

BOARD OF DIRECTORS MEETING

Lower Umpqua Hospital District (LUHD)

Wednesday, February 24, 2021

Via Conference Call

Call Ext. 1320 from inside the district - or -

541-271-2110 from outside the district

Pin code 548640 Pin code

7:30 a.m.

MINUTES

Those Board Members in attendance include Ron Kreskey, president, Lee Bridge, Cheryl Young, Karen Bedard, and Tamara Szalewski in person. Others in attendance include Paul Connolly, Kelley Gentry, Jennifer Green, RN, Dr. Jason Sargent, and Jamie Swafford. Those attending by phone include: Holly Tavernier, Felisha Miller, NP, Kammy Rose, Mary Chambers, Sheri Aasen, Deanna Vest, RN, Jennifer Aldrich, Dave Arndt, Rosa Solano, Rio McGee and Steve Miller, hospital attorney.

I. CALL TO ORDER & INTRODUCTION

Board president, Ron Kreskey, called the meeting to order at 7:30 am.

II. VISITOR'S AGENDA – No visitors.

I. CONSENT AGENDA

A. Approval of the Board of Directors meeting minutes dated January 27, 2021 - attached

B. Approval of February 2021 expenditures and authorization to set aside for March 2021 expenditures – attached

C. Medical Staff privileges:

1) David Stone, MD-Emergency Medicine- Changing from Courtesy to Active Staff- February 24, 2021 to January 31, 2023

2) Laura Saltzman, MD-Emergency Medicine-Courtesy- February 24, 2021 to January 31, 2022

3) Direct Radiology Schedule 1 - attached

2. *Files are available with the Medical Staff Coordinator for review.*

Karen Bedard moved to approve the Consent Agenda with suggested changes. Tamara Szalewski seconded the motion and it passed unanimously. (5-0).

II. REPORTS & PRESENTATIONS

A. Nursing Services Report – Jennifer Green

Jennifer reported that the District will be providing booster doses of vaccine for those who were vaccinated in January. Jennifer reported that Envision sent an RN to help make an assessment of the workflow of the LUHD emergency room. Jennifer reported that a Covid-19 Call Center will soon be operating out of Dunes Family Health Care. The center will have a dedicated phone line and will take calls from people in the appropriate age groups to pre-register those who want to be vaccinated. Paul Connolly reminded everyone that the call center will not be scheduling appointments for people who call in. The District will be calling people to schedule appointments as vaccine arrives. Paul reported that we anticipate receiving 250 doses a week going forward, according to reports from Dr. Bob Danneoffer of Douglas County. Discussion followed regarding the state setting all of Douglas County back to extreme risk for cases located in Roseburg. Reedsport's numbers

have been relatively low.

B. Public Relations

Ron Kreskey expressed thanks to the individuals and the group who were awarded the 2020 Beacon Award. Bob and Theresa Cline were awarded for individual achievement. The group award went to the COVID-19 Community Sewist Group.

C. Finance Committee – Lee Bridge

Ron Kreskey asked about the status of the laboratory pathologist. Paul reported that Dr. James Harris visited LUHD in January. He reviewed policies and procedures and met with providers. He's interested in attending Medical Staff meetings and helping to expand the menu of testing available here using existing machinery. Dr. Harris' partner, Dr. Christopher Ake, will visit the District on Friday, February 26th.

D. Planning Committee – Tamara Szalewski

Ron Kreskey asked if sending Douglas County back into Extreme status will affect elective surgeries. Jennifer Green reported that county risk levels don't affect the ability of the hospital to perform elective surgery. She reported that levels of PPE on hand is what determines the status of elective surgeries. The District currently has an adequate level of PPE and a good supply chain to provide additional stock.

Discussion followed regarding the possibility of EMT's providing in-home vaccinations. Paul reported that the District isn't at that point yet. EMT's are allowed to perform COVID-19 testing prior to transporting patients. But, the District isn't currently receiving vaccine at levels that would allow for in-home vaccinations.

E. Medical Staff –Dr. Jason Sargent

Dr. Sargent reported that the Medical Staff was glad to hear from Jennifer Aldrich that Meditech has expanded their April 13 & 14th visit to include one-on-one at elbow training. Dr. Sargent expressed kudos to Jennifer Green for co-chairing the COVID-19 Taskforce with him. Dr. Sargent reported a discussion at the Medical Staff meeting regarding training for LUHD staff and about reaching out to specialists to see if they will provide their services in the Reedsport area and perform surgery in our hospital. Paul reported that this discussion will go to the Planning Committee. Shannon Gutierrez and Jennifer Green will be part of the planning for any new specialty services. Paul reported that uro-gyn was a very popular specialty service here in the past and could be reviewed for revival. Dr. Sargent reported that the Dunes Family Health Care scholarship, which was transferred to the school district, and is being transferred to the Foundation, will be well-supported by the Medical Staff. Dr. Sargent reported that Sam Waltos, D.O. (locum) is now working at DFHC and has good energy to add to the practice. Dr. Sargent reported that the Medical Staff members need remote access to the system for closing patient charts, filling prescriptions, and other issues that they can take care of from home. Discussion followed regarding purchasing a Reader Board to install in front of the hospital to help with notifying patients of vaccination clinics and to help locate people who aren't currently in the District's record. Discussion followed regarding also installing a TV in the lobby that scrolls "ads" for the District's services.

F. Financials – Kelley Gentry

Kelley reported that the District has daily revenue of \$60,000 and daily expenses of \$82,000. This is not sustainable long-term. Kelley reported that he spoke to Umpqua

Bank regarding the PPP loan and was told that no additional support documents are needed. The application is being processed. The District will start paying back 25% of the \$4-million Medicare advance funds in April. The remaining funds will be paid back as scheduled by CMS. Kelley reported that the Medicare Cost Report requires medical providers to have 4,200 patient-visits a year (MD's and DO's) or 2,100 a year (mid-levels – NP's and PA's). The District needs to work to get the numbers up to where they should be in order to receive reimbursements on the Cost Report. Paul reported that due to COVID-19, the Meditech conversion, lack of hands-on training for the conversion, and other issues, Medicare has reduced the patient-load requirement temporarily. Paul reported that more MA's are needed to support providers in order to allow them to see more patients. He also reported that patient's seen by District providers have many chronic issues and take more time per patient per visit. Discussion followed regarding Meditech reports and the learning curve to get reports out of the system. Kelley reported that he's implemented a weekly Revenue Cycle Management meeting to help ensure that the correct numbers are put into the system at the beginning in order to be able to drop bills timely. Dr. Sargent reported that Medicare has changed how billing occurs. Providers can now charge for face-to-face meetings as well as the time to review the patients chart.

G. Administration – Paul Connolly

The District has contracted with a security firm, CNB out of Coos Bay, to provide security from 7pm to 7am weekdays and 24 hours Saturdays and Sundays. They started Monday night and are fitting in well. Paul reported that the District has two candidates for the lab manager position. It's expected that the position will be filled by April 1st. The State site visit to Radiology went well, with no deficiencies. Paul reported that there has been no new movement at Master Heights.

III. UNFINISHED BUSINESS

A. Covid-19 Report

1. Vaccine Allocation Update

The District is looking forward to receiving allocations of the Johnson & Johnson vaccine.

2. Restructure of COVID-19 Task Force

Dr. Sargent and Jennifer Green are working on a plan to restructure the COVID-19 Task Force. There will be 12 people on the committee. The state requires a PPE committee, which reports inventory and usage numbers to the state. The committee members are working on a charter for the Task Force.

3. Relocation of Screening Station – Main Entrance and DFHC

Paul reported that the current screening tent will be taken down and stored out of the weather. It's planned to move the main entrance screener into the lobby. This will help with patient flow into the facility. A new main door will soon be added to the front of the hospital and furniture will be re-arranged to also help with the flow of patients. An additional screener will be set up in the lobby of Dunes Family Health Care so patients can be screened in the clinic and won't have to walk across to the hospital first. Discussion followed regarding COVID-19 testing of patients. Paul reported that testing is not a requirement prior to a patient being seen in the clinic. Dr. Sargent reported that patients with active symptoms are brought into the clinic through a side door and are seen in a room that's kept for COVID-19 testing. The patients are tested, if negative they

are processed like all other patients. If they test positive, they remain in the safe room while in the clinic.

4. Social Distancing – Inside Retail Pharmacy

Paul reported that only two customers are allowed inside the pharmacy at a time. Some concerns were raised regarding privacy issues because people have to speak loudly to be heard through the protective screen. Under discussion was moving/removing some furniture and providing white noise to help with privacy issues. The District is in the process of setting up a system for patients to call the pharmacy from their cars to request curbside delivery. IT is setting up iPads for the pharmacy staff to take outside to patients in cars. The patients can sign and pay for medications on the iPads.

5. Vaccine Coordinator

Paul reported that Kristi Peck, RN has been named vaccine coordinator. She has a great team of staff and volunteers helping with the project. Kristi has reported that the District should be able to vaccinate 400 individuals per week, if we can get the supplies from the State.

B. ED Psych Assessment & Transfer Protocol - Status Update

Jennifer Green reported that the District's list of psychiatric providers across the state has been updated. Compass Behavioral Health has been assigned to assess the District's patients. Unfortunately, they have 24 hours to provide the District with an assessment. This means a patient who presents to the ER on a Friday night doesn't have to be assessed until sometime the following Monday.

C. Space Moves & Changes - Status Update

Paul reported that rehab is expanding by turning the former reception/check-in area to an occupational therapy room. The receptionist will be moving to the reception area of the former Walk-in Clinic – now the lymphedema clinic. A new occupational therapist is starting soon. Medical Records will be moving to the Business Office in the near future. A plan is needed for handling the paper records: will they be moved to the new location or scanned and shredded?

D. Lab Update

Paul reported that the volumes of testing in the lab have been increasing.

E. Meditech Report

Dr. Sargent reported that the providers are keeping a log of issues and solutions. The plan is to have this information available to everyone. Jennifer Aldrich reported that Meditech is scheduled for an on-site visit April 13-14.

F. Bylaw Review – LUHD Bylaws – discussion only – vote next month

After discussion, the consensus is that the Bylaws require no changes at this time.

IV. REMINDER

A. Budget Committee Meeting and Budget Hearing

1. Timeline
2. Committee Members
3. Committee Meeting – April 27th – noon – main conference room (or via phone)
4. Budget Hearing – May 26th – 7:30 am - main conference room (or via phone)

V. EXECUTIVE SESSION – **Board president, Ron Kreskey, adjourned the meeting into executive session at 8:50 am.** Present, in person, were all five board members, Paul Connolly, and (by phone) Steve Miller.

192.660. (1) ORS 192.610 to 192.690 do not prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding the executive session.

(2) The governing body of a public body may hold an executive session:

(a) To consider the employment of a public officer, employee, staff member or individual agent.

(f) To consider information or records that are exempt by law from public inspection.

VI. RETURN TO REGULAR SESSION AND POSSIBLE ACTION BY THE BOARD

Board president, Ron Kreskey, adjourned the executive session and re-opened the regular board meeting at 9:55 am. After discussion, **Cheryl Young moved to approve the Offer of Employment letter naming Paul Connolly as CEO. Tamara Szalewski seconded the motion and it passed unanimously. (5-0)**

III. ADJOURNMENT

The meeting was adjourned at 10:00 am.

APPROVED THIS 24th day of MARCH 2021

Ronald Kreskey, President

Leon Bridge, Secretary