

**Lewis County Health Systems  
Planning and Facilities Committee**

**Date:** June 21, 2021

**Call to Order:** 3:00pm

**Adjourn:** 3:45 pm

**Present:** Jerry Cayer, Jeff Hellinger, Denise Hirsch (recorder), John Lehman, Phil McDowell, Donald Musnicki, Frank Pace, Susan Ross

**Excused:** Karen Rennie

**Guest:** Bobbi Kahl

Mr. Musnicki called the meeting to order at 3:00 pm with the reading of the Vision and Mission Statement.

Mr. Pace introduced Bobbi Kahl, Director of Emergency Preparedness and Security.

Mr. Pace shared with the committee a Power Point presentation on training Mrs. Kahl has attended, which she will be implementing this training at our facility.

Mr. McDowell asked for further information on what the Handle with Care program entails. Mrs. Kahl explained the program.

Mr. Pace continued with the presentation sharing updates and photographs of the current projects that are in process or have recently been completed.

- Pedestrian Bridge
- RHCF Hot Water Tank Replacement
- Curb and Sidewalk Project (Circle and Children's Clinic Area)
- IT server Room Air Conditioning Unit
- 500kw Generator Switch System upgrade
- Replacement of the 210 Generator System
- Electrical and Fire Panel Upgrades
- Pharmacy Clean Room
- Installation of Backup Generator for Copenhagen
- South Lewis Health Center HVAC system replacement

Mrs. Ross asked if the equipment for the Pharmacy clean room was a compliance issue?

Mr. Pace stated yes, Mrs. Loftus the Pharmacist would be able to provide more detail, but it is a compliance issue that needs to be completed by the end of this year.

Committee members had questions for Mrs. Kahl regarding her job qualifications, if she continuously monitored the security cameras, and who took care of security issues on the weekends, during the evening and overnight.

Mrs. Kahl shared with the committee her employment history with the Oneida County Public Health. Mrs. Kahl and Mr. Pace stated that they do not monitor the cameras 24/7 but are available in the event of a security situation. And during the weekends, evening and night shift the Maintenance staff cover security. Mr. Cayer added that we have also reduced facility access to the Emergency Department entrance during the evening, nights, and weekend hours.

Mr. Pace also shared with the committee a certificate of appreciation received from Howard G. Sacketts Technical Center for the facilities participation in their intern program.

Mr. Hellinger announced to the committee that Mr. Pace recently became a Certified Healthcare Facility Management (CHFM). A Certified Healthcare Facility Manager is a health care administrator who has passed the prestigious CHFM exam through the American Hospital Association (AHA). Mr. Hellinger added that the percentage rate for passing this exam is 39% across the state. All in attendance congratulated Mr. Pace on this accomplishment.

Mr. Cayer reported that we received recertification as a Critical Access hospital.

The meeting concluded with those in attendance completing a tour of the newly renovated RHCF pedestrian bridge and pavilion.

Respectfully submitted.



Frank Pace  
Director of Facilities