

The regular meeting of the Wyoming County Community Health System (WCCHS) Board of Managers, Wyoming County, New York was held on Tuesday, March 24, 2020.

**BOARD OF MANAGERS PRESENT/ABSENT**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Salman Abbasey, MD at 5:00pm | <input type="checkbox"/> Bryan Kehl (BOS member) | <input checked="" type="checkbox"/> J. Thomas Reagan, MD |
| <input checked="" type="checkbox"/> Doug Berwanger               | <input checked="" type="checkbox"/> Rich Kosmerl | <input checked="" type="checkbox"/> Frank Vitagliano     |
| <input checked="" type="checkbox"/> Cynthia Elbow                | <input checked="" type="checkbox"/> Mark Merrill | <input checked="" type="checkbox"/> James Wawrzyniak, DC |
|  | <input type="checkbox"/> Laura Paolucci          |  |

**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 type="checkbox"/> Todd MacConnell (WC IT Director)                          |
| <input checked="" type="checkbox"/> Amy Chase (Chief Financial Officer)                              | <input 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 type="checkbox"/> Dan Farberman (WC Human Resource Director)                                  | <input type="checkbox"/> Denise Prusak (NF Director of Nursing)                    |
| <input type="checkbox"/> Bridget Givens (Director of Mental Health)                                  | <input type="checkbox"/> Craig Woodworth (Director of Plant Operations)            |

OTHERS PRESENT: James Brick (Supervisor, Town of Perry), Becky Ryan (Supervisor, Town of Warsaw), Don Eichenauer (Consultant), Elizabeth Krause and Jill Johnson (Lumsden & McCormick, LLP)

**CALL MEETING TO ORDER**

President Kosmerl called the meeting to order at 4:54pm.

*This meeting is being held via ZOOM, in accordance with the NYS Governor's Executive Order #202.1, suspension of law allowing the attendance of meetings telephonically or other similar service. Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.*

**EXCUSE MEMBERS NOT PRESENT / QUORUM?**

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

- Manager Abbasey
- Manager Kehl
- Manager Paolucci

President Kosmerl declared that a quorum was present.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD		Yes		No		Abstain	X	Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	3	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-20-024 CONSENT AGENDA**

Motion by Manager Merrill and seconded by Manager Elbow, 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 ..... February 25, 2020

**Plant and Equipment (March 10, 2020)**

- Award bid and sign contract related to the transfer switch design project with **DJ BEARDSLEY & SONS, INC.**, 150 West Mill Street, Castile, NY 14427, in an amount of \$290,020 plus an additional \$30,000 contingency, effective 04/06/2020 – 08/14/2020, pending approval by the WCBOS.
- Award bid and sign contract related to the dialysis clinic equipment with **FRESENIUS USA MARKETING**, 920 Winter Street, Waltham, MA 02451-1457, in an amount of \$327,020, effective 03/06/2020 – 07/30/2020, pending approval by the WCBOS.
- Amend Resolution WCCHS-19-085 approved on 07/23/2019, Resolution #WCCHS-19-039 approved on 03/26/2019 related to bid awards and contracts for the orthopaedic clinic renovation project as follows, pending approval by the Wyoming County Board of Supervisors:
- **DJ BEARDSLEY & SONS, INC.** – In accordance with the following change orders:  
Change Order #103-002, increase the contract amount by \$4,430.87 for a new not to exceed amount of \$252,769.85.  
Change Order #103-003, decrease the contract amount by \$688.73 for a new not to exceed amount of \$252,081.12.
- **M.K.S PLUMBING CORP** – In accordance with the following change orders:  
Change Order #104-002, increase the contract amount by \$1,141.00 for a new not to exceed amount of \$229,911.00.  
Change Order #104-003, decrease the contract amount by \$330.00 for a new not to exceed amount of \$229,581.00.
- Amend Resolution #WCCHS-19-039 approved on 03/26/2019 related to bid awards and contracts for the orthopaedic clinic renovation project as follows, pending approval by the Wyoming County Board of Supervisors:
- **WHITNEY EAST, INC.** – In accordance with the following change orders:  
Change Order #101-001, decrease the contract amount by \$3,315.00 for a new not to exceed amount of \$491,585.00.  
Change Order #101-002, increase the contract amount by \$3,234.31 for a new not to exceed amount of \$494,819.31.  
Change Order #101-003, decrease the contract amount by \$536.38, for a new not to exceed amount of \$494,282.93.
- **JOHN W. DANFORTH COMPANY** – In accordance with the following change orders:  
Change Order #102-001, increase the contract amount by \$4,275.41 for a new not to exceed amount of \$157,275.41.  
Change Order #102-002, increase the contract amount by \$16,532.70 for a new not to exceed amount of \$173,808.11.
- Approve contract with **CAREFUSION SOLUTIONS, LLC**, 3750 Torrey View Court, San Diego, CA 92130, related to the drug dispensing machines, in an amount of 341,295, less \$50,000 credit, plus \$87,060 for a 5-year service agreement, effective 05/01/2020 – 04/30/2025, pending approval by the WCBOS.

**Credentials Committee (March 11, 2020)**

- Approve Medical Staff appointments

**Executive Committee (March 13, 2020)**

- Approve contract with **BATAVIA NEUROLOGICAL SERVICES, PC**, 176 Washington Avenue, Batavia, NY 14020, a professional services agreement to provide neurology services, not to exceed \$304,000 per year, effective 04/01/2020 – 03/31/2021, pending approval by the Wyoming County Board of Supervisors.

**Executive Committee (March 20, 2020)**

- Approve that all Board related committee meetings be suspended for the period March through June 2020 with the exception of monthly BOM meetings, monthly BOM Finance Committee meetings, BOM Executive Committee meetings (as needed), and BOM Credentials Committee meetings (as needed) and to authorize attendance of meetings telephonically or other similar service per Governor Cuomo's Executive Order 202:1.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD		Yes		No		Abstain	X	Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	3	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

*Manager Abbasey remotely joined the meeting at 5:00pm*

**WCCHS-20-025 DRAFT 2019 AUDITED FINANCIAL REPORT BY LUMSDEN & MCCORMICK, LLP**

Elizabeth Krause and Jill Johnson from Lumsden & McCormick, LLP reviewed the contents of the draft 2019 audited financial report with attendees. It was noted that the audit of the financial statements for the year ended December 31, 2019 went well and no major issues were identified. Adjustments recognized during the audit related to workers compensation liability and related expense, pension liability, deferred resources, and related expense, third-party payor settlements and net patient service revenue, and grant revenue and related receivable. It was further noted, that certain consent forms selected for testing could not be located. Management should review the medical record process to ensure all necessary documentation is obtained and properly maintained.

Motion by Manager Vitagliano and seconded by Manager Wawrzyniak, the draft 2019 audited financial report be hereby accepted as distributed and presented, copy on file in Administration.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	8	Yes	0	No	0	Abstain	2	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**NF ADMINISTRATOR REPORT**

Dawn James submitted a written report as follows:

- With COVID-19 mandates our Certified Nursing Assistant class has been postponed.
- We have devoted the entire activities department events to communicating with families via our facility Facebook page and through FaceTime and Skype, as we have been able. We have had a very positive response from families and residents with this. Some of our residents however, do not always remember the interaction the next day and many are upset with their families not coming to see them. It has been very hard on a few of our residents and we have increased their mental health support with social work.
- We started Point Click Care training to transition to our new electronic medical record software. We have encountered several difficulties with the current needs placed on everyone with the COVID-19 issues taking precedence. We may look to delay for one month in the near future; however, this transition is essential to improve operational efficiencies. These efficiencies were anticipated and positions were eliminated previously to account for the improved processes.
- The census has remained strong but with some recent discharges and deaths we will be slower to rebound to maintain safety for the residents we currently have.

**CHIEF NURSING OFFICER REPORT**

No report.

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

No report.

**DIRECTOR OF MENTAL HEALTH REPORT**

No report.

**CHIEF FINANCIAL OFFICER (CFO) REPORT**

No report.

**COUNTY HUMAN RESOURCE DIRECTOR REPORT**

No report.

**DIRECTOR OF PLANT OPERATIONS**

Craig Woodworth submitted a written report as follows:

- Portions of the Bulk Tank Replacement (O2 Tanks) scope of work were bid. The guard rail installation contract is \$5,980.00. The chain link fence contract is for \$6,772.00. The Wyoming County Highway Department will complete the site work including the new concrete pad. The Purchasing Department is waiting on a commitment date from our existing vendor to remove the O2 tanks to move forward with this project.
- The hospital nurse call station upgrades for floors 3<sup>rd</sup>, 2<sup>nd</sup> and ICU are complete.
- Parking Lot 7 garage concrete is poured, electric is complete, two wall mount heaters, lights, ceiling fans and overhead door operators are installed. A balcony will be installed this summer to maximize storage capacity.
- The closeout documentation for the orthopaedic clinic project is under review by M/E Engineering. All items should be completed by next month.
- Total of 20 water samples were sent to laboratory to test the domestic hot water system for Legionella. The results are with Steve Perkins (Wyoming County Director of Environmental Health) for review.
- The hospital fire damper inspection took place on 111 dampers. The list of non-compliant dampers will be addressed in the near future.
- The Perry clinic renovations continue to progress. The exam rooms and corridor carpeting is removed, carpet glue removed, floors were patched/prepped, new LVT flooring installed, walls patched, primed, and painted (75% complete). Remaining items to complete include water cooler installation, duct two storage rooms and equip with direct vent, replace cabinetry, restroom door, and new floor in the break room and restroom.
- Completed bid packages for hemodialysis equipment, O'Dell clinic renovations, and work associated with the O2 tank replacement. Each were advertised, pre-bid meetings held, and bid openings occurred.
- Created two (2) additional negative pressure rooms. Verified the existing four (4) negative pressure rooms are operating properly. Daily testing is taking place on all 6 rooms.
- PEET mechanical room renovation is at the final stage. The water balancing of the dual temp lines took place last week. M/E Engineering must review this information and conduct a punchlist. The closeout documentation will be the last step for this project.

- Water Management/Sampling Plan has been contracted out to Barclay Water Management. The plan should be available in the next week.
- Our monthly generator load test was successful with no problems to report.
- The pre-cooling season cleaning of the sump tank and towers were cleaned, flushed and shocked. The NYS DOH website was updated reflecting the start date. The Legionella testing for the system was sent to the laboratory for analysis.

**INFORMATION TECHNOLOGY DIRECTOR REPORT**

No report.

**MEDICAL DIRECTOR REPORT**

Mandip Panesar, MD reported on the following items:

- Anticipates that the COVID-19 surge will hit the week of 03/30/2020 or 04/06/2020.
- Sent letter to the medical staff looking for volunteers to assist in the provision of clinical care during this state of emergency.
- Medical Staff By-Laws Committee completed their review of the by-laws and will forward to external legal counsel for review.
- Received notification that The Joint Commission has paused all on-site surveys.
- Ethics Committee met to outlined expectations, develop guiding principles, reviewed some case scenarios, etc. - a support team to help make tough decisions

**MEDICAL STAFF PRESIDENT REPORT**

No report.

**CHIEF OPERATING OFFICER (COO) REPORT**

No report.

**WCCHS-20-026 PREAUTHORIZED ACCOUNTS AND ACCOUNTS PAYABLE**

Motion by President Kosmerl and seconded by Manager Elbow, the preauthorized accounts and accounts payable processed totaling \$4,039,397.23 be hereby approved as presented.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	<b>8</b>	<b>Yes</b>	<b>0</b>	<b>No</b>	<b>0</b>	<b>Abstain</b>	<b>2</b>	<b>Absent</b>
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-20-027 APPROVE WRITE-OFFS, DENIED CLAIMS, AND BAD DEBT**

Motion by President Kosmerl and seconded by Manager Wawrzyniak, the write-offs/denied claims/bad debt totaling \$161,976.08 be hereby approved as presented.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	<b>8</b>	<b>Yes</b>	<b>0</b>	<b>No</b>	<b>0</b>	<b>Abstain</b>	<b>2</b>	<b>Absent</b>
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-20-028 APPROVE PERSONNEL REQUISITIONS IN PROCESS AND PROPOSED PERSONNEL CHANGES/FINANCIAL IMPACT**

Motion by Manager Merrill and seconded by Manager Elbow, the personnel requisitions in process and the proposed personnel changes/financial impact be hereby approved as presented and as follows:

PERSONNEL REQUISITIONS IN PROCESS - (RECOMMENDED)									
March 24, 2019									
Proposed Positions for Approval									
Senior Manager	Title/Department	FTE	Vacating Employee	Hourly Rate	Annual Salary	Benefits	Proposed Hourly	Proposed Annual	Benefits
<b>Corcimiglia:</b>	Assistant Cook/07.101	1.00	Sean Salmon 02/26/2020	\$16.08	\$31,356	\$14,994	\$14.38	\$28,041	\$13,409
	Food Service Helper/08.314	0.40	Stacy Jett 02/10/2020	\$13.46	\$10,499	\$803	\$13.46	\$10,499	\$803
	Food Service Helper/08.360	0.40	Joseph Gates 03/20/2020	\$13.46	\$10,499	\$803	\$13.46	\$10,499	\$803
	Food Service Helper/08.357	0.50	Bobby Landcastle 03/09/2020	\$12.67	\$12,353	\$945	\$13.46	\$13,124	\$1,004
	Food Service Helper/08.302	1.00	Cameron Bowles 03/22/2020	\$15.45	\$30,124	\$14,405	\$15.45	\$30,127	\$14,407
	Cleaner/08.206	1.00	Tracy Eastman 02/20/2020	\$15.45	\$30,128	\$14,407	\$12.24	\$23,868	\$11,414
<b>James:</b>	Nursing Assistant/05.717	0.00	Chloe Ikeler 02/28/2020	\$17.33	\$3,379	\$259	\$16.95	\$3,305	\$253
	Nursing Assistant/05.801	0.00	Julia Kestler 02/24/2020	\$17.33	\$3,379	\$259	\$16.95	\$3,305	\$253
<b>Almeter:</b>	RPN/03.612	1.00	Heather Green 04/03/2020	\$35.15	\$68,543	\$32,777	\$23.52	\$45,864	\$21,932
	RPN/03.212	1.00	Rebecca Perkins 02/04/2020	\$30.04	\$58,578	\$28,012	\$23.52	\$45,864	\$21,932
	RPN/03.115	1.00	Elizabeth Vincent 02/27/2020	\$28.66	\$55,887	\$26,725	\$23.52	\$45,864	\$21,932
<b>Givens:</b>	Crisis Outreach Counselor/06.431	1.00	Laura Gayhart 02/18/2020	\$29.31	\$57,155	\$27,331	\$25.82	\$50,349	\$24,077

PROPOSED PERSONNEL CHANGES/FINANCIAL IMPACT				
March 24, 2019				
POSITION	ANNUAL SALARY PROPOSED	BENEFIT PACKAGE	BUDGETED SALARY	BUDGETED BENEFITS
<b>Sr. Manager - A. Chase</b>				
<b>Delete 1</b> - 0.00 FTE Marketing Intern Temporary Per Diem/09.701 Schedule Student \$11.80/Hr. Effective date: March 22, 2020	\$0	\$0	\$2,301	\$176
<b>Sr. Manager - M. Corcimiglia</b>				
<b>Salary Change 1</b> - 1.00 FTE Dietician/06.946 Schedule C From \$72,000/Yr. to \$75,000/Yr. Available date: March 1, 2020	\$75,000	\$35,865	\$72,000	\$34,430
<b>Delete 1</b> - 1.00 FTE LPN/04.582 Schedule X \$20.50/Hr. Effective date: February 22, 2020	\$0	\$0	\$42,640	\$20,390
<b>Delete 1</b> - 1.00 FTE Medical Typist/12.380 Schedule A Grade 4 \$17.10/Hr. Effective date: March 22, 2020	\$0	\$0	\$33,345	\$15,946
<b>Delete 1</b> - 1.00 FTE Radiologic Technologist III/06.455 Schedule A Grade 14C \$21.87/Hr. Effective date: March 22, 2020	\$0	\$0	\$42,647	\$20,394
<b>Sr. Manager - D. James</b>				
<b>Delete 1</b> - 1.00 FTE Clinical Coordinator (SNF) Temporary/02.801 Schedule E Grade 8 \$35.14/Hr. Effective date: March 8, 2020	\$0	\$0	\$73,091	\$34,952
<b>Sr. Manager - B. Givens</b>				
<b>Delete 1</b> - 1.00 FTE Crisis Outreach Counselor (Temporary)/06.480 Schedule WCCH Grade 18 \$25.82/Hr. Effective date: February 23, 2020	\$0	\$0	\$50,349	\$3,852
<b>Create 1</b> - 0.00 FTE Mental Health Therapy Aide Per Diem Schedule WCCH Grade 11 \$21.74 - \$24.51/Hr. Available date: March 22, 2020	\$4,239	\$324	\$0	\$0
<b>Delete 1</b> - 0.00 FTE RPN Per Diem/03.861 Schedule WCCH Grade 15A \$34.19/Hr. Effective date: April 1, 2020	\$0	\$0	\$6,667	\$510
<b>TOTALS</b>	<b>\$79,239</b>	<b>\$36,189</b>	<b>\$323,040</b>	<b>\$130,650</b>
<b>TOTAL ANNUAL INCREASE:</b>				<b>-\$338,261</b>

The motion was passed upon the following vote:

VOTE								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	<b>8</b>	<b>Yes</b>	<b>0</b>	<b>No</b>	<b>0</b>	<b>Abstain</b>	<b>2</b>	<b>Absent</b>
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-20-029 APPROVE CONTRACTS AND/OR GRANTS**

Motion by President Kosmerl and seconded by Manager Vitagliano, the CEO, with the approval of the County Attorney and/or Costello Cooney Fearon, PLLC or Garfunkel Wild, PC, 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. **PIKE VOLUNTEER RESCUE SQUAD**, 67 Main Street, Pike, NY 14130, an amendment to the controlled substance distribution agreement to add an automatic renewal clause, \$0.00, effective 02/26/2020 – 02/26.
2. Amend Resolution WCCHS-17-064 approved on 07/25/2017 with **OUTSOURCE RECEIVABLES MANAGEMENT, INC.**, 261 Main Street, Arcade, NY 14009 related to collection service agreement as follows:
  - Reduce the not to exceed amount from \$150,000 per year to ***an amount not to exceed \$140,000 per year.***
  - Extend the term of the agreement from 07/01/2017 - 06/30/2020 to ***02/01/2020 - 01/31/2023.***
  - Pending approval by the Wyoming County Board of Supervisors [Resolution #17-238, 08/15/2017].
3. **KIDENEY ARCHITECTS, P.C.**, 143 Genesee Street, Buffalo, NY 14203, professional design services agreement for the Laboratory Renovations project, not to exceed \$220,000, effective 03/01/2020 – 03/31/2024, pending approval by the Wyoming County Board of Supervisors.
4. Award bid and sign contract related to the bulk tank guardrail project with **ELDERLEE, INC.**, 729 Cross Road, Oaks Corner, NY 14518, as recommended by Craig Woodworth, Director of Plant Operations, in an amount of \$5,980.00, effective 04/01/2020 – 12/31/2020.
5. Award bid and sign contract related to the bulk tank replacement chain link fence project with **EXCEL FENCE CO.**, 10760 Alleghany Road, Darien Center, NY 14040, as recommended by Craig Woodworth, Director of Plant Operations, in an amount of \$6,772.00, effective 04/01/2020 – 06/30/2020.
6. **UNIVERSITY AT BUFFALO NEUROSURGERY, INC.**, 40 George Karl Blvd., Williamsville, NY 14221, an independent contractor agreement to provide neurological surgery services, not to exceed \$250,000 per year, effective 06/01/2020 – 05/31/2023, pending approval by the Wyoming County Board of Supervisors.
7. **GANNON UNIVERSITY**, 109 University Square, Erie, PA 16541-0001, an affiliation agreement to provide a clinical setting for students within the mental health unit, \$0.00 cost to WCCHS, effective 01/01/2020 – 12/31/2023.
8. **WYOMING COUNTY EMERGENCY SERVICES**, 151 North Main Street, Warsaw, NY 14569, an EMT clinical experience and internship agreement to serve as a clinical experience and internship site as outlined in NYSDOH Bureau of EMS policies for EMT courses held within Wyoming County, \$0.00 cost to WCCHS, effective 03/01/2020 – 02/28/2022.
9. **WYOMING COUNTY EMERGENCY SERVICES**, 151 North Main Street, Warsaw, NY 14569, an Advanced EMT clinical experience and internship agreement to serve as a clinical experience and internship site as outlined in NYSDOH Bureau of EMS policies for Advanced EMT courses held within Wyoming County, \$0.00 cost to WCCHS, effective 03/01/2020 – 02/28/2022.
10. **MEDENT**, 15 Hulbert Street, Auburn, NY 13021, a Medent cloud faxing agreement to fax directly into and out of all hospital clinics excluding Family Medicine's EMR, Medent, not to exceed \$6,000 per year, effective 04/01/2020 – 03/31/2023.
11. **CARE TEAM SOLUTIONS, LLC**, 301 Ohio Street, Suite 200A, Buffalo, NY 14204, a staffing agreement for use of agency staff for hard to fill positions and to provide coverage, where needed, not to exceed \$100,000 per year, effective 12/23/2019 – 12/22/2021, pending approval by the Wyoming County Board of Supervisors.
12. **BTE TECHNOLOGIES, LLC**, 7455-I New Ridge Road, Hanover, MD 21076, PRO extended warranty agreement to replace or repair parts of the PrimusRS, labor provided for any components that require advanced technical skill, two free training classes included, \$3,180 per year [previous cost \$3,315 per year], effective 06/12/2020 – 06/12/2021.

13. **RPA, A JENSEN HUGHES COMPANY**, 500 CrossKeys Office Park, Fairport, NY 14450, 3-year agreement to monitor the effectiveness of the fire program, conduct twelve (12) fire drills annually (once per month), and provide a report detailing the drill results, \$7,995 total contract [previous contract \$6,262], effective 01/01/2021 – 12/31/2023.
14. **LOCUM TENENS.COM**, 2655 Northwinds Parkway, Alpharetta, GA 30009, a client telehealth addendum to provide telehealth services for endocrinology patients, not to exceed \$43,000 per year, effective 07/01/2020 – 06/30/2021.
15. **COUNTY OF WYOMING**, 143 North Main Street, Warsaw, NY 14569, a 1-year interdepartmental cooperation agreement renewal for shared services provided by Human Resources, not to exceed \$406,000 [\$390,000 in 2019, \$325,000 in 2018, \$250,000 in 2017, 2016, 2015, 2014, 2013, 2012] effective 01/01/2020 – 12/31/2020.
16. **CLINICAL FINANCIAL RESOURCES, INC.**, 97 Cove Street #12, New Bedford, MA 02744, an agreement for coding audit services to review and report on twenty emergency department accounts, ten inpatient accounts, ten observation accounts, and ten surgical accounts, \$650, effective 04/01/2020 – 03/31/2021.
17. **VASCULAR ASSOCIATES OF WNY**, 3041 Orchard Park Road, Suite D, Orchard Park, NY 14127, a 3-year lease agreement for space at 400 North Main Street, Warsaw, NY 14569, \$21,632 revenue, effective 05/01/2020 – 04/30/2023.
18. **OPEN TEXT, LLC**, 275 Frank Tompa Drive, Waterloo, Ontario Canada N2L0A1, an agreement to allow PointClickCare to receive laboratory and radiology results from CPSI/Evident, an EMR-link, \$13,350 for 5 years, effective 05/01/2020 – 05/01/2025.
19. **FIRE DOOR SOLUTIONS**, 7500 W. 160<sup>th</sup> Street, Stilwell, KS 66085, an agreement to provide repairs on non-compliant fire rated dampers as listed on the deficiency report, not to exceed \$12,536.56, effective 04/01/2020 – 06/30/2020.
20. **EMPIRE ACCESS**, 34 Main Street, PO Box 349, Prattsburgh, NY 14873, a 3-year agreement to provide unlimited voice calling for two phone lines at 1 Parker Lane, Perry, NY, \$478.80 per year, effective 03/23/2020 – 03/23/2023.
21. **ARAMARK HEALTHCARE SUPPORT SERVICES, LLC**, 1101 Market Street, 19<sup>th</sup> Floor, Philadelphia, PA 19107-2988, purchase and service for Tru-D ultraviolet room disinfection robot, \$94,295, effective 03/25/2020 – 03/24/2021 [EMERGENCY PURCHASE – COVID-19 RELATED], pending approval by the Wyoming County Board of Supervisors.
22. **BLOCK IMAGING**, 1845 Cedar Street, Holt, MI 48842, a 6-month lease agreement of GE portable x-ray unit for use at Wyoming County Family Medicine – O'Dell clinic COVID-19 patients, \$38,400, effective 03/24/2020 – 09/25/2020 [EMERGENCY LEASE – COVID-19 RELATED].

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyaniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	8	Yes	0	No	0	Abstain	2	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-20-030 AMEND SALARY SCHEDULE C**

Motion by Manager Wawrzyniak and seconded by Manager Elbow, Salary Schedule C be hereby amended as follows, pending approval by the Wyoming County Board of Supervisors:

- Set the salary of the **Chief Financial Officer** under FISCAL SERVICES at \$112,750, effective 01/01/2020 as a result of a successful six (6) months evaluation by the CEO.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Doug Berwanger	X	Yes		No		Abstain		Absent
Cynthia Elbow	X	Yes		No		Abstain		Absent
Bryan Kehl		Yes		No		Abstain	X	Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Mark Merrill	X	Yes		No		Abstain		Absent
Laura Paolucci		Yes		No		Abstain	X	Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Frank Vitagliano	X	Yes		No		Abstain		Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	8	Yes	0	No	0	Abstain	2	Absent
<b>RESULTS</b>								
	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**BOARD PRESIDENT REPORT**

President Kosmerl reviewed the following items:

- Disaster declared – implemented emergency purchasing policy – authorizing the CEO to sign purchases up to \$25,000, purchases between \$25,000 and \$50,000 to be approved by the BOM Executive Committee, and purchases over \$50,000 requiring approval by the Chairman of the Wyoming County Board of Supervisors – with approval by the full BOM at the next meeting.
- BOMs self-assessment (2019) and President of the BOM evaluation (2019) – postponed until the 3<sup>rd</sup> quarter
- Reviewed Don Eichenauer's board assigned projects
- WCCHS will comply with federal, state, and local Executive Orders during this state of emergency. No executive order has paused governance so these meetings will continue. Keep meetings limited to only those items of business necessity – contracts, personnel, etc. All BOM committees have been canceled.

**DONALD EICHENAUER BOARD ASSIGNED PROJECT REPORT - JANUARY 1, 2020 THROUGH FEBRUARY 29, 2020**

- 1) Public Benefit Corporation –  
 Research publicly available information related to Erie County Hospital transition to ECMC Public Benefit Corporation as well as other transitions of County Facilities to Public Benefit Corporation including Westchester Medical Center which was previously owned by Westchester County. Communication with ECMC to arrange a meeting with key individuals in ECMC process. Researched in preparation of ECMC meeting including detail review of law enacted to establish ECMC as an authority. Meeting held with ECMC key individuals including Tony Colucci (attorney for ECMC), Andy Davis (COO ECMC) on Monday February 24, 2020 to discuss process they followed, timeline, cost and hurdles addressed and obtain pertinent documentation. Additional research conducted for the areas recommended by ECMC. Review aspects of the law to enact ECMC PBC as well as the operating agreement between ECMC and Erie County after input from ECMC team Considered how the various portions of the law would be handled at WCCHS in an effort to begin developing what the legislation would look like. Performed additional investigation of areas suggested by ECMC including identifying a timeline and people that would need to be involved. Began requested Board report on potential path forward. Report which would be the first step in Board requested “Develop and publish a draft plan by early/mid Sept 2020” on schedule to be available for April or May WCCHS Board Meeting.
- 2 Marketing –  
 Review contract with Digital Hyve, coordinate all marketing plans with approved 2020 budget, prepare for Digital Hyve kick-off meeting, and begin preparation of items needed to implement kick-off of e-marketing program. Meet at Digital Hyve location in Rochester on January 14, 2020 with Digital Hyve team to review action plan and kick-off items required. Follow-up with Digital Hyve post kick-off meeting to finalize plan. Hold meetings with Brentwood (current print and website vendor). Coordinate marketing plan with Brentwood and request revised proposal from Brentwood based on expected lower reliance on print products as well as tie-in required between E-Marketing

plan and current Website developed by Brentwood. Review current WCCHS website, develop upgrades and improvements in key areas that will be focus of e-marketing plan that will push individuals to this site and request Brentwood make identified upgrades to website. Also identified a few technical issues with Brentwood prepared WCCHS website for improvement. Meet with Dr. Mason, January 15, 2020, in Warsaw and by phone subsequently to coordinate and get input on Digital Hyve planned marketing plan for orthopaedic area. Coordinate with Joe and Pam regarding Joe's requested target marketing services and geographic target areas for marketing by service area. Finalize marketing post cards in three key areas (family practice, OB, and orthopaedics), coordinate with providers in those areas, obtain quotes for printing and mailing and identify geographic areas (zip codes) for every door direct USPS mailing. Begin development of marketing plan for Dr. Bayoumi practice integration. –Continued / Performed complete re-write of portions of the WCCHS website including General Areas / Orthopaedics, OBGYN, Maternity, Podiatry, Family Medicine and Internal Medicine. Developed press release for Bayoumi medical acquisition and coordinated with Joe. Developed radio and print and website marketing for the new Bayoumi practice. Coordinated above with Joe and WCCHS. Worked with Brentwood to add appropriate COVID 19 information to website. Continued to work with Digital Hyve on coordination and information needed from Brentwood regarding access to our google analytics and placing tracing info on website for use in evaluation success of e-marketing program. Reviewed Brentwood proposals and coordinated marketing requests with them. Coordinated roll-out plan for e-marketing in light of changes dictated by COVID-19 issues.

- 3) Recruiting –  
Re-established WCCHS usage of 3R-Net National Rural Recruitment and Retention Network Jobs posting Website for which membership is paid for by NYS DOH. Re-established appropriate open positions. Followed up on a number of potential candidates referred to WCCHS by 3R-Net. Reached out to Joe for clarification of current open positions for continued recruiting. Ongoing- Responded to numerous recruiters with potential candidates to do initial screening and forwarded numerous potential locum and full time candidates to WCCHS management for them to determine ultimate direction on those candidates.
- 4 Grant Identification and Writing –  
Reviewed historical grants WCCHS has benefited from. Perform initial research on potential grant opportunities. Re-establish approved vendor status of WCCHS Foundation for Ralph Wilson Foundation. Contacted Laura Paolucci and obtain input and information on potential grant opportunities she is aware of. Begin research of those opportunities. Continued research of potential grant opportunities.
- 5) Other administrative activities and/or assistance to the BOM or current administration –  
Daily review of correspondence requesting assistance, forwarding requests to appropriate person responding to numbers e-mails and phone calls including WCCHS malpractice attorney confirming terms of previously settled case, WCCHS attorney and others regarding clarifications of previous transactions or similar questions and forwarded contact questions from numerous internal (physicians) and external parties to appropriate current person handling those areas within WCCHS. Worked with IT department to establish appropriate connectivity and access to systems needed. Preparation for and meetings with Board President to review activities requested. Development of Tasks list. Maintenance of Projects list and time by day as well as monthly reports. Communication with other Board Members as requested.

Prepared monthly board report and summary of hours spent and efforts undertaken. Reviewed legal documents received from attorney Sharon Rodgers at Barclay Damon regarding XX case. Documents included general release, hold harmless, Monroe County Medicaid release and related documents. Confirmed it was accurate and in line with previous agreed upon settlement. Introduced WCCHS administration to the situation and provided for their review. Responded to various other requests from staff at WCCHS.

## **BOARD COMMITTEE CHAIR REPORTS**

### **Acute Quality Committee**

No report.

### **SNF Quality Committee**

No report.

### **Finance/Personnel Committee**

No report.

**Plant and Equipment Committee**

No report.

**Communications Committee**

No report.

**Information Technology**

Report given above.

**Governance Committee**

No report.

**Compensation Committee**

No report.

**Credentials Committee**

No report.

**CHIEF EXECUTIVE OFFICER (CEO) REPORT**

Joe McTernan reported on the following items:

- COVID19 pandemic – significant event
- Test kits are running low in Wyoming County and WNY so we don't know how prevalent this disease truly is.
- Participated on a joint call with Governor Cuomo, NYSDOH Commissioner, Howard Zucker, and hospital CEOs today.
- The peak of the pandemic in NYS is expected 2 weeks from now.
- NYS has 53,000 hospital beds and projections indicate NYS will need 140,000 hospital beds.
- NYS has 11,000 ventilators – 4,000 in hospitals, 7,000 with the government. Those ventilators are being allocated according to need. Based on projections, NYS will be short 20,000 ventilators.
- NYSDOH and Governor Cuomo suspended regulations to allow CEO to make best decisions to care for as many patients as possible and mandated an
  - Increased bed capacity by 50%. For WCCHS, 62 acute care beds increased to 93 acute care beds.
  - Increased bed capacity by 100%.
  - Submitted surge plan and updated surge plan.
- WCCHS is seeing push back on patient transfers from tertiary systems. Addressing those on a case by case basis.
- Looking at provider and nurse shortages.
- Full scope of practice for CRNAs, nurse practitioners, physician assistants, paramedics, respiratory therapists, etc. and waived liability.
- Dr. Tom Reagan, Dr. Mandip Panesar, and Dr. Greg Collins met 03/24/2020 to discuss ethics committee membership, function, etc. (based on the requirements as set forth in New York State Public Health Law Article 29 CC Family Health Care Decisions Act).
- Annual facility census is expected to be jammed into 8-12 week period.
- WCCHS and County of Wyoming declared emergencies.
- Wyoming County Emergency Operations Center opened, currently staffed Monday through Friday.
- WCCHS Hospital Command Center opened, currently staffed Monday through Friday – full command structure in place with succession plan.
- 3 confirmed COVID-19 cases in Wyoming County
  - 2 positive cases – 1 resident passed away, had very co-morbid conditions, and passed within 24 hours of positive test result, 1 resident clinically stable and is receiving care
  - 5 cases came back negative
- Amy Chase is leading sourcing of ventilators and personal protective equipment – WCCHS burn rate is expected to be 1,000 masks, gowns, gloves, each per day.
- All staff are being screened upon entry into the facility. Visitors limited entry into the facility.
- Human Resources contacted retirees – looking for additional staff and volunteers.
- Staff and physicians are very appropriately scared - Behavioral Health is providing reassurance to staff and physicians.
- Medical Staff Office is preparing provider contingency plan.
- Outpatient surgeries were canceled starting 03/17/2020.

