



# Coquille Valley Hospital

## COQUILLE VALLEY HOSPITAL DISTRICT COMBINED BUDGET & FINANCE COMMITTEE MEETING TUESDAY, JUNE 13th at 5:00 PM NORTH/SOUTH CONFERENCE ROOM MINUTES

### **Virtual attendance option available**

Attendees: Colleen Todd, Board Chairperson; Dr. James Sinnott, Board Vice-Chair; Dan Mast, Board Member; Mark Libby, Board Member; Jeff Lang, CEO; Michelle Reyna, CFO; Jennifer Stine, Controller; Budget Committee Members: Mike Crim; Jay Westrum; Rachel Osbon;  
Minutes: Beth Heatongrindel

#### **1. Call to Order**

Board Chairman, Colleen Todd called the meeting to order at: 5:08pm

#### **2. Introductions - all participants know each other**

#### **3. Election of Chair**

**MOTION: Committee nominated as Budget Chair person, Jay Westrum.**

**ACTION: Osbon/Mast; unanimous vote.**

~Chairperson Jay called for a moment of silence for Board Member, Clay Davis~

#### **4. Budget Presentation Fiscal Year Ending (FYE) June 30, 2024**

- a. Jeff referred the Committee members to their book of materials received on June 8<sup>th</sup> and reviewed details of the income statement balance sheet including year to date and historical data with a PowerPoint presentation.
- b. Key budget assumptions are reviewed in the presentation.
  - i. Question from the Budget committee - Myrtle Point Clinic, Jeff explained in detail the proposed expansion plans. Question asked about Orthopedic business, the change in business model was discussed.
  - ii. FY24 Net Income will be close to breakeven at (\$49,778) loss.
  - iii. Question on the union accepting 3% increase. Jeff noted the \$5 across the board increase during COVID that will be retained; he also noted we are currently in ONA negotiations and we are competitive to within 4% of BAH's wage scale, but competitive with SCHHC and LUH.

~Chairperson Jay calls for a Pizza break at 5:30pm, restarted meeting at 5:39pm~

- c. Jeff reviewed the Budget for FY 2024 with explanations regarding contractual / deductions.
- d. Question from the Board: asked for explanation around reduction in contract staff. Jeff reviewed the change to average daily census assumptions to better meet clinical staffing needs. Managers have identified lab and radiology employees for additional training and certifications in order to reduce the reliance on contractors.

He also explained former contract staff members were able to convert to full time staff. He reviewed projections on increased reductions to contract staff.

- e. Operating Volume Projections were reviewed.
  - i. Key changes in volumes and measuring Work RVU's were explained.
  - ii. Question on Swingbed rooms - Swingbed converted from inpatient beds. Jeff reviewed that the rooms are not solely dedicated to Swingbed or Inpatient.
- f. Individual department operating budget highlights were explained.
  - i. Med/Surg
  - ii. Nursing admin
    - 1. Question on elimination of Nursing Admin costs. Jeff reviewed the change in Non-Operating Revenue YOY.
  - iii. Quality department.
  - iv. Emergency department
    - 1. Question on contract and permanent employed providers. Jeff listed the 3 employed and 3 contracted staff and the contracted hours each month.
  - v. Ambulatory
  - vi. Swingbed
  - vii. Wound Care
  - viii. Surgery
  - ix. Anesthesiology
  - x. Chargeable Medical Supplies
  - xi. Pharmacy
  - xii. 340B program
  - xiii. Lab
  - xiv. Blood Bank
  - xv. Radiology/Imaging
  - xvi. Respiratory
  - xvii. PT
  - xviii. Speech
  - xix. Materials Management
    - 1. Question on volume increases in other areas relating to ancillary service increases and asked if higher patient volumes would affect departments of EVS and Materials. Jeff explained we have capacity in these departments and future medical office building isn't slated to break ground until Spring 2024
  - xx. Dietary Services
  - xxi. Linen
  - xxii. Plant Operations
  - xxiii. Housekeeping
  - xxiv. Administration
  - xxv. Patient Finance
  - xxvi. Accounting
  - xxvii. Community Relations
  - xxviii. HR

- 1. Legal fees for this year’s ONA bargaining costs explain the increased cost.
  - xxix. Provider Relations
    - 1. Discussion heard on the recent recruitment success.
  - xxx. IT
    - 1. Question if new EHR is included. Jeff explained the pause to transition to a new platform based on the experience of other healthcare facilities in our area.
  - xxxi. Cerner
  - xxxii. HIM
  - xxxiii. SLS
  - xxxiv. Clinic
  - xxxv. Myrtle Point Clinic
5. Jeff gave a presentation on New Myrtle Point Clinic
    - a. Questions heard on use of old Clinic building. Jeff explained that NBMC providers elected to stay in their present area, plans to eventually move Behavioral Health services to the Clinic.
  6. Capital Budget FY2024
    - a. Reviewed spreadsheet of capital expense.
  7. Budget Committee Questions and Comments  
No further questions were heard.

**8. Request for Recommendation**

**MOTION: Committee recommended for approval by The Board the Operating Budget and Capital Budget for FY24 as presented.**

**ACTION: Mast / Todd approved unanimously. Motion passed.**

**9. Current Tax Levy Rate**

- a. 1.5299 per thousand

**MOTION: Committee recommended for approval by The Board the current tax levy rate of 1.5299 per thousand as presented;**

**ACTION: Todd / Mast and approved unanimously. Motion passed.**

**10. Next Meetings: Wednesday June 21st at 5pm – Public Comments; June 29th at 7:30am – Regular Monthly Board Meeting**

**11. Adjournment 7:18pm**

Respectfully submitted:

  
**Dan Mast, Secretary/Treasurer**  
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Attested to:

  
**Colleen Todd, Chairman**  
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