

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
March 27, 2024**

The regular monthly meeting of the Board of Managers of Lewis County General Hospital was called to order at 3:56 p.m. by Michael F. Young, Board President. Members present:

*Jennifer Jones
John Lehman*

*Marguerite Mastascusa
Philip McDowell
Vincent Nortz*

*Karen Rennie
John "Ric" Schwartz
Michael Young*

Virtual with Proper Notice: Susan Ross

Others

Present

*Gerald R. Cayer, Chief Executive Officer
Jeffery Hellinger, CFO
Michelle Kelley, Administrative Assistant to CEO
Jessica Skiff, Director of Human Services
Marcy Teal, Director of Nursing
Debra Wurz, Nursing Home Administrator
Lyndsey Allen, Director of Quality
Christina Flint, Community Services Coordinator
Dr. Steven Lyndaker, Medical Director {entered at 4:44 p.m.}
Dr. Marylou Feilmeier, President of Medial Staff {entered at 4:30 p.m.}
Dr. Lynn Pisaniello {entered at 4:43 p.m.}
Scott Sauter, Network Systems Analyst*

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, Marguerite Mastascusa.

EXCUSE ABSENT MEMBERS

- #22. Motion by Mr. McDowell, seconded by Mrs. Jones, the board excused Donald Musnicki and Howard Meny, M.D. from the meeting. Approved.

VOTE: yes 9, no 0.

EMPLOYEE OF THE YEAR

- #23. Motion by Mrs. Jones, seconded by Mrs. Mastascusa, the Board congratulate Kristina Boucher, Respiratory Therapist, as the *Employee of the Year* for 2023. Approved.

VOTE: yes 9, no 0.

EMPLOYEE OF THE MONTH

- #24. Motion by Mrs. Jones, seconded by Mr. Schwartz, the Board congratulated Madison Compton, Lab Tech Trainee, as the February Employee of the Month. Approved.

VOTE: yes 9, 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. There were no emails received.

□ **STRATEGIC FOCUS TOPICS:**

- 2023 Human Resources Annual Report: Mrs. Jessica Skiff, HR Director, shared a snapshot of health system's Human Resources' activities for 2023 with the Board. The topics discussed were:
 - HR Team
 - Retention
 - ✓ 589 total staff {FT, PT and Casual} as of 12/31/23 vs. 572 as of 12/31/2022
 - Recruitment
 - ✓ New Hires = 142 in 2023
 - ✓ Received 943 applications in 2023 & interviewed 285
 - ✓ Created 43 position cards and Abolished 72 position cards
 - Vacancy & Turnover Reporting
 - ✓ Vacancies - Overall 19.7% for CNA's, LPN's & RN's {NYS overall average of 13.7%}
 - Key Opportunities
 - ✓ LPN Training Programs
 - ✓ CNA Classes
 - ✓ Succession Planning
 - Healthcare Worker Bonus
 - ✓ Payments for the first 4 periods (10/21-3/22, 4/22-9/22, 10/22-3/23 & 4/23-9/23) have been made to the eligible workforce and the 5th period (10/23 - 3/24) is due May 1, 2024.
 - 2024 Goals and Tasks
 - ✓ Electronic Application Portal and Tracker
 - ✓ CSEA Contract Negotiations
 - ✓ Position Cards to Align with Budget
 - Continued Growth

□ **OPERATIONAL UPDATES:**

- ◆ Patient Safety/Quality: Mrs. Lyndsey Allen, Director of Quality, provided a brief update regarding the 2024 Quality Management Plan which was included in the Board member's packet. Mrs. Allen reflected on the yellow highlighted areas of the document which were most essential for the members of the Board.

#25. Motion by Mrs. Rennie, seconded by Mr. Schwartz, the board approved the 2024 Quality Management Plan as presented. Approved

VOTE: yes 9, no 0.

- ◆ Finance: Mr. Phil McDowell, Chair of the Finance Committee, introduced Mr. Jeffery Hellinger, CFO, who provided the finance update. The group discussed the following topics:
 - There was a gain of \$2,387,671 versus a budgeted loss of \$362,189 for the month of February. The YTD gain is \$1,983,918 versus a budgeted loss of \$803,646. Mr. Hellinger noted that the \$2.3M gain was essentially from the \$4.9M gain of IGT funds received and recorded in February. When this gain was removed, the monthly deficit was \$508k. Mr. Hellinger also noted that \$2M of the IGT funds will be placed in a compliance reserve in anticipation of a payback.
 - Mr. Hellinger shared with the Board a sample of a department-based summary he prepared at the request of Mr. Musnicki and Mr. McDowell. Basically, he explained that the document will include a short summary of each respective department, who the manager is, their hours of operation, FTE's, volume, cash receipts, gross revenue and 2024 goals and results. Mr. Hellinger noted if anyone has any input on the summary, please feel free to reach out to him.
 - Mr. Hellinger discussed the health systems cash balance which has a total of ~\$1M available after deducting the bond balance of \$3.5M for the project, reserve of \$15.3M set by County resolution and ~\$1M for 3rd party payers.
 - Chair, Mr. McDowell noted the following items will be discussed at the April meeting: The audit for 2023; the LPN program and the CSEA Contract (wages).

◆ Capital Improvement Oversight Committee Report:

- A copy of the Capital Improvement Oversight Committee Monthly Report dated March 20, 2024, and prepared by Project Manager, Michael Nuffer, from C&S Companies was shared with the members of the Board and was also discussed in more detail at the Building & Grounds Committee monthly meeting held on Monday, March 25, 2024.
- Mr. John Lehman, Board Member, shared all projects passed inspection by the health inspectors.
- The new 750k generator went on-line last night and is now fully connected.
- Mr. Lehman shared he has requested a tour of the facility at the next Building and Grounds Committee meeting scheduled for Monday, April 22nd, to see what the next project should be. He added that during the tour tonight before the Board meeting, he noticed how nice the Maternity Department looked with new lighting and painting.
- In absence of Mr. Rob Fargo, Mrs. Michelle Kelley, shared a brief introduction of the management plans and the Emergency Operation Plan that are before the board to be approved tonight:
 - Hazardous Materials and Waste Management
 - Life Safety
 - Medical Equipment Management
 - Safety Management
 - Security Management
 - Utility Management

Mrs. Kelley shared the 2023 annual evaluation of the six Management Plans and the Emergency Operation Plan and the six 2024 Management Plans were previously reviewed and approved by the EOC and the Building and Grounds Committee of the Board.

- #26. Motion by Mr. Lehman, seconded by Mr. Nortz, the Board accepted the 2023 Annual Evaluation of the Six (6) Management Plans & the Emergency Operation Plan (EOP) as presented (copies attached to the original minutes). Approved.

VOTE: yes 9, no 0.

- #27. Motion by Mrs. Jones, seconded by Mr. McDowell, the Board accepted the 2024 Six (6) Management Plans as presented (copies attached to the original minutes). Approved.

VOTE: yes 9, no 0.

◆ Human Resources: Board Chair, Mrs. Jones, shared the following updates from the March 8, 2024, HR Committee Meeting:

- New Hires, Resignations, Retirements & Terminations: The organizations' new hires, resignations, retirements, and terminations were included in Board packets.
- Employee Sick Bank update – moving forward for the Exempt employees at this time only.
- Discussed the Employee Opinion Survey and action plans developed.
- Discussed the LPN program being made available through Jeff-Lewis BOCES.
- There were a total of 23 travelers in the facility as of March 8, 2024, of which 19 are nurses {11 RN & 8 LPN}.
- The 2023 Annual HR Report was reviewed and discussed.
- Open Enrollment for Health Insurance for employees was discussed. It was noted that the Lewis County Legislators will be voting on the increase in health insurance premiums on Tuesday, April 2nd, at their monthly meeting. It was noted that the PPO plan will most likely experience an increase of 26 percent.
- Board President, Mr. Young, requested the April HR Committee meeting be moved from Friday, April 12th, to Friday, April 19th, as Chair of the HR Committee, Mrs. Jones, will not be available on the 12th.

□ CHIEF EXECUTIVE'S REPORT:

- ◆ Maternity Briefing: Ms. Marcy Teal, CNO, briefed the Board regarding the unpausing of the maternity services on Monday, March 25th, which was approved by the NYSDOH, through a PowerPoint presentation. Ms. Teal shared the LCGH Nursing Professional Practice Model with the Board and shared pictures (with consent) of the first baby born on Monday, March 25, 2024! Mr. Cayer shared with the Board a communication provided to Channel 7 News on the first baby born at Lewis County General Hospital.
- ◆ Grant Opportunities: Ms. Debra Wurz, Nursing Home Administrator, briefed the Board regarding two grants for the Nursing Home.
 - The 5310 Transportation grant was submitted on February 5, 2024, and, if received, will cover the cost of a new wheelchair accessible bus, funding for a FT bus driver, a PT bus driver and a FT transportation aid. The total cost of the project was estimated at \$398,024 and funding requested through the grant was \$318,419, leaving the facilities share at \$79,691.
 - NYSDOH Statewide Health Care Facility Transformation Grant IV is currently in the process of being submitted and is due on April 21, 2024. Ms. Wurz noted we would be requesting approximately \$10M of the \$50M available. She briefed the Board on the scope of the project request which would include the renovation of all resident bathrooms, removing bathtubs and replacing with showers.
- ◆ Harrisville Health Center: Mr. Cayer shared with the board that the town of Diana approached him and asked if LCHS would consider reopening the Health Center in Harrisville. The building will be leased for \$1 for a ten-year term. The process is as follows:
 1. BOM to endorse the reopening of the health center
 2. Begin the Certificate of Need (CON) application process with the NYSDOH
 3. Brief the Lewis County Board of Legislators
 4. Recruit a Physician's Assistant to cover the Clinic five days per week
 5. Open Clinic – Spring of 2024. Mr. Cayer shared he, Mr. Hellinger, Mr. Fargo, Dr. Harney recently toured the Harrisville Clinic and added it looked great good but noted it will need to be freshened up with new paint, etc. before it opens.

28. Motion by Mr. McDowell, seconded by Mrs. Rennie, the Board approved to authorize the Chief Executive Officer, Gerald R. Cayer, to:

- a) Submit a Certificate of Need (CON) to the NYSDOH to add a extension clinic in Harrisville, NY; and
- b) Begin recruitment of a Physician's Assistant in anticipation of opening the clinic in the spring of 2024.

Approved.

VOTE: yes 9, no 0.

- ◆ PCMH Recognition for LCHS Practices: Mr. Cayer shared with the Board that the Beaver River Health Center, the South Lewis Health Center, the Lewis County Family Practice, and the Lewis County Internal Medicine Practice all achieved Patient Centered Medical Home Recognition (PCMH) through the National Committee for Quality Assurance (NCQA) for year 2023.
- ◆ Physician Recruiting – Retained Search – Informational: Mr. Cayer shared we have signed a new contract for physician recruitment of 2 providers: 1 OB/GYN and 1 Family Practice. He noted this contract is not a contingency contract that we normally use but is a retained search.

- ◆ BOCES LPN Training Model: Over 30 individuals currently have expressed an interest in the proposed LPN program at the Sackett Technical Center in Glenfield, NY. The goal would be to have the first class start this fall and graduate in the Spring of 2025. Currently, Mr. Cayer is working with Mr. Steven Todd from BOCES to secure funding to cover the associated expenses. Mrs. Emily Paulsen, Staff Development Coordinator, is working on preparing the students to take and pass the TABE test {Test of Adult Basic Education} which is required of the students to enroll in the course.

☐ **PRESIDENT'S REPORT:** Board President, Mr. Young shared the following update:

- ◆ Strategic Topics for April 2024:
 - ✓ Environment of Care {R. Fargo}
- ◆ General: The Board received a copy of the March 2024 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of February.

CONSENT ITEMS:

#29. Motion by Mrs. Rennie, seconded by Mrs. Mastascusa, the Board approved the February 28, 2024, Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 02/28/2024 Building and Grounds Committee Minutes
- 03/08/2024 Human Resources Committee Minutes
- 03/11/2024 Medical Staff Committee Minutes
- 03/18/2024 Finance Committee Minutes

Approved.

VOTE: yes 9, no 0.

☐ **MEDICAL STAFF:** Dr. Marylou Feilmeier, President of the Medical Staff provided the following update.

- ◆ The Medical Staff's Brooks lecture with Dr. Rachel Zehr, General Surgeon, presenting information regarding breast cancer screening and treatment for women has held on March 21, 2024.
- ◆ A discussion ensued regarding a question from Board member, Mr. McDowell, regarding the closing of the Behavior Health Clinic in Lowville due to staff resignations.

#30. Motion by Mrs. Mastascusa, seconded by Mrs. Jones, to enter executive session at 5:10 p.m. for credentialing matters. Approved.

VOTE: yes 9, no 0.

#31. Motion by Mrs. Rennie, seconded by Mr. Lehman, to return to regular session at 5:20 p.m. Approved.

VOTE: yes 9, no 0.

☐ **Credentialing/Recredentialing:**

#32. Motion by Mr. Lehman, seconded by Mrs. Rennie, to approve the following:

Reappointments:

- Alice Loving, M.D. – Courtesy Staff, Anesthesia Service, with privileges as requested.
- Khalid Sindhu, M.D. – Courtesy Staff, Internal Medicine Service, with Nephrology privileges as requested.

Delegated Reappointments:

- None

Appointments:

- Vikram Arya, M.D. – Associate Staff, Internal Medicine Service, with privileges as requested.
- Lyndsi Comins, N.P. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Jewel Songo, P.A. – Initial Provisional Adjunct Staff, Internal Medicine Service, with privileges as requested.

Delegated Appointments:

- Kourosh Naeni, M.D. – Associate Staff, Radiology Service, with privileges as requested.
- Steven White, M.D. – Associate Staff, Radiology Service, with privileges as requested.

Advancements:

- None

Delegated Advancements:

- William Zinn, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.
Approved.

VOTE: yes 9, no 0.

- #33. Motion by Mrs. Jones, seconded by Mrs. Mastascusa, to enter executive session at 5:21 p.m. to consider personnel matter. Approved.

VOTE: yes 9, no 0.

- #34. Motion by Mr. Schwartz, seconded by Mr. Lehman, to return to regular session at 7:08 p.m. Approved.

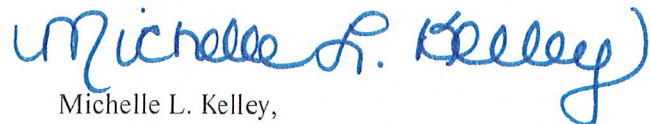
VOTE: yes 9, no 0.

Adjourn:

- #35. Motion by Mr. Nortz, seconded by Mrs. Rennie, to adjourn at 7:09 p.m. Approved.

VOTE: yes 9, no 0.

Respectfully submitted,



Michelle L. Kelley,
Administrative Assistant to CEO

Countersigned:

Philip McDowell,
Secretary Board of Managers