

**LEWIS COUNTY GENERAL HOSPITAL
BOARD OF MANAGERS
November 22, 2021**

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
Jennifer Jones
John Lehman*

*Marguerite Mastascusa
Philip McDowell
Howard Meny, M.D.*

*Susan Ross
Cheryl Steckly {entered at 4:50 p.m.}
Michael Young*

Others
Present

*Gerald R. Cayer, Chief Executive Officer
Jeff Hellinger, Chief Financial Officer
Michele Prince, Chief Operating Officer
Michelle Kelley, Administrative Assistant
Frank Pace, Director of Facilities Management
Jessica Skiff, Director of Human Services
Marcy Teal, CNO
Debra Wurz, Nursing Home Administrator {entered at 5:15 p.m.}
Christina Flint, Community Services Coordinator
Dr. Sean Harney, CMO, Employed Provider Clinics
Dr. Shereen Palmer, President of the Medical Staff {entered at 5:35 p.m.}
Dr. Steven Lyndaker, Medical Staff Director {entered at 5:40 p.m.}
Ryan Piche, County Manager
JoAnne Rhubart, Executive Director, Lewis County Hospital Foundation, Inc.
Julie Abbass, Reporter {entered at 4:34 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, Mr. McDowell.

EXCUSE ABSENT MEMBERS

#82. Motion by Mr. McDowell, seconded by Dr. Meny, the board excused Mr. Donald Musnicki and Mrs. Karen Rennie, from the meeting. Approved.

VOTE: yes 8, no 0.

EMPLOYEE OF THE MONTH

#83. Motion by Mrs. Jones, seconded by Mr. Musnicki, the Board congratulated the following Employee of the Month:

- Cierra Halladay, RN, August
- Approved

VOTE: yes 8, 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.

❑ STRATEGIC FOCUS TOPICS:

- ✓ **Foundation Update:** Ms. JoAnne Rhubart, Executive Director of the Lewis County Hospital Foundation, briefed the Board on the following topics:
 - Gala – Scheduled for Saturday, March 26, 2022 at the 3 Willows Event Center in Lyons Falls, NY
 - Rapid Testing Machine
 - Capital Campaign Funds
 - 2021 Golf Tournament
 - Great Pumpkin Race – Held on Saturday, October 22, 2021
 - Fund for Hope Donations
 - Stock Donation
 - Community Appeal
 - Grants
 - National Health Service Corps Sites
 - Cash Bash
 - Feasibility Study

❑ OPERATIONAL UPDATES:

- **Patient Safety/Quality:** No report was shared as Mrs. Karen Rennie was excused from tonight's meeting.
- **Finance:** Mr. Jeff Hellinger, CFO, shared the following updates:
 - Period 10 Review:
 - ◆ There was a loss of \$1,070,660 versus a budgeted loss of \$49,440 for the month of October. The YTD loss is \$2,391,401 versus a budgeted gain of \$520,357.
 - ◆ November Volumes: Mr. Hellinger reported November's volumes are currently much the same as September and October's volume at this time.
 - **Planning Committee:** Mr. Jerry Cayer and Mr. Frank Pace shared with the group the modifications that will be necessary to the Med/Surg and Surgical Pavilion projects due to supply chain challenges which has impacted the project budget by 24% and still maintain the integrity of the project. The Planning and Facilities and Executive/Finance Committees of the Board previously reviewed and approved the proposed modifications to the project. Mr. Cayer added the building plans are in revision at this time. It is our hope to get bids out by January. Mrs. Michele Prince is currently working on the modifications to the CON which was previously filed with the Department of Health. Board President, Mr. Young, requested Mr. Frank Pace to reach out to the architects and determine the ability to in the future to build out.

- #84.** Motion by Mr. McDowell, seconded by Mr. Lehman, the board agreed to modify the Certificate of Need for the Med/Surg Renovations & OR Addition Project due to supply chain challenges, which increased the original project costs by 24% or ~\$9M, to the new cost of \$33,694,905. The modification will include the removal of the lower level which would have housed the clinical offices and conference areas. The reduction of the lower level will significantly reduce the costs associated with the site work which would have been required. Approved.

VOTE: yes 9, no 0.

- **Human Resources:** Mrs. Jennifer Jones, Chair of the HR Committee, shared the following updates from the November 8, 2021 HR Committee Meeting:
 - New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of October 11, 2021 – November 5, 2021 were included in Board packets.

- #85. Motion by Mrs. Jones, seconded by Mrs. Mastascusa, to request the Board of Legislators to:
- Create one (1) FT Orthopedic Technician position card with a salary range of \$55,000 annually.
 - Create one (1) FT Accountant position card with a salary range of \$70,000 annually.
 - Abolish one (1) FT Senior Keyboard Specialist position card.

Approved

VOTE: yes 9, no 0.

- #86. Motion by Mrs. Jones, seconded by Mr. Chartrand, Mrs. Jones, Chair of the Human Resources Committee, shared the following statement on behalf of the board recognizing Mrs. Michele Prince, COO, who is retiring from the Health System on Monday, November 29, 2021, after 30 years of service:

“The Board of Managers desires the record to reflect our sincere appreciation to Michele Prince for her professionalism, dedication, and high level of service to the Lewis County Health System for the past 30 years. This very talented colleague consistently demonstrated her strong analytical, organizational, and communication skills. Michele’s ability to adapt to different tasks and solve a wide range of issues has been invaluable to everyone here. Most recently she navigated a worldwide pandemic that impacted the hospital at every level. We appreciate having her superior management and interpersonal skills so we could all remain calm and focused in this stressful situation. Michele accomplished all of this professionally, quietly, and out of the public eye. It is that dedication that is the backbone of the Health System. It is with mixed feelings to see her leave, Michele will be missed and hard to replace. We wish you the best of luck on your next chapter”.

Approved.

VOTE: yes 9, no 0.

□ CHIEF EXECUTIVE’S REPORT:

- ◆ **COO Recruitment:** Mr. Cayer provided a brief update on the COO recruitment search. He noted since the last search did not yield a candidate, we will engage a new search. He noted he has had two work sessions with the recruitment firm to get the new search started, and added, we need to find the right person for the position who will live and work in our community and be a part of our community.
- ◆ **Mandatory Vaccination Update:** Mr. Cayer shared we have 20 individuals {17 of which are front facing staff} at the health system who currently have a religious exemption which is set to expire at midnight tonight. He added that he met with this group of individuals, together with Mrs. Jessica Skiff and members of the CSEA leadership on Friday, November 26, 2021, to discuss options. The current status for the 20 individuals:
 - ✓ 1 resigned
 - ✓ 2 vaccinated
 - ✓ 2 pending vaccination
 - ✓ 3 accommodations
 - ✓ 3 Leave of Absences
 - ✓ 9 not receiving the shot – but have not resigned.

On Friday, November 26th if staff are not vaccinated and do not have an approved medical leave of absence, they will be terminated.

- ◆ **Harrisville Health Center Lease:** Mr. Cayer shared with the group Dr. Shambo is scheduled to begin seeing patients at the Beaver River Health Center on Friday, December 17th, as our lease with the Town of Diana is set to expire on December 31, 2021 pursuant to their notice to us to not renew the lease. Mrs. Michele Prince and Dr. Sean Harney are currently in the process of working out the logistics on the closure plan which needs to be submitted to the DOH and setting up the new location for Dr. Shambo at the Beaver River Health center.

□ PRESIDENT'S REPORT:

- ◆ Strategic Topics for December 2022:
 - ✓ None
- ◆ 2022 Nominating Committee: Mrs. Steckly, Chair of the 2022 Nominating Committee, noted Friday, November 12th was the due date for any eligible member of the Board to offer themselves for office at the annual meeting which will take place on December 29, 2021, whether he or she is endorsed by the Nominating Committee or whether he or she submits a statement of interest. She noted she has received responses for all three offices, President, Vice President and Secretary, and the Nominating Committee, including Mrs. Mastascusa and Mr. Chartrand, will reconvene to review the responses.
- ◆ Request for 2022 Committee Assignments: Mr. Young requested Mrs. Michelle Kelley to send an email to the board members requesting them to rank their preference for the 2022 committee assignments based on the following committees of the Board:
 - ✓ Human Resources
 - ✓ Finance
 - ✓ Planning
 - ✓ Quality Council
 - ✓ Medical Staff

Mr. Young noted it is his suggestion to split the Executive/Finance Committee into two separate committees for next year and added the Executive Committee would consist of the three officers {President, Vice President and Secretary} and 2 of the committee chairs for a total of 5 members.
- ◆ Administration and CEO Goals for 2022: Board President, Mr. Young, shared with the group his suggested goals for this group for next year:
 - ✓ Maternity Services Restored
 - ✓ Capital Project
 - ✓ Clinical Affiliation
 - ✓ Staffing / Succession Planning
 - ✓ New Revenue Sources
- ◆ December's Board Calendar Reminders:
 - ✓ Medical Staff Meeting
 - Monday, December 13, 2021, at 6:15 p.m.
 - Sue Ross {Requested to be excused} and Dr. Howard Meny
 - ✓ Board of Manager's Meeting
 - Wednesday, December 29, 2021, at 4:30 p.m.
- ◆ News In General: The Board received a copy of the November 2021 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the months of November.

☐ CONSENT ITEMS:

#87. Motion by Mrs. Jones, seconded by Dr. Meny, to approve the October 27, 2021 Board of Managers' meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- 10/25/2021 Quality Council Committee Minutes
- 10/27/2021 Environment of Care Committee Minutes
- 11/08/2021 Human Resources Committee Minutes
- 11/15/2021 Executive/Finance Committee Minutes*

Approved.

VOTE: yes 9, no 0.

**Board Member, Mrs. Sue Ross, inquired on the numbers listed for invidious not eligible for hire/rehire for both the CNA's {46} and LPN's {31} in the Nursing Home listed in the Executive/Finance Committee minutes. She wondered if the circumstances for these individuals who may have been discharged previously have changed so they could be rehired or possibly have a mentoring program for those individuals. Mr. Cayer responded by noting that Mrs. Michele Prince, COO, was invited to attend the interviews for these rehires and this accurately reflects their findings.*

☐ MEDICAL STAFF: Dr. Palmer, Medical Staff President, provided the following update.

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

#88. Motion by Mr. Chartrand, seconded by Mr. Lehman, to enter executive session at 5:45 p.m. for credentialing matter. Approved.

VOTE: yes 9, no 0.

#89. Motion by Mrs. Ross, seconded by Mrs. Steckly, to return to regular session at 5:56 p.m. Approved.

VOTE: yes 9, no 0.

☐ Credentialing/Recredentialing:

#90. Motion by Mrs. Steckly, seconded by Mr. McDowell, to approve the following:

Reappointments:

- Nathaniel Meuser-Herr, M.D. – Courtesy Staff, Pediatric Service, with privileges as requested.

Appointments:

- Ahmed Ebeid, M.D. – Associate Staff, Anesthesia Service, with privileges as requested
- Heramb Singh, M.D. – Associate Staff, Radiology Service, with privileges as requested

Advancements:

- Beth Jarrett, M.D. – Associate Staff, Surgery Service, with Clinic privileges as requested [HOLD due to lack of volume]
- G. Ashfaq Khan, M.D. – Courtesy Staff, Radiology Service, with privileges as requested
- Paul Lampert, M.D. – Courtesy Staff, Radiology Service {Delegated}, with privileges as requested
- Svetlana Shah, M.D. – Associate Staff, Family Practice Service, with Clinic privileges as requested {HOLD due to lack of volume}
- Ryan Smith, P.A. – Permanent Adjunct Staff, Internal Medicine Service, with privileges as requested
- Adam Wojciechowski, P.A. – Initial Provisional Adjunct Staff, with Internal Medicine Service, with privileges as requested {HOLD due to lack of volume}

Approved.

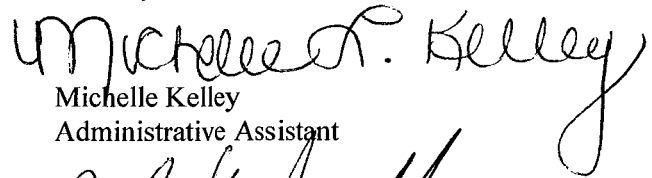
VOTE: yes 9, no 0.

Other: None

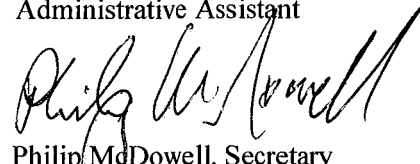
#91. Motion by Mr. McDowell, seconded by Mrs. Ross, to adjourn at 6:00 p.m. Approved.

VOTE: yes 9, no 0.

Respectfully submitted,


Michelle Kelley
Administrative Assistant

Countersigned:


Philip McDowell, Secretary
Board of Managers