

**LEWIS COUNTY GENERAL HOSPITAL  
BOARD OF MANAGERS  
August 28, 2019**

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The regular monthly meeting of the Board of Managers of Lewis County General Hospital was called to order at 4:55 p.m. by Michael Young, President. Members present.

*Steven Fuller*

*Jennifer Jones*

*Marguerite Mastascusa*

*Philip McDowell*

*Donald Musnicki*

*Karen Rennie*

*Susan Ross*

*Charles Truax*

*Michael Young*

Others

Present

*Gerald R. Cayer, Chief Executive Officer*

*Michele Prince, Chief Operating Officer*

*Jeff Hellinger, Chief Financial Officer*

*Michelle Kelley, Administrative Assistant*

*Lisa Bain, Nursing Home Administrator*

*Neva Bossard, Chief Nursing Officer*

*Jessica Skiff, Director of Human Resources*

*Marcy Teal, Staff Development Coordinator*

*Dr. Sean Harney, CMO, Employed Provider Clinics*

*Dr. Catherine Williams, Medical Director*

*Dr. Thomas Birk, Medical Staff President*

*Dr. Manoj Vora, Medical Staff Non-Voting Member*

*Ryan Piche, County Manager*

*Julie Abbass, Reporter, Watertown Daily Times*

**PLEDGE OF ALLEGIANCE**

- VISION AND MISSION STATEMENT:** The Health System's Vision and Mission Statement were shared with the group at the start of the meeting by Board Member, Mr. Fuller.

**EXCUSE ABSENT MEMBERS**

- #85.** Motion by Mrs. Rennie, seconded by Mrs. Ross, to excuse Richard Chartrand and Cheryl Steckly from the meeting. Approved.

*VOTE: yes 9, no 0.*

**EMPLOYEE OF THE MONTH**

- #86.** Motion by Mrs. Jones, seconded by Mr. Fuller, to congratulate Jennifer Vogt, Director of Rehab (RHCF) as the *Employee of the Month* for July. Board President, Mr. Young presented Ms. Vogt with a plaque on behalf of the Board of Managers. Approved.

*VOTE: yes 9, no 0.*

- AUXILIARY REPORT:** Mr. David Shivers was excused from the meeting.

- CONFLICT INQUIRY:** No known conflicts were identified on tonight's Agenda for any Board Member.

- OLD BUSINESS:** None

- PUBLIC COMMENT:** None

- INTRODUCTION:** Doc Lewie, the new hospital mascot, was welcomed to her first Board meeting and was introduced to the group. Mr. Cayer added we would be seeing more of Doc Lewie in the future at internal and external events.

**❑ GENERATIVE DISCUSSION:**

- ✓ Critical Access Hospital Designation – Mr. Jeff Hellinger, CFO, provided a brief update to the Board regarding the benefits and constraints that a Critical Access Hospital (CAH) designation has provided to our facility since March of 2014. He noted CAH is a designation given to eligible rural hospitals by the Centers for Medicare and Medicaid Services (CMS) and is designed to reduce the financial vulnerability of rural hospitals and improve access to healthcare by keeping essential services in rural communities and why it is important we maintain this designation. Currently, there are eighteen (18) CAH in NYS, five (5) of which are located in the North Country: Lewis County General Hospital, Edward John Noble Hospital of Gouverneur, Star Lake Hospital, Carthage Area Hospital and River Hospital.

**❑ STRATEGIC FOCUS ISSUES:**

- ✓ Human Resources Update: Mrs. Jessica Skiff, Director of Human Resources, briefed the Board on the following topics:
  - ◆ Employee Survey Administration {Begins: 11/4/2019 / Ends: 11/25/2019}
  - ◆ Grievances
  - ◆ Workers Compensation
  - ◆ Incident Reports
  - ◆ Vacancy & Turnover
  - ◆ Upcoming Recruitment Events
- ✓ Staff Development Update: Ms. Marcy Teal, Staff Development Coordinator, provided a brief overview to the Board on many items that Staff Development has been involved in to date in 2019. She noted a complete copy of the 2019 Staff Development Report is located in the Board portal for more detail and further information. Ms. Teal shared with the Board one of the most exciting events this year for Staff Development is Jefferson Community College's senior nursing students (fourteen) began holding their clinical rotations at our facility today. She added the students will be on our campus every Wednesday and Thursday through October.

**❑ OPERATIONAL UPDATES:**

- Patient Safety/Quality:
  - ✓ The Preventable Harm Events Dashboard {January – July 2019} through a Bubble graph was reviewed with the Board.
  - ✓ The Performance Improvement Dashboard {January – July 2010} through a Spider graph was reviewed with the Board.
  - ✓ LCGH/RHCF Complaints {January – July 2019}. A copy of the 2019 Complaint Log was reviewed with the group.
- Finance Update – Jeffery Hellinger, CFO:
  - ✓ Period 7 Review:
    - Loss was a gain of \$486,058 versus a budgeted gain of \$187,346 for the month of July. The YTD gain is \$676,411 versus a budgeted gain of \$492,140.
    - The 340B recertification for 2020 was filed recently for our facility. Mr. Hellinger added this certification generates ~\$1.5M in revenue per year to our facility.
- Human Resources – Jenny Jones:
  - ✓ New Hires, Resignations, Retirements & Terminations: The organizations new hires, resignations, retirements and terminations for the period of July 12, 2019 – August 16, 2019 were included in Board packets.

**□ CHIEF'S EXECUTIVE'S REPORT**

- ◆ Strategic Planning Update: Mr. Cayer noted he will be meeting on Thursday, August 29<sup>th</sup> and Tuesday, September 3<sup>rd</sup> with Christie Andrus-Nakano from the Human Factor to review and complete a finalized draft of the LCHS Strategic Plan 2019-2024 as part of the strategic planning process. A copy of the initial Plan was handed out to the Board for their review.
- ◆ Copenhagen Health Center: Mr. Cayer, Mrs. Prince and Mr. Hellinger presented to the Board a PowerPoint presentation titled "Copenhagen Clinic Renovations" which outlined two options for renovations to this Clinic per less stringent guidelines through the NYSDOH. It was noted "Option 1" is estimated to cost \$456,000 and "Option 2" is estimated to cost \$411,600. Mr. Cayer shared with the Board "Option 2" seems to make the best sense for our organization and proposed the following steps, which the Board concurred with:
  1. Endorse Option 2 as outlined in the PowerPoint presentation
  2. Earmark \$350,000 in the hospital's 2020 budget for the renovations to the Copenhagen Clinic
  3. Begin the Certificate of Need (CON) application process with the NYSDOH
  4. Brief the Lewis County Board of Legislators and Copenhagen Officials
  5. Begin the bidding process with CON approval
  6. Begin to recruit a Nurse Practitioner to cover the Clinic four (4) days per week
  7. Open Clinic – Spring of 2020
- ◆ OR Addition Project: Mr. Cayer, Mrs. Prince, and Mr. Hellinger presented to the Board a PowerPoint presentation titled "East Wing Revitalization". Prior to the Board meeting, Ms. Stephenie Hunziker, OR Nurse Manager, toured the Board through our two (2) existing operating rooms. A few of the topics discussed were:
  - LCGH Timeline
  - Why Revitalize EW?
  - What is the Next Step?
  - The Need for Additional OR's
  - Benefits of Building a New Operating Room Suite
  - Financial Impact of Modernization
  - Summary
  - How Do We Want to Look in the Future?Board President, Mr. Young, requested of Mr. Cayer that the Board have a timeline for this project before year's end so the Board can make their final decision to proceed with the project or not.
- ◆ DBA – Lewis County Health System: Mr. Cayer noted he is currently working with hospital attorney, Raymond Meier, on a resolution to create a d/b/a of "Lewis County Health System" for our facility. He noted our facility is much more than a hospital and he would like to capture all of our major clinical service lines in the d/b/a including Home Health, Hospice, Clinics, etc. He added, the resolution once finalized, will be brought forward at the committee of jurisdiction, the Board of Managers and the Board of Legislators for approval.
- ◆ Designated Landing Zone: Mr. Cayer briefed the group on a designated landing zone for Mercy Flight at our facility, which should be ready in the next two months with a ribbon cutting ceremony to follow. Mr. Cayer noted there will be expenses to our facility in order to accommodate this landing zone – new fencing, power to site, new blacktop surface, lights, etc.

- ◆ HANYS PAC: Mr. Cayer shared with the Board information regarding HANYS PAC. A copy of the article “Providing a Voice for the Healthcare Community” with more details is available in the Board portal for the Board’s review. He noted his targeted goal to give is \$1,500 from Administration and the Board with 100% participation. He also sent an email to the Board and Administration with more details. Please feel free to reach out to Mr. Cayer with any questions.

#### □ PRESIDENT’S REPORT

- ◆ Strategic Topics for Next Meeting: Chief Corporate Compliance Officer {D. Hoffman}; Elder Care Services {L. Bain} and Marketing / Public Relations / Communication {C. Flint}
- ◆ September 2019 Calendar: No revisions to the calendar were made.
- ◆ Medical Staff Meeting > Monday, September 9, 2019 at 6:15 p.m.
  - Steven Fuller & Susan Ross
  - Mr. Fuller noted due to another obligation he will not be able to attend the Medical Staff Meeting that evening.
- ◆ The Lewis County General Hospital’s 12<sup>th</sup> Annual Breast Cancer Awareness Dinner is scheduled for Tuesday, October 22, 2019 at the Lowville Elks Lodge, Lowville, NY. Please contact Mrs. Denise Hirsch at 315-376-5235 for tickets.
- ◆ News In General – August 2019: The Board received a copy of the August 2019 News In General.
- ◆ News Notes: The Board received a copy of the News Notes from the media for the month of July.
- ◆ Other:

#### □ CONSENT ITEMS:

#87. Motion by Mr. Truax, seconded by Mrs. Rennie, to approve the June 26, 2019 Board of Managers’ meetings and acknowledge receipt of the following minutes (all minutes were previously distributed with the board packets):

- ◆ 07/24/2019 Environment of Care Committee Minutes
- ◆ 07/29/2019 Corporate Compliance Committee Minutes
- ◆ 08/08/2019 Standards Review Team Committee Minutes
- ◆ 08/19/2019 Executive / Finance Committee Minutes
- ◆ 08/19/2019 Quality Council Minutes
- ◆ 08/19/2019 Human Resources Committee Minutes

Approved.

*VOTE: yes 9, no 0.*

- ☐ **MEDICAL STAFF:** Dr. Birk, Medical Staff President, reported on issues the Medical Staff is currently addressing:

- ◆ Credentialing/Recredentialing on tonight's agenda will be discussed in Executive session.
- ◆ Dr. Birk shared Dr. Robert Kiltz, of the CNY Fertility Clinic, in Syracuse, NY presented to the Medical Staff at their annual Barnes Lecture, which was held on August 26, 2019 regarding the Ketogenic diet and was very well attended, he added.

- #88. Motion by Mr. Fuller, seconded by Mrs. Mastascusa, to enter executive session at 6:25 p.m. Approved.

*VOTE: yes 9, no 0.*

- #89. Motion by Mrs. Rennie, seconded by Mrs. Jones, to return to regular session at 6:32 p.m. Approved.

*VOTE: yes 9, no 0.*

- ☐ **Credentialing/Recredentialing:**

- #90. Motion by Mrs. Mastascusa, seconded by Mrs. Jones, to approve the following:

**Reappointments:**

- Julius Lattore, MD - Consulting Staff, Internal Medicine Service, with Neurology privileges as requested
- John Leuenberger, DO - Active Staff, Family Practice Service, with Clinic privileges as requested
- Ross Horsley, MD – Courtesy Staff, Radiology Service, with privileges as requested
- Rajiv Pant, MD – Courtesy Staff, Internal Medicine Service, with privileges as requested
- Molly Pleskach, NP – Adjunct Staff, Internal Medicine Service, with privileges as requested
- Hesham Masoud, MD – Consulting Staff, Internal Medicine Service, with Neurology privileges as requested
- Elena Schmidt, MD – Consulting Staff, Internal Medicine Service, with Neurology privileges as requested
- Kyron Tamar, MD – Active Staff, Surgery Service, with Clinic privileges as requested

**Appointments:**

- Kenneth Berry, MD – Associate Staff, Emergency Medicine Service, with privileges as requested
- Faisal Noorzad, DO – Associate Staff, Emergency Medicine Service, with privileges as requested

**Advancements:**

- Vladimir Breslau, MD - Active Staff, OB/GYN Service, Clinics (**HOLD FOR 1 YEAR**)
- Daniel Laury, MD - Courtesy Staff, OB/GYN, Clinics (**HOLD FOR 1 YEAR**)
- Nicholas Qandah, MD – Courtesy Staff, Internal Medicine Service, Neurology (**HOLD FOR 1 YEAR**)

Approved.

*VOTE: yes 9, no 0.*

- ☐ **OTHER:** None

**#91.** Motion by Mr. Truax, seconded by Mrs. Jones, to enter executive session at 6:34 p.m. Approved.

*VOTE: yes 9, no 0.*

**#92.** Motion by Mr. Musnicki, seconded by Mrs. Ross, to return to regular session at 7:23 p.m. Approved.

*VOTE: yes 9, no 0.*

**#93.** Motion by Mr. Fuller, seconded by Mrs. Rennie, to adjourn at 7:24 p.m. Approved.

*VOTE: yes 9, no 0.*

Respectfully submitted,

Michelle Kelley  
Administrative Assistant

*Countersigned:* Philip McDowell, Secretary  
Board of Manager