



January 06, 2022 at 7:30am
BOARD OF DIRECTORS MEETING MINUTES
Virtual Attendance Option:

<https://zoom.us/j/95043370624?pwd=dIQvV3pSVWxFRjRiQUZ0WGIDdlk3Zz09>

Meeting ID: 950 4337 0624 Password: 863280

Attendees: Colleen Todd; Dan Mast; Ray Wheeler; Clay Davis; Dr. Jim Sinnott; Jeff Lang; Michelle Reyna; Shala Kudlac; Debbie Dill; JR Edera; Pete Grindel; Jennifer Stine; Dr. Brock Millet; Andy Hoyle;
Minutes: Beth Heatongrindel

1. Call to Order at 7:29am
 - a. Introductions of Debbie Dill, Interim CNO.
2. Public Comments and Correspondence
 - a. Board reports positive knee surgery experience by community member recently.
3. Approval of Minutes
 - a. Regular Board Meeting November 18, 2021

Motion: To approve the minutes of the Regular Board Meeting of November 18th, 2021; as presented.

Action: Dr. Sinnott/Wheeler; Unanimous Approval.

4. Medical Staff Report – Dr. Brock Millet
 - a. Medical Staff Report
 - i. Dr. Millet discussed challenges the medical staff was having with understanding the complex requirements related to in-patient admissions versus observation stays. Administration is working to bring additional comprehensive training to the medical staff to address the knowledge gaps.
 - ii. Board asks about provider burn-out, all are doing well from Dr. Millet’s perspective. Dr. Roger Willis is a new provider with NBMC in the Coquille Clinic. Conversation around recent Retirement in Myrtle Point Clinic and accessibility.
 - iii. Dr. Millet expressed satisfaction regarding the COVID testing/vaccination efforts made by the hospital. These services have been meeting the needs of his clinic patients.
 - b. Credentialing
 - i. Dr. Patrick Edwards

Motion: To approve the privileges for the provider as presented, as recommended by the Medical Staff, granting credentialed medical staff membership.

Action: Wheeler/Mast; Unanimous Approval

5. Department Reports
 - a. Accounting and Payroll – Jennifer Stine

- i. Jennifer Stine introduces herself and her role in the Revenue department. Jennifer explains the Kronos implementation and the challenges experienced during updates are relayed to the Board.
 - b. HR Quarterly Report – JR Edera
 - i. JR Edera expresses that this quarter had its challenges, a PowerPoint presentation was reviewed. JR shared the 6% pay scale increase was extremely well received and he indicated as an added feel good we were able to issue the increase two pay periods early this year. CVH also increased our minimum wage to \$15.00 per hour which has assisted in recruitment of several key positions such as housekeepers. JR reviewed the status and general morale of employees indicating people are getting tired from COVID.
 - c. Safety / Disaster Planning – Pete Grindel
 - i. Pete Grindel provided an overview of the Hazard and Vulnerability assessment. He explained our decontamination shower and efforts for emergency preparation. Pete noted the quick reference “Red Book” available in Administration and Nursing desk during an emergency. The Board reiterated they would like to have the hospital staff continue to push the idea of a supplemental water tank on the hill above the hospital as a potential disaster preparedness strategy for both the hospital and the city.
 - d. Annual IT Department Report – Andy Hoyle
 - i. Andy Hoyle gave a retrospective look at 2021. Outages have been reduced by employing three internet providers with two separate paths. Some major improvements were made recently to the facility firewall and servers, as well as several different applications. Andy and Beth are currently evaluating a new Board iPad application as well. Other major implementations scheduled for the first quarter of 2022 are Pyxis, PACS, Voice recognition versus dictation, and several different provider workflow trainings.
 - ii. Informatics has a new RN who has been working on order sets, especially with CRNA’s.
 - iii. Cerner was recently bought by Oracle.
 - iv. Scheduling system developed for County for COVID testing and vaccination events was developed by our IT. Tent events in 2021, over 6000 vaccines administered with the help of our Board volunteers. Conversation around future vaccine and testing events.
6. Patient Care Report
 - a. Introduction of Deborah Dill, Interim CNO
 - i. Debbie shared her first impressions.
7. Finance Committee Report – Michelle Reyna / Dan Mast
 - a. Financial Results – November 2021
 - i. Monthly Statistics, Income Statement and Balance sheet were shared with the Board. Conversation centered around volumes, outside providers being

able to utilize our Operating Room, Days not final billed and total days in A/R were explained;

- ii. Medicare Cost Report Model for contractual adjustment was reviewed as a new line on the Income Statement spreadsheet.
 - iii. Michelle explained there are several significant revenue items that will be booked over the next 1-4 months. The property tax revenue, Rural distribution of PRF funds will soon be recognized, Phase 4 distribution, and a performance based allocation from SWOIPA. Michelle discussed the amounts of each of these which equates to well over \$2M.
 - iv. Year-end single audit update was given, finalization soon.
- b. Approval of Disbursements over \$25,000

Motion: To approve payment of the disbursements over \$25,000 for the month of November 2021 and those that will accrue; as recommended by the Finance Committee.

Action: Davis/Wheeler; Unanimous Approval

- c. Review of scheduled cash and investments
 - i. Michelle explains a move of \$1M to LGIP Account.
- d. Capital Requests
 - i. IT Sophos Firewall

Motion: To approve payment of the Capital request as presented for \$24,153 and as recommended by the Finance Committee.

Action: Wheeler/Mast Unanimous Approval

8. Administrator's Report – Jeff Lang

a. Campus Master Plan Update

- i. A PowerPoint presentation was reviewed with the Board. Conversation included space allocation, cost, timeline, the debt analysis, process and next steps, options for financing, project affordability and need for a motion by the Board.
- ii. Project Financing Update
 - 1. Request Approval of Master Plan and permission to Request Architectural Proposals

Motion: To accept the campus master plan developed and presented on 10/5/21 by Clark/Kjos Architects. In approving the master plan, the CVH Board was authorizing the CEO to request proposals from qualified and competent architectural firms for the schematic design, design development, construction drawings, and construction phases of the project and to make a recommendation to the CVH Board for action regarding the selection of an architectural partner for this project.

Discussion occurred clarifying that the activity involving the Financing will come first as USDA may have specific requirements they would like to see in regard to architecture selection.

Action: Dr. Sinnott/Wheeler; Unanimous Approval

Motion: The CVH Finance Committee was authorized to solicit proposals from the following entities to assist Coquille Valley Hospital in moving forward in securing funds necessary under the USDA 1 RD program (or alternate program) to support the anticipated capital needs of the

organization and to make any and all necessary steps to bring back to the CVH Board an acceptable actionable financing mechanism for the completion of the CVH campus project. Approximately \$28,000,000 in total (\$14M refinance/\$14M new debt)

Innovative Capital, LLC	Mr. Alan Richman
Stroudwater, GCL	Mr. Brian Haapala
Colliers International	Mr. Charles Ervin

Action: Dr. Sinnott/Mast - Unanimous Approval

b. Service Line Update

- i. Jeff presented volumes, financial statistics and proposal for service during construction phase for Nuclear Medicine. CEO will bring a comprehensive analysis regarding the Nuclear Medicine program back to the board at the next meeting addressing the current contribution margin and projected contribution margin going forward. 3D Mammography Machine has RFP bids and will come to the Board next meeting. The Reitman donation will be allocated to this purchase.
- ii. Jeff indicated the IM provider RVU volumes are increasing and their practices are ramping up as predicted. CVH also has a new dietician Holly Weare. Amanda Brown, Social Worker has been well accepted by staff and doing good work. New CNO candidate has tentatively accepted the position.

c. Request to demolish house and level lot at 880 E. 7th Place, Coquille.

- i. Jeff discussed challenges related to the expected demolition of the east wing, specifically storage. An option for storage worth exploring is to level the hose at 880 E 7th place and place storage containers there temporarily (provided the City approves that use). In investigating this option, it was noted that the house on the property really is a safety hazard and should be demolished regardless.

Motion: To approve demolition of property at 880 E. 7th Place

Action: Wheeler/Mast - Unanimous Approval

9. Adjourn Open Session at: 11:08am

- ORS 192.660(2)(f) & ORS 192.660 (1)(c)
 - To consider information or records that are exempt from disclosure by law, including written advice from your attorney.

10. Adjourn Closed Session at: 11:22am

11. CEO Compensation

- a. The Board reviewed the results (performance) of the CEO relative to the 2021 CEO incentive compensation metrics. The CEO achieved approximately 80% of metrics. The Board also reviewed the proposed measures for the 2022 CEO incentive compensation plan.

Motion: To approve payment to the CEO of \$48,078.49 for 2021 incentive compensation plan results and to approve the 2022 incentive compensation plan metrics as presented.

Action: Mast/Davis; Unanimous Approval

12. Board Chair Report

- a. AHA Rural Health Conference
 - i. Conversation on possible cancellation. 2nd Rental Car discussed.
- b. Board Self Evaluation Follow-Up
 - i. Colleen and Ray will meet to review the results.

13. **Next Regular Board of Directors Meeting: Thursday, January 27, 2022 at 7:30 AM**

14. Adjournment: 11:45am

Respectfully submitted:


Dan Mast, Secretary/Treasurer
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Attested to:


Colleen Todd, Chairman
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