

Southern Coos Health District
Board of Directors Meeting
Open Session Minutes
June 22, 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 6:33 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; Philip Keizer, MD, Chief of Staff. **Others present:** Robert S. Miller, III, Legal Counsel; Kim Russell, Executive Assistant. **Press:** None.

2. **Approval of Agenda**

Tom Bedell **moved** to approve the agenda. Out of consideration for the Community Health Needs Assessment consultant, David Sandberg, the CHNA Report update will be moved to #5 under Open Session Call to Order. Mary Schamehorn **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.

2-Year Privileges – New

None

2-Year Privileges – Reappointments

Philip Keizer, MD – Active - Radiology
Henry Holmes, MD – Courtesy – No Clinical Privileges Requested
Nikolas Jones, MD – Courtesy – Emergency Medicine
Shane Matsui, LCSW – Active – Licensed Clinical Social Worker
Steven Shimotakahara, MD – Courtesy - Otolaryngology

Medical Staff Status Change

Brian Phelps, MD– Courtesy- Emergency Med. – Privileges to Lapse
06.30.23

Judy Hardage, MD– Courtesy- Emergency Med. – Privileges to Lapse
06.30.23

Eric Ory, MD – Courtesy – Emergency Med. – Privileges to Lapse
05.11.23

Direct Radiology Appointments & Reappointments – After Hours
Reading Radiology

None

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

4. Public Input

Dr. Mark Stefanelli spoke regarding non-payment by OPYS Emergency Room Staffing Services for approximately 700 hours of work in the Southern Coos Hospital Emergency room in recent months for which he was informed by OPYS that he would be paid after July 1. If payment is not received at that time Dr. Stefanelli is prepared to seek legal recourse. Mr. Bischoff acknowledged Dr. Stefanelli's concerns and thanked him for his input.

5. Community Health Needs Assessment – moved forward in agenda

David Sandberg, CHNA Consultant, provided a summary of the full presentation provided in the meeting packet, noting the increased community participation this year. Areas represented in the current strategic plan but not identified by the public include chronic care, school nurse, implementation of concierge service, orthopedic surgical services and general surgery. Top requests from the public include same day care or "Urgent Care", weekend care, retail pharmacy. These areas are also addressed in the strategic plan under 8.1 Expanded Access to Care. The community may be served well by increased awareness of existing services. Board members noted the recent reduction in dental care available in Bandon. Acceptance of the report tonight will approve work on a formal action plan to be presented to the board of directors in December.

III. Consent Agenda

1. Meeting Minutes

- a. Regular Meeting–05/25/23
- b. Executive Session–05/25/23 (provided in Executive Session)

2. Monthly Counsel Invoice Robert S. Miller III – May 30 Invoice #1294

Mary Schamehorn **moved** to accept the Consent Agenda. Tom Bedell **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 May, noting that there has been no surgical services activity. Mr. Hino is currently working on potential contracts with surgeons to lock in volume for both orthopedic and general surgeries.

2. Clinic Report

Mr. Hino presented the Clinic Report on behalf of Clinic Manager, Dawn Gray. The month of May reflects a \$26,000 improvement to clinic financials as a result of contract restructuring. Work is underway to secure a new Nurse Practitioner to replace Debra Guzman, FNP, to begin in September. Care Coordination services will ramp up to yield significant returns in 2-5 years.

3. CNO Report

Cori Valet, CNO, provided a summary of hospital clinical operations from the CNO Report for the month of May. The Surgical Services Director has resigned and an interim manager has been placed with recruitment in process. Leah Hyman, Medical Imaging interim manager is doing a great job. ER Incident Command was successfully implemented due to ER physician staffing schedule lapse. New Mindray cardiac monitors were installed and have been very well received by staff. Lower volumes seen in ancillary services were due to staff vacations.

4. CFO Report

Jeremiah Dodrill, CFO, provided a summary of Finance Department operations reported for the month of May. Budget work was concluded for the annual June 1 Budget Committee Meeting and tonight's annual Budget Hearing. The hospital's Worker's Comp insurance was moved from SDAO (Special Districts of Oregon) to SAIF (State Accident Insurance Fund Corporation) saving approximately \$30,000. Thank you to Barbara Snyder, Risk Manager, for her work on the return-to-work program that allows employees who are unable to perform duties associated with their primary job, to return to work to perform other essential duties. Due to recent concern over banks across the country and funds insured by FDIC up to \$250,000, Southern Coos is now protected by a daily "sweep" of funds to insure all deposits, with interest earned offsetting related fees.

5. CIO Report

Scott McEachern, CIO, provided a summary of his for the month of May. Three vendors have responded to the EMR/ERP Request for Proposal (Electronic Medical Record/Enterprise Resource Planning). Due to potential concerns about Community Connect, we may need to adjust our timeline, however at this time we are on track to meet the August deadline for presenting to the board, with a special board workshop

to be scheduled in August. The hospital rebranding project is underway with assistance from independent contractor, Rachel Gray, of Portland. \$60,000 has been included in the budget to accommodate related expense. A project kickoff meeting will be held in July.

6. SCHD Foundation Report

Mr. McEachern, SCH Foundation Executive Director, provided a summary review of the May Foundation report. The Health Foundation FY24 budget was adopted at June 15 meeting with goal is to increase revenue by 10%. Upcoming Events include the Golf for Health Classic on September 16 and Senior Health Day on November 11.

7. Strategic Plan Report

Mr. Hino provided a summary review of the current status of the Strategic Plan updated monthly and available to the public via the hospital website at www.southerncoos.org and to staff on the internal intranet page. Updates made regarding 8.1 Community Health Needs Assessment presented this evening. Advanced Health contract is in progress with goal to implement by Q1FY24.

V. Monthly Financial Statements

Jeremiah Dodrill, CFO, provided a review of the monthly financial statements for the month ending May 31. Gross revenues of \$3,627,000 were lower than budgeted at \$3,680,000. Ancillary volumes exceeded budget, however, ER was flat and Respiratory Therapy volumes fell below expectations. Inpatient and Swing Bed revenues of \$930,000 were lower than budget of \$1,046,000 for the month with an Average Daily Census (ADC) equal to budgeted expectations at 7. Mr. Dodrill reviewed Deductions from Revenue, Labor and other Operating Expenses. The Operating loss for May was (\$201,000) compared to a budgeted loss of (\$85,000), resulting in a decrease in Net Position of (\$66,000) compared to a budgeted decrease of (\$12,000). Days Cash on Hand for May was 134.2 days, up from April at 127.8 following decrease in A/R days outstanding at 47.1 down from 50.7 in April.

VI. Old Business

1. Community Health Needs Assessment

See #5 under II. Open Session Call to Order.

VII. New Business

1. Policy Review & Approval

The following policies have been reviewed internally and require District Board review and approval:

- a. **155.001 Quality Assurance Performance Improvement Plan 2023-24**

Mary Schamehorn moved to approve 155.001 as presented. Tom Bedell seconded. All in favor. Motion passed.

b. 155.003 Culture of Quality and Patient Safety

Norbert Johnson moved to approve 155.003 as presented. Mary Schamehorn seconded the motion. All in favor. Motion passed.

c. 800.011 Board Orientation Policy

Mary Schamehorn moved to approve 800.011 as presented. Pam Hansen seconded the motion. All in favor. Motion passed.

d. 800.014 Chief Executive Officer (CEO) Job Description

Pam Hansen moved to approve 800.014 as presented. Norbert Johnson seconded the motion. All in favor. Motion passed.

VIII. Close of Budget Hearing

1. FY24 Budget Message & Presentation

Jeremiah Dodrill, CFO & Budget Officer, thanked members of the Budget Committee, which also includes the District Board, for their review and approval of the proposed budget at the annual public Budget Committee Meeting on June 1. The baseline budget was prepared based on current budget, working with management and administration to include strategic initiatives also identified in the Strategic Plan that include improved contract efficiencies, outpatient services growth, swing bed growth and clinic productivity. The Chargemaster was benchmarked with a 5% net increase with some CPT code rates lowered and some raised according to industry benchmarks. Discussion included description of cost report modeling decrease of estimated collection rate. The 10% estimated increase in service revenue is a realistic estimate, only. Cash on Hand is projected at 176.9 on June 30, 2024, improved from 168.2 projected on June 30, 2023. Capital requests were reviewed. Mr. Dodrill thanked all Managers, the Executive Team and Finance Team for their work to complete this budget now ready for approval. Discussion: Respiratory Therapy appears to be missing from the chargemaster and marketing as presented, but was shown in CHNA (PFTs, Pulmonary Function Testing), this is another area where we can focus as only Respiratory Therapy in the area.

2. Resolution 2023-02 Adoption of Budget Required for Coos County Tax Assessor

Mary Schamehorn **moved** to approve Resolution 2023-02 to Adopt the Budget. Tom Bedell **seconded** the motion. **Discussion:** Board members asked how the Emergency Department change to self-staffing will effect budget with combination of employed and contract physicians. Administration is pleased to be working with physicians directly building a core group, believing the change will have a net positive result for the hospital, noting also that a Critical Access Hospital is also permitted to

staff with experienced advanced practice providers. Board members requested a comparison be provided in monthly financial reporting. **All in favor. Motion passed.**

Open Discussion & Adjournment

The next regular meeting will be held Thursday, July 27, 2023, with Executive Session at 6:00 p.m. and Open Session to immediately follow at approximately 6:30 p.m. Meetings are again open to the public in the main conference room of the hospital at 900 11th Street SE, Bandon, Oregon.

At 8:21 p.m. the meeting adjourned.



Brent Bischoff, Chairman 7-27-2023



Mary Schamehorn, Secretary 7-27-2023