

**Southern Coos Health District**  
**Minutes**  
**Board of Directors Regular Meeting & Executive Session**  
**October 20, 2016**  
**7:00 p.m.**

**I. Call to Order**

This regular meeting of the Board of Directors for Southern Coos Health District was called to order at 7:00 p.m. by Esther Williams, Board Chair.

**Members Present:** Esther Williams, Board Chair; Carol Acklin, Director; Brian Vick, Treasurer; and Bob Hundhausen, Secretary. **Administration:** Megan Holland, MD, Carol Meijer, Robin Triplett, Kim Russell, and Robert S. Miller, Legal Counsel. **Absent:** David Allen, Director; James Wathen, Interim CEO. **Additional Staff Present:** Rachel Beissel, Mandy Calvert, Dennis Jurgenson, Scott McEachern, and Cyndy Vollmer. **Public:** Linda Olsen. **Media:** Amy Moss-Strong.

**II. Public Input**

No public input.

**III. Consent Agenda**

Brian Vick **moved** to accept the September 21 Minutes and Foundation Report as provided. Carol Acklin **seconded the motion**. **All in favor. The motion passed unanimously.**

**IV. Staff Reports**

**A. CEO Report**

In the absence of Mr. Wathen, who was not feeling well this evening, Ms. Williams referred the Board to the written report provided in the board packet. An on-site meeting with Emcare is scheduled October 26. Dr. Steeh is still planning to be the Emcare on-site medical director to begin in January. Until then, Drs. Orsel and Coyle will be available for consultation. The conversion to on-site laundry services is going well after identifying need for new nozzles for safety and a hopper shield. We will be learning more from Dennis and Edie Jurgenson in the next month about new CMS rules regarding emergency preparedness. Today employees participated in the "great Oregon shakeout" event. The 8<sup>th</sup> annual drive-through flu clinic held October 12 ran smoothly, dispensed over 400 shots and earned almost \$2,000 for the Foundation. The shake out and flu clinic events help us fulfill our disaster preparedness commitments. A new HIM

manager will be here in one month. We have a verbal acceptance from a radiology manager and will be hiring 2 radiology techs.

## **B. CFO Report**

September Inpatient and Swingbed patient days improved from the previous month. The Emergency Room was down 4.2. Radiology remained flat. Respiratory visits improved. Surgeries and endoscopies were up 35.7%. Pain Clinic was down due to Dr. Croson being out for CMEs and we expect him to be out again in November. We have a positive bottom line of \$4,819. We deposited \$10,375. Year-to-date we are running at a loss of \$10,859 compared to a budget of \$31,000. Net Revenue for the month is 1.1% below budget and Expenses are 1.6% below budget. Average daily census in September was 2.8. Gross Revenue per day for the month was \$68,124 compared to last year at \$65,217. The slight increase can be attributed to recent minor rate increases. We had better utilization of overtime, there were no longevity bonuses, and Dr. Antola, Emcare Site Medical Director, is no longer on our payroll. We look forward to the Lab becoming fully staffed to relieve their registry use. Expenses included a new copier, other operating expenses and the Interqual software renewal. Total Net Operating Revenue was 2.8% lower than last year. Operating Expenses were flat. Cash on Hand was at 75 days. Days in A/R were at 64.2 days. Gross Payroll for the month dropped, with overtime at \$15,000, the lowest of the year. Primary Care Clinics are doing very well. Total Cash on Hand is \$3,895,651. This month the Average Daily inpatient Census is down to 1.65, the lowest we have seen since April, however, even when inpatient census is low, nursing is still busy with other patients. The USDA loan payment of \$233,705 was able to be made from our bank account, not the State Pool. Repair or replacement of the hospital drinking fountains is found to be cost prohibitive with the trend for hospitals and clinics to move to having cold water stations with individual paper cups for visitors, reducing germ exposure; also recognizing the fountains are not handicap-friendly and the location of ours outside the men's and women's restrooms caused congestion for those with walkers or wheelchairs. We currently have a contract with Vend West for a cold water station in the Outpatient Clinic. We can add this service for the hospital waiting area for \$10.00 per month and bottled water for \$7.00 per month. Until that time we have signage directing visitors to the dining area where cups, water, and ice as well as coffee and tea are available daily. Banner Bank called to verify a charge on our credit card after an attempted unauthorized on-line use. The card is being replaced. Ms. Williams asked if the income from the Outpatients will be moved into another category. Robin Triplett is looking at it and must review with Moss-Adams to see if it makes a difference, if rerouted to a new department under Inpatients we could get a better CMS reimbursement.

**C. Medical Staff Report**

Dr. Holland presented the following Medical Staff recommendations:

**Consideration for 6 month provisional privileges**

Edward Piepmeier, MD (EMCARE)

**Consideration for 2 year privileges**

Alexandre Picard, MD (EMCARE)

Raphel El Youssef, MD (General Surgery)

Carol Acklin **moved** to accept Medical Staff recommendations. Bob Hundhausent **seconded** the motion. **All in favor. Unanimous decision.**

**V. Old Business**

**A. CEO Screening Committee**

Carol Acklin, Committee Chair, reported that the committee has completed the interview itinerary and has received two candidates as of today with two more forthcoming. Their next meeting will be Wednesday, October 26 at 1:30 p.m. to setup the initial skype interviews. The search committee and leadership team have submitted questions for skype and on-site interviews.

**B. Roche Contract Closure Update**

A copy of the credit balance on the hospital account with Roche was submitted to Mr. Miller to add to his file. Roche had demanded a separation fee of \$29,000 while at the same time providing credit memos to the closed account now in the amount of \$15,000. Mr. Miller will follow-up with the CEO on next action.

**VI. New Business**

**A. Oregon Public Records Law**

A request dated October 4, 2016 for detailed staff information including full name, hire date, and wage information from 2015 has been received by SCHED board members from an organization based out of Florida. Special Districts of Oregon stated that due to the number of calls they have received from Critical Access Hospitals, they have researched and determined that because we are not a true government organization, we do not receive full government benefits, etc. we may legally only be bound to provide CEO salary information, however, should look into what it would take to respond to the request. Robin Triplett stated that it would require manpower we do not have and a file-build from our system to

delineate the requested information with some exemptions. Robin Miller supported Robin Triplett's assessment suggesting that the hospital respond in writing with fee schedule and exemptions as requested and await their reply. SCHED will respond per the hospital Public Meetings and Records policy adopted in 2015, without waiver of fees as outlined in the policy, acknowledging receipt of request, anticipated fees, and to proceed only once requestor's prior approval to proceed with fees has been received. Ms. Williams recommended that while following Mr. Miller's suggestion, we thank them for their inquiry and request a deposit of ½ the amount if they want us to proceed, adding that we should reply by November 1 or within 30 days from date of request.

Brian Vick **moved** to direct staff to respond to the request for employee records to include an estimated fee prior to completion of request within parameters provided by law. Carol Acklin **seconded** the motion. **All in favor. Unanimous decision.**

**Discussion:** If necessary an interim letter may be sent that hospital staff are reviewing the process required and will submit an estimated fee as soon as possible with that letter to be sent from hospital Administration.

## **B. Benchmark Reports**

1. **National Core Measures** – Carol Meijer concluded that this is not a valid report and offered to report again next month after finding discrepancies with data including that for Bay Area Hospital where footnote 7 is annotated but not identified.

2. **Quarterly Risk Management** – Carol Acklin congratulated staff on no hospital acquired infections for the quarter.

**At 7:47 p.m. Ms. Williams, excused members of the public before entering Executive Session.**

## **VII. Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt from disclosure by law, including written advice from counsel.**

**The Board returned from Executive Session at 9:00 p.m.**

Bob Hundhausen **moved** that the Board accept the investigation of electronic records procedures, the corrective action taken, the testimony of Dr. Megan Holland, and reported for the record that the Board found no evidence of fraud. Carol Acklin **seconded the motion. All in favor. Unanimous decision.**

Carol Acklin **moved** that the Board thank Mr. Wathen for his service and release him from his interim contract and appoint an acting CEO until another interim CEO is placed. Bob Hundhausen **seconded the motion. All in favor. Unanimous decision.**

Bob Hundhausen **moved** that Robin Triplett, CFO, be appointed acting CEO effective immediately. Brian Vick **seconded the motion. All in favor. Unanimous decision.**

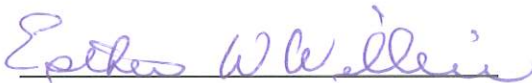
Brian Vick **moved** that the Board contact Alan Dow regarding his availability as Interim CEO. Bob Hundhausen **seconded the motion. All in favor. Unanimous decision.**

### VIII. Open Discussion

None.

### Adjournment

With no further discussion, Ms. Williams adjourned the meeting at 9:05 p.m. The next regular meeting of the Southern Coos Health District Board of Directors will be held on Thursday, November 17, at 7:00 p.m. in the Hospital Conference Room.



Esther Williams, Board Chair



Robert J. Hundhausen, Secretary