

BOARD OF DIRECTORS MEETING
Lower Umpqua Hospital District (LUHD)
Wednesday, March 23, 2022 - 7:30 a.m.
Via Conference Call
Call Ext. 1320 from inside the district - or -
541-271-2110 from outside the district
Pin code -- 857132 -- Pin code
MINUTES

Those Board Members in attendance include Ron Kreskey, president, Cheryl Young (in person), Lee Bridge, Karen Bedard, Tamara Szalewski (by phone) Others in attendance include Paul Connolly, Dr. Jason Sargent, John Chivers, Julia Floyd, Jennifer Green, Holly Tavernier, and Jamie Swafford.

Those employees and members of the public attending by phone include: Steve Miller (hospital attorney), Laura Williams, Kammy Rose, Jen Levy, Marshall Bachelder, Sheri Aasen, Mary Chambers, and Rio McGee

- 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 February 23, 2022
 - B. Approval of March 2022 expenditures and authorization to set aside for April 2022 expenditures
 - C. Medical Staff privileges:
 1. Amy Jo Nichols, MD- Courtesy- General Practice- April 13, 2022 - January 31, 2023
 2. Beth Kramer, FNP- Courtesy without admitting- Family Medicine- May 02, 2022- January 31, 2023
Files are available with the Medical Staff Coordinator for review

After discussion, **Cheryl Young moved to approve the Consent Agenda. Lee Bridge seconded the motion and it passed unanimously. (5-0)**
- II. REPORTS & PRESENTATIONS
 - A. Meditech Report – John Chivers and Jen Levy
 - The Meditech go-live was July 2020 – in the middle of the COVID shutdown.
 - It was not a conventional go-live. The company was not able to send staff to help with the implementation in person.
 - The District was converting two systems into one – Centriq and EPIC into Meditech.

- Ashley House, RN, has been added to the CIS team, joining Bill Tollefson.
- The CIS team continues working to improve the system and fix problems.
- The goal is to provide good, safe, patient care.
- Bill and Ashley continue to help educate staff.
- Weekly and daily rounds are made of the clinics and Acute Care.

B. Quality/Risk Report – Julia Floyd

- Staff are preparing for and waiting for the Safety Survey.
- Questions regarding medication events
 - 1) Height and/or weight not entered into the system prior to ordering the prescription.
 - 2) Wrong medication ordered.
 - 3) Wasting of an expensive medication.
 - 4) Documentation error.
- Some events are near misses that were caught by the system and fixed before they were sent to the patient.
- “Unusual” is the current wording. In the past these events were called “variance” – anything that varies from the norm.
- Higher numbers are better than lower numbers. It shows that the system is working and catching variances so they can be documented as to why something is ordered that is not the “norm.”
- As staff learn to trust the system, they will stop reporting anonymously. It helps to have a name attached to a report so questions can be asked about what happened.
- DFHC dropped calls are being handled by another group. The Board would like to see an updated report regarding dropped calls.

C. Nursing Services Report – Jennifer Green

- Pediatrician COVID-19 vaccination clinics are held on Thursdays.
- Adult COVID-19 vaccination clinics are held on Fridays.
- Fewer people are asking for COVID tests.
- Of those tested, very few test positive. There was only one positive test last week.
- Home COVID-19 test kits are available from numerous sources.
- The Trauma committee is preparing for a survey.
- The Teamsters contract was approved by Administration. It will be going to a vote by the nurses on April 4th and 8th.
- Omnicell Machine updates to correct issues.
- EMS safes are planned to be installed by the end of April to keep medications secure.
- Restraint orders in Meditech were updated.

- Laura Williams is working with ADAPT to provide opioid treatment centers to Reedsport area patients. At this time they have to travel to Roseburg or Coos Bay.
- A clinic has to be accredited prior to serving ADAPT patients. It will take some time to receive accreditation for the Reedsport area.
- DFHC signed onto a large opioid management grant that was issued to Douglas County
- As part of becoming a Safety Culture – debriefing of significant events has been established. The most recent was regarding extubation and intubation of a patient.
- Tamara Szalewski reported that the CDC has revoked EUAs for some COVID tests. Dr. Sargent reported that the District does not conduct genetic testing and does not send tests out for genetic testing for COVID-19.
- Tamara Szalewski reported that the CDC has said that once a COVID-19 test has been approved for general use, no other tests should be used. She asked that this be researched to ensure that the District remains in compliance with CDC guidelines.
- Home COVID-19 tests do not qualify for documentation. If a patient needs the COVID-19 test to be documented, they have to come to the hospital for a test.
- Cheryl Young reported that the Lakeside Library has given out 400 COVID-19 home test kits.

D. Finance Committee – Lee Bridge

- The committee appreciated receiving information regarding the District's \$5.5-million Community Benefit contribution.

E. Planning Committee – Tamara Szalewski

- The District was urged to work to revitalize the Lower Umpqua Economic Development Forum to help with community issues.
- The Forum had statewide connections and shared grant information with all the participating groups.
- Key community groups were represented on the 20+ member Forum board as was Douglas County. The board is currently down to three members.
- A revitalized Forum could help solve the housing issues in the area.
- The District also needs to bring back Strategic Planning so the District can be proactive instead of reactive.
- The City of Reedsport is holding an EOP meeting next month. Five LUH staff members will be participating.

F. Medical Staff –Dr. Jason Sargent

- Having the Provider of the Day (Same Day Clinic) at DFHC continues to be very helpful to the family practice providers.
- Dr. Irvine is training Beth Kramer, FNP, to help fill in as Provider of the Day (formerly Same Day Clinic). He also helps the other providers catch up with inboxes.
- Amy Jo Nichols, MD has joined DFHC as a traveler. She will be here through July.
- The District is seeking a few well-rounded professionals. Several interviews have been set up with potential practitioners.
- The new provider schedule starts April 1st. The appointment time slots will change from 30 minutes to 20/40. This will help providers be more efficient and provide places to work in patients with shorter urgent issues.
- The providers have historically held one meeting a month to discuss issues. A second monthly meeting will be added that will give the visiting medical students a chance to lead the group in training sessions.

G. Financials – John Chivers

- February was a short month. The District expects to collect 57% of the \$3.6-million in gross charges.
- Operational expenses are low for the month, but over budget for the year.
- The District will begin recognizing PRF and American Rescue Act funds the last quarter of this fiscal year.
- One of the Master Heights lots sold the end of February, reducing the Edward Hults liability. The reduction in the Douglas County loan will show on the March financials.
- Fixed assets showed a small change, representing normal depreciation rates. The donated ambulance was already fully written off prior to the donation.
- The Medicare Advance payment runs around \$167,000 each month. This will be increased from 25% of charges to 50% of charges in August. It would take an act of Congress to stop that increase.
- The CT scanner will be purchased with \$250,000 from Douglas County and financing the remaining \$250,000 with a 3.8% loan.
- It's anticipated that March will be a better month than February.
- The District's productivity rate should be 100% or better. It was 97% for February, but 110% for the year.
- The District can claim as Community Benefit something that we do that can't easily be done by someone else if we stop doing it.
 - 1) Surgery
 - 2) Emergency Department
 - 3) Inpatient services

- 4) Outpatient services
- 5) Swing Bed
- 6) Clinics
- Retail Pharmacy losses can't be claimed as Community Benefit because another business could (and have) open in town to provide the service.

H. Administration – Paul Connolly

- The PACS migration from eRad to Novarad continues. The new system is cloud based. After set-up, the monthly fees will be similar to the current, shared, system.
- The Siemens CT scanner has been determined to be the best fit for the District. Engineers are scheduled to visit to make sure everything is adequate for the installation. Electrical upgrades are anticipated. A temporary unit will be here during the replacement so the service will continue.
- A grant funded reader board will soon be installed at the Business Office. The City has approved the permits for the installation.
- The parking lots will be seal coated and/or striped, weather permitting.
- The Dietary walk-in cooler needs to be replaced.

III. BUDGET 2022-2023

A. Timeline

- Budget – Capital budgets were sent to managers. They were asked for their five-year projections.
- Budget meetings have been scheduled through April 4th. John will compile the numbers and then schedule round two of manager budget meetings.

B. New Budget Committee Member

- The terms of two committee members continue through this year: Dr. Michael Moss and Steve Lund.
- The terms of two committee members ended last June. They have expressed an interest in again serving on the committee: Brenda Fraley and Charmaine Vitek.
- One committee member has asked to be retired from the committee: Vera Koch
- Dr. Michelle Petrofes submitted an application to join the committee.
- *After discussion, Cheryl Young moved and Karen Bedard seconded to reappoint Brenda Fraley and Charmaine Vitek to the budget committee, and to accept the application of Dr. Michelle Petrofes to the committee. The motion was approved unanimously. (5-0)*

IV. UNFINISHED BUSINESS

A. Recruitment Update

- Dr. Ian Coe will be joining the medical staff at DFHC in September. He has already located a rental house.
- An experienced PA has been interviewed. He is an Oregon native and is interested in doing intermittent work as Provider of the Day (formerly Same Day Clinic).
- A mid-career nurse practitioner was interviewed. She currently works in family practice in Illinois, but is interested in moving to the Oregon coast.
- Dr. Lyle Torguson has been interviewed to work as a consultant in opioid management. His specialty is addiction medicine and geriatric psychology.

B. Service Line Update

- Discussion continues with BAH Cardiology.
- GYN Dr. Simmonds is starting strong and has several surgeries lined up.

C. State Lab survey

- The District's Plan of Correction was received and accepted by the state. The state report regarding the Plan of Correction was very favorable.

D. Teamsters Negotiations

- The negotiations were successfully concluded in three days.
- Ratification of the new contract by the nurses is scheduled for April 4th and 8th.
- It's a two-year contract.
- The nurses provided a list of ideas for improving working relations at the District that don't have a cost attached and weren't included in the contract. We are currently working on implementing many of those ideas.

V. NEW BUSINESS

A. Updated Organizational Chart

- The chart lists new and replaced staff. All staff are listed by name to help identify who is in each position.
- The Business Manager position has been filled.
- The Clinics will now be reporting to the CEO.
- The Pharmacy and Hospitalists will report to the CNO.
- Materials will report to the CFO.
- Laura Williams will be responsible for managing and implementing the \$1-million Telehealth program, as well as Population Health efforts.

- Kammy Rose has been appointed to serve as Interim Clinic Senior Director of Operations /Provider Relations.

B. New Policies

- P 330 - Lactation/Breastfeeding Policy
 - 1) The District has a number of new, younger employees who will be starting or adding to their family. The District is required to provide a private space in each building where employees can take care of their lactation/breastfeeding needs. Each building has an identified room that can be locked for privacy. The hospital has a Mamava Pod, which is set up just outside of the women's restroom across from the cafeteria. It is keypad locked for privacy and protection.
- P 320 - Remote Work Policy & Agreement
 - 1) The Admin Team helped to create this policy. Remote work has been demonstrated to be beneficial for the District and for employees. The District has severe space constraints which this type of work helps to alleviate. There are stringent HIPAA guidelines to protect confidential information.

After discussion, **Cheryl Young moved to adopt the two new policies: P330 – Lactation/Breastfeeding and P320 – Remote Work. Karen Bedard seconded the motion and it passed unanimously. (5-0)**

C. Revised Policies

- P 142 – Holiday Policy
 - 1) This revision serves to document the current practice of the District regarding observing flexible holidays when they fall on weekend days. .
 - 2) Lee Bridge objected to the District observing Easter as an official holiday of the District. This holiday is written into the union contracts and has been in practice for many decades. To change it would mean re-negotiation of contracts with the unions. This issue will be held for future review.

After discussion, **Cheryl Young moved to approve the revised P 142 Holiday Policy. Tamara Szalewski seconded the motion and it passed with Lee Bridge voting No. Ron Kreskey, Cheryl Young, Karen Bedard, and Tamara Szalewski voted Yes.**

- P 10 – Attendance & Punctuality – hand carry

Because this policy was delivered to the board at the beginning of the meeting, it will be tabled to next month, giving members a chance to review it.

Discussion followed regarding supply chain shortages and cost increases. More shortages and price increases are expected due to the Russian invasion of Ukraine. The District's GPO has been keeping everyone informed regarding shortages and increases in cost.

VI. EXECUTIVE SESSION – **Board president, Ron Kreskey adjourned the regular board meeting at 9:35 am.**

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.

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

Board president, Ron Kreskey, adjourned the executive session at 10:57 am and re-opened the regular session.

CEO Paul Connolly submitted a letter notifying the board that he will be retiring on May 27th. The board interviewed CFO John Chivers, who indicated that he was willing to serve as Interim CEO while the board seeks a permanent replacement for Paul. Paul's retirement will be discussed with management staff at tomorrow's Department Heads meeting. LUH staff will create a written statement regarding Paul's retirement plans and send the draft to Tamara Szalewski for review and editing. Paul and John will work on a transition plan.

After discussion, **Tamara Szalewski moved to accept Paul's notice of retirement and to engage with ongoing talks with John Chivers regarding transitioning into an Interim CEO Position. Cheryl Young seconded the motion and it passed unanimously. (5-0)**

VIII. ADJOURNMENT

The meeting was adjourned at 11:12 am.

APPROVED THIS 27th day of APRIL 2022

Ronald Kreskey, President

Leon Bridge, Secretary