

BOARD OF DIRECTORS MEETING
Lower Umpqua Hospital District (LUHD)
Wednesday, May 25, 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 -- 976324 -- Pin code
MINUTES

Those Board Members in attendance include Ron Kreskey, president, Cheryl Young, Lee Bridge, Karen Bedard and Tamara Szalewski (phone). Others in attendance include Paul Connolly, John Chivers, Dr. Jason Sargent, Kammy Rose, and Jamie Swafford.

Those employees and members of the public attending by phone include: Jen Levy, Holly Tavernier, Julia Floyd, and Jennifer Green.

- 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 May 25, 2022 meeting Agenda.
 - B. Approval of the Board of Directors meeting minutes dated April 27, 2022
 - C. Approval of Resolution 22-05 Naming the District Officers Authorized to Conduct Business with Umpqua Bank.
 - D. Approval of May 2022 expenditures and authorization to set aside for June 2022 expenditures

Cheryl Young moved to approve the consent agenda. Karen Bedard seconded the motion and it passed unanimously. (5-0)
- II. REPORTS & PRESENTATIONS
 - A. Dunes Family Health Care Report – Kammy Rose
 - Nurse Practitioner, Nancy Vanasche is scheduled to begin working at DFHC on July 7th. She will help Dr. Irvine cover the Same Day Clinic.
 - The issue with the phone system has been resolved.
 - Changing the provider schedule template to 20/40 has increased the number of patients who can be seen each day.
 - Dave Wilmarth has been assigned as lead in the Care Coordination program.

B. Quality/Risk Report – Julia Floyd

- Staff recently completed a Safety Survey with a 46% response rate. The data is being collated and will be reported when finalized.
- Incidents/Unusual Occurrences do not generally affect patients. Information may have been left out when admitting a patient to a service and it had to be added later. Medications may be ordered that are not in the formulary and they have to be changed or clarified. Meditech tags items as errors so they will be fixed before they get to the patient.
- Patients are contacted if the event affects them. Most incidents do not impact patient care.
- Julia will provide a deeper dive, providing further descriptions regarding incidents. The numbers will be broken down and compared to past months. The numbers will be reported by some method (# per patient days?) that will make each month comparable to the other months (one month might have 30 patients and another 100 patients).
- It's anticipated that the number of incidents will increase as staff become more confident about issuing reports.
- The Quality committee did not meet in May. It's scheduled to meet on June 1st.

C. Nursing Services Report – Jennifer Green

- COVID vaccination clinics continue to be held on Fridays. Pediatric COVID vaccinations are available by appointment. LUHD has sufficient testing supplies.
- No changes in staffing. Finding night shift staff continues to be an issue.
- Alice – Active Shooter Training went out to all staff in May. The Active Shooter table top drill includes the Reedsport Police, Oregon Health Authority EOP manager, Douglas County EOP manager, CERT, and LUHD staff.
- Deanna Prater has arranged a sex trafficking training by Douglas County on June 10th.
- The Laboratory now has a new check in process. Registration electronically checks the patient in and it sends a visual auto alert to lab computer screens along with an audible alert. The plan is to reduce patient wait times and improve the patient experience while being seen by the Laboratory staff.
- CIS Ashley House has been rounding with staff to help regarding profiling of medications in the ED Omnicell and Meditech changes.
- RT is working on a PFT gaps in care project to go live August 1st.

D. Planning Committee – Karen Bedard

- Pharmacy and Clinic weekend hours are still in the planning stage.
- Historically, the Pharmacy has had low hours on weekends, and staff are paid overtime to keep it open. Other options include:
 - 1) Open one weekend day
 - 2) ER provides patients with take-home packs to carry patients over until they can get to an open Pharmacy on Monday.
 - 3) Dispensing machine for common medications – RX sent to machine, patient pays with a credit card.
 - 4) Home delivery to some homebound patients.
- The upgraded ambulance station was budgeted at \$3.5-million. The City has funds for seismic upgrades to the Turner Fire Station. It was suggested at a meeting that the two projects could be combined.

E. Finance Committee – Lee Bridge

- Kudos to John Chivers for helping to clarify the District's finances and for the excellent presentation at the Budget Committee.

F. Medical Staff –Dr. Jason Sargent

- In-patient Pharmacist, Mimi Le, and the Pharmacy & Therapeutics committee are revamping the District's medication protocols.
- CIS has been working to make Meditech more user friendly and more efficient.
- IT is working to make remote access to the system easier for providers to use.
- Having the Same Day Clinic at DFHC has been a great improvement. There is a good partnership between Dr. Irvine and clinic providers. The staff is looking forward to adding Nancy Vanasche, FNP to the provider roster.
- Dr. Sargent helped with the Foundation scholarship committee student interviews. The students are interested in becoming nurses and ultrasound techs. None of the students have had hands-on experience at the District. The students were impressed to learn about the ability for student loan forgiveness if they work at LUHD.
- Fuel prices have had an impact on patients who need to see a specialist in Eugene or further away. Dunes offers telehealth visits to patients who don't want an in-person visit. The increasing fuel prices haven't created an up-tick in patients asking for remote appointments.
- Transportation planning might be a topic for Strategic Planning.
- There is a nationwide shortage of contrast material for CT scans. The material comes from China and is very expensive. Because

of the expense, facilities don't keep a large inventory on hand. The supply is expected to improve in the next seven to 10 days.

- Insurance companies are pushing patients to apply for online accounts to receive their prescriptions.

G. Financials – John Chivers

- The District currently has a 51% collection rate.
- Expenses for the month are lower than the monthly average for the year.
- Professional fees are up – mostly due to ED provider and Hospitalist increases.
- Managers have received instructions regarding the end-of-the-year inventory.
- Purchased services are increased. The GPO hadn't given vendors the new contract rates for the District. This led to overcharges. The District should receive refunds from vendors once the correct rates have been loaded into the system.
- Contract labor rates are trending downward. Traveler rates are trending downward, post COVID.
- Cyber insurance rates increased due to the increased risk of cyber attacks.
- Managers were asked to itemize their minor equipment lists instead of providing a bulk dollar amount during their budget process. This will help with planning for future spending.
- Traveling to conferences has resumed, post COVID.
- The District has an operating loss of \$2.948-million, which is offset by property taxes.
- \$600,000 in deferred revenue has been recognized for this FY.
- The remaining deferred grant revenue will not be recognized until it's determined that all procedures have been followed.
- The District has an operating gain of \$292,975 for the month and a \$90,000 loss for the year.
- Receivables are up for the month.
- A new policy will be written regarding the Pharmacy inventory. It should be reported at least twice a year.
- Medicare will begin charging interest on the advanced payment on August 1st. The plan is to pay Medicare in full by July 31st to avoid having to pay interest.
- The current bank debt service ratio stands at 2.34 – the requirement is at least 1.75.
- The new 20/40 DFHC provider schedule has increased patient visits by 30%. This greatly improves access to care for our patients.
- Productivity is 105.1% for the month and 109% for the year.

H. Administration – Paul Connolly

- The Radiology PACS migration project is on track for July/August. The delays have been caused by issues with eRad.
- The CT replacement project is on track for June 20th. Electrical upgrades are needed prior to the installation.
- A mobile CT unit will be on site for two weeks during the CT replacement project.
- Replacing the ultrasound machine is on the schedule for this year. The plan is to purchase the machine for cash, which should save the District a considerable amount versus leasing.
- The District is replacing EmCare/Envision with Vituity as of August 1st. Dr. Koschel will continue as Medical Director for the ED, EMS, and Trauma. The provider group will include some current providers along with a few new ones. Most live on the coast. All are board certified in emergency medicine.
- Dr. Simmonds has been well-received by the community. She has a number of surgeries in the queue.
- BAH Cardiology is still interested in having a presence in Reedsport, according to an email received from BAH's COO. The delay in implementing the service is partially due to their migration to the EPIC system and partly to changes in leadership. BAH is expanding their Cath Lab.
- A deep dive of the Orthopedic service at LUHD showed that only 30% of potential patients were serviced locally. The remaining 70% went to BAH, Slocum, or other systems. Work is in progress to restore the Orthopedic program back to 2019 volumes.
- The District is also working on a plan to restore the general surgery program.
- Paul expressed gratitude to the board for working with him during his tenure at LUHD.
- The board presented Paul with a hand crafted myrtle wood pen, with their appreciation for all the work he's done.

III. BUDGET 2022-2023

- A. The budget committee requested a balance sheet, which John Chivers will send to them soon.
- B. John is optimistic that the Hulton (Master Heights) lots will all be sold and off the District's books during the 2022-2023 budget year. This would eliminate the District's indebtedness to Douglas County.
- C. The Medicare Advanced Payment loan should be paid off early in the 2022-2023 budget year.

IV. NEW BUSINESS

- A. DeLap – Steve Evans retirement
 - Steve Evans is the last partner at DeLap who specializes in health care. DeLap will no longer service health care clients after

Steve's retirement. DeLap has been working with Moss Adams to help transition their remaining health care contracts. Moss Adams is willing to work with DeLap during the District's audit. The board will be asked to give official approval to hire Moss Adams in August, after their site visit to LUHD.

B. Capital Request

- Samsung Ultrasound Machine
- Four major vendors provided demonstrations of their products.
- Dr. Keizer and Dr. Quinn were involved with the decision. Dr. Simmonds vetted the machines to make sure they provided the tests she needs for her GYN patients.
- Samsung was the machine that best matched the needs of the District's patients and providers. It is also a good match with the new tech's expertise.
- This would be a cash purchase this year, which eliminates the lease payment from future budgets.
- Kathryn Thurman, Radiology manager, was very thorough in putting together this bid process. She does very detailed work.
- After discussion, **Lee Bridge moved to approve the purchase of the Samsung ultrasound machine. Cheryl Young seconded the motion and it passed unanimously (5-0).**

C. Revised Policies

- P 230 - Paid Time Off
 - 1) The policy was updated to reflect the addition of the District's Time Clock. There are no changes in employee benefits. Language was included to link PTO donations to employees with demonstrable hardship/medical issues. A typo needs to be changed on the second page #D. Holly Tavernier was asked to clarify that she will reach out to managers regarding employees requesting time off when they have no remaining PTO. After discussion, **Cheryl Young moved to approve P 230 Paid Time Off with the correction. Lee Bridge seconded the motion and it passed unanimously. (5-0)**
- P 201 – Patient Complaint and Grievance Process
 - 1) The board reviewed the policy late last year and requested that Steve Miller be given time to review it. After discussion, **Cheryl Young moved to approve P 201 Patient Complaint and Grievance Process. Karen Bedard seconded the motion and it passed unanimously. (5-0)**

V. EXECUTIVE SESSION – Board president, Ron Kreskey, adjourned the board into executive session at 8:55 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.

VI. RETURN TO REGULAR SESSION AND POSSIBLE ACTION BY THE BOARD - Board president, Ron Kreskey, adjourned the board into regular session at 9:40 am.

The consensus of the board is that a special Personnel Committee to oversee the CEO should be created. Board members Karen Bedard and Cheryl Young are appointed to the committee. Jamie Swafford will research the possibility of SDAO training for this committee.

After discussion, **Lee Bridge moved to hire John Chivers as Interim CEO/CFO for 90 days, with renewal options. The official start date is June 1st. Cheryl Young seconded the motion and it was approved unanimously. (5-0)**

VIII. ADJOURNMENT

The meeting was adjourned at 9:50 am.

APPROVED THIS 22nd day of JUNE 2022

Ronald Kreskey, President

Leon Bridge, Secretary