

The regular meeting of the Wyoming County Community Health System (WCCHS) Board of Managers, Wyoming County, New York was held on Tuesday, February 25, 2020.

BOARD OF MANAGERS PRESENT/ABSENT

- | | | |
|--|--|--|
| <input type="checkbox"/> Salman Abbasey, MD | <input checked="" type="checkbox"/> Rich Kosmerl | <input checked="" type="checkbox"/> Frank Vitagliano |
| <input checked="" type="checkbox"/> Doug Berwanger | <input checked="" type="checkbox"/> Mark Merrill | <input type="checkbox"/> James Wawrzyniak, DC |
| <input type="checkbox"/> Cynthia Elbow | <input checked="" type="checkbox"/> Laura Paolucci | |
| <input type="checkbox"/> Bryan Kehl (BOS member) | <input type="checkbox"/> J. Thomas Reagan, MD | |

STAFF PRESENT/ABSENT

- | | |
|--|--|
| <input checked="" type="checkbox"/> Connie Almeter (Chief Nursing Officer) | <input checked="" type="checkbox"/> Dawn James (NF Administrator) |
| <input type="checkbox"/> Ahmed Bayoumi, MD (Medical Staff President) | <input checked="" type="checkbox"/> Todd MacConnell (WC IT Director) |
| <input checked="" type="checkbox"/> Amy Chase (Chief Financial Officer) | <input checked="" type="checkbox"/> Paul Mason, MD (Chief Medical Officer) |
| <input type="checkbox"/> Greg Collins, MD (Credentials Committee) | <input checked="" type="checkbox"/> Joe McTernan (Chief Executive Officer) |
| <input checked="" type="checkbox"/> Mike Corcimiglia (Chief Operating Officer) | <input checked="" type="checkbox"/> Mandip Panesar, MD (Hospital Medical Director) |
| <input type="checkbox"/> Peggy Cunningham (Director of WPHS, Clinic Quality, & Corporate Compliance) | <input checked="" type="checkbox"/> Pam Pettnot (Executive Assistant) |
| <input checked="" type="checkbox"/> Dan Farberman (WC Human Resource Director) | <input type="checkbox"/> Denise Prusak (NF Director of Nursing) |
| <input checked="" type="checkbox"/> Bridget Givens (Director of Mental Health) | <input checked="" type="checkbox"/> Craig Woodworth (Director of Plant Operations) |

OTHERS PRESENT: James Brick (Supervisor, Town of Perry), Becky Ryan (Supervisor, Town of Warsaw), and Jerry Davis (Chairman, Wyoming County Board of Supervisors and Supervisor, Town of Covington)

CALL MEETING TO ORDER

President Kosmerl called the meeting to order at 5:25pm.

BOARD MEMBERSHIP

President Kosmerl announced that as of February 11, 2020 (BOS Resolution No. 20-095), Salman Abbasey, MD, was appointed to the BOM as a Medical Staff Member for a five (5) year term; effective January 1, 2020 through December 31, 2024. Due to Dr. Abbasey's clinical schedule, he is unable to attend the meeting tonight but will arrange his schedule to accommodate BOM meetings in the future.

EXCUSE MEMBERS NOT PRESENT / QUORUM?

Motion by Manager Merrill and seconded by Manager Paolucci, the following member(s) are hereby excused:

- Manager Abbasey
- Manager Elbow
- Manager Reagan
- Manager Wawrzyniak

President Kosmerl declared that a quorum was present.

The motion was passed upon the following vote:

VOTE								
Salman Abbasey, MD		Yes		No		Abstain	X	Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow		Yes		No		Abstain	X	Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent
RESULTS	X	PASS				FAIL		

WCCHS-20-014 CONSENT AGENDA

Motion by Manager Vitagliano and seconded by Manager Berwanger, the following items were listed for consideration on the consent agenda and are hereby approved as presented and on file in Administration:

- Approve BOM minutes January 28, 2020

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:									
	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS		X	PASS				FAIL		

BOM AGENDA FORMAT CHANGE

President Kosmerl gave notice to a change in the agenda format for the meeting tonight and going forward as follows: consent agenda, leadership reports (management permitted to leave if no further agenda items), discussion items, board president report, and board committee reports.

NF ADMINISTRATOR REPORT

No report.

ACUTE DIRECTOR OF NURSING REPORT

Connie Almeter reported on the following items:

1. High Reliability – Organizations that operate in complex, high-hazard/risk domains for extended periods without serious accidents or catastrophic failures. Senior Managers, Medical Director, Physicians, and Board members all directly involved in the quality processes invited to participate in a program/assessment offered by the Joint Commission called Oro 2.0 High Reliability Organizational Assessment. The first step consists of several questions pertaining to leadership, safety culture, and a robust process for improvement. Next step is to analyze the results with the group and determine priorities for improvement and any additions to the strategic plan. A journey to zero harm.
2. LEAN Training – A set of operating philosophies and methods that help create maximum value for patients by reducing waste and waits. The Foundation has funded 12 individuals to attend classes and become certified through The Center for Industrial Effectiveness (TCIE), University at Buffalo. At this point, 4 classes have been attended and projects selected and approved by the instructor.
3. Stroke Certification – small group meetings have begun. Reviewing both Joint Commission and DOH standards. Several standards similar to the Joint Program but many others requiring data abstraction, use of a registry, and staff education.
4. Age Friendly Health System – Program has been initiated. Consists of 4 Ms: mentation, mobility, medications, and what matters most. Next steps: chart audits for compliance and consider data submission to DOH.
5. Organizational Daily Huddle – A quick 10 minute or less gathering of managers every day to communicate any departmental issues or other concerns such as a means of increasing communication.
6. Transfer Management – Transfers reviewed and dispersed monthly. Quarterly meetings with additional review by Senior Management, Hospitalists, ED Director and Directors of Med/Surg/ICU and ED.

7. EMS Partnerships – Every other month meetings established with Wyoming County Emergency Management, Monroe, Medical Director and Director of Emergency Department. Discuss difficult transfers, services provided/not provided by Monroe, EMT students in the ED, EMS Council meetings, etc.

DIRECTOR OF WORKPLACE HEALTH SERVICES, CLINIC QUALITY, AND CORPORATE COMPLIANCE REPORT

No report.

DIRECTOR OF MENTAL HEALTH REPORT

Bridget Givens reported that the Behavioral Health Unit is extremely busy and full most every day.

CHIEF FINANCIAL OFFICER (CFO) REPORT

Amy Chase reported that as part of the CEO's 2020 – 2022 strategic plan and her fiscal stewardship priority, she and Ahmed Bayoumi, MD (Physician Champion) formed a revenue enhancement committee and held their first bi-weekly meeting. Agenda topics to include cost containment strategies, revenue enhancement opportunities, operational improvements, etc.

COUNTY HUMAN RESOURCE DIRECTOR REPORT

No report.

DIRECTOR OF PLANT OPERATIONS

Craig Woodworth reported on the following items:

- Thanked the County Highway department for their assistance with pouring concrete in the garage in Parking Lot #7.
- PEET mechanical room upgrade project is complete.
- The scope of the bulk oxygen tank project is being revised.

INFORMATION TECHNOLOGY DIRECTOR REPORT

Todd MacConnell reported on the following items:

- Been busy getting technology portion of clinics up and running.
- Todd MacConnell reported that the Information Technology Committee met on February 14, 2020, referred to the draft minutes, and reported that CPSI verbal orders are being monitored on a daily basis.

MEDICAL DIRECTOR REPORT

Mandip Panesar, MD reported on the following items:

- Continue to discuss denials at monthly Medical Executive Committee meetings.
- Verbal orders down significantly to approximately 1,000.
- The Medical Staff By-Laws Committee has been meeting weekly on weekends preparing a draft revision to the by-laws. The plan is to have the draft reviewed by the Medical Executive Committee and an external attorney.

MEDICAL STAFF PRESIDENT REPORT

No report.

CHIEF OPERATING OFFICER (COO) REPORT

Mike Corcimiglia reported on the following items:

Outpatient Clinical Services Division

Wyoming County Internal Medicine

Ahmed Bayoumi, MD and Deb Brown, NP formally Bayoumi Medical PLLC will be part of WCCHS effective March 1, 2020. The office will be moving to 34 Duncan Street. The 34 Duncan Street office is on the WCCHS NYS Department of Health operating certificate which makes it an Article 28 Hospital operated clinic.

Wyoming County Family Medicine – Arcade, O'Dell, Warsaw Clinic Offices

Lauralee Sibiga, PA resigned from the Arcade Clinic as of February 7, 2020. Lauralee joined Tri-County Family Medicine Associates in Gowanda, Dr. James Wild.

Linda Cole, PA retired from the O'Dell Clinic as of February 14, 2020.

Wyoming County Family Medicine – Perry Clinic Office

New York State certificate of need (CON) for an Article 28 Hospital clinic has been submitted to the DOH for 1 Parker Lane, Perry.

Necessary construction to bring the facility to DOH Article 28 Hospital clinic code is in process. Expected open date May 2020.

Outpatient Behavioral Health

Bridget Givens and Mike Corcimiglia are researching grant funding to address mental, physical wellness and education for startup and staff required.

Laboratory Renovation-Transformation Grant \$3.1 Million

Close to finalizing the plans for the lab renovation project working with Kideney Architect and lab staff. The lab staff have been very involved in the design.

Completed additional paperwork request from the DOH regarding the design and projected timeline. Project should take approximately 12 months to complete phasing in equipment in order to keep the lab running.

DSRIP-FLPPS-\$349,655 from 4/1/2015 to 03/31/2020

Received payment for distribution year 5 period 1 reporting, \$63,618.

DSRIP-2

It was just announced that CMS has denied NYSs request for funding of \$8 billion renewal. The NYS DOH Senior Leadership has indicated that they plan to challenge the federal decision and may seek additional advocacy from Performing Provider Systems (PPS) organization.

Pharmacy

WCCHS needs to replace its drug dispensing machines because they are not compatible with Microsoft Windows 10. We reached out to three available vendors and are in the process of deciding between two vendors. We had both companies come and do demonstrations to the Nursing and Pharmacy staff. We will be making a decision within the next few weeks.

Members of senior management were offered an opportunity to exit the meeting.

WCCHS-20-015 PREAUTHORIZED ACCOUNTS AND ACCOUNTS PAYABLE

Motion by President Kosmerl and seconded by Manager Merrill, the preauthorized accounts and accounts payable processed totaling \$4,110,565.10 be hereby approved as presented.

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS	X	PASS					FAIL		

WCCHS-20-016 APPROVE WRITE-OFFS, DENIED CLAIMS, AND BAD DEBT

Motion by Manager Berwanger and seconded by Manager Paolucci, the write-offs/denied claims/bad debt totaling \$196,516.75 be hereby approved as presented.

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS	X	PASS					FAIL		

DISCUSS BOND ANTICIPATION NOTE (BAN)

Amy Chase led a discussion about the bond anticipation note (BAN). At the January 28, 2020 regular BOM meeting, the BOM approved the issuance of a bond anticipation note (BAN) in an amount up to \$6.3 million including the retro BAN from 2018-2019. Based on law, capital items purchased more than 18 months ago cannot be included in the retroactive BAN thus reducing the amount of the BAN issuance to \$5,759,260. Paperwork is being finalized and will be presented to the Wyoming County Board of Supervisors in March 2020 for approval.

On a side note, WCCHS received an unexpected \$3.2 million Medicaid Intergovernmental Transfers (IGTs) / Disproportionate Share Program (DSH) payment covering 3 years including 2020. Due to the looming potential for future DSH cuts, a portion of the payment related to 2020 will be reserved until the calculation used in determining the payment amount has been confirmed.

WCCHS-20-017 APPROVE PERSONNEL REQUISITIONS IN PROCESS

Motion by Manager Paolucci and seconded by Manager Kehl, the personnel requisitions in process be hereby approved as presented and as follows:

PERSONNEL REQUISITIONS IN PROCESS - (RECOMMENDED)									
February 25, 2019									
Proposed Positions for Approval									
Senior Manager	Title/Department	FTE	Vacating Employee	Hourly Rate	Annual Salary	Benefits	Proposed Hourly	Proposed Annual	Benefits
Chase:	Speech Pathologist Per Diem/06.940	0.00	Morgan Fiebelkorn 02/14/2020	\$32.42	\$6,322	\$484	\$34.05	\$6,640	\$508
	Medical Biller/12.137	1.00	Kerri Parsons TBD	\$18.47	\$36,017	\$17,223	\$17.10	\$33,345	\$15,946
	Telephone Operator Per Diem/12.724	0.00	Madison Blackmon 03/07/2020	\$16.95	\$3,305	\$253	\$16.95	\$3,305	\$253
Givens:	Social Work Assistant Per Diem/06.659	0.00	Stacee Muolo 03/27/2020	\$25.05	\$4,885	\$374	\$22.86	\$4,458	\$341
	Mental Health Therapy Aide/05.774	1.00	Robert Trombley 03/06/2020	\$21.27	\$41,477	\$19,834	\$19.76	\$38,532	\$18,426
	RPN Per Diem/03.849	0.00	Shelby Robert 03/07/2020	\$28.91	\$5,637	\$431	\$28.22	\$5,503	\$421
	RPN/03.879	1.00	Janyth MacDonald 03/07/2020	\$31.48	\$61,386	\$29,355	\$24.62	\$48,009	\$22,958
James:	LPN/04.521	1.00	Julie Hamilton 03/07/2020	\$20.85	\$40,658	\$19,442	\$18.22	\$35,529	\$16,990
	Scheduler/12.124	1.00	Julie Whitman 02/29/2020	\$17.21	\$33,560	\$16,048	\$15.41	\$30,050	\$14,370
	Clinical Coordinator/02.101	1.00	Patrice Scroger 02/06/2020	\$35.90	\$74,672	\$35,708	\$32.52	\$67,642	\$32,346
	RN Supervisor Per Diem/02.155	0.00	Christy Miller 01/22/2020			\$150 / 4 hour shift			
	Nursing Assistant Per Diem/05.720	0.00	Seth Kibler 01/25/2020	\$17.33	\$3,379	\$259	\$16.95	\$3,305	\$253
	Nursing Assistant/05.615	0.80	Lois Paul-Booth 02/22/2020	\$15.75	\$24,570	\$9,400	\$15.41	\$24,040	\$9,198
	Nursing Assistant/05.611	0.80	Paula Smith 02/03/2020	\$16.14	\$25,178	\$9,633	\$15.41	\$24,040	\$9,198
	Nursing Assistant/05.435	1.00	Zachary Klice 01/26/2020	\$16.14	\$31,473	\$15,050	\$15.41	\$30,050	\$14,370
Almeter:	RPN Per Diem/03.823	0.00	Amelia English 10/12/2019	\$32.24	\$6,287	\$481	\$28.22	\$5,503	\$421
	Hospital Aide Per Diem/05.806	0.00	Candace Bliss 02/08/2020	\$15.54	\$3,030	\$232	\$15.54	\$3,030	\$232
	Hospital Aide Per Diem/05.815	0.00	Leila Kolankowski 01/25/2019	\$15.91	\$3,102	\$237	\$15.54	\$3,030	\$232
	Hospital Aide Per Diem/05.418	0.00	Stacie Bliss 02/14/2020	\$15.91	\$3,102	\$237	\$15.54	\$3,030	\$232
	Hospital Aide Per Diem/05.832	0.00	Rachael Erb 09/10/2019	\$15.17	\$2,958	\$226	\$15.54	\$3,030	\$232
	Hospital Aide Per Diem/05.386	0.00	Hailley Murphy 06/30/2019	\$16.54	\$3,225	\$247	\$15.54	\$3,030	\$232
	RPN Per Diem/03.818	0.00	Dana Wooster 02/08/2020	\$31.43	\$6,129	\$469	\$28.22	\$5,503	\$421
	RPN/03.197	1.00	Sarah Konfederath 12/28/2019	\$24.62	\$48,009	\$22,958	\$24.62	\$48,009	\$22,958
	RPN/03.553	1.00	Elizabeth G. Miller 01/17/2020	\$31.96	\$62,322	\$29,802	\$24.62	\$48,009	\$22,958
Corcimiglia:	RPN/03.885	1.00	Natalie Bartoszek 02/28/2020	\$25.11	\$52,229	\$24,976	\$25.00	\$52,000	\$24,866
	Senior Medical Technologist/06.381	1.00	Gerald D'Amaro 04/03/2020	\$40.91	\$79,775	\$38,148	\$30.95	\$60,353	\$28,861
Woodworth:	Biomedical Technician II Per Diem/06.938	0.00	David Maciejewski 02/06/2020	\$32.24	\$6,287	\$481	\$27.85	\$5,431	\$415

The motion was passed upon the following vote:

VOTE								
Salman Abbasey, MD		Yes		No		Abstain	X	Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow		Yes		No		Abstain	X	Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent
RESULTS	X	PASS				FAIL		

WCCHS-20-018 APPROVED PROPOSED PERSONNEL CHANGES/FINANCIAL IMPACT

Motion by Manager Merrill and seconded by Manager Berwanger, the proposed personnel changes/financial impact be hereby approved as presented and as follow:

WYOMING COUNTY COMMUNITY HEALTH SYSTEM				
PROPOSED PERSONNEL CHANGES/FINANCIAL IMPACT				
February 25, 2019				
POSITION	ANNUAL SALARY PROPOSED	BENEFIT PACKAGE	BUDGETED SALARY	BUDGETED BENEFITS
Sr. Manager - C. Almeter				
Delete 1 - 1.00 FTE RPN/03.658 Schedule WCCH Grade 15D \$27.41/Hr. Effective date: February 25, 2020	\$0	\$0	\$53,450	\$25,560
Delete 1 - 1.00 FTE RPN/03.144 Schedule WCCH Grade 15A \$26.82/Hr. Effective date: February 25, 2020	\$0	\$0	\$52,299	\$25,009
Delete 1 - 0.00 FTE Medical Receptionist/12.179 Schedule WCCH Grade 5 \$16.36 - 18.24/Hr. Effective date: February 25, 2020	\$0	\$0	\$3,190	\$244
Sr. Manager - D. James				
Delete 1 - 1.00 FTE Ward Clerk/12.104 Schedule WCCH Grade 6A \$13.80 - \$17.21/Hr. Effective date: February 25, 2020	\$0	\$0	\$26,910	\$12,868
Delete 1 - 1.00 FTE Medical Receptionist (Temporary)/12.133 Schedule WCCH Grade 5 \$14.87 - \$16.58/Hr. Effective date: February 25, 2020	\$0	\$0	\$28,997	\$13,866
Delete 1 - 1.00 FTE Nursing Assistant (ROM Aide)/05.415 Schedule WCCH Grade 6 \$15.41 - \$18.96/Hr. Effective date: February 25, 2020	\$0	\$0	\$30,050	\$14,370
Delete 1 - 1.00 FTE Nursing Assistant (ROM Aide)/05.681 Schedule WCCH Grade 6 \$15.41 - \$18.96/Hr. Effective date: February 25, 2020	\$0	\$0	\$30,050	\$14,370
Delete 1 - 0.00 FTE Courier/08.742 Schedule WCCH Grade 2 \$15.21 - \$17.00/Hr. Effective date: February 25, 2020	\$0	\$0	\$2,966	\$227
Delete 1 - 0.00 FTE Hospital Aide (ROM Aide)/05.813 Schedule WCCH Grade 3 \$15.54 - \$17.66/Hr. Effective date: February 25, 2020	\$0	\$0	\$3,030	\$232
Sr. Manager - A. Chase				
Set Negotiated Salary - 1.00 FTE Revenue Cycle/Business Office Manager/01.624 Schedule C \$72,800/Yr. Effective date: 03/08/2020	\$0	\$0	\$0	\$0
Sr. Manager - M. Corcimiglia				
Set Negotiated Salary - 1.00 FTE Internal Medicine Physician/10.110 Schedule P \$350,000/Yr. Effective date: 03/01/2020	\$0	\$0	\$0	\$0
Set Negotiated Salary - 1.00 FTE Medical Receptionist/12.901 Schedule X \$15.50/Hr. Effective date: 03/01/2020	\$0	\$0	\$0	\$0
Set Negotiated Salary - 1.00 FTE LPN/04.165 Schedule X \$18.50/Hr. Effective date: 03/01/2020	\$0	\$0	\$0	\$0
Set Negotiated Salary - 0.90 FTE LPN/04.164 Schedule X \$18.50/Hr. Effective date: 03/01/2020	\$0	\$0	\$0	\$0
Set Negotiated Salary - 1.00 FTE Medical Receptionist/12.902 Schedule X \$16.00/Hr. Effective date: 03/01/2020	\$0	\$0	\$0	\$0
Set Negotiated Salary - 0.40 FTE RPN/03.890 Schedule X \$20.00/Hr. Effective date: 03/01/2020	\$0	\$0	\$0	\$0

Create 1 - 1.00 FTE Medical Receptionist Schedule X \$13.33 - \$17.50/Hr. Available date: March 1, 2020	\$25,994	\$12,430	\$0	\$0
Delete 1 - 1.00 FTE Clinic Office Manager/02.209 Schedule X \$15.50/Hr. Effective date: February 25, 2020	\$0	\$0	\$30,225	\$14,454
Delete 1 - 1.00 FTE Nurse Practitioner/17.121 Schedule P \$104,000/Yr. Effective date: February 25, 2020	\$0	\$0	\$104,000	\$49,733
Create 1 - 1.00 FTE Outpatient Clinic Supervisor Schedule C \$16.50/Hr. Available date: March 1, 2020	\$34,320	\$16,412	\$0	\$0
Create 1 - 1.00 FTE LPN Schedule X \$17.78 - \$20.34/Hr. Available date: March 1, 2020	\$35,100	\$16,785	\$0	\$0
Delete 1 - 1.00 FTE LPN/04.155 Schedule WCCH Grade 8C \$21.70/Hr. Effective date: March 8, 2020	\$0	\$0	\$42,315	\$20,235
Delete 1 - 0.90 FTE Medical Office Assistant/12.900 Schedule X \$13.33 - \$17.50/Hr. Effective date: March 1, 2020	\$0	\$0	\$24,954	\$10,740
Delete 1 - 1.00 FTE Medical Receptionist/12.903 Schedule X \$13.33 - \$17.50/Hr. Effective date: March 1, 2020	\$0	\$0	\$27,726	\$13,259
Delete 1 - 1.00 FTE Clinic Office Manager/02.208 Schedule X \$86,100/Yr. Effective date: March 7, 2020	\$0	\$0	\$86,100	\$41,173
Create 1 - 1.00 FTE Clinic Office Manager Schedule C \$86,100/Yr. Available date: March 8, 2020	\$86,100	\$41,173	\$0	\$0
Create 1 - 1.00 FTE Dialysis RN Nurse Team Leader Schedule E Grade 10 \$40.49 - \$44.09/Yr. Available date: March 1, 2020	\$85,488	\$40,880	\$0	\$0
Create 2 - 1.00 FTE Dialysis RN Schedule WCCH Grade TBD \$36.00 - \$38.46/Hr. Available date: March 1, 2020	\$149,760	\$71,615	\$0	\$0
Create 1 - 1.00 FTE Dietician Schedule C \$72,010/Yr. Available date: March 1, 2020	\$72,010	\$34,435	\$0	\$0
TOTALS	\$488,771	\$233,730	\$546,261	\$256,339
TOTAL ANNUAL INCREASE:				-\$80,098

The motion was passed upon the following vote:

VOTE								
Salman Abbasey, MD		Yes		No		Abstain	X	Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow		Yes		No		Abstain	X	Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent
RESULTS	X	PASS				FAIL		

WCCHS-20-019 APPROVE CONTRACTS AND/OR GRANTS

Motion by Manager Paolucci and seconded by Manager Merrill, the CEO, with the approval of the County Attorney and/or Costello Cooney Fearon, PLLC, legal counsel, be hereby authorized and directed to sign contracts and/or grants on behalf of the Wyoming County Community Health System as presented and as follows:

1. **GARFUNKEL WILD, PC**, 111 Great Neck Road, Great Neck, NY 11021, a legal engagement to retain firm to provide legal advice and related services in connection with general regulatory matters, routine business transactions, and other routine general healthcare matters, \$5,000 per month, effective 03/01/2020 – 02/28/2021 [pending approval by the Wyoming County Board of Supervisors].
2. Amend Resolution #WCCHS-19-159 approved on December 19, 2019 with **MICHAEL BROCKS & ASSOCIATES** related to the valuation of Bayoumi Medical, PLLC as follows:
 - Increase the not to exceed amount from \$8,300 to **\$8,550**.
3. **FIRE DOOR SOLUTIONS**, 7500 W. 160th Street, Stilwell, KS 66085, an agreement to inspect fire dampers within hospital as required per NFPA, Joint Commission, and state/local codes, \$7,700, effective 01/01/2020 – 06/01/2020.
4. **COMMUNITY FOUNDATION FOR GREATER BUFFALO AND THE WILLIAM H. THIEL TRUST**, 726 Exchange Street, Suite, 535, Buffalo, NY 14210, the Thiel grant acceptance/award to fund digital radiography imaging system, minimum amount of \$120,000, effective 02/19/2020 – 12/31/2020.
5. **M.S. HALL & ASSOCIATES, LLC**, PO Box 564, Syracuse, NY 13205, an agreement for reimbursement assistances, services will cover federal and state reimbursement filing, not to exceed \$275,000 per term [previous cost \$285,384 per term], effective 01/01/2020 – 12/31/2022 [pending approval by the Wyoming County Board of Supervisors].
6. **ATTICA RODEO & SHOW ASSOCIATION, INC.**, PO Box 58, Attica, NY 14011, a sponsorship contract, \$1,500 sponsorship plus \$400 additional charge for 4' x 8' sign hung in the arena, effective 02/25/2020 – 02/24/2021.
7. **UNIVERSITY OF ROCHESTER, RTC**, 601 Elmwood Avenue, Box 709, Rochester, NY 14623, a memorandum of agreement to accept a transfer of ownership, custody, and control of emergency preparedness equipment (Stop-the-Bleed supplies) and provide proper training for any individual utilizing the equipment, \$0.00 cost to WCCHS, effective 12/01/2019 – 06/30/2024.
8. **CANISUS COLLEGE**, 2001 Main Street, Buffalo, NY 14208, an affiliate site agreement for physician assistant students, \$0.00 cost to WCCHS, effective 02/05/2020 – 02/04/2022.
9. **ALUMNI STAFFING, LLC**, 1031 US 22 West, Suite 109, Bridgewater, NJ 08807, a contingency agreement for locum tenens coverage, not to exceed \$20,000 per year, effective 02/01/2020 – 01/31/2021.
10. **MGMA**, MGMA Headquarters, 104 Inverness Terrace East, Englewood, CO 80112-5306, a MGMA organizational membership agreement, \$7,500 per year, effective 02/26/2020 – 02/25/2021.
11. Amend Resolution #WCCHS-19-010 approved on 01/22/2019 with **DAVID M. PRIVITERA, MD**, 16 Merryhill Lane, Pittsford, NY 14534 related to orthopaedic services as follows:
 - Change the effective date of the Employment Agreement – Schedule P from 03/15/2019 or within 60 days upon the completion of credentialing and obtaining malpractice insurance through 03/14/2020 to **04/01/2019 (to reflect his actual start date)**.
 - Extend the term of the agreement from 03/15/2019 – 03/14/2020 to **04/01/2019 – 03/30/2022 to match the initial term as defined in the actual agreement**.
 - All other terms and conditions of the agreement remain the same.
 - Pending approval by the Wyoming County Board of Supervisors [Resolution #19-083 approved on 02/12/2019].

- 12. **PULSE CLINICAL ALLIANCE, LLC**, 6440 Southpoint Parkway, Suite 300, Jacksonville, FL 32216, an agency staffing agreement, not to exceed \$50,000, effective 03/01/2020 – 02/28/2022.
- 13. Amend Resolution #WCCHS-19-067 approved on 06/25/2019; Resolution #WCCHS-18-045 approved on 05/22/2018; Resolution WCCHS-18-026 approved on 03/27/2018; and Resolution #WCCHS-17-025 approved on 02/28/2017 with **ERIE COUNTY MEDICAL CENTER CORPORATION (ECMCC)** related to the Administrative Services Agreement as follows:
 - Extend the term of the agreement from 03/01/2017 – 02/29/2020 to **03/01/2020 – 06/01/2020** for the Medical Director position only while the agreement is being negotiated.
 - Pending approval by the Wyoming County Board of Supervisors [Resolution #17-166 approved on 03/14/2017; Resolution #18-206 approved on 04/10/2018; Resolution #18-281 approved on 06/12/2018].
- 14. Amend Resolution #WCCHS-18-137 approved on 12/18/2018 with **WESTERN NEW YORK PHYSICIANS, PLLC**, 2261 Route 19 North, Warsaw, NY 14569 related to hospitalist services contract as follows:
 - Add nurse practitioner services related to the Bayoumi clinic and increase total compensation for services to an amount not to exceed \$1,092,852.00 per year, effective 03/01/2020 – 12/31/2022.
 - Pending approval by the Wyoming County Board of Supervisors [Resolution #19-038 approved on 01/08/2019 and Resolution #20-101 approved on 02/11/2020].

The motion was passed upon the following vote:

VOTE								
Salman Abbasey, MD		Yes		No		Abstain	X	Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow		Yes		No		Abstain	X	Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent
RESULTS	X	PASS				FAIL		

WCCHS-20-020 AUTHORIZE OVERNIGHT TRAVEL

Motion by Manager Paolucci and seconded by Manager Vitagliano, members of the senior leadership team be hereby authorized to attend quarterly NYS Critical Access Hospital Performance Improvement meetings on March, June, September 2020 near Albany, NY including overnight lodging and travel costs, not to exceed \$1,000 per trip.

The motion was passed upon the following vote:

VOTE								
Salman Abbasey, MD		Yes		No		Abstain	X	Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow		Yes		No		Abstain	X	Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent
RESULTS	X	PASS				FAIL		

WCCHS-20-021 AUTHORIZATION TO SPONSOR A DOCTOR'S DAY DINNER IN AN AMOUNT NOT TO EXCEED \$3,000 ON MARCH 30, 2020

Motion by Manager Kehl and seconded by Manager Berwanger, the CEO be hereby authorized to sponsor a Doctor's Day Dinner on March 30, 2020 at a local restaurant in an amount not to exceed \$3,000.

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS	X	PASS					FAIL		

WCCHS-20-022 APPROVE CONTRACT REVIEW AND MANAGEMENT POLICY, REV. 6

Motion by President Kosmerl and seconded by Manager Merrill, the Contract Review and Management Policy, Rev. 6 be hereby approved as presented and attached.

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS	X	PASS					FAIL		

CHIEF MEDICAL OFFICER REPORT

Paul Mason, MD reported on the following items:

- David Privitera, MD and Robert Brown, MD are doing well.
- John Karpie, MD continues to do a great job.
- Podiatry is coming up to speed.
- The orthopaedic clinic is getting crowded.
- Orthopaedic department is doing really well from a volume and quality standpoint.

BOARD COMMITTEE CHAIR REPORTS**Acute Quality Committee**

Manager Paolucci reported that the Acute Quality Committee met on February 19, 2020, referred to the draft minutes, and reported on the following:

- 2019 goals reviewed/status update.
- 2020 goals reviewed.
- Joint Commission preparations ongoing with support from ECMC.
- High reliability organization and culture of survey discussed.
- LEAN process discussed.
- Stroke center designation being evaluated for possible implementation in the future.
- Age friendly health system is a priority for 2020.

SNF Quality Committee

President Kosmerl reported that the SNF Quality Committee met on February 19, 2020, referred to the draft minutes, and reported on the following:

- Nursing Facility is full.
- Continue to be a five star quality rated facility.
- Overall star rating remains affected by an immediate jeopardy tag issued by the NYSDOH in July 2016. An unannounced survey is expected in the near future with hopes the tag is cleared and overall star rating will increase.
- Reviewed performance improvement projects.
- Adult day health care – 24 participants.
- Prescription costs being controlled.

Finance/Personnel Committee

No report. The Finance/Personnel Committee met prior to this meeting. The next meeting will be held on March 24, 2020 prior to the regular BOM meeting.

Plant and Equipment Committee

Manager Kehl reported that the Plant and Equipment Committee met on February 11, 2020 and referred to the draft minutes and discussed facility priorities.

Communications Committee

No report.

Information Technology

Report given above.

Governance Committee

No report.

Compensation Committee

President Kosmerl reported that there was no Compensation Committee meeting in February 2020.

Credentials Committee

No report.

CHIEF EXECUTIVE OFFICER (CEO) REPORT

Joe McTernan reported on the following items:

- Dialysis center update:
 - Moving along nicely
 - Finalizing work on certificate of need (CON)
 - Nephrologist completing credentialing package
 - Equipment bid in progress and in line with business plan
 - Electronic medical record and billing software kickoff held
- Inpatient/outpatient Cardiology coverage discussed
- Inpatient/outpatient Neurology coverage discussed

- Exploring telemedicine for primary care offices, per use rate platform would limit financial exposure, Primary Care Providers will be reviewing the product in the near future to see if it's a good fit for their practice and if there is any interest to trial the product, should be marketed to households with school age children if decision to move forward.
- Exploring telemedicine for specialty areas that are difficult to recruit:
 - Dermatology
 - Rheumatology
 - Endocrinology
 - Exploring grant funding opportunities
- Reviewing inpatient electronic medical records systems – MedHost and Meditech (ECMC currently uses)
- Bayoumi Medical, PLLC providers and staff becoming Wyoming County Internal Medicine as of 03/01/2020 – thanked staff and management for setting up this clinic quickly.
- Delayed clinic acquisition in Attica – current facility not Article 28 compliant.
- Met with OBGYN providers and are developing a targeted marketing and outreach program.
- Legislative matters:
 - Medicaid Redesign Team (MRT) II
 - Additional cuts in Governor's budget for Critical Access and Sole Community Hospitals (WCCHS is a Sole Community Hospital)
 - \$8 billion DSRIP cuts

BOARD PRESIDENT REPORT

President Kosmerl reviewed the following items:

- Forwarded paperwork to Joe McTernan for approval related to an Employee Referral Bonus Program payment.
- Distributed copies of Don Eichenauer's monthly report to board members, Joe McTernan and Amy Chase.
- Thanked staff for their hard work related to the 70,000 unsigned verbal orders and reminded providers to bring up systemic problems so they can be resolved. Recognized Dr. Tom Reagan for volunteering to sign verbal orders for providers no longer at WCCHS.
- Board self-assessment – only 4 responses received so far – encouraged board members to complete and return as to have a valid assessment
- Board President evaluation – to be presented by Manager Merrill at the 03/24/2020
- Board annual packet – only 4 responses received so far – encouraged board members to complete and return in accordance with Board policy and

EXECUTIVE SESSION

Motion by Manager Merrill and seconded by Manager Vitagliano, for the Board to enter into executive session to discuss the following topic(s) at 6:28pm. Joe McTernan, Pam Pettnot, Amy Chase, Dan Farberman, Mandip Panesar, MD, Jerry Davis, Jim Brick, and Becky Ryan remained.

- Current litigation matters that would compromise protected health information (PHI), if disclosed, on multiple patients:
 - Claim #1088355
 - Incident related to a National Instant Criminal Background Check System (NICS) claim
- Contract negotiations:
 - Neurology
 - Midwife
 - Legal engagement
- Employment status of particular positions/employees related to the budget reduction update
- Financial status of a particular employee in Salary Schedule C
- CEO goals

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:									
	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS									
	X	PASS					FAIL		

Dan Farberman, Amy Chase, and Mandip Panesar, MD were excused at 7:21pm.

Motion by Manager Paolucci and seconded by Manager Vitagliano, the Board exit executive session at 7:36pm.

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:									
	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS									
	X	PASS					FAIL		

WCCHS-20-023 APPROVE CONTRACT

Motion by Manager Merrill and seconded by Manager Kehl, the CEO, with the approval of the County Attorney and/or Costello Cooney Fearon, PLLC, legal counsel, be hereby authorized and directed to sign contract on behalf of the Wyoming County Community Health System as presented and as follows:

GARFUNKEL WILD, PC, 111 Great Neck Road, Great Neck, NY 11021, a legal engagement to provide a review of various existing compensation arrangements between WCCHS and various providers, as to compliance with applicable health law and related regulations, not to exceed \$10,000 effective 02/26/2020 – 02/25/2021.

The motion was passed upon the following vote:

VOTE									
Salman Abbasey, MD		Yes		No		Abstain	X	Absent	
Doug Berwanger	X	Yes		No		Abstain		Absent	
Cynthia Elbow		Yes		No		Abstain	X	Absent	
Bryan Kehl	X	Yes		No		Abstain		Absent	
Rich Kosmerl	X	Yes		No		Abstain		Absent	
Mark Merrill	X	Yes		No		Abstain		Absent	
Laura Paolucci	X	Yes		No		Abstain		Absent	
J. Thomas Reagan, MD		Yes		No		Abstain	X	Absent	
Frank Vitagliano	X	Yes		No		Abstain		Absent	
James Wawrzyniak, DC		Yes		No		Abstain	X	Absent	
VOTE TOTAL:									
	6	Yes	0	No	0	Abstain	4	Absent	
RESULTS									
	X	PASS					FAIL		

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**WYOMING COUNTY COMMUNITY HEALTH SYSTEM
SYSTEM POLICY**

Title: Contract Review and Management Policy #: _____

Effective Date: 02/25/2020 Review Date: _____ By _____

Periodic Review: By: _____ Date: _____

Supersedes: Policy Contract Review and Management Dated 12/18/2018

Departments Affected: All

References: _____

Prepared / Sponsored by (print title, name, and initial):

Chief Executive Officer, Joseph L. McTernan

Senior Management Review and Approval by (print title, name, and initial)

Chief Executive Officer Approval / Date Joseph L. McTernan

Board of Manager Approval Date 02/25/2020

1.0 PURPOSE

To establish guidance related to contractual activities of WCCHS and ensure appropriate review, approval, and management.

To allow the compliance program an opportunity to identify any potential contractual arrangements which might constitute a violation of criminal, civil, or administrative law.

To assure that any patient care service contract provides for the same level of performance from the contracted source as it would from WCCHS.

2.0 POLICY

Only the CEO or his/her designee has the authority to enter into contractual agreements on behalf of WCCHS.

2.1 Department manager is to make senior manager aware of proposed contract.

2.2 Department manager is to negotiate with vendor and ensure the best possible pricing and terms of service are obtained. Confer with others within the organization, as needed. Review contract and related documents with senior manager to ensure business appropriateness.

2.3 Department manager is to follow the WCCHS Purchasing Policy – Non-Capital Asset Purchases and Capital Asset Acquisition Policy and the Wyoming County Purchasing Policy and adhering to the portions of those policies related to NYS laws and regulations for bidding.

2.4 Department manager is to prepare and sign the contract coversheet available on the public/forms folder (Attachment A), including the title of the contract (e.g., service agreement, affiliation agreement, etc.), vendor name, address, phone/fax, email address, type of transaction, start and end dates, original or renewal, purpose of contract, and contract amount (e.g., per month, per year, per term, etc. or not to exceed amount). If a renewal, the amount of the previous/similar contract, should be noted on the coversheet. If a replacement, the previous vendor name, contract period, and contract amount should be noted on the coversheet. The contract coversheet must have an end date to ensure the contract remains relevant and fit for purpose.

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- 2.5 Department manager is to prepare and sign a process sheet available on the public/forms folder (Attachment B), if Physician Contract and/or total contract amount exceeds \$50,000.
- 2.6 Department manager forwards the completed and signed contract coversheet and process sheet to Senior Manager and CFO for approval, along with a hardcopy of the contract.
- 2.7 CFO forwards the signed contract coversheet, process sheet, and hardcopy of the contract to Executive Assistant.
- 2.8 Executive Assistant emails contract coversheet and contract in .pdf format to County Attorney for legal review. If contract is with a provider or healthcare entity that could potentially include patient referrals or other healthcare legal ramifications, contract will be emailed to legal counsel with specific expertise in healthcare related matters for legal review.
- 2.9 Department manager and Senior Manager address any concerns identified by the attorney. Compliance Department should also be consulted as needed regarding any identified concerns.
- 2.10 Executive Assistant adds the contract to the Board of Managers' (BOM) regular meeting agenda for approval.
- 2.11 Executive Assistant runs a search for the vendor/provider on both the Federal and NYS excluded provider's databases, prints and attaches results as proof of search, and initials the contract coversheet. If search produces findings, contact the Corporate Compliance Officer for direction PRIOR to obtaining the CEO's signature.
- 2.12 Once legal counsel and BOM approvals have been obtained and exclusion lists checked with no findings, forward contract to CEO for signature.
- 2.13 Executive Assistant obtains vendor countersignature, if not already signed.

In accordance with BOS Resolution No. 11-209 or as further amended, any contract entered into by the Wyoming County Community Health System, in excess of \$50,000.00 and any contract with a physician with privileges to practice at the Health System involving the payment of consideration to said physician or the guarantee of payment shall be subject to the prior approval of the fiscal authority responsible for the Health System, specifically the Wyoming County Board of Supervisors. Additionally, any contract that contains an automatic renewal clause does not relieve the Health System of the requirement to request permission of the BOS to enter into a consecutive term.

- 2.14 Executive Assistant forwards the contract coversheet, legal approval, and process sheet along with three (3) copies of the contract signed by the vendor and the WCCHS CEO to the Board of Supervisors' (BOS) Finance Committee for recommendation and approval by the Chairman of the BOS, or his/her designee.
- 2.15 Upon receipt of fully executed contract, Executive Assistant distributes contract to vendor and/or BOS.
- 2.16 Executive Assistant scans contract coversheet, legal review sheet, process sheet, exclusion results, and contract into a .pdf format and saves file to the appropriate vendor folder under Senior Management/Contracts & Leases folder on the WCCHS computer network.
- 2.17 Executive Assistant enters contract information into the contract management database or software.

Executive Assistant files and maintains the official, fully executed paper copy in accordance with the NYS Archives Records Retention and Disposition Schedule, CO-2.

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Attachment A – SAMPLE Contract Coversheet

Wyoming County Contract Cover Page

Contracts, Agreements, Memorandum of Understanding, and Grant Applications/Acceptance Awards

Name of Wyoming County Department: Wyoming County Community Health System

Title of Contract: _____

Organization/Contracting Party (name in full): _____

Address of Organization/Contracting Party: _____

City, State, Zip _____

Phone: _____ Fax: _____ Email: _____

Type of Transaction: () Contract/Agreement
() Memorandum of Understanding or Agreement
() Memorandum of Understanding or Agreement between County Depts.
() Grant Application
() Grant Acceptance/Award

Starting Date / / Ending Date / /

This transaction is: () Original (new service)
() Renewal with no change
() Renewal with the following changes: _____

Contract/Grant Services Overview (purpose and objective of contract/grant): _____

FUNDS ARE: () Budgeted _____
() Appropriation _____ (on appropriation form)

Total Amount of contract/grant: _____ \$ _____

Amount of previous/similar contract _____ \$ _____

Physician Contracts and/or \$50,001 or greater? If YES, requires BOS approval. Attach signed Process Sheet.

Local County Share: _____ Percent _____ \$ _____

Reimbursement: _____

**Certificate of Insurance if required by contract. _____ Tax form W9 attached (personal services) _____

ALL OF THESE ITEMS MUST BE ATTACHED!! _____ Soc. Security Number (personal services) _____

DEPARTMENT MANAGER SIGNATURE AND DATE:	SENIOR MANAGER SIGNATURE AND DATE:	CFO SIGNATURE AND DATE:
---	---------------------------------------	-------------------------

Printed Name: _____ Printed Name: _____ Printed Name: _____

THIS DOCUMENT APPROVED AS TO FORM BY THE: _____ Local venue jurisdiction waiver requested (initial) _____

WYOMING CO. ATTORNEY:

[] Local venue jurisdiction waiver approved by attorney _____ Initial _____ Date _____

Comments: _____

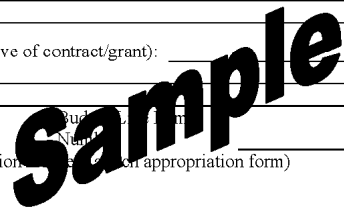
APPROVAL DATE: _____ RESOLUTION NO. _____

SIGNED BY CHAIRMAN: _____ Initial _____ Date _____

Purchase Order Number: _____ Date: _____ Exclusion Checked By: _____

Contract Database Updated: dB Record #

Document Returned to: _____ By: _____ Date: _____



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Attachment B – SAMPLE Process Sheet

PROCESS SHEET

*Policy and Procedure for Securing a Professional Services Contract
Pursuant to General Municipal Law §104(b)*

It is the intention of the County of Wyoming to determine when it is in the best interest of the County to solicit alternative proposals or quotations for professional services and services requiring special expertise. The County shall choose providers based on the County's evaluation of reliability, experience, skill, education, training, demonstrated effectiveness, judgment and integrity as well as reasonable availability and location of the provider. Certain services may be deemed not appropriate for this process because of the inherent nature of the service. These include, but are not limited to:

- (1) Accounting (CPA)
- (2) Architectural/Design Services
- (3) Customized Software Programming Services
- (4) Consultants
- (5) Engineering
- (6) Instructors/Teachers/Training
- (7) Insurance Coverage and/or Insurance Broker
- (8) Investment Management Services
- (9) Laboratory Testing
- (10) Legal
- (11) Medical/Dental Services

Sample

Department Head Recommendation:

The Contract *does* *does not* lend itself to competitive procurement pursuant to this policy for the following reasons: _____

Contracting Party Name: _____

Date: ____ - ____ - 2020
_____ Department Head Signature Senior Manager Signature

Committee Action:

The Committee *does* *does not* accept the Department Head recommendation.

Date: ____ - ____ - ____
_____ Committee Chairperson Signature

Board Action:

The Board of Supervisors by enacting Resolution No. _____ approved the assigned Committee action.

Date: ____ - ____ - ____
_____ Clerk/Deputy Clerk
Wyoming County Board of Supervisors

ver. 12-13-16 M. Dadd

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RECORD OF REVISION

REV. #	DESCRIPTION OF CHANGE	PAGE #S / SECTION #S IMPACTED BY CHANGE(S)	DATE
0	Original issue	All	08/2000
1	Revision	All	02/2001
2	Revision	All	06/2001
3	Revision	All	08/10/2004
4	Converted to new format and complete rewrite to match actual process.	All	01/24/2017
5	Sections 2.5, 2.14, 2.16 - Include language regarding Process Sheet requirements pursuant to General Municipal Law §104(b) Section 2.10 - Remove language regarding BOM Finance Committee meeting Add Attachment B - SAMPLE Process Sheet	1, 2, 4	12/18/2018
6	Section 2.6, include language that Senior Manager and CFO signature required on contract coversheets, revised contract coversheet and process sheet to include additional signature blocks.	2	02/25/2020