

Southern Coos Health District
Board of Directors Meeting
Minutes
November 17, 2022, 6:00 p.m.

I. **Executive Session**

At 6:00 p.m. Brent Bischoff, Board Chair, called to order the **Executive Session under ORS 192.660(2)(c) to consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 (Licensing of facilities and health maintenance organizations) including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.**

At 6:36 p.m. the meeting returned to Open Session.

II. **At 6:40 p.m. Open Session was Linked to On-Line Public Access & Called to Order**

No decisions were made in Executive Session. Items reviewed in Executive Session included Quality & Patient Safety Committee Report and Medical Staff Credentialing and Privileging Report.

1. **Roll Call**

Members Present: Brent Bischoff, Board Chairman; Mary Schamehorn, Secretary; Norbert Johnson, Treasurer; Pamela Hansen, Tom Bedell; Directors. **Administration:** Raymond Hino, CEO; Jeremiah Dodrill, CFO; Cori Valet, CNO; Scott McEachern, CIO; P.J. Keizer, MD, Medical Staff Chief of Staff. **Others present:** Robert S. Miller, III, Legal Counsel; Kim Russell, Executive Assistant. **Press:** None.

Mary Schamehorn, Secretary, confirmed all members present.

2. **Motions from Executive Session**

a. **November Medical Staff Credentialing Report**

2-Year Privileges – New

Paul Preslar, DO – Courtesy – Family Medicine

J.G. Johnson, DO – Courtesy – Emergency Medicine

2-Year Privileges – Reappointments

Paul Michaels, MD – Courtesy – Pathology

Christine Mitchell, OD – Active – Family Medicine

Direct Radiology After Hours Reading Radiology Resignation & Reappointments

Anjali Roy, MD – Courtesy – Resignation
Cynthia Oberfelder, MD – Courtesy – Reappointment
Roger Wiley, MD – Courtesy – Reappointment
John Boardman, MD – Courtesy – Reappointment
Kristin Grubb, MD – Courtesy – Reappointment
Vitaly Izgur, MD – Courtesy – Reappointment

Tom Bedell **moved** to accept the Medical Staff Credentialing and Privileging Report. Norbert Johnson **seconded** the motion. **No discussion. All in favor. Motion passed.**

b. Procedural Sedation Delineation of Privileges

Mary Schamehorn **moved** to accept the Procedural Sedation Delineation of Privileges. Pam Hanson **seconded** the motion. **No discussion. All in favor. Motion passed.**

c. Quality & Patient Safety Policy Approval

001.001 Provision of care, treatment and services for restraint and seclusion
001.002 Restraint or seclusion use
001.003 Restraint and seclusion use limited to emergencies
001.004 Immobilization devices use of
001.005 Restrain and seclusion discontinuation removal
001.006 CMS Reporting and documentation for deaths associated with restraint or seclusion
001.007 Restraint and seclusion orientation and training
001.008 Performance improvement program restraint and seclusion
001.009 Restraint and seclusion administrative oversight
215.003 Drapes, curtains and decorations policy
215.001 Fire and smoke barrier penetration policy
215.004 Internal audit policy

Norbert Johnson **moved** to accept the recommended policies as listed. Mary Schamehorn **seconded** the motion. **No discussion. All in favor. Motion passed.**

3. Approval of Agenda

The Audit Report will be moved forward in the agenda.

Mary Schamehorn **moved** to approve the agenda with modification. Norbert Johnson **seconded** the motion. **All in favor. Motion passed.**

4. Moss-Adams FY22 Audit Report

Tony Andrade, from Moss-Adams, presented the annual audit report, issuing an unmodified, clean opinion to the State of Oregon due by December 31. There were no disagreements with management. Of the required communication to the governing board there was no evidence of material weakness, no significant deficiency, and no concern regarding internal controls. Mr. Andrade reviewed his detailed report to the board noting improvements from prior years in Days of Cash on Hand, and how the audit reviews aging of Accounts Receivable, Debt to Capitalization, Age of Plant, and Average Length of Stay. Labor has been a challenge for all hospitals throughout the pandemic. A correction was noted and a new copy of his report will be forwarded. Members of the board congratulated Jeremiah Dodrill, CFO, members of Administration, and staff for a job well done.

5. Public Input

None present nor received on-line.

III. Consent Agenda

1. Meeting Minutes

- a. Regular Meeting – 10/27/22
- b. Executive Session – 10/27/22

2. Monthly Counsel Invoice Robert S. Miller III #1150

Mary Schamehorn **moved** to accept the Consent Agenda. Norbert Johnson **seconded** the motion. **No discussion. All in favor. Motion passed.**

IV. Staff Reports

1. CEO Report

Mr. Hino opened with recognition of National Rural Health Day today, an honor established in 2010 to recognize rural challenges including lower than average incomes, higher Medicare usage, and lower medical accessibility. Due to a recent spike in local Covid cases, the Covid Committee has recommended a return to masking in all areas of the hospital. Last week it was announced that Southern Coos Hospital is now an accredited Critical Access Hospital through DNV, an international accrediting organization, after having not previously holding accreditation, joining OHSU, Good Samaritan, Asante, Peace Health, and other Oregon hospitals, and we are on track to achieve ISO quality certification. Dr. Pense has accepted the Medical Directorship for Quality and Respiratory Therapy as part of his new 2-year hospitalist agreement. The new emergency department physician staffing firm, OPYS, is holding weekly meetings with Administration and staff as we prepare to transition on December 31. After 2 years without, we are resuming the annual employee and volunteer holiday party on December 17. **Discussion:** A grant opportunity was

discussed for funding of a travel-trailer to replace the current triage tents, to be presented to the board in the near future, estimated at \$55-\$60,000 for the trailer, to be stored on a pad adjacent to the current engineering shop, plus a late model diesel pick-up truck. Grant funds are to be used before June 30, 2023.

2. Clinic Report

On behalf of Dawn Gray, Clinic Manager, Mr. Hino reviewed monthly statistics from the month of October. Highlights include a 7% increase in patients served. A temporary Nurse Practitioner joined the team in October. A decrease in no-shows of over 50% was attributed to the new electronic appointment reminder system from Dialog Health. Appointments cancelled by physician were due to illness. Paul Preslar, D.O. is scheduled to begin work on December 5. Advertising is planned. **Discussion:** The board is looking forward to seeing activity reported under the Medicare Wellness bullet, regarding that service available to Medicare beneficiaries. The goal for the clinic to break even is on track for the end of this fiscal year, June 30, 2023.

3. CNO Report

Cori Valet, CNO, reviewed the CNO Report for the month of October, including clinical staffing updates. Recruitment has begun for the ED RN Manager position. Michelle King, RN, has joined Southern Coos as Surgical Services Manager. Respiratory Therapy now fully staffed. The new coag analyzer is to be installed mid-December and new freezer for ortho cases installed. Novarad PACS (Picture Archiving Computer System) and medical imaging reading system has been implemented. Southern Coos Medical Imaging Techs are certified in multiple modalities, which helped support staffing during Covid illnesses. Respiratory Therapy also incurred staffing shortages due to Covid, with manager providing coverage. On November 11 the Southern Coos Emergency Department was on a partial diversion due to no Respiratory Therapy coverage. Ms. Valet expressed gratitude for those staff members who stepped in to provide coverage. Average daily census on the Med/Surg floor in the month was 10 days per patient. Restraint and Seclusion policy and procedure training was completed, with thanks also to Arianne Booth, new Education RN. Discussion: Clinical internships were discussed as a possible option to fill ancillary department or CNA positions; would require proctor.

4. CFO Report

Jeremiah Dodrill, CFO, provided a review of his report on department activities for the month of October. The Wipfli, LLP rural health clinic analysis, Moss-Adams annual financial audit and DNV documentation in the physical environment dominated the month. Recognition was given to Jason Cook, Jonathan Yamasaki, and Jenny Percy for their work on policy in response to DNV deficiencies. A preventive maintenance (PM) standards tracking cloud-based system will be purchased at nominal cost of approximately \$3K per year and will assist with maintenance documentation and development of long-range clinical engineering plan for equipment obsolescence and equipment end-of-life.

5. CIO Report

Scott McEachern, CIO, provided a summary of the CIO report. A HIPAA Security Risk Assessment completed by cyber security vendor, Critical Insight, will be reported to the Board at the December meeting. Mr. McEachern received a scholarship to attend the College of Healthcare Information Management Executives (CHIME) Healthcare CIO Boot Camp in early November that included Healthcare CIO certification. Scott was pleased to report that Southern Coos may have the opportunity to move forward sooner than currently projected in the Strategic Plan with a new EMR, as soon as September 2024, giving consideration to the EPIC platform through Providence Health. Curry General is now using this platform through Providence and providing positive feedback regarding their transition.

6. SCHD Foundation Report

Mr. McEachern, Foundation Executive Director, reviewed key performance indicators of for the month. The Foundation is currently at \$53,766.51 toward \$200,000 year-end goal. Planned events include Women's Health Day to be held February 25th, 2023; a new event, Senior Health Day to be held in May/June 2023, and a Bandon School District/Ocean Crest Health Fair coming up on February 5.

7. Strategic Plan Report

Mr. Hino provided a brief summary of progress or changes in the report from the previous month. Significant progress made of 36% on all deliverables with 22% on track. 3.2 and 3.2.1 have moved to 100% on Quality Benchmarks. The Rural Health Clinic feasibility study is complete. To proceed with physical plant initiatives, Mr. Dodrill proposes development of an RFP by the Healthcare Collaborative Group, and have them present to the board in Q1 2023, with goal to create a master plan.

V. Monthly Financial Statements

Jeremiah Dodrill, CFO, provided a review of the financial statements reported for the month of October, noting robust patient volumes and 5.7% increase in net patient revenue. Operating Expenses trended higher in part due to labor and in part material expense such as the DNV accreditation survey invoice. Operating Income is on target with revenue actual at \$183K compared to budget at \$172K. So far the aggressive budget is in line YTD. Medicare accelerated funds are fully paid-off.

VI. Old Business

1. Board of Directors Annual Self-Evaluation

The Governance Institute self-evaluation tool used in 2021 will be used again this year and went "live" on November 14 with all member completion due by November 28. The full report from the Governance Institute will be provided in January.

VII. New Business

1. Annual Employee Bonus

Mr. Dodrill provided a history of the annual bonus which has evolved from gift cards to a check due to tax requirements, has been for many years a net figure of \$100 plus estimated tax amount. Mr. Dodrill proposed increasing that amount to net \$200. Eligibility has been based on full-time employment with discretion to managers regarding per diem staff based on number of shifts worked. **Discussion:** Board members support increase to \$200 and recognition for achievement of DNV accreditation.

Tom Bedell **moved** to approve the employee bonus of net \$200 following guidelines for eligibility. Mary Schamehorn **seconded** the motion. **All in favor. Motion passed.**

VIII. Open Discussion & Adjournment

Discussion: Board members may correspond with CEO and Executive Team regarding strategic plan and other topics. Serial communications, however, must be avoided. Communication (discussion or decision) with 3 or more board members constitutes a public meeting.

At 8:37 p.m. the meeting adjourned.



Brent Bischoff, Chairman 1-26-2022



Mary Schamehorn, Secretary 1-26-2023

Approved at 12-15-23 regular meeting but not all members present for signatures.