

**Southern Coos Health District
Board of Directors Meeting
Open Session Minutes
April 27, 2023**

I. **Executive Session Call to Order 6:00 p.m.** 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. No decisions shall be made in Executive Session.

II. **Open Session Call to Order 6:30 p.m.**

1. **Roll Call – All Members Present:** Brent Bischoff, Board Chairman; Mary Schamehorn, Secretary; Norbert Johnson, Treasurer; Pamela Hansen and Tom Bedell, Directors. **Administration:** Raymond Hino, CEO; Jeremiah Dodrill, CFO; Cori Valet, CNO; Scott McEachern, CIO; Dawn Gray, Clinic Manager; Douglas Crane, MD, Vice Chief of Staff. **Others present:** Robert S. Miller, III, Legal Counsel; Kim Russell, Executive Assistant. **Press:** None.

2. **Approval of Agenda**

Mr. Bischoff noted the addition to the agenda of item 3. Motions from Executive Session, d. Medical Staff Revisions to Rules and Regulations. And under Open Discussion to add topic of public live streaming open meetings over social media.

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

3. **Motions from Executive Session**

a. **Quality & Patient Safety Report.** Presented in Executive Session by Sharon Bischoff, Quality RN.

b. **Risk & Compliance Report** presented in Executive Session by Barbara Snyder, Risk & Compliance

c. **Medical Staff Report** presented in Executive Session by Douglas Crane, MD, Vice Chief of Staff, included privileging and credentialing report as follows:

2-Year Privileges –New

None

2-Year Privileges – Reappointments

Debra Guzman, NP – Active – Family Medicine

Stephen Quinn, MD – Courtesy - Radiology

Jane Gilbert, MD – Courtesy – Ophthalmology

Patricia Rotter, MD - Courtesy – Emergency Medicine
William Croson, MD – Courtesy – Pain Medicine

Medical Staff Status Change

Adam Mankowski (ED Medical Director)– Courtesy to Active

Direct Radiology Appointments & Reappointments

After Hours Reading Radiology

Kenneth Edgar, MD (Radiology) – Courtesy - Reappoint
Rashmi Hande, MD (Radiology) – Courtesy - Reappoint
Joshua Kuroiwas, DO (Radiology) – Courtesy - Reappoint
Allen Nawrocki, MD (Radiology) - Courtesy - Reappoint
William Phillips, MD (Radiology) – Courtesy - Reappoint
Asti Pilika, MD (Radiology) – Courtesy - Reappoint
William Rusnak, MD (Radiology) – Courtesy - Reappoint
Aaron Wickley, MD(Radiology) – Courtesy – Reappoint

- d. **Revision to Medical Staff Rules and Regulations** 1035–Physician Suspension for Incomplete Charts, Section A. Deficient and Delinquent Medical Records.

Norbert Johnson **moved** to accept the Quality & Patient Safety Report, the Risk & Compliance Report, Medical Staff Report and revisions to Medical Staff Rules and Regulations. Mary Schamehorn **seconded** the motion. **All in favor. Motion passed.**

4. Public Input

None.

III. Consent Agenda

1. Meeting Minutes

- a. Regular Meeting–03/23/23
- b. Executive Session–03/23/23 (provided in Executive Session)

2. Monthly Counsel Invoice Robert S. Miller III – Invoice #1242 4-5-23

Mary Schamehorn **moved** to accept the Consent Agenda with minutes amended to correct the vote tally in March 23 Regular Meeting minutes on page 5, to accept the proposal from Experis Project Management for Selection of Electronic Health Record & Enterprise Resource Planning Products, with 4 votes in favor instead of 3, with one abstention,. Norbert Johnson **seconded** the motion. **All in favor. Motion passed.**

IV. Staff Reports

1. CEO Report

Ray Hino, CEO, provided highlights from his CEO Report for the month of March,

including the launch of orthopedic surgical cases, reporting excellent outcomes. Dr. Wesley Johnson has been very complimentary of our team. Senate Bill 829 is currently in the Ways and Means Committee. Mr. Hino will write a letter to Ways committee chairs and will forward contact information to the District Board members. **Discussion:** Mr. Hino indicated a target date of end of year to double the number of surgeries and procedures and is looking into adding other local surgical providers.

2. Clinic Report

Dawn Gray, Clinic Manager, presented highlights from her report on March Clinic operations. Ms. Gray noted the use of creative marketing letters for community outreach and the new billboard in Bandon on Highway 101 promoting the Primary Care Clinic providers and hospital emergency services. Vincent Tyson is seeing 9-12 patients per day, but unfortunately, he declined our offer of a permanent position. Recruitment efforts are in progress with 3 candidates. **Discussion:** Regarding statistics in the report, “knows medical history,” Ms. Gray noted that a provider seeing someone else’s patient will not already know the patient’s medical history, which applies to primary care providers. The current electronic medical record can be a barrier to access of patient history.

3. CNO Report

Cori Valet, CNO, provided a summary of the CNO Report for the month of March including updates to contract staffing in Med/Surg, Emergency Department, and Surgical Services, and corrections to staffing statistics in Radiology. This week we held a successful 2-day RN Skills Training workshop with the new Nurse Educator. Thank you to Dr. Crane for the use of his building for this great event. There were 20 total surgical procedures in March and 19 in April with 3 orthopedic. In Medical Imaging, the Novarad rollout received excellent feedback as a smooth transition, and the portable X-ray calibration is complete. The Ultrasound team is very appreciative of the new equipment and improved productivity. Emergency Department visits are trending upward with admissions to inpatient status, while the number of transfers are down. **Discussion:** The RN Educator position is reflected under RN Admin in the staffing report due to serving multiple departments.

4. CFO Report

Jeremiah Dodrill, CFO, provided a summary of department highlights for the month of March. Department budget meetings are complete. Next steps include calculation of non-department depreciation expense, and more, to complete the baseline budget by May 15. Leadership then reviews the baseline budget against strategic initiatives and considers corrective measures. Thank you to Katelin Wirth and the Finance Team and all Managers for their work on the budget. The annual Budget Committee Meeting will be June 1 at 4:30 p.m. The Long Range Financial Plan in the Strategic Plan needs attention. Sewage System issues with backup in kitchen required estimates from contractors and a project plan is in progress to include Dietary downtime and possible service alternatives. Estimate is approximately \$10,400 to include preventive scoping of plumbing system and treatment of 25-year old cast iron pipes. **Discussion:** Tom Bedell, Board Liaison to the Budget & Finance Committees, thanked Mr. Dodrill and Katelin Wirth, Financial Analyst, for the thorough presentation

earlier today on the very impressive Axiom budget software program. Clinic provider turnover will unfortunately affect budget during transitions and ramp-up periods. The clinic looks forward to the addition of Bonnie Wong, DO, joining the care team on June 2. Dr. Wong may be able to accept Dr. Mitchell's and Debra Guzman's patient panels. Several targeted mailings are planned.

5. CIO Report

Scott McEachern, CIO, provided a summary of the CIO Report for the month of March. Microsoft 365 implementation is complete. The new corporate intranet and point of sale system live date is end of June. Critical Insight, our Cyber Security partner, caught a recent significant attempt on our system. Multi-factor authentication has been implemented on all devices with external access. We hope by the June board meeting to meet qualifications for higher cyber security insurance coverage. Clinical informatics serving all departments is focused on clinic workflows, revenue cycle and pharmacy. HIM workflow studies are in progress. Since the last board meeting we are engaged with Experis in our EMR/ERP (electronic medical record / enterprise resource planning) exploration with data gathering completed last week and formal kickoff tomorrow.

6. SCHED Foundation Report

Mr. McEachern, Foundation Executive Director, provided a review of the March Foundation Report. Per the Health Foundation 2023-2026 Strategic Plan, Board recruitment committee is formed with goal to expand from 8 to 11 members. Planning has begun for the annual Golf for Health Classic to be held September 16, 2023.

7. Strategic Plan Report

Mr. Hino reviewed highlights of status or changes in progress from prior month, commending Carrie Okey, HR Director, for near completion of benchmarking of staff positions, including every job classification in the matrix. We have employees who are above benchmark and some who are below. We will not be reducing pay rates but will come up with a strategy to eventually meet benchmarks. The CHNA (Community Health Needs Assessment) may be due before September. CMS and IRS requirement is to complete every 3 years, includes community survey and focus groups; we are currently soliciting vendor quotes. We look forward to progress on Senate Bill 829 regarding a grant of \$250,000 toward the Facility Master Plan objective. The Long Range Financial Plan goal date is moved from April 30 to June 30. **Discussion:** The Clinic physician champion for a new Electronic Health Record will be Paul Preslar, DO. Regarding status of local commercial payer employers, we are contracted with all payers who serve the area; Mr. Dodrill is in the process of renegotiating with Moda Health.

V. Monthly Financial Statements

Jeremiah Dodrill, CFO, reviewed the financial statements reported for the month of March. Deductions from revenue were unfavorably higher. Accounts Receivable aged and grew due to a very busy March. Labor is under budget, while contract labor was higher in March. Our goal is to be able to report surgical procedures and

orthopedic surgeries separately, but that is not possible at this time. On average the cost to run the facility is \$2.5M per month.

VI. Old Business

None.

VII. New Business

1. Review & Motion - Resolution No. 2023-01 To Adopt the 2023 Coos County Multi-Jurisdictional Natural Hazards Mitigation Plan

At the request of the Board of Directors the Coos County Multi-Jurisdictional Natural Hazards Mitigation Plan was reviewed in advance by Robert S. Miller, District Counsel. Having no concerns regarding the document, Mr. Miller deferred to Jason Cook, Plant Operations Manager for any specific facility concerns. Mr. Cook stated that all area hospitals have existing MOUs (Memorandums of Understanding) in place regarding mutual support in the event of natural hazards or other emergencies. With no concerns from Mr. Miller or Mr. Cook, Mr. Bischoff requested a motion.

Mary Schamehorn **moved** to approve Resolution 2023-01 Adoption of the 2023 Coos County Multi-Jurisdictional Natural Hazards Mitigation Plan. Norbert Johnson **seconded** the motion. **All in favor. Motion passed.**

VIII. Open Discussion & Adjournment

Discussion opened regarding the removal of Covid restrictions on public meetings and the action of live-streaming public meetings over social media. While live-streaming is convenient, it has not improved public input. Remote access must continue but at this time we may discontinue live-streaming and retaining video of past meetings on Facebook. Future meetings will be remain accessible via website link to the live meeting. Mary Schamehorn recently changed physicians to the Southern Coos Clinic and is very impressed with Dr. Preslar. Dr. Preslar's son, a local lawyer, is being mentored by Mr. Miller.

At 7:51 p.m. the meeting adjourned.


Brent Bischoff, Chairman 5-25-2023


Mary Schamehorn, Secretary 5-25-2023

