

Southern Coos Health District
Board of Directors Meeting
Open Session Minutes
March 23, 2023

- I. **Executive Session Call to Order 6:00 p.m.** Executive Session Under ORS 192.660(2)(i) to evaluate the performance of an officer, employee or staff member if the person does not request an open meeting; 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 6:44 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; P.J. Keizer, MD, 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 following additions to the agenda under Motions from Executive Session, the addition of d. CEO Evaluation and e. Revision of Medical Staff Bylaws.

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

3. **Motions from Executive Session – Reports**

- a. **Quality & Patient Safety Report.** Presented in Executive Session by Sharon Bischoff, Quality RN.
- b. **Risk & Compliance Report** presented in Executive Session by Ray Hino, CEO
- c. **Medical Staff Report** presented in Executive Session by Dr. PJ Keizer, Chief of Staff, included privileging and credentialing report and item e.) below, addition of provisional status privileges.

2-Year Privileges – Reappointments

Victoria Schmelzer, CRNA – Active – Anesthesia/Pain
Aloysius Fobi, MD – Courtesy - Emergency Medicine
Morgan Grove, OD – Courtesy - Optometry

Medical Staff Privilege Status Change

David Rickman, MD - Courtesy - ED - Privileges to lapse 3/31/23

Christine Mitchell, DO – Active to Courtesy per Bylaws 4.2-1

Tom Bedell **moved** to accept the Quality, Patient Safety, Risk & Compliance, and Medical Staff Credentialing Report. Pam Hansen **seconded** the motion. **All in favor. Motion passed.**

d. CEO Evaluation

Raymond T. Hino joined Southern Coos Hospital & Health Center as Chief Executive Officer on February 28, 2022. Highlights of Mr. Hino's first year included implementation of the new strategic plan, focus on improved financial performance, improved workplace culture, community and healthcare networking, government relations and DNV Critical Access Hospital Accreditation. The Board of Directors requested that Mr. Hino continue to focus on clinic financial stability, strategic plan initiatives, quality, DNV accreditation requirements and cultural improvements.

Mary Schamehorn **moved** that the Board offer Mr. Hino a salary increase of \$13,000 annually, beginning April 1, 2023, resulting in an annual salary of \$243,000. Norbert Johnson **seconded** the motion. **All in favor. Motion passed. Discussion:** Members noted their appreciation for Mr. Hino's efforts this past year. Mr. Hino thanked the Board for their partnership and the opportunity to serve the greater Bandon community.

e. Revision to Medical Staff Bylaws to add classification of 1-year Provisional Status privileges.

Mary Schamehorn **moved** to approve Medical Staff Bylaws as amended. Norbert Johnson **seconded** the motion. **All in favor. Motion passed.**

4. Public Input

None.

III. Consent Agenda

1. Meeting Minutes

- a. Regular Meeting–02/23/23
- b. Executive Session–02/23/23 (provided in Executive Session)

2. Monthly Counsel Invoice Robert S. Miller III – Invoice #1228 3/4/23

Tom Bedell **moved** to accept the Consent Agenda. Pam Hansen **seconded** the motion. **All in favor. Motion passed. Discussion:** Mr. Miller confirmed that while the Counsel invoice is dated 3-4-23, because it must be approved by the Board at the next monthly meeting, the invoice is not "late" as appears to be noted.

IV. Staff Reports

1. CEO Report

Ray Hino, CEO, provided highlights from the CEO Report for the month of February. The Oregon Health Authority has indicated that mask mandates will be lifted April 3, except for those who are unvaccinated for flu or Covid when working with patients, through May 15. Mr. Hino was pleased to announce that Adam Mankowski, MD, has accepted the role of Emergency Department Medical Director, replacing Dr. Tami Marriott who requested to step down for personal reasons. Mr. Hino and the Board of Directors thanked Dr. Marriott for her service. Orthopedic surgery will resume at Southern Coos tomorrow, March 24, with more surgeries being scheduled. Board members would like to add marketing of orthopedic surgery to the Strategic Plan. The Executive Team attended the Oregon Association of Hospitals & Health Systems (OAHHS) Leadership Conference in Salem February 28-March 1. Strong support was received on Senate Bill 829, an appropriation of \$250,000 for engineering and architectural studies and the creation of a Master Facility Plan for the expansion of SCHHC. Critical Access Hospitals may be exempt from concerns outlined in House Bill 2697 regarding staffing committees and staffing ratios, more information to come. Mr. Hino plans to attend the annual Becker's Hospital Review annual conference in Chicago April 3-6. In the last month Mr. Hino has met with the following healthcare leaders: Jeff Lang, CEO, Coquille Valley Hospital (Coquille), John Kinna, CEO, North Bend Medical Center (5 locations, including Bandon), and Melissa Cribbins, Interim CEO, Coast Community Health Center (Bandon, Port Orford). Mr. Hino has identified a Board education vendor and self-assessment model in use in other District hospitals, with more information to be provided to the Board before June 1.

2. Clinic Report

Dawn Gray, Clinic Manager, presented highlights from the report on February operations, reminding the Board that stats for February will be lower due to the shorter month. New providers are working to increase their numbers. We are pleased with the new billboard in Bandon on Hwy 101 featuring the Primary Care Clinic and hospital 24/7 Emergency Room services. Patient surveys through NRC Health have been positive. PCPCH (Patient-Centered Primary Care Home Program) designation will increase rate of reimbursement.

3. CNO Report

Cori Valet, CNO, provided a summary of the CNO report for the month of February, adding the missing FTE metrics and providing staffing update. The implementation of the new Novarad PACS (Picture Archiving and Communications System), is complete with Dr. Keizer, Radiology Medical Director, adding that the transition is going well. Southern Coos has received a great rate of return and feedback from the new patient satisfaction surveys in areas of Observation, Emergency Department, Laboratory and Outpatient Services.

4. CFO Report

Jeremiah Dodrill, CFO, provided a summary of department highlights for the month

of February. The budgeting process has begun with pre-work for department manager meetings per the Budget Timeline provided last month. Salary benchmarking is progressing with Human Resources. Mr. Dodrill welcomed new Controller, Brenda Sund, who will be joining the team this week.

5. CIO Report

Scott McEachern, CIO, provided a summary of the CIO report for the month of February. Microsoft 365 implementation is on track. Novarad implementation is going well with thanks to Jeff Weymouth, IT Project Lead, and Debra Backman Medical Imaging Manager for their excellent work. Clinical Informatics, led by Shawn March, RN, continues to support projects across multiple departments including the Clinic, Dietary and site-wide text-based appointment reminder platform to include all ancillary departments. The HIM team is operating at full capacity, welcoming back one member from maternity leave, and has been integral in building new provider documentation deficiency tracking systems.

6. SCHD Foundation Report

Mr. McEachern, Foundation Executive Director, provided a review of the Health Foundation 2023-2026 Strategic Plan presented and approved at the March 16 Foundation meeting, replacing the previous strategic plan from 2007. A full copy of the strategic plan is available upon request.

7. Strategic Plan Report

Mr. Hino provided a review of status or changes in progress from prior month. The updated strategic plan can be found on the Southern Coos Hospital & Health Center website and intranet (for employee access). **Discussion:** Board members suggested that Pain Management needs to be marketed. The community needs to know Southern Coos is accepting new patients. Southern Coos is working with financial consultant CLA on what and how we can advertise as an allowable/reimbursable expense.

V. Monthly Financial Statements

Jeremiah Dodrill, CFO, reviewed the financial statements reported for the month of February. Numbers reflect the shorter month. Inpatient and Emergency Departments have been busy. Mr. Dodrill noted the budgeted loss of (\$80,000) compared to actual of (\$325,000) that included the negotiated loss of (\$75,000) with separation from Western Healthcare emergency physician services. Administration and staff are focused on targeted efforts necessary to address issues as reflected in individual reports and strategic plan.

VI. Old Business

1. None.

VII. New Business

1. Employee Tuition Assistance Application

Cori Valet, CNO, presented the tuition assistance request SBAR (Situation, Background, Analysis, Recommendation) for Kaitlynn Rice, working in the Laboratory as an MLA II and currently enrolled in an online Medical Laboratory Technologist (MLT) degree program through Weber State University. In summary, the total cost of the program is \$12,036. The current tuition assistance policy states that secondary degrees may be reimbursed at 50-percent if the advanced degree is in a field of study applicable to the employee's current or impending position. Kaitlynn plans to apply for one of the vacant MLT positions currently filled by travel/contract staff. Kaitlynn holds a degree in biology therefore she would qualify for a 50% reimbursement if approved. **Discussion:** In return for the tuition assistance, Southern Coos requests a minimum 2-years of employment following completion of the degree program.

Norbert Johnson **moved** to approve the tuition assistance request for Kaitlynn Rice as described. Mary Schamehorn **seconded** the motion. All in favor. Motion passed.

2. Consideration of Project Management Team, Experis, for Selection of Electronic Health Record & Enterprise Resource Planning Products

Scott McEachern provided a review of Administration's recommendation to accept the proposal from consultant, Experis, which will allow a thorough assessment of full cost of ownership of a new EMR/ERP solution. Both EHR and ERP solutions will be evaluated simultaneously. Request for proposals will be accepted from selected EHR and ERP vendor to meet requirements for public procurement process. Final Vendor Selection recommendations to be presented to the Board on August 24, 2023. Estimated cost to be expensed is \$167,773. **Discussion:** Significant risks to the District have been identified in the areas of compliance with our quality requirements with CMS, as well as with medical staff recruitment and retention. Approximately fifty-two percent of cost is reimbursable from CMS. Reference calls have taken place with several consultants before making this recommendation. An ERP covers management of GL, fixed assets, materials management, and more. Both EMR and ERP are essential. Goal of 2024 to be fully tested, implemented and staff trained. Patient billing can be an issue in any EMR transition which may have contributed to losses at other hospitals; one of many considerations. This fee is not in the current budget. One option will be to retain the current EMR vendor, CPSI. The consultant, Experis, also offers subsequent project management and implementation support but that would be a separate proposal. Proposed expense may potentially be split over 2 fiscal years. \$84,000 can be put in next fiscal year budget. Current system costs will be offsets in budget. This proposed expense is less than 10% of total cost of ownership. This is a very large, expensive decision that is important to get right. Administration and staff do not have the time or expertise to perform the evaluation the consultant will complete.

Mary Schamehorn **moved** to authorize funds as requested of \$167,773 to engage with Experis for selection of electronic health record and enterprise resource planning systems. Norbert Johnson **seconded** the motion. Pamela Hanson **abstained**. Four votes in favor. **Motion passed.**

VIII. Open Discussion & Adjournment

Mr. Johnson commented on the professionalism of the Quality and Patient Safety Committee meetings he attends every third Tuesday.

At 8:43 p.m. the meeting adjourned.


Brent Bischoff, Chairman 4-27-2023


Mary Schamehorn, Secretary 4-27-2023