

Southern Coos Health District
Board of Directors
Regular Meeting Minutes
February 24, 2022

Members Present: Brent Bischoff, Chairman; Mary Schamehorn, Secretary; Norbert Johnson, Treasurer; Pamela Hansen, Director, and Tom Bedell, Director. **Administration:** Deborah Ellis, Interim CEO; Jeremiah Dodrill, CFO; Cori Valet, CNO; Scott McEachern, CIO; and Philip Keizer, MD, Medical Staff Chief of Staff. **Others present:** Tony Andrade and Glen Bunting, Moss Adams Auditors (via remote meeting link); Robert S. Miller III, General Counsel.

I. Call to Order & Approval of Agenda

The meeting was called to order at 6:34 p.m. All five members were in attendance; quorum was met.

Norbert Johnson **moved** to accept the meeting agenda. **Discussion:** Cori Valet, CNO, requested an addition to the agenda under New Business, a Tuition Reimbursement Request. Mary Schamehorn **seconded** the motion. **None opposed. Motion passed.** The agenda was amended.

IV. New Business Item #2, Moss Adams Cost Report & FY21 Adjustments, was moved forward as a courtesy to the presenters Tony Andrade and Glenn Bunting, presenters. The November 2021 Cost Report audited financial report has been corrected to reflect the lump sum Medicare payment of \$79,000 and additional information and transactional detail. The net difference of these adjustments is a reduction in Medicare revenues of approximately \$100,000, for a total fiscal year loss of (\$1.9M). **Discussion:** Method II allows a Critical Access Hospital to receive cost-based payment for certain clinic services. The Federal Single Audit of grant funds, including the Provider Relief Fund, has not been finalized due to certain testing provision waivers not yet being received from the regulators. Mr. Andrade and Mr. Bunting were thanked for their presentation and signed off from the meeting.

1. Public Input

No public input received.

II. Consent Agenda

1. Meeting Minutes

Public minutes from the January 27 regular meeting and February 8 special meeting minutes were reviewed. The February 8 minutes will be amended to state that the new CEO contract will be signed by Mr. Hino on or before his start date of February 28. Executive Session minutes from January 18, 25, 27 and February 8 will be moved to the March regular meeting for review and approval.

2. Monthly Counsel Invoices

- i. Robert S. Miller III, General Counsel ~ #2088 ~ 01/3/22

Mary Schamehorn **moved** to approve the Consent Agenda with amendment to February 8 special meeting minutes and with exception of the Executive Session minutes. Norbert Johnson **seconded** the motion. **None opposed. Motion passed.**

III. Staff Reports

1. CEO Report

Deborah Ellis, Interim CEO, thanked the Board of Directors for their extensive effort to complete a thorough CEO recruitment and interview process, sharing that she, the Executive Team, and staff are looking forward to the arrival of new CEO, Raymond Hino, on Monday, February 28. Mr. Bischoff shared the appreciation of the Board of Directors for Ms. Ellis's service as Interim CEO, requesting that she attend the March regular meeting.

2. Multi-Specialty Clinic Report

Deborah Ellis, Interim CEO, presented the Clinic Report. The new Clinic Manager, Cherie Turbitt, has been well received with positive feedback from providers and staff. Former manager, Karen Stafford, is doing well as Case Manager and is enrolled in a Case Management Certificate program. **Discussion:** Regarding the Televox appointment reminder system, the new manager is addressing issues currently regarding appointment reminder format options. Mental Health visits have a higher rate of cancellation and no-shows.

3. CNO Report

Cori Valet, RN/BSN, CNO presented the CNO Report including strategic pillars of People, Growth and Finance. There are currently 8 full-time nursing positions open with four agency nurse contracts in place. Positions are advertised also in Lab and Medical Imaging. Respiratory Therapy is fully staffed. Some Pharmacy shortages have improved and COVID-19 testing supply shortages resolved. Shortages resulted from the production of home testing kits made available by the government for US citizens. Sofia test manufacturing has resumed. Charge capturing of floor stock is an ongoing project in Emergency, Med-Surg, and Outpatient nursing services with goal of 100% capture. **Discussion:** Board member received patient feedback regarding incorrect testing or vaccine information from local Rite Aid; requesting SCHHC staff follow-up with Rite Aid. Regarding inventory and charge capture, these are reviewed in weekly Accounting-Nursing meetings with periodic inventory spot-checks and year-end physical inventory. New stocking racks are included in capital budget to support intentional, easy process for RNs.

4. CFO Report

Jeremiah Dodrill, CFO, provided a review of the monthly CFO Report from the meeting packet including summary of Cost Report Adjustments and FY 2021 Updated Audited Financial Statement presented by Moss Adams at this meeting; the annual Community Benefit Report with due date extended to March 26, to be reviewed at the March 24 regular meeting; and Budget Planning and timeline for fiscal year 2023 budget.

5. CIO Report

Scott McEachern, CIO, reviewed the monthly report outlined under strategic pillars of People, Service, Quality and Growth. Marketing is currently highlighting personal stories through the Above and Beyond recognitions in social media. Health Information Management staff are planning continuing education. A new SCHHC Health and Wellness program will launch soon. Information Systems staff are working toward certifications in IS fields. MyCareCorner, an updated patient portal, will go live in March with improved ease of use and tools. Work is underway to decrease the time between patient encounter and payment for service by helping to identify chart deficiencies as they occur.

6. SCHD Foundation Report

Scott McEachern, CIO & Foundation Executive Director provided a summary of the Foundation Report including an update on the 2021 year-end fundraising campaign for the School Nurse Program at the Bandon School District, announcing Karrie Devine, RN, with a 12-month contract. During summer months she may work clinic shifts. The 19th annual Women's Health Day will be this Saturday, February 26, the second year as a fully virtual event. Over 120 people had registered as of February 24. Special thanks to Amy Moss-Strong and Alix McGinley, and presenters Stephanie Lyon, Director of Pharmacy, Deborah Ellis, our outgoing Interim CEO, and Rita Hamilton, Dietary Manager, as well as Stephanie Polizzi, OSU Extension Nutritionist. The 16th annual Golf for Health Classic at Bandon Crossings is scheduled to be held on September 17. The SCHF Gift Shop will be promoting seasonal holidays coming up in May and June.

7. Medical Staff Report

- i. Dr. Keizer presented the Credentialing and Privileging Report from the February 8 Medical Staff monthly meeting:

New Appointments

Brent Hatch, PA-C – Allied Health/Orthopedic Medicine (supervising Physician S. Hobson, MD)

Reappointments

Olixn Adams, DO – Active Staff – Family Medicine

Don Hirschman, CRNA – Courtesy Staff – Anesthesia

Thomas Kinsley, MD – Courtesy Staff – Emergency Medicine
James Tracy, DO – Courtesy Staff - Allergy and Immunology

Direct Radiology – Third Party Reading Radiology Group

Lee Hewett, MD – Courtesy Staff – New Appointment
James Le, MD – Courtesy Staff – New Appointment
Suzanne Aquino, MD – Courtesy Staff – Reappointment
Patricia Barnes, MD – Courtesy Staff – Reappointment
Perry Kaneraiy, MD – Courtesy Staff - Reappointment

Discussion: Dr. Adams, Dr. Noel Pense, and Dr. Crane rotate Hospitalist shifts at the hospital. Dr. Adams no longer practices in Gold Beach. Norbert Johnson **moved** to accept the Medical Staff Report as presented. Mary Schamehorn **seconded** the motion. **None were opposed. Motion passed.**

IV. Monthly Financial Statements: Review

Jeremiah Dodrill, CFO, provided a review of the financial statements for the month of January as presented in the meeting packet. In summary, gross revenues for January of \$3,394,000 were higher than budgeted expectation of \$3,145,000. Operating loss for January was (\$65,000) compared to budgeted loss of (\$110,000). Days Cash on Hand in January concluded at 132.1 days, up from December at 127.4 due to strong collections with A/R days decreasing from 62.4 to 55.1. **Discussion:** Mr. Dodrill requested input from Board members for future reporting structure and provided a review of Medicare cost-based reimbursement and cost reporting. When volume increases from prior reporting the hospital will be overpaid, causing the required adjustment. The new cost report tool will help SCHHC identify an accurate position to improve overall reporting. The team looks forward to arrival of new CEO and continued work to review existing contracts.

V. Quality and Patient Safety Report

Barbara Snyder, Quality & Risk Manager, was not in attendance. Ms. Ellis offered to answer any questions regarding the printed report. **Discussion:** Board members inquired what information is necessary for the District Board regarding Risk. Risk as it relates to insurance is a financial consideration to be included in financial reporting. Quality measures are a requirement of Medicare/Medicaid (CMS) in support of patient care. Mr. Miller, General Counsel, suggested that a special Executive Session could be scheduled to review liability/potential liabilities one or two times per year.

VI. New Business

1. Consideration of MRI Proposal

Debra Backman, Medical Imaging Manager, presented the MRI Mobile proposal. In summary, the proposal is recommended to improve workflow, improve the patient experience, to accommodate more patients, and increase market share. **Discussion:** Board members inquired about the number of techs available, current volume, contract termination clause and client references. No decision was made at this meeting. A special meeting will be

scheduled to review contract termination language and additional client references after arrival of new CEO.

2. Moss Adams Cost Report & FY21 Adjustments

See under I. Call to Order. Item moved forward in agenda.

3. Addendum to Agenda: Consideration of Tuition Reimbursement Request

Cori Valet, CNO, introduced the tuition reimbursement request, per policy not to exceed \$15,000, requested by a highly productive ED CNA staff member employed with Southern Coos since 2008, currently enrolled in a 12-month hybrid Institute of Technology Practical Nursing Program; includes 2-year commitment from employee. **Discussion:** Cori was asked to read aloud the tuition reimbursement policy for new Board member edification.

Norbert Johnson **moved** to approve the tuition reimbursement as requested, per the reimbursement policy. Tom Bedell **seconded** the motion. **All in favor. None opposed. Motion passed.**

VII. Old Business

1. Permanent CEO Search Update

Mr. Bischoff noted that, as approved at the February 8 Special Meeting, new CEO Raymond Hino will join SCHHC on Monday, February 28.

2. Governance Institute Update

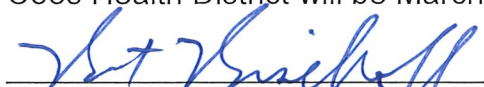
Mr. Bischoff reminded members to complete the Board Orientation module.

VIII. Open Discussion

Norbert Johnson provided an update on the hospital Bylaws review project. It was proposed that board members review a subset of articles each month beginning in March with articles 1 through 3. Mr. Bedell will consolidate input for review. The Board requested a list of Southern Coos Medical Directors. It was noted that in a recent edition of Becker's Hospital Review, Oregon is listed as number two in the nation for RN salaries, inquiring how Southern Coos compares. Southern Coos is presently at benchmark, however available housing is also a consideration. Mr. Bischoff thanked Mr. Johnson and Mr. Bedell for their work on the Bylaws.

IX. Adjournment

At 8:29 p.m. the meeting was adjourned. The next regular meeting of the Southern Coos Health District will be March 24, 2022 at 6:30 p.m.


Brent Bischoff, Chairman 3-24-22


Mary Schamehorn, Secretary 3-24-22