

**Southern Coos Health District
Board of Directors Meeting
Open Session Minutes
May 25, 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 6:38 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; Brenda Sund, Controller; Cori Valet, CNO; Scott McEachern, CIO; Dawn Gray, Clinic Manager; Philip Keizer, MD, Chief of Staff. **Others present:** Robert S. Miller, III, Legal Counsel; Katelin Wirth, Financial Analyst; Kim Russell, Executive Assistant. **Press:** None.

2. **Approval of Agenda**

Mary Schamehorn **moved** to approve the agenda. Pam Hansen **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 Philip Keizer, MD, Chief of Staff, included privileging and credentialing report as follows:

2-Year Privileges –New

Bonnie Wong, DO – Provisional – Family Medicine
Garry Vallier, MD – Provisional – Orthopedic Surgery
Shannon Berry, MD – Provisional – Emergency Medicine

2-Year Privileges – Reappointments

Gregory Schutt – Courtesy – Emergency Medicine
Shaun Hobson, MD – Courtesy – Orthopedic Surgery
Jason Bell, MD – Courtesy – Orthopedic Surgery

Direct Radiology Appointments & Reappointments
After Hours Reading Radiology

Samuel S’Doia, MD (Radiology) – Courtesy - Resigned

Kristen Grubb, MD (Radiology) – Courtesy - Resigned

- d. **Approval of Policy 163.002 Credentialing and Privileging of Licensed Independent Practitioners and Advance Practice Providers.** Reformatting and revisions to existing policy.

Tom Bedell **moved** to accept the Quality & Patient Safety Report, the Risk & Compliance Report, Medical Staff Report and Policy 163.002. Norbert Johnson **seconded** the motion. **All in favor. Motion passed.**

4. **Public Input**

None.

III. **Consent Agenda**

1. **Meeting Minutes**

- a. Regular Meeting–04/27/23
- b. Executive Session–04/27/23 (provided in Executive Session)

2. **Monthly Counsel Invoice Robert S. Miller III – Invoice #1258 4-29-23**

Pam Hansen **moved** to accept the Consent Agenda. Mary Schamehorn **seconded** the motion. **All in favor. Motion passed.**

IV. **Staff Reports**

1. **CEO Report**

Ray Hino, CEO, provided a summary from his CEO Report for the month of April, including the update to the Covid-19 policy. New physicians approved tonight include Dr. Berry, a board-certified Emergency physician, returning Emergency physician, Dr. Fobi, and Dr. Wong who will see patients in the Clinic to begin June 5. Additional orthopedic surgery cases are being scheduled. Senate Bill 829 to approve \$250,000 for hospital expansion is now with the Joint Ways and Means Committee. National Hospital Week May 8-12 was a great success with thanks given to the Employee Activities Committee and staff and board member volunteers who helped. The Community Health Needs Assessment (CHNA) kickoff is May 26, with full report to be complete for presentation to the Board on June 22; we are excited to have community involvement including local minority group organizations.

2. **Clinic Report**

Dawn Gray, Clinic Manager, presented a summary of April Clinic operations. Dawn Gray is meeting weekly with Scott McEachern to develop an aggressive marketing plan. The number of patients seen per day has increased from prior months. Recruitment continues to replace Debra Guzman, FNP. Dr. Bonnie Wong's schedule is full in June and July while we complete additional insurance credentialing, with 181 patients on the wait list. Thank you to Leslie Tucker in Patient Financial Services for her work on the insurance credentialing. Quality Care metrics were reviewed, noting

2 measures where Southern Coos performs better than HRSA (Health Resources and Services Administration) standards. **Discussion:** Improvement in Clinic financials is anticipated with new physician ramp-up and implementation of the Coordinated Care program. The Strategic Plan goal was updated to be more realistic with that implementation timeline, noting also that funding is available from our CCO (Coordinated Care Organization), Advanced Health, for the related quality reporting.

3. CNO Report

Cori Valet, CNO, provided a summary of hospital clinical operations from the CNO Report for the month of April. Leah Hyman, lead mammographer, is stepping in as interim Medical Imaging Manager. We thank Debra Backman for her contributions as Manager and wish her well. Staffing report reviewed. Some vacations in May impacted surgery volume. RN Skills Days held April 24-25 were a big success with 100% attendance by full-time staff and options for per-diem staff to complete. These will continue with quarterly and annual recurring sessions. When the new Fall policy is complete this will be included in the curriculum; current content is as required by DNV. The new bed alarm system will add fall protection. Emergency department statistics were reviewed.

4. CFO Report

Brenda Sund, Controller, provided a summary of Finance Department operations for the month of April, on behalf of Jeremiah Dodrill, CFO. Budget work has concluded for the annual June 1 Budget Committee Meeting. This public meeting will be accessible in person or available via Southern Coos Hospital website link on the home page at www.southerncoos.org. The 35-page annual AHA (American Hospital Association) Survey was submitted this month; a copy will be made available to the Board of Directors. Payer contract negotiations are in process, these include Moda Health, Advanced Health and others. We now have a Bottle Drop account to benefit the Southern Coos Health Foundation. As of today we have collected \$106.70. Bags are available from Brenda Sund, or call the Administration office at 541-329-1031 for more information.

5. CIO Report

Scott McEachern, CIO, provided a summary of his for the month of April. The CCHC (Coast Community Health Center) & OCHIN (Oregon Community Health Information Network) interface is in progress. We are pleased to be working with Reese Electric on installation of USB ports in the hospital lobby for patient convenience. A new Point of Sale system for gift shop and Dietary is to be installed and "live" by end of June. Cybersecurity update: our system detected and blocked 1,085 malicious email types out of over 40,000 emails received in April. Internet traffic: 456.9M total artifacts were monitored. **Discussion:** Curry County has been the recent victim of a ransomware attack that has debilitated their systems due to being behind in infrastructure improvements. This is a highly critical area of concern for public and private organizations. Clinical Informatics projects reviewed. Two members of the HIM (Health Information Management) department attended the annual ORHIMA (Oregon Health Information Management Association) meeting in Portland this month benefitting from critical updates in Federal guidelines, protections changes,

networking and forming a cohort. The EMR/ERP (Electronic Medical Record/Enterprise Resource Planning) Request for Proposal went out May 22 with responses due June 16. Existing candidates discussed, with goal to have recommendations for the Board consideration via a Board Workshop to be determined and publicly announced prior to the August 24 regular meeting. Estimating 9-12 months or 12-14 months for implementation per vendor with staggered go-live roll-out September 2024.

6. SCHD Foundation Report

Mr. McEachern, SCH Foundation Executive Director, provided a review of April Foundation activities. The Foundation is currently building new committee structures and working on fundraising objectives. The Golf for Health annual fundraiser is scheduled to be held on September 16 with a new Friday night event at the Punchbowl at Bandon Dunes. The Foundation is sponsoring a new community event scheduled to be held November 4, "Aging Well in Bandon."

7. Strategic Plan Report

Mr. Hino provided a summary review of the current status of the Strategic Plan "living document" updated monthly and available to the public via the hospital website at www.southerncoos.org and to staff on the internal intranet page. Reference to an external consultant is removed and physician contract reviews are almost complete with final negotiations to wrap up in June.

V. Monthly Financial Statements

Brenda Sund, Controller with the assistance of Katelin Wirth, Financial Analyst, reviewed the financial statements reported for the month of April. Gross revenue was slightly lower than budgeted at \$3.3M with ancillary volumes falling below budgeted expectations, however inpatient and Swingbed volume and revenue were slightly higher than budget. Discussion included Medicare payable adjustment that had been over-accruing and a cost center correction. Days of Cash on Hand closed at 119.8. Readers are directed to the full report in the meeting packet for further statistical details.

VI. Old Business

1. Electronic Health Record/Enterprise Resource Planning Request for Proposal

See the CIO Report, above.

VII. New Business

1. Budget Committee Appointments

The Budget Committee is comprised of 5 community members and the District Board of Directors. It is facilitated by a Board Member Liaison, Tom Bedell. They meet annually in a public meeting to review the proposed budget and if

accepted, recommend to the Health District Board of Directors for formal approval. Two members had resigned in the last year. A motion is requested for approval of the following two new volunteers from the community for the next annual meeting to be on June 1:

- a. **Steve Reber.** Mr. Reber serves on SCHF Board, has professional financial background.
- b. **Sean Suppes, CPA.** Mr. Suppes also serves on SCHF Board.

Mary Schamehorn **moved** to approve Steve Reber and Sean Suppes as new members of the Budget Committee. Tob Bedell **seconded** the motion. **All in favor. Motion passed.**

2. Policy Review

a. Policy 800.002 Hospital Leadership Structure

This is a new policy as required by DNV. Discussion regarding minor edits to be made. Quality Board Liaison, Norbert Johnson, to be added to page 39. Dr. Noel Pense is the Quality Medical Director.

b. Policy 800.006 Public Meetings

This Public Meeting policy is extrapolated from the existing Public Meetings and Records policy originally adopted in 2015 as provided by SDAO (Special Districts of Oregon). Two edits were made to update the regular meeting agenda format and to reflect new requirements for virtual meeting accessibility. Discussion: Written minutes do not require votes on motions by name when result is unanimous. This policy was also reviewed by legal counsel.

Pam Hansen **moved** to approve Policy 800.002 and Policy 800.006 with edits to 800.002 as discussed. Mary Schamehorn **seconded** the motion. **All in favor. Motion passed.**

VIII. Open Discussion & Adjournment

Discussion regarding orthopedic physicians Drs. Hobson, Ivanitsky and Bell. Drs. Hobson and Bell are already privileged with Southern Coos. Mr. Bischoff congratulated the newly re-elected board members Tom Bedell (Position 1), Mary Schamehorn (Position 2), and Pam Hansen (Position 3). They will be sworn in at the July 27 regular meeting.

At 7:52 p.m. the meeting adjourned.


Brent Bischoff, Chairman 6-22-2023


Mary Schamehorn, Secretary 6-22-2023

