

Southern Coos Health District
Board of Directors Meeting
Open Session Minutes
July 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 6:33 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:** Dawn Gray, Clinic Manager; Carrie Okey, HR Director; Robert S. Miller, III, Legal Counsel; Kim Russell, Executive Assistant. **Press:** None.

2. **Agenda Additions or Corrections**

Mr. Bischoff proposed moving the 3 policies from the Consent Agenda to New Business for open review and discussion.

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.

i. Direct Radiology Appointments & Reappointments
Sandford Smoot, MD - Radiology – Courtesy, New
Sandeep Amesur, MD - Radiology - Courtesy, New

ii. Medical Staff Status Change
Debra Guzman, FNP – Status Change - Active to Courtesy
Tami Marriott, MD - Status Change - Courtesy to Active
Adam Kawalek, MD – Courtesy, Add Privileges: Hospitalist

iii. Orthopedic Surgery Delineation of Privileges modification

The Board of Directors congratulated Dr. Keizer on his re-election as Chief of Staff.

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

4. Public Input

Sara Lewis, RN and Kerri Thornberg, RN, each addressed the Board of Directors regarding the new compensation plan on the agenda under New Business, to be implemented in October, with concerns about perceived inequity and potential to affect quality of patient care. Mr. Bischoff thanked them for their input and encouraged further discussion with management and Administration.

III. Consent Agenda

1. Meeting Minutes

- a. Regular Meeting–06/22/23
- b. Executive Session–06/22/23 (provided in Executive Session)

2. Monthly Counsel Invoice Robert S. Miller III – June 2023 Invoice

Tom Bedell **moved** to approve the Consent Agenda with policies moved to New Business. Pam Hansen **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 June. The kitchen plumbing project to repair below-ground pipes under the dishwasher is nearly complete with concrete poured today and new dishwasher to be installed. The kitchen should be back in full service next week. Thank you to the City of Bandon for the use of the Community Center kitchen for dishwashing during this time, and to the Dietary and Engineering teams for their efforts to continue patient service during this challenge. The plumbing inspection concluded that no further repairs are needed at this time. Administration has proposed entering into an agreement to participate in the Signify Health Accountable Care Organization (ACO), a group of physicians, hospitals, and other healthcare providers who collaborate to deliver value-based, high-quality care to their Medicare patients. Participation in the ACO helps increase quality and lowers morbidity outcomes and is claims-based. At this time SCHHC will participate in with incentivized quality metrics, to start January 1, 2024 with financial reporting to be included in the monthly Board report. Southern Coos is pleased to offer free sports physicals for students to be held at the Bandon School District on August 11 with 2 providers and support staff to work the event. There will be no charge for the service. Students will be asked to donate canned items to be delivered to the local food bank. The Southern Coos employee picnic will be held August 19. Board members are invited to join the family event to be held at a local county park. Southern Coos will participate in the annual Cranberry Festival parade in September.

2. Clinic Report

Dawn Gray, Clinic Manager, presented the Clinic Report for the month of June, noting that Dr. Preslar is now seeing 10-15 patients per day. Amy Hinshaw, FNP, will be rejoining the Clinic on September 27. Chronic Care Management is underway with Kirsten Aasen, Coordinator, screening existing patients. We are pleased to provide this service to our patients, that will ramp up to yield significant returns in 2-5 years via Medicare reimbursement. Staffing changes have resulted in lower revenue from prior month.

3. CNO Report

Cori Valet, CNO, provided a summary of hospital clinical operations from the CNO Report for the month of June including current staffing report. Recruitment is still in progress for the open Surgical Services Manager position, and Medical Imaging Manager interviews were conducted this week. New Operating Room lights are scheduled for installation. The Emergency Department census has increased. ED Transfers noted in the printed report are transfers to other facilities.

4. CFO Report

Jeremiah Dodrill, CFO, provided a summary of Finance Department operations reported for the month of June and Fiscal Year End 2023. Year-end Supply Chain (Materials Management) and Pharmacy inventories are complete, closing with a bottom line of approximately \$110,000, subject to final Accounts Payable and Liabilities still coming in and Cost Report adjustments. We are pleased that the sewage line repairs were limited to corrosion of a 6-foot length of pipe, only. Finance has been working with Administration on the transition to an employed Emergency Room physician staffing model with a third-party vendor providing staffing backup for open shifts not filled by employed physicians. Southern Coos Medical Staff Services continues to provide the credentialing support required for privileging as usual.

5. CIO Report

Scott McEachern, CIO, provided highlights from the June Information Systems, Health Information Management, and Marketing report. **Information Systems:** Cyber Security remains a priority with patch management continuous scanning. In June Southern Coos launched our first internal phishing campaign and we were very pleased to report a less than 3% failure rate. The internal email program update provides a method to immediately flag phishing threats. The Electronic Medical Record (EMR) recommendation will be moved to the September 28 regular meeting, noting the removal of a fall implantation projected date from the strategic plan. **Health Information Management:** The HIM Department is considering a new ROI third party vendor to support patient records requests. **Marketing:** The Southern Coos rebranding kick-off will be announced soon. Our billboard on Highway 101 in Bandon will be refreshed soon. Board members suggested adding the hospital address to the billboard.

6. SCHD Foundation Report

Mr. McEachern, SCH Foundation Executive Director, provided a summary of the June Foundation report. In June the Foundation was pleased to award the annual Mary Richards Scholarship to ten recipients who are employees or children of employees pursuing education in healthcare-related fields. Upcoming Events include the Golf for Health Classic on September 16 and Senior Health Day on November 11.

7. Strategic Plan Report

Mr. Hino noted that due to a technical software update issue the Strategic Plan is not available this month. We hope to resume monthly reporting in August.

V. Monthly Financial Statements

Jeremiah Dodrill, CFO, provided a review of the financial statements for the month of June, including a summary of Gross Revenue and Volumes, Deductions from Revenue, Labor Expenses, Professional Fees, Purchased Services, and supplies resulting in an operating loss for the month of (\$133,000) compared to a budgeted loss of (\$107,000) and increase in Net Position of \$17,000 compared to the budgeted decrease of (\$10,000). Days of Cash on Hand is stable, closing at 133.3 days, down from prior month at 134.2. The Emergency Department and inpatient census has been highest in history of the hospital. Provider productivity goals and efficiencies are in progress. Current operations are at breakeven. Cost Based reimbursement discussed. The final year-end audit will be presented this fall.

VI. New Business

1. Oath of Office for Re-elected Officers from May 16 Special District Elections

Robin Miller administered the oath of office to Tom Bedell, Position 1; Mary Schamehorn, Position 2; and Pamela Hansen, Position 3. Mr. Bischoff congratulated them and thanked them for their continued service.

2. Consideration of FY24 Regular Meeting Calendar

Pam Hansen **moved** to accept the proposed FY24 Regular Meeting calendar. Norbert Johnson **seconded** the motion. **All in favor. Motion passed.**

3. Employee Compensation Plan Presentation

Carrie Okey, Human Resources Director, provided a review of key points from the proposed new employee compensation plan, acknowledging earlier public input and employee feedback. The new plan includes position benchmarking, review and establishment of pay grades and the development of a strategy to correct compensation discrepancies. The new plan will reduce risk related to Fair Pay Laws. At this time Southern Coos is the only regional hospital with retention bonuses. Sign on bonuses will remain. Seeking to follow best practices to provide a solid foundation on which to build upon. **Discussion:** It is critical that management and the Board of

Directors listen to employee input and concerns. A Frequently Asked Questions resource will be made available and further communications will occur with all staff. The Board thanked Administration and staff for their work on this project.

4. Policy Review & Approval

Moved from the Consent Agenda, the following 3 policies have been reviewed internally and require District Board of Directors' review and approval:

a. **162.002 Compliance Program Policy**

The Executive Compliance Committee is defined as including the Compliance Attorney, Compliance Officer, Chief Executive Officer, Chief Financial Officer, Chief Nursing Officer and Chief Information Officer, Clinic Manager, HR Director, and Revenue Cycle Manager. References to the Board of Directors should be consistent. Policy language should be directive and succinct.

b. **162.003 Compliance Committee Policy**

c. **800.005 Plan for Provision of Patient Care and Services Policy**

Norbert Johnson **moved** to approve 162.002 with edits as discussed, and 162.003 and 800.005 approved as presented. Mary Schamehorn **seconded**. **All in favor. Motion passed.**

VII. Open Discussion and Adjournment

The next regular meeting will be held Thursday, August 24, 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 8:50 p.m. the meeting adjourned.


Brent Bischoff, Chairman 8-24-2023


Mary Schamehorn, Secretary 8-24-2023

