

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
May 25, 2022**

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*

*Philip McDowell
Dr. Howard Meny
Donald Musnicki*

*Susan Ross
Cheryl Steckly
Michael Young*

Others

Present

*Gerald R. Cayer, Chief Executive Officer
Jeff Hellinger, Chief Financial Officer
Kerry Herbine, Chief Operating Officer
Michelle Kelley, Administrative Assistant
Jessica Skiff, Director of Human Services
Marcy Teal, CNO
Frank Pace, Director of Facilities Management
Dr. Shereen Palmer, President of the Medical Staff {entered at 5:00 p.m.}
Dr. Steven Lyndaker, Medical Director {entered at 4:54 p.m.}
Rob Uttendorfsky, Director of Information Systems
Ryan Piche, County Manager
Julie Abbass, Reporter, Watertown Daily Times {entered at 4:39 p.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

#47. Motion by Mr. McDowell, seconded by Mrs. Ross, the board excused Richard Chartrand and Karen Rennie, from the meeting. Approved.

VOTE: yes 9, no 0.

EMPLOYEE OF THE MONTH

#48. Motion by Mrs. Jones, seconded by Mr. McDowell, the Board congratulated Pamela Kloster, Food Service Helper, as the April 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. Mrs. Michelle Kelley noted no emails were received.

PROCLAMATIONS:

Mr. Cayer welcomed and introduced Ms. Jacquelyn Beagle to the Board of Managers and shared with the group the following Proclamation in honor of Ms. Beagle who, retired from the health system in 2020:

"Whereas, Ms. Beagle was a dedicated employee at Lewis County Health System with 27 years of service at the time of her retirement on October 30, 2020. She began her career in May of 1993 in the Patient Billing Department as a Patient Account Clerk and earned the AAS Certification from the Mohawk Valley Community College.

Whereas, Ms. Beagle was committed throughout her career to the vision and mission of the health system in her role over the years in the Billing Department and enjoyed assisting our community members with their health insurance problems and getting their claims paid. Additionally, Ms. Beagle contributed countless hours every year working on the parade float for the hospital and promoting the organization.

We wish Ms. Beagle a continued happy and healthy retirement and wish for her great joy spending time traveling, bicycling and gardening.”

☐ **STRATEGIC FOCUS TOPICS:**

- ◆ **IT Status:** Mr. Rob Uttendorfsky, Director of Information Systems, shared the following update with the board regarding the Meditech 2.2 update for our system. A few of the highlights were:
 - Benefits:
 - ✓ Nursing Home Medication Mangement
 - ✓ Desktop costs reduction (\$50k / yr)
 - ✓ Support complexity reduced in most cases
 - Challenges:
 - ✓ Significant development in Nursing Module
 - ✓ Nursing user platform shift
 - ✓ Platform shift for all users
 - ✓ Cloudwave costs
 - Development Timeline:
 - ✓ Test initialization May 2022
 - ✓ Testing, Development and Training (May – September)
 - ✓ Go-live September 13, 2022

☐ **OPERATIONAL UPDATES:**

- **Patient Safety/Quality:** Mr. Cayer, in the absence of Mrs. Karen Rennie, Chair of the Quality Committee, briefed the board on the 2021 Annual Quality Report and the 2022 Quality Management Plan:

✓ 2021 Annual Quality Report:

#49. Motion by Mr. McDowell, seconded by Mrs. Steckly, the Board accepted the 2021 Annual Quality Report as presented. Approved.

VOTE: yes 9, no 0.

✓ 2022 Quality Management Plan:

#50. Motion by Mrs. Jones, seconded by Mr. Musnicki, the Board accepted the 2022 Quality Management Plan as presented. Approved.

VOTE: yes 9, no 0.

✓ Mr. Cayer briefed the board on the 2021 Patient Care Contract Review:

#51. Motion by Mrs. Mastascusa, seconded by Mr. Lehman, the Board accepted the 2021 Patient Care Contract Review as presented. Approved.

VOTE: yes 9, no 0.

✓ Mr. Herbine briefed the board on the 2022 Departmental Scopes of Service

#52. Motion by Mrs. Jones, seconded by Mrs. Steckly, the Board accepted the 2022 Departmental Scopes of Services as presented. Approved.

VOTE: yes 9, no 0.

◆ Finance: Mr. Jeff Hellinger, CFO, shared the following updates:
Period 4 Review:

- ◆ There was a loss of \$119,660 versus a budgeted loss of \$349,304 for the month of April. The YTD loss is \$16,571 versus a budgeted loss of \$262,491.
- ◆ Mr. Hellinger shared a copy of the “2023 Budget Timeline” with the Board. The document outlined the budget process for the 2023 budget up through its inclusion in the County’s budget and approval on December 6, 2022.

▪ Human Resources: Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the May 12, 2022 HR Committee Meeting:

- New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of April 18, 2022 – May 9, 2022 were included in Board packets.

#53. Motion by Mrs. Jones, seconded by Mr. Lehman, to request the Board of Legislators to create 2 FT Clerk position cards with a salary of \$13.86 - \$18.05 per hour.
Approved

VOTE: yes 9, no 0.

#54. Motion by Mrs. Jones, seconded by Mr. Lehman, to request the Board of Legislators to create 3 PT Nursing Assistant position cards with a salary of \$13.98 - \$18.36 per hour.
Approved

VOTE: yes 9, no 0.

□ **CHIEF EXECUTIVE’S REPORT:**

- ◆ Mr. Cayer will update the Board on the CSEA negotiations in Executive session at the end of the meeting.

□ **PRESIDENT’S REPORT:**

- ◆ Strategic Topics for June 2022:
 - ✓ Employed Provider Practices {Dr. Harney}
- ◆ News In General: The Board received a copy of the May 2022 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of April.
- ◆ The Executive Committee of the Board will go from meeting quarterly to monthly.

- ◆ The Capital Improvement Oversight Committee also began to meet monthly instead of quarterly with the onset of the construction project in April. Mr. Young shared committee members will be presented with a monthly project report by Mr. Michael Nuffer and Mr. Rick Tague, C&S Project Manager and BCA Architect, respectively. The project report will then be shared monthly at the Board of Mangers meeting by Chair of the Capital Improvement Oversight Committee, Mr. Musnicki. Mr. Musnicki reported there is a lot of activity with the project at this time mostly with the earthwork. He shared it is a very exciting seeing the progress made already, and Mr. Cayer added if anyone is interested, feel free to contact him to schedule a viewing the progress made to date. Mr. Frank Pace informed the group, due to supply chain and demand issues, Phases 2 and 3 will be flip flopped to keep the project on track and on budget. Mr. Cayer shared Mr. Pace's insight on this point has kept the project on track. Mr. Hellinger shared if you would like see a live feed of the project, go to www.lcgh.net and watch the project progress in real time (look for the banner at the top of the page).
- ◆ The Lewis County Hospital Foundation's Annual Golfing event will be held on Friday, June 10, 2022 at The Ledges Golf Course in Turin, NY.
- ◆ Mrs. Karen Rennie, Board Member, submitted her letter of resignation to Mr. Young today for personal and family reasons. Mr. Young shared the County will advertise the vacancy and fill the seat through the end of her term which ends December 31, 2023.

☐ CONSENT ITEMS:

- #55.** Motion by Mrs. Mastascusa, seconded by Dr. Meny, to approve the April 27, 2022 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):
- 04/25/2022 Finance Committee Minutes
 - 04/25/2022 Capital Improvement Oversight Committee Minutes
 - 04/27/2022 Environment of Care Committee Minutes
 - 05/02/2022 Executive Committee Minutes
 - 05/12/2022 Human Resources Committee Minutes
 - 05/12/2022 Standard's Review Committee Minutes
 - 05/16/2022 Finance Committee Minutes
 - 05/16/2022 Executive Committee Minutes

Approved.

VOTE: yes 9, 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.
- ◆ The next scheduled Medical Staff Meeting is Monday, June 13, 2022 at 6:15 p.m.
- ◆ Dr. Stillerman presented "Approach to the Treatment of Chronic Non-Healing Wounds" to the medical staff at their annual Barnes Memorial Lecture held on May 10, 2022.

- #56.** Motion by Mrs. Ross, seconded by Mr. Lehman, to enter executive session at 6:05 p.m. for credentialing matter. Approved.

VOTE: yes 9, no 0.

- #57.** Motion by Mrs. Steckly, seconded by Mrs. Jones, to return to regular session at 6:24 p.m. Approved.

VOTE: yes 9, no 0.

☐ Credentialing/Recredentialing:

#58. Motion by Mrs. Steckly, seconded by Mrs. Mastascusa, to approve the following:

Reappointments:

- Alice Loving, M.D. – Courtesy Staff, Anesthesia Service, with privileges as requested.
- Aaron Campbell, D.O. - Courtesy Staff, Internal Medicine Service and Emergency Medicine Service, with privileges as requested.
- Christie Kopidlansky, N.P. – Adjunct Staff, Family Practice Service, with Clinic privileges as requested.
- Michael Sassower, M.D. – Consulting Staff, Internal Medicine Service, with Cardiology privileges as requested.

Delegated:

- David Ishimitsu, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.
- Jason Lue, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.
- Nancy Sagona, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.
- Samuel Salen, M.D. – Courtesy Staff, Radiology Service, with privileges as requested.

Appointments:

- None

Advancements:

- James Mason, D.O. – Advancement to the Courtesy Staff, Surgery Service, with Orthopedic and Clinic privileges as requested.
- Jonathan Mizgala, N.P. – Advancement to the Permanent Adjunct Staff, Internal Medicine Service, with privileges as requested.
- Piret Paas-Holland, M.D. – Advancement to the Courtesy Staff, Emergency Medicine Service, with privileges as requested.

Delegated:

- Jeffrey Way, M.D. – Advancement to the Active Staff, Radiology Service, with privileges as requested.
- David Wells, M.D. – Advancement to the Courtesy Staff, Radiology Service, with privileges as requested.

Approved.

VOTE: yes 9, no 0.

- Medical Staff – Chief of Service

#59. Motion by Mr. Lehman, seconded by Mrs. Jones, the Board accept the revision to the 2021-2022 Medical Staff Chiefs of Service as follows:

- Radiology: Jeffrey Way, M.D.
- Anesthesia: Mikhail Choubmesser, M.D.

Approved.

VOTE: yes 9, no 0.

☐ Other: None

#60. Motion by Mrs. Jones, seconded by Mrs. Ross, to enter executive session at 6:27 p.m. to discuss CSEA contract negotiations. Approved.

VOTE: yes 9, no 0.

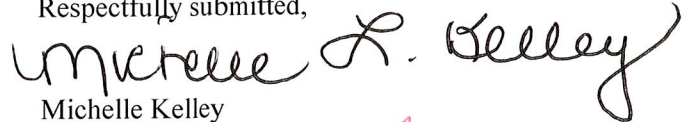
#61. Motion by Mr. Musnicki, seconded by Mrs. Steckly, to return to regular session at 6:52 p.m. Approved.

VOTE: yes 9, no 0.

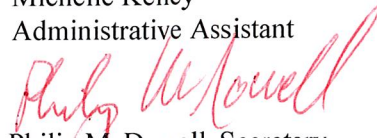
#62. Motion by Mrs. Jones, seconded by Dr. Meny, to adjourn at 6:53 p.m. Approved.

VOTE: yes 9, no 0.

Respectfully submitted,



Michelle Kelley
Administrative Assistant



Countersigned:

Philip McDowell, Secretary
Board of Managers