

**Southern Coos Health District
Board of Directors Meeting
Open Session Minutes
August 24, 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 – Quorum established; one member absent:** Brent Bischoff, Board Chairman; Mary Schamehorn, Secretary; Norbert Johnson, Treasurer; Tom Bedell, Director. **Absent:** Pam Hansen, Director. **Administration:** Raymond Hino, CEO; Jeremiah Dodrill, CFO; Scott McEachern, CIO; Dawn Gray, Clinic Manager; Philip Keizer, MD, Chief of Staff. **Absent:** Cori Valet, CNO. **Others present:** Michael Snyder, MedSurg RN Manager; Robert S. Miller, III, Legal Counsel; Kim Russell, Executive Assistant. **Press:** None.

2. **Agenda Additions or Corrections**

No changes to the agenda.

Mary Schamehorn **moved to approve** the agenda as presented. Tom Bedell **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 Physician Credentialing & Privileging Report** presented in Executive Session by Dr. PJ Keizer, MD, Chief of Staff.

i. **2-Year Privileges – New**

James Woods, MD – Provisional – Emergency Medicine

ii. **2-Year Privileges – Reappointments**

Douglas Crane, MD – Active – Internal Medicine

iii. **Direct Radiology Appointments & Reappointments – After Hours Reading Radiology**

None.

iv. **Medical Staff Status Change**

Basil Pittenger, MD – Internal Medicine – Privileges to Expire 08.31.23

- d. **Medical Staff Delineation of Privileges-Emergency Privileges-Nurse Practitioner** presented in Executive Session by PJ Keizer, MD, Chief of Staff.

Norbert Johnson **moved to accept** the Quality & Patient Safety Report, the Risk & Compliance Report, Medical Staff Credentialing and Privileging Report and the Delineation of Privileges as presented in Executive Session. Tom Bedell **seconded** the motion. **All in favor. Motion passed.**

4. Public Input

None.

III. Consent Agenda

1. Meeting Minutes

- a. Regular Meeting–07/27/23
- b. Executive Session–07/27/23 (provided in Executive Session)

2. Monthly Counsel Invoice Robert S. Miller III – #1332 July 31, 2023

Norbert Johnson **moved** to approve the Consent Agenda. Mary Schamehorn **seconded** the motion. **All in favor. Motion passed.**

IV. Staff Reports

1. CEO Report

Ray Hino, CEO, presented a summary of his monthly report for the prior month. **Covid-19:** Effective August 8 the mandate for healthcare workers to be vaccinated against Covid-19 will end and in accordance with DNV recommendations, mandatory masking for non-vaccinated staff when engaged in direct patient care, has been rescinded at this time. **DNV Survey:** The anticipated but unannounced DNV survey took place August 1-2 resulting in 11 non-conformities to be corrected in 60 days, with the plan of correction due August 26, 10 days following receipt of survey results. We received many compliments from the DNV surveyors on the quality of our staff and the quality of patient care provided to our patients. Before the next survey, it is our goal to move to ISO 9000 standards. (ISO 9000 is defined as a set of international standards on quality management and quality assurance developed to help organizations effectively document the quality system elements needed to maintain an efficient quality system. They are not specific to any one industry and can be applied to organizations of any size.) **Dietary Department Construction Project:** The previously reported Dietary Department plumbing repair and construction project concluded after 27 days. During that time, July 18-August 13, Dietary staff worked in restricted space while continuing to serve our patients. We would like to give a special thank you to the City of Bandon and Avery Richards for allowing us to use the

commercial dishwashing facilities at the Community Center and to our Dietari and Engineering staff for the extra effort and assistance. **Surgery Services:** The month of July had the highest volume of procedures in the last 12 months. An offer has been made for a half-time orthopedic surgeon as surgeon recruitment continues. **Emergency Physician Services:** Southern Coos has been staffing our emergency department by direct contracting with ER physicians who have worked here in the past. Special thanks to doctors Marriott, Mankowski and Kawalek, who have been covering the majority of the shifts for the past 2 months. We are also happy to welcome back local ER physician Dr. Jim Woods. **Sports Physical Clinic:** On August 11, Doctors Bonnie Wong and Noel Pense completed 35 sports physicals in the Bandon High School gym for students from Bandon, Port Orford and Myrtle Point. We are pleased to have offered this service at no charge with a canned food donation for the local food bank.

2. Clinic Report

Dawn Gray, Clinic Manager, presented the Clinic Report for the month, very pleased to share that clinic operations performed above budget for the month of July. She anticipates we will see continued improvement in the numbers of patients seen but the next two months may be lower, due to one physician being out for 2 weeks and as Vincent Tyson, FNP, moves to another assignment in September. We will then be onboarding Amy Hinshaw, FNP, returning to work for Southern Coos, in October. The Chronic Care Management kickoff was a success, with 3-5 patients served this month. Long term, this will result in increased revenues after a first-year loss.

3. CNO Report

Cori Valet, CNO, is out of office. Mike Snyder, MedSurg RN Manager, provided a summary of hospital clinical operations from the CNO Report for the month of July including current staffing report, noting the number of contract RNs is lower as we work to eliminate use. Nursing held another Skills Days event covering high risk, low volume important clinical skills that was well attended. These are scheduled quarterly. Emergency Department volumes have increased. The new Laboratory analyzer instrument is in place and live. We are pleased to welcome our new Surgical Services manager, Colleen Lorenz, an Oregon RN with Oregon license.

4. CFO Report

Jeremiah Dodrill, CFO, provided a summary of Finance Department operations for the month of July. **Audit & Cost Report:** The Finance Department has been working on the Moss-Adams financial audit and with CLA (Clifton, Larsen, Allen CPAs) on the Cost Report. Final FY23 audit report to be presented to the Board this fall. **Projects:** The team is also working with CLA on the long-range financial plan baseline per the Strategic Plan and total cost of ownership studies for the EMR/ERP (Electronic Medical Record/ Enterprise Resource Planning) in preparation for the special board presentation in September. The Facility Master Planning kickoff meeting will be August 31, a multi-phase process with RFP selection process and assessment. **Discussion:** Oregon's limited bed capacity was discussed. Critical Access Hospital designation is limited to 25 bed maximum.

5. CIO Report

Scott McEachern, CIO, provided a summary of his July report on Information Systems, Health Information Management, and Marketing. **Information Systems:** Cyber Security chart and stats reviewed. This topic remains a priority with email security awareness training for all staff and patch management. (Patch management is the process of applying updates to software, drivers, and firmware to protect against vulnerabilities. Effective patch management also helps ensure the best operating performance of systems, boosting productivity.) **Clinical Informatics:** Work continues in support of Quality Department reporting in Merit-Based Incentive Program (MIPS), Medicare Beneficiary Quality Improvement Program (MBQIP) and Medicare Promoting Interoperability Program (formerly Meaningful Use), CMS Framework for Health Equity, and OHA data tracking and reporting, as well as the Laboratory new analyzer project kickoff and new physician onboarding. **EMR/ERP Selection Process (Electronic Medical Record/Enterprise/Enterprise Resource Planning):** A special public meeting is planned to be held in September to present system recommendations, a total cost of ownership model, and outline a funding proposal. At this time, two finalist EPIC Community Connect vendors and two Enterprise Resource Planning vendors have provided demonstrations and reference checks are being completed. Mr. McEachern thanked staff for their participation. The process and timeline with a goal to have a final recommendation and report before the Board of Directors in October.

6. SCHD Foundation Report

Mr. McEachern, SCH Foundation Executive Director, recapped the July Foundation report. There is great momentum for the upcoming annual fundraiser, the Golf for Health Classic, to be held on September 16. Aging Well in Bandon event has been moved to May 2024.

7. Strategic Plan Report

Ray Hino, CEO, presented an update on progress of Strategic Plan initiatives. The strategic plan software issue has been resolved and the Executive Team has been able to update their progress. The compensation plan project, required to be in compliance with Salary Equity Law, is near completion with rollout in September. Mr. Hino thanked Carrie Okey, HR Director, for her work and efforts at transparency and communication with board and staff. Quality initiatives are all near completion. Mr. Hino is reviewing two vendors to provide a long-term board education plan. Disaster preparedness activities are planned. Board indemnification is complete. The finance team is making progress on long-term financial plan goals. **Discussion:** An employee recognition platform has been in place this last year; performance discipline will be administered through coaching and corrective action, and Administration is open to incorporating a merit component. Administration confirmed that it is time to begin preparation of a new strategic plan with discussion to include exploration of becoming a Level 4 Trauma Center.

V. Monthly Financial Statements

Jeremiah Dodrill, CFO, provided a summary of the financial statements for the month

of July, including a review of Gross Revenue and Volumes, Deductions from Revenue, Labor Expenses, Professional Fees, Purchased Services, and Supplies. Lower volumes and an average daily patient census of 6.4, below the budgeted expectation of 9.3, resulted in an operating loss for the month of (\$307,000). Days in Accounts Receivable increased to 50.6. Days of Cash on Hand closed at 117.7. Provider productivity goals and efficiencies are in progress. Congratulations to Dawn Gray, Multi-Specialty Clinic Manager, and her team, for exceeding budgeted expectations with Total Operating Revenue of \$80,587, above budgeted expectation of \$65,901. **Discussion:** Competitive bidding is performed for purchases. Marketing will begin for orthopedic surgery when credentialing and privileging of surgeon is complete.

VI. New Business

1. New Policies for Review & Approval

- a. 170.001 Safety Management Program
- b. 170.002 Authority of Safety Officer

These policies will be forwarded to the September agenda.

VII. Open Discussion and Adjournment

A date was selected for a special meeting to be held on September 21 at 6:00 p.m. to hear results of the RFP process and evaluation for EMR/ERP (Electronic Medical Record/Enterprise/Enterprise Resource Planning). No decision will be made at the special meeting. The next regular meeting will be held Thursday, September 28, 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 7:52 p.m. the meeting adjourned.


Brent Bischoff, Chairman 9-28-2023


Mary Schamehorn, Secretary 9-28-2023

