an update on the \$32M construction project and noted it is moving along nicely. Currently, the timeline is as follows:
  - ✓ January 17, 2022 – project went out to bid
  - ✓ January 26, 2022 – construction pre-bid walk through
  - ✓ March 4, 2022 – bids are due and will be opened at 2 p.m. It was suggested that the bid opening be moved to the Courthouse due to the anticipated crowd.

Mr. Cayer also noted we continue to wait to hear from The NYSDOH if they have approved the modifications to the CON.

CON Modification: All schedules that required edits were completed, and updated A&E drawings were submitted. Appeal is forthcoming. The modification was required since the project was adjusted to meet Covid related supply chain cost increases.

- ◆ Maternity Update: Mr. Cayer provided an update on Maternity. The Maternal Child Health Committee continues to meet regularly to discuss the un-pause plan. Nursing recruitment has gone well and at this time 8 full-time and part-time positions have been filled. New graduate nurses will be sent to Rome Memorial Hospital for Maternity training, while some additional training will be done in-house. The facility continues to review several coverage models to see what the best fit will be.

- ◆ COVID: Mr. Cayer provided an update on the booster mandate. He shared correspondence sent to staff related to the ninety-day booster pause. It was noted that staff are still required to have two doses to be considered complete at this time.

Mr. Cayer also reported that starting Monday, February 28, 2022, COVID testing will be done onsite. Testing will be available in the Employee Parking Lot (landing zone lot) Monday through Friday from 12:00 p.m. until 1:00 p.m. and no appointment is necessary. Due to funding, people must live, work or go to school in Lewis County to use this service. No rapid tests will be available. The State will no longer run the site at Maple Ridge.

□ **PRESIDENT'S REPORT:**

- ◆ Strategic Topics for March 2022:
  - ✓ Human Resources {J. Skiff}
- ◆ News In General: The Board received a copy of the February 2022 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of January.

□ **CONSENT ITEMS:**

- #15. Motion by Mr. Lehman, seconded by Dr. Meny, to approve the January 26, 2022 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 01/24/2022 Capital Improvement Oversight Committee
- 01/26/2022 Environment of Care Committee Minutes
- 02/10/2022 Human Resources Committee Minutes

Approved.

*VOTE: yes 7, no 0.*

- **MEDICAL STAFF:** Dr. Shereen Palmer, President of the Medical Staff, provided the following update.

- ◆ Credentialing/Recredentialing on tonight's agenda will be discussed in Executive session.

- #16. Motion by Mrs. Ross, seconded by Mrs. Mastascusa, to enter executive session at 5:47 p.m. for credentialing matter. Approved.

*VOTE: yes 7, no 0.*

- #17. Motion by Mrs. Ross, seconded by Dr. Meny, to return to regular session at 6:00 p.m. Approved.

*VOTE: yes 7, no 0.*

**☐ Credentialing/Recredentialing:**

#18. Motion by Mrs. Mastascusa, seconded by Mrs. Rennie, to approve the following:

**Reappointments:**

- Michelle Johnston, M.D. – Active Staff, Anesthesia Service, with privileges as requested.
- Michael McElheran, P.A. – Adjunct Staff, Surgery Service, with Orthopedic privileges as requested.
- David Rechlin, D.O. – Courtesy Staff, Internal Medicine Service, with Pulmonology privileges as requested.

**Appointments:**

- Amer Alnaqeeb, P.A. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Robert Coffin, M.D. – Associate Staff, Pathology Service, with privileges as requested.
- Robert Range, D.D.S. – Associate Staff, Surgery Service, with Dentistry privileges as requested.
- Valerie Reed, N.P. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.

**Advancements:**

- Lee Beville, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.
  - Roxanne Chan, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.
  - Timothy Mathis, M.D. – Active Staff, Emergency Medicine Service, with privileges as requested.
- Approved.


*VOTE: yes 7, no 0.*

**☐ Other: None**

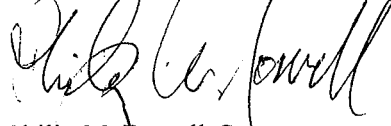
#19. Motion by Mr. Lehman, seconded by Mrs. Jones, to adjourn at 6:05 p.m. Approved.

*VOTE: yes 7, no 0.*

Respectfully submitted,



Mary Comet  
Administrative Assistant



Philip McDowell, Secretary  
Board of Managers

*Countersigned:*