

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
February 26, 2020**

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.

*Richard Chartrand
Steven Fuller
Jennifer Jones*

*John Lehman
Marguerite Mastascusa
Philip McDowell*

*Karen Rennie
Susan Ross
Cheryl Steckly {entered at 4:31 pm}
Michael Young {left at 5:03 pm}*

Others

Present

*Gerald R. Cayer, Chief Executive Officer
Jeff Hellinger, Chief Financial Officer {left meeting at 5:30 p.m.}
Michele Prince, Chief Operating Officer
Michelle Kelley, Administrative Assistant
Neva Bossard, Chief Nursing Officer
Christina Flint, Community Services Coordinator
Jessica Skiff, Director of Human Services
Lisa Bain, Nursing Home Administrator
Dr. Sean Harney, CMO, Employed Provider Clinics
Dr. Thomas Birk, Medical Staff President
Dr. Manoj Vora, Medical Staff Non-Voting Member
Ryan Piche, Lewis County Manager {entered at 4:33 p.m.}
Julie Abbass, Reporter, Watertown Daily Times {entered at 4:43 p.m.}
Lynne Oakes, RN, January Employee of the Month*

PLEDGE OF ALLEGIANCE

VISION AND MISSION STATEMENT: The health system's Vision and Mission Statement were shared with the group at the start of the meeting by board member, Mrs. Mastascusa.

EXCUSE ABSENT MEMBERS

#11. Motion by Mr. Chartrand, seconded by Mrs. Ross, to excuse Mr. Donald Musnicki from the meeting. Approved.

VOTE: yes 10, no 0.

EMPLOYEE OF THE MONTH

#12. Motion by Mrs. Jones, seconded by Mr. Fuller, to congratulate Lynne Oakes, RN, as the *Employee of the Month* for January. Board President, Mr. Young presented Ms. Oakes with a plaque on behalf of the Board of Managers. Approved.

VOTE: yes 10, no 0.

AUXILIARY REPORT: Mr. Cayer shared the Auxiliary report in the absence of Mr. David Shivers, Auxiliary President. The Auxiliary's chocolate covered cherry sale held on February 13, 2020 was sold out with net proceeds of approximately \$1,100. The Auxiliary continues to accept applications from its members for the position of Assistant Treasurer and hope to fill the vacancy soon. Committees have begun working on the Geranium sale and the Hollyberry craft fair. Dates and times will be announced soon.

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

PUBLIC COMMENT: None

❑ OLD BUSINESS:○ CAH Re-Certification:

- ✓ Mr. Cayer shared with the group he continues to work with legislative officials to reverse a 2015 sub-regulation change involving the definition of roads through Centers for Medicare and Medicaid Services (CMS) which could result in the loss of our CAH designation. He added it is his intent to continue with the submission of the Certificate of Need (CON) for the Med/Surg Renovations & OR Addition Project at this time as if the sub-regulation is overturned.

❑ GENERATIVE DISCUSSION:

- ✓ Re-branding: Mrs. Christina Flint, Community Services Coordinator, shared a PowerPoint with the Board titled “New Lewis County Health System Logo” and shared with the Board a visual of the new logo redesign in a few different formats and color schemes. She explained the new logo creates a structure that is unique and unlike any of our competitors by creating a lock up with the letters “L” “C” “H” “S”. The four letters slightly overlap each other creating a sense of coming together. She was also able to give the Board a sense of the new look by showing examples of the new logo on letterhead, envelopes, business cards, folders, photo ID, social media, etc. Mrs. Flint added she will be asking for the Board’s final approval at the March 25, 2020 Board meeting.

❑ STRATEGIC FOCUS ISSUES:

- ✓ Employed Provider Practices: Dr. Sean Harney, CMO, Employed Provider Clinics, shared a PowerPoint with the Board titled “Employed Medical Practices” and reported on the following topics:
 - LCGH Employed Providers
 - Lowville Medical Practice, PLLC Providers
 - Clinics on Main Campus
 - Clinics Off Site
 - Challenges / Opportunities / Concerns

❑ OPERATIONAL UPDATES:○ Patient Safety/Quality:

- ✓ The Preventable Harm Events Dashboard {January – December 2019} through a bubble graph was reviewed with the Board.
- ✓ LCGH/RHCF Concerns {January – December 2019}. A copy of the 2019 Concern Log was reviewed with the group.
- ✓ Mrs. Michele Prince shared with the group a PowerPoint titled “Customer Satisfaction Q-Reviews (Rate My Hospital)” and reported on the following topics:
 - About Q-Reviews – A real-time digital engagement platform that gives patients a voice to share their feedback.
 - How Does it Work?
 - 2019 Statistics
 - Score Trends by Location – Clinics, Specialty Clinics, Ancillary Departments, and ED.
 - What are patients saying?
 - Benefits – allows us to make improvements where necessary immediately following an episode of care which gives our organization the power to proactively tackle negative feedback.

Board Member, Mrs. Jones, wondered if we could use the Rate My Hospital also in the Nursing Home as a way for the residents or their families to voice their feedback in real time. Mrs. Prince noted she would look into this for use in the Nursing Home as well.

- Finance Update – Jeffery Hellinger, CFO:
 - ✓ Period 1 Review:
 - There was a gain of \$18,243 versus a budgeted loss of \$122,645 for the month of January. The YTD gain is \$18,243 versus a budgeted loss of \$122,645.
- Human Resources Update– Jennifer Jones, Chair:
 - ✓ New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of January 25, 2020 – February 14, 2020 were included in Board packets.
 - ✓ Mrs. Jones briefed the Board regarding the topics covered at the Human Resources Committee Meeting which met on February 17, 2020.
 - ✓ The Employee of the Year Celebration is slated for March 10, 2020 at 2:30 p.m. in the cafeteria. All of the Board members are invited to attend.

□ CHIEF'S EXECUTIVE'S REPORT

- ◆ Copenhagen Health Center – Mr. Cayer noted we continue to wait to hear from the NYSDOH on the approval of the Certificate of Need (CON) for this health center. He added it should be approved any day.
- ◆ Medical Director – Mr. Cayer shared Dr. Birk continues to be the Interim Medical Director and he is currently working out details on how to move forward as the position continues to be vacant.
- ◆ Physician / APP Compensation – Mr. Cayer shared he will have new matrix to share with the Board by the end of the new quarter which will allow for standardized physician / APP compensation packages addendums to each provider's contract.
- ◆ Hand in Hand – Mr. Cayer and Mrs. Jessica Skiff were invited to visit with the Hand in Hand Board earlier this week and tour their facility. Mr. Cayer noted as a result of the meeting, a task force was created in order to create more day care slots at Hand in Hand and allowing them to be open 7 days per week and on off shifts. Mr. Cayer also shared he has requested this group meet with the County Manager, Mr. Ryan Piche, in the near future to discuss possible funding from the County.
- ◆ MASH Camp – Mr. Cayer shared with the group on February 18-20, 2020 our facility hosted five students from the Medical Academy of Sciences & Health (MASH) Camp through FDRHPO. Three of the students were from LACS, one from South Lewis and one from South Jeff. Mr. Cayer thanked Mrs. Bossard, CNO, and the Staff Development group for providing a health care educational opportunity while they were on site.
- ◆ Coronavirus – Mr. Cayer shared with the group copies of two posters for a hand washing campaign our facility is currently rolling out throughout the facility to prevent the spread of germs like bacteria and viruses that cause diseases such as gastrointestinal infections, and respiratory infections, such as influenza. When done correctly, hand washing is the single most effective way to prevent the spread of communicable diseases. He further stated staff will be wearing a button saying “ask me if I've cleaned my hands”.

□ PRESIDENT'S REPORT:

- ◆ Strategic Topics for March 2020:
 - ✓ Human Resources / Staff Development {J. Skiff}
 - ✓ Marketing / Public Relations / Communications {C. Flint}
- ◆ Medical Staff Meeting – March 9, 2020
 - ✓ Steve Fuller
 - ✓ Sue Ross

- ◆ News In General – February 2020: The Board received a copy of the February 2020 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of January.

☐ **CONSENT ITEMS:**

#13. Motion by Mr. Lehman, seconded by Mrs. Mastascusa, to approve the January 30, 2020 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- ◆ 01/22/2020 Environment of Care Committee Minutes
- ◆ 01/30/2020 Planning Committee Minutes
- ◆ 02/17/2020 Executive / Finance Committee Minutes
- ◆ 02/17/2020 Human Resources Committee Minutes
- ◆ 02/17/2020 Quality Council Committee Minutes

Approved.

VOTE: yes 10, no 0.

☐ **MEDICAL STAFF:** Dr. Birk, Medical Staff President, shared the following update with the Board:

- ◆ Hand washing continues to be very important amongst the providers as it is the primary way of stopping the spread of germs. Dr. Birk added he continues to monitor the Coronavirus and added the Medical Staff will do whatever is necessary.
- ◆ Credentialing/Recredentialing on tonight's agenda will be discussed in Executive session.

#14. Motion by Mrs. Jones, seconded by Mrs. Rennie, to enter executive session at 5:47 p.m. Approved.

VOTE: yes 9, no 0.

#15. Motion by Mr. Fuller, seconded by Mr. Lehman, to return to regular session at 6:12 p.m. Approved.

VOTE: yes 9, no 0.

☐ **Credentialing/Recredentialing:**

#16. Motion by Mr. Fuller, seconded by Mrs. Rennie, to approve the following:

Reappointments:

- Erin Bryant, PA – Permanent Adjunct Staff, Family Practice Service, with Dermatology privileges as requested
- David Rechlin, MD – Courtesy Staff, Internal Medicine Service, with Pulmonology privileges as requested

Appointments:

- Michelle Johnston, MD – Associate Staff, Anesthesia Service, with privileges as requested
- Arthur Miller, PA – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested
- Fernando Nussenbaum, MD – Associate Staff, Surgery Service, with Orthopedic and Clinic privileges as requested
- Zharra Spektor, MD – Associate Staff, Pathology Service, with privileges as requested
- Kerry Whiting, MD – Associate Staff, Pathology Service, with privileges as requested

Advancements:

- Mikhail Choubmesser, MD – Active Staff, Anesthesia Service, with privileges as requested
- Eldad Vered, MD – Courtesy Staff, OB/GYN Service, with Clinic privileges as requested

Hold:

- Michael McElheran, PA – Hold Advancement for one year due to lack of volume

Approved.

VOTE: yes 9, no 0.

□ OTHER: None

#17. Motion by Mrs. Jones, seconded by Mrs. Mastascusa, to enter executive session at 6:17 p.m. for a personnel matter. Approved.

VOTE: yes9, no 0.

#18. Motion by Mrs. Steckly, seconded by Mrs. Rennie, to return to regular session at 6:52 p.m. Approved.

VOTE: yes 9, no 0.

#19. Motion by Mrs. Steckly, seconded by Mrs. Mastascusa, to adjourn at 6:53 p.m. Approved.

VOTE: yes 9, no 0.

Respectfully submitted,

Michelle Kelley
Administrative Assistant

Countersigned: Philip McDowell, Secretary
Board of Manager