

**Southern Coos Health District  
Board of Directors  
Regular Meeting Minutes  
January 27, 2022**

**Members Present:** Brent Bischoff, Chairman; Mary Schamehorn, Secretary; Norbert Johnson, Treasurer; Pamela Hansen, Director and Tom Bedell, Director. **Member Not-Present:** None. **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:** Robert S. Miller III, General Counsel. Due to COVID019 restrictions, meeting was held virtually via Zoom for all attendees.

**An Executive session was held at 6:00 pm under ORS 192.660(2)(a) and 192.660(7) to consider the employment of a public officer, employee, staff member or individual agent and ORS 192.660(2)(h) to consider with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. No decisions were made in Executive Session.**

**I. Call to Order**

Mr. Bischoff, Chairman, called the meeting to order at 6:48 p.m. following Executive Session, noting the presence of a quorum.

Tom Bedell **moved to approve** the confidential agreement as reviewed in Executive Session. Mary Schamehorn **seconded** the motion. No further discussion. **All in favor. None opposed. Motion passed.**

Mr. Bischoff requested a motion to approve the meeting agenda.

Mary Schamehorn **moved** to accept the meeting agenda. Norbert Johnson **seconded** the motion. **None opposed. Motion passed.**

**1. Public Input**

No public input received, option was left open in case there was input after the fact since the meeting was held virtually. Scott McEachern monitored for input.

**II. Consent Agenda**

**1. Meeting Minutes**

- i. Regular Meeting – 12/16/2021 and Executive Session – 12/14/21; 12/21/21; 12/28/21; and 12/30/21

**2. Monthly Counsel Invoices**

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

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

### III. Staff Reports

#### 1. CEO Report

Deborah Ellis, Interim CEO, started with recognition of Employees of the Year. **Clinical** recipient was Denise Ebenal, Infection Control Nurse, Employee Health, and Quality and Risk; **Non-Clinical** Dietary Department consisting of Bonnie Ragan; Rick Haas; Steven Bettelyoun. COVID-19 continues to stress the limits of all the Hospitals, local and throughout our State and Nation. All locations are facing excess stress to staff, supplies and equipment. In effort to reduce exposure we have implemented a work from home option to those employees that are able to perform their duties without having to be on site. Communication with off-site employees has been enabled by doing Zoom meeting. Also internal communication has been moved to zoom meeting as much as possible. Visitors to patients in the Hospital has been limited to essential personal or care taker on site. We are coordinating with local Hospitals, Bay Area Hospital, Coquille Hospital and OHA and have plans in place to support the each other as needs may apply. With support from Barbara Snyder we were awarded a SHIP Grant (Small Hospital Improvement Program Grant) from Oregon Office of Rural Health. Funds will be used to work with the Stroudwater consulting firm to provide us with guide dance in maximizing our medical staff services across the hospital. Annual Health Day is coming up on 26<sup>th</sup> of February lead by Stephanie Lyon, Karen Stafford, Scott McEachern and his staff are working to make this a successful event.

#### 2. Multi-Specialty Clinic Report

Deborah Ellis, Interim CEO, announced the hiring of Cherie Turbitt as the new Manager in the department and will start in February. Clinic has multiple employees affected by COVID and it has limited the capacity to service our patients. Clinic is focusing on working on the no show rate to help reduce the number. Norbert Johnson noted that an appointment was made with the clinic and that a reminder of the appointment was made a week before the appointment was scheduled. Norbert Johnson asked if we could make the call reminder a little closer to the appointment date. Deborah Ellis confirmed that the new manager will be assigned the project and we are in process of addressing the challenge.

#### 3. CNO Report

Cori Valet, RN/BSN, CNO presented the CNO Report. Ms. Valet updated the plan to begin using the new Cepheid GeneXPert (Rapid PCR) in the Laboratory beginning in February instead of January due to a delay in installation that will affect validation and implementation. Med/Surg census remains at or close to our capacity based on physical beds and nursing capacity. Currently have five full time Nurse and five full time CNA positions to fill. There are 4 Agency Nurse contracts in place to fill the current need. Announced Karen Stafford moved from Clinic Manager to Case Management, Discharge Planner, and Swing Bed

Manager. Karen Stafford has oriented well to new position and is already making a difference in referrals and discharges. Due to challenges with only using Rite Aid for our outsourced Pharmacy needs, we are in process of instituting a contract with Coast Community Health Center Pharmacy to fill non-formulary medications for inpatient and Swing Bed patients. This will help reduce the risk of delays medications. Respiratory Department has noticed an increase in In-Patient and Swing Bed procedures. In addition Out-Patient Pulmonary Function test have also increase due to local Pulmonary Function test facilities not doing those test and referring them to our Hospital. Supply Chain process may affect numbers in the month of February due to components needed for test are being delayed. Opened floor to questions and none were introduced.

#### **4. CFO Report**

Jeremiah Dodrill, CFO, reviewed his report. The summary report is included in the financials this month. Jeremiah provided the individual stats for each provider to the board privately. Jeremiah acknowledge Katelin Wirth and accounting team for building these reports. Progress made to move to standard tools to evaluate financial performance for Hospital based provider contracts. Year End tax reporting 1099 forms completed. Introduced the CBR-1 Community Benefit Report. A State wide report validated Medic Aid Medic Care support vs expenses beyond those coverages incurred by the Hospital.

#### **5. CIO Report**

Scott McEachern, CIO, shared that looking to highlight internal and external testimonials. Published Bandon Health Wave and Leslie Tucker was recognized for 30 years of service to our Hospital. Website update changes made and an electronic application has been implemented. Next in process will be an electronic medical records request form. Looking to move to a digital format to allow community easier access. Adding detail to current emergency plan and contingency plans in collaboration with our Engineering Department. Lastly, starting in February our Clinical Informatics Manager will begin benchmarking workflows in Multi-Specialty Clinic in effort to identify gaps to improve productivity. Opened floor to questions and none were introduced.

#### **6. SCHD Foundation Report**

Scott McEachern, CIO & Foundation Executive Director provided a recap of the Health Foundation Report; the year-end fundraising campaign to support the Bandon School nurse program; the 19<sup>th</sup> annual Women's Health Day is February 26<sup>th</sup>, 2022 all virtual; and Above and Beyond Recognition. Opened floor to questions and Brent Bischoff inquired what percentage of funds raised are for salary for the RN and threshold needed to be reached. Reply was the threshold was met and yes, salary and current funds will cover the rest of this school year and part of next year. Fundraising will continue to support the position beyond current amount. Pamela Hansen inquired if the schools received COVID funds and if so, could those funds be used to support the School RN program. Yes, and the School System will also contribute to fund.

## 7. Medical Staff Report

- i. Dr. Keizer presented the Privileging Report from the January 11 Medical Staff monthly meeting:

### New Appointment

None

### Reappointments

None

### Current Staff Changes

Marc David Smith, MD - Emergency Medicine – Retiring

Steven Rudis - Emergency Medicine – Retiring

Jonathan Doug Mayeux – Emergency Medicine – Retiring Oregon License

### Direct Radiology – Third Party Reading Radiology Group

Jeffrey Grossman, MD – Courtesy – Reappoint

Michael Rozenfeld, MD – Courtesy - Resign

Mary Schamehorn **moved** to accept the Medical Staff Report as presented. Norbert Johnson **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 December. **Discussion:** Discussion took place throughout the presentation of the financial reports. Opened floor to questions and none were introduced.

## V. Quality and Patient Safety Report

Barbara Snyder, Quality and Risk Manager. Ms. Snyder went over the monthly report. Updated working on fundamental goals currently set and taking into account the high level of stress currently being addressed by staff. Opened floor to questions and none were introduced.

## VI. New Business

### 1. Proposed Discussion to District Bylaws Update or Changes.

Proposal submitted to create a process of periodic review of Bylaws. Two volunteers requested by Brent Bischoff and Norbert Johnson and Tom Bedell also volunteered.

## VII. Old Business

### 1. Permanent CEO Search Update

Brent Bischoff, Board Chair gave an update on the CEO position posting. December period was used to interview six selected potential candidates and narrowed the

selection down to two candidates. Moving to next step of having the first choice candidate to visit the Hospital and tour and meet key individuals. Due to COVID a large introduction to more than key individuals was not an option. Itinerary for visit to be supplied to Board Members.

## 2. Governance Institute Update

Brent Bischoff, Board Chair, gave an update on Board education available. Looking to come up with an agenda that will assist the current Board. Brent Johnson contributed his experience on how useful and easy to use the modules available. All Board members confirmed to review modules.

## VIII. Open Discussion

Norbert Johnson inquired inviting Board Member to Leadership meeting. Deborah Ellis will have zoom link sent for future meetings. Tom Bedell recognized Robin Miller for being awarded #2 Best Attorney and Law firm in Coos County. Cori Valet updated that Debra Backman will have a proposal for upgrade MRI machine at February meeting.

## IX. Adjournment

At 8:25 p.m. the meeting was adjourned. The next regular meeting of the Southern Coos Health District will be February 24, 2022 at 6:30 p.m.

  
Brent Bischoff, Chairman 2-24-22

  
Mary Schamehorn, Secretary 2-24-22