

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

**Date:** July 19, 2021

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

**Adjourn:** 5:07 p.m.

**Present in Person:** Mike Young, Cheryl Steckly, Jennifer Jones, Donald Musnicki, Richard Chartrand {entered at 4:21 p.m.}, Marguerite Mastascusa, Jeff Hellinger, Jerry Cayer, Trista Mullin, Dr. Sean Harney, Michele Prince, and Michelle Kelley (Recorder).

**Excused:** Philip McDowell, Eric Virkler and Ryan Piche

**Absent:** None

**CALL TO ORDER**

- ✓ Meeting was called to order by Board President, Mr. Young, and Mr. Hellinger read the Vision and Mission Statement for the health system.

**FINANCIAL AND STATISTICAL REPORTS:**

- ✓ Mr. Hellinger reviewed the June 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 June. 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 \$748 gain for the month of June versus a budgeted gain of \$253,241. The YTD loss is \$688,963 versus a budgeted gain of \$558,930.
- ✓ Mr. Hellinger reported the health system (as the employer) will experience a health insurance holiday in July, which will save the health system ~\$700k. (This matches the employee holiday from December 2019.)
- ✓ Mr. Hellinger shared CMS began taking back the ~\$7.2M COVID-19 Accelerated and Advance Payments (CAAPs) previously paid to our health system due to the COVID-19 Public Health Emergency. He noted we have ~\$6.7M to pay back at this time which will occur monthly.
- ✓ At the request of Board member, Mr. McDowell, Mr. Hellinger shared Profit and Loss statements (P&Ls) for the Sleep Lab and Women's Health. Mr. Cayer added we will continue to incorporate this request into the agenda over the next several months until all of employed practices are reviewed.
- ✓ July Activity: Mr. Hellinger reported the month of July is currently trending to look better than the month of June. He reviewed how several areas are currently trending versus budget and noted several of the areas are trending to meet or exceed their respective financial targets.

**CEO REPORT:**

- ✓ Surgical Pavilion and Medical Surgical Project: Mr. Cayer shared on July 15<sup>th</sup> Mrs. Prince, Mr. Hellinger and he traveled to Albany to meet with the Establishment/Project Review Committee of the Public Health & Health Planning Council at the NYSDOH. The Committee unanimously voted to support the LCGH's CON request. He added July 29, 2021 is the date this Council will take final action.
- ✓ RHCF: Mrs. Prince briefed the group regarding the wage increase for the CNA's and LPN's in the nursing home, which was implemented back on June 28<sup>th</sup> as staff was reaching a critical need. Here are a few of the highlights from her presentation:

	<b>Ratio 1:8</b>	<b>1:8</b>	<b>1:20</b>	<b>CNA's</b>
FTE's needed for a census of 160				67
Current vacant FTE's – based on a census of 160				29
Current staffing (FTE's – 38 without agency staff)				45 (includes 7 agency staff)
FTE's needed for current census (106)				46 (-8)
FTE's needed for a census of 125				53 (-15)

A total of 43 applications for the CNA’s have been received since the new wage was initiated, of those 43, 9 were not eligible for fore/rehire, 30 were eligible, 11 have been offered positions, 2 have started, 9 are going through the clearance process and we continue to schedule more interviews. We have not had any CNA resignations and/or terminations in the past month. Three CNA classes will be held between now and September.

Ratio 1:20 1:20 1:40	LPN’s
FTE’s needed for a census of 160	28
Current vacant FTE’s – based on a census of 160	7
Current staffing (FTE’s)	21
FTE’s needed for current census (106)	19 (+2)
FTE’s needed for a census of 125	22 (-1)

A total of 13 LPN applications have been received since the new wage initiated, of those 13, 3 were not eligible for hire/rehire, 7 were eligible, and 1 has been offered a position.

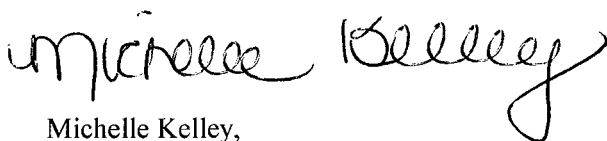
- ✓ Executive / Finance Separation: It is proposed to separate the Executive and Finance Committees. It is suggested that the Executive Committee consist of the President, Vice President, Secretary and two at large members chosen from the chairs of the Board Committees (HR, QC, Finance and Planning). The Finance Committee would consist of five members of the Board of Managers. Each Committee of the Board would be limited to five members.
- ✓ CEO Evaluation for 2021: Board President, Mr. Young, shared he will be reaching out to the Board to schedule a time to meet to meet and discuss the 2021 evaluation of Mr. Cayer. He added he would like to get the evaluation out in August to the board members for their completion so it can ready for the September Board of Managers Meeting.
- ✓ Surgical Pavilion Naming: General discussion for naming opportunity for the hospital’s capital construction project, specifically the surgical pavilion. No decisions were made. More discussion is forth coming.

**Adjournment:**

Motion by Mr. Chartrand, and seconded by Mrs. Jones, the Committee adjourned meeting at 5:07 p.m. Approved.

6 YES, 0 NO

Respectfully submitted,



Michelle Kelley,  
Administrative Assistant to CEO