

**Southern Coos Health District
Board of Directors
Regular Meeting Minutes
August 26, 2021
6:30 p.m.**

Members Present: Brent Bischoff, Chairman; Mary Schamehorn, Secretary; Norbert Johnson, Treasurer. **Administration:** Deborah Ellis, Interim CEO; Jeremiah Dodrill, CFO; Philip Keizer, MD, Medical Staff Chief of Staff; Kim Russell, Executive Assistant. **Via remote meeting link:** Cori Valet, CNO, Scott McEachern, CIO. **Others present:** None.

I. Call to Order

Mr. Bischoff called the meeting to order at 6:30 p.m.

Addition to the Agenda: Amended July 14, 2021 special meeting minutes to correct meeting attendance.

1. Public Input

None.

II. Consent Agenda

1. Meeting Minutes

- i. Regular Meeting – 7/22/2021
- ii. Special Meeting – 7/27/221
- iii. Special Meeting – 8/4/2021
- iv. Special Meeting – 8/10/2021
- v. Special Meeting – 8/12/2021
- vi. Special Meeting – 8/19/2021
- vii. Special Meeting/Amended – 7-14-21

2. Monthly Counsel Invoices

- i. None

Norbert Johnson **moved** to approve the Consent Agenda as presented. Mary Schamehorn **seconded** the motion. **None opposed. Motion passed.**

III. Staff Reports

1. CEO Report

Deborah Ellis, Acting CEO, presented the CEO Report, noting Coos County's return to High Risk Covid-19 risk level with over 500 new cases in

the last 14 days. Governor Brown has issued a vaccine mandate for all healthcare workers to be in place by mid-October. **Staffing:** The Human Resources Director position has been posted and Richard Foutch, MD, has been reinstated to the Emergency Department rotation through Western Healthcare. **Community:** The partnership with Bandon School District, with SCHHC's Tamara Stambaugh, NP, providing school RN care, will expand to include Harbor Lights Middle School as we enter the 2021-22 school year. **Covid-19:** With reduction in available beds across the state there is not always a choice to transfer sick patients. Southern Coos is following OSHA regulations to create an additional negative pressure room and add ante-rooms for PPE donning and doffing. Mercy Hospital in Roseburg is requesting bi-pap machines. In response to a concern sent to OSHA regarding the negative pressure rooms, Jason Cook, Plant Operations Manager/Safety Officer, confirmed that we are able to double-up patients in the negative pressure rooms if necessary. Crisis staffing is in process per staffing plans across state. Bay Area Hospital has requested that Southern Coos take several long term patients (swing bed). Visitation is again restricted with negative Covid-19 test results required for family. CCHC has implemented sub-Q monoclonal antibody treatment with parameters for patients over age 65 with co-morbidities. Sub-Q requires a series of 4 injections. Another delivery mechanism of monoclonal antibodies is via 30- to 60-minute infusion. Southern Coos will have this before the Medical Staff for review to add to our formulary as soon as possible. At this time the government is subsidizing the cost, free to the patient, with insurance companies covering cost of administration. **Operations:** The Dietary Department has been working at 50% staffing in addition to incurring supply chain issues; we are mindful of supplies. On August 30 the previously approved hospital roofing project will begin with HVAC upgrades in place. The Laboratory department is in need of more space than currently allocated. We are looking at options of how to move the Lab within the hospital. **Discussion:** Board Treasurer, Norbert Johnson, who places food orders for Bandon Dunes Resort, offered assistance with dietary orders if necessary.

2. CNO Report

Cori Valet, RN/BSN, CNO presented the CNO Report. Ms. Valet expanded on the topic of the Governor's recent vaccination mandate for all healthcare workers. We are still waiting for the administrative rules before implementing policy. Southern Coos had recently completed the policy for previously mandated testing for unvaccinated staff. Of 60 unvaccinated staff, more have come forward for vaccinations. **Community:** The dramatic increase in Covid-19 cases led to the initiation of drive-through Covid-19 testing at Southern Coos. **Staffing Update:** Increases in staff exposures to Covid-19 has required quarantine time, in an effort to balance these occurrences, two registry contracts have been retained with census maintained accordingly. RN on-call has been implemented for both Med/Surg and Emergency Departments for potential patient surge or other staffing issues. **Recruitment and Retention:** The Medical Imaging

Manager candidate is in the pre-hire process, with one Radiology Tech and two full-time Ultrasound Techs still needed. Applications have been received for Ultrasound. Cori recognized the Medical Imaging team for their extra efforts during this time. Respiratory Therapy is still in need of a per diem tech with our Respiratory Therapy Manager covering until the new full-time RT can begin. Med/Surg is making progress with staffing two full time RNs, but is still in need of CNAs.

3. CFO Report

Jeremiah Dodrill, CFO, provided a review of his report, additionally responding to Board inquiry from the September regular meeting regarding Board oversight of the third party auditor. With no formal policy in place, Mr. Dodrill proposed that Administration work with the Board to create a policy based on best practice. The annual audit report process was outlined including the initial audit work, audit entrance meetings between the Moss-Adams representative and the Board Chairman and Treasurer, with the final audit report presentation provided before end of the calendar year. **Monthly Reports:** Mr. Dodrill and the Financial Accounting team have revamped the monthly financial report to be presented later in this meeting, using the fully implemented Syntellis/Axiom tool allowing the reporting to align with audited financial statements. **Provider Relief Funds:** With reconciliation of provider relief funds, we are excited to be keeping most of those funds. **RN Staffing Plans:** The Finance team has worked with department managers to create staffing grids to share with the Board. **Discussion:** Board members were in favor of creation of an audit policy.

4. CIO Report

Scott McEachern, CIO, provided a summary of his report. **Phone System:** Mr. McEachern confirmed that Southern Coos will convert to CascadeTel offering a voice over internet protocol (VoIP) system, anticipating a seamless transition for staff and no new phone purchases required. **Electronic Health Record:** Southern Coos continues review of vendors, including several options offering the EPIC platform and Cerner's Community Works Foundation, to assess financial impacts and implementation timelines, with goal of transition in approximately 12-16 months. **SCHHC Marketing & Advertising:** Marketing in August has been focused on drive-up Covid-19 testing, Clinic LCSW practice, and July employees of the month. **Health Information Management:** HIM has hired two new staff members; a HIM Supervisor and ROI Specialist. **Information Systems:** Information Systems is seeking to hire an Information Systems Analyst.

5. SCHD Foundation Report

Scott McEachern, CIO & Foundation Executive Director provided a recap of the Health Foundation Report. **Mary Richards Scholarships:** Seven applications received, with the Foundation Board decision to award \$1,500

to each applicant. All applicants are connected to Southern Coos. **Golf for Health Classic:** Plans are still “on” for the annual fundraiser on September 18, with program modified from prior years to follow responsible Covid-19 protocols. **Year-End Fundraising Campaign:** The annual year-end campaign will launch in October.

6. Medical Staff Report

Dr. Keizer, Chief of Staff, reported that there was no monthly Medical Staff meeting in the month of August. The monthly meeting schedule will resume in September.

IV. Monthly Financial Statements: Review

Jeremiah Dodrill, CFO, reviewed the financial presentation included in the meeting packet for the month of July, providing an overview of key performance indicators, ratios, and data dictionary provided in the new report format. Discussion included how payer contracts are negotiated with commercial insurers and Medicare and Medicaid reimburse at a percentage of cost. In summary, the month closed with Operating Revenues in the month of July at \$2,104,000, slightly lower than budget of \$2,111,000; total operating expenses of \$2,213,000 were higher than budget of \$2,122,000, resulting in operating losses for the month of (\$110,000) compared to budgeted loss of (\$11,000) due to higher than anticipated expenses in registry nursing. Days of Cash on Hand in July were 67.2 days, down from prior month at 70.8. Days of Cash on Hand specifically excludes CARES Act provider relief funds (PRF) and restricted investments.

V. Quality and Patient Safety Report

Deb Ellis, CEO, provided a review of the monthly Quality and Patient Safety meeting presentation included in the board packet. Individual departments report quarterly on specific quality measures. Though operating below desired staffing, the Dietary Department has been maintaining 100% compliance with regular dietician inspections, also meeting benchmarks with their quality measures of eliminating food waste with daily labeling of food from baseline of 25% down to 10%, and special meals to patients' with error rate baseline at 20% down to 0% in the last 3 months. The Clinical Lab quality measure of lab tests billed with zero errors is meeting consistent improvement. The quality measure for Infection Prevention of reducing number of contaminated urine samples, with a 6-month measure of contamination rates, is yet to conclude.

VI. New Business

None.

VII. Old Business

1. Interim CEO Update

Mr. Bischoff provided an overview of the interview process completed to-date. Six candidates have been interviewed and due diligence completed; candidates narrowed to final two. An offer was extended to the first-choice candidate who unfortunately had to decline for personal reasons. Due diligence on second candidate raised some concerns. At the Special Meeting on August 19 the motion was passed to extend the invitation to Acting CEO, Deborah Ellis, to continue to serve as the Interim CEO. Ms. Ellis has accepted. Once the open Board positions are filled, the search for a permanent CEO may commence.

2. Open Board Positions 1 and 3

The current members were pleased to have received a total of seven applications for the two open positions. Following initial screening, a Special Meeting was held on August 24 to hold public interviews of the final 4 applicants. The term of service for Positions 1, 2 and 3 concludes June 30, 2023. Positions 4 and 5 conclude June 30, 2025. There is no other specific designation relating to the numbered positions.

Norbert Johnson **moved** to appoint Tom Bedell and Pamela Hansen to fill positions 1 and 3 on the Southern Coos Health District Board of Directors. Mary Schamehorn **seconded** the motion. **Discussion:** None. **All in favor. None opposed. Motion passed. Further Discussion:** Sincere gratitude was extended to all applicants who were willing to step forward to serve the community in this capacity. The new members will be sworn in no later than the next regular meeting on September 23.

VIII. Open Discussion

Norbert Johnson referred to the Compliance Plan approved in May on condition of noted corrections. Mr. Johnson noted where attention is needed for further clarification within the document. Mr. Bischoff suggested this be added under New Business on the September agenda. Mr. Johnson has also shared with current members a link to the Governance Institute new Orientation and Introduction video. Chairman Bischoff thanked Administration for a well-executed meeting.

IX. Adjourn

At 7:40 p.m. the meeting was adjourned. The next regular meeting of the Southern Coos Health District will be September 23, 2021 at 6:30 p.m.


Brent Bischoff, Chairman 9-23-21


Mary Schamehorn, Secretary 9-23-21