

The regular meeting of the Wyoming County Community Health System (WCCHS) Board of Managers, Wyoming County, New York was held on Tuesday, May 27, 2025.

### **CALL MEETING TO ORDER**

President Kosmerl called the meeting to order at 4:58pm.

### **ROLL CALL AND QUORUM**

#### **BOARD OF MANAGERS PRESENT/ABSENT**

★ participated remotely

☒ Salman Abbasey, MD

☒ Bryan Kehl (BOS member)

☒ Rich Kosmerl

☒ Steve Perkins

☒ J. Thomas Reagan, MD

☒ Larry Rogers

☐ Janice Shirley

☒ James Wawrzyniak, DC

#### **STAFF PRESENT/ABSENT**

★ participated remotely

☒ Dawn Bayliss (Chief Operating Officer)

☒ Justin Bayliss (NF Administrator)

☒ Dan Farberman (WC Human Resource Director)

☒ Mandip Panesar, MD (Hospital Medical Director)

☒ Jeff Perry (Chief Executive Officer)

☒ Pam Pettnot (Executive Assistant)

☒ Mark Wright (Chief Financial Officer)

OTHERS PRESENT: Becky Ryan (Chairwoman, Wyoming County Board of Supervisors and Supervisor, Town of Warsaw) and Scott Schrader (County Administrator)

President Kosmerl declared that a quorum was physically present. Manager Shirley was permitted to participate remotely via videoconference at 14527 Lynch Lane, Hudson, Florida according to the meeting notice; however, did not join.

### **EXCUSE MEMBERS NOT PRESENT**

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

- Manager Shirley

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

### **ADOPT THE AGENDA**

Motion by President Kosmerl and seconded by Manager Wawrzyniak, the BOM hereby adopts the agenda as presented and verbally modified to include the BOM's intent to enter into an executive session by means of a vote to be taken during the meeting.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

### **WCCHS-25-030 CONSENT AGENDA**

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

- Approve BOM meeting minutes .....April 22, 2025

### **Compensation Committee (May 20, 2025)**

- Approve amendment to Salary Schedule C:  
Set the salary of one (1) 1.00 FTE **Safety/Emergency Preparedness Coordinator** position (Position Code #02.126.611) under SAFETY at \$83,611.00 per year, effective May 11, 2025 (the start of the first payroll period in May 2025).

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

### **WCCHS-25-031 APPROVE DRAFT 2024 AUDITED FINANCIAL REPORT**

Liz Kraus from Lumsden & McCormick, LLP reviewed the contents of the draft 2024 audited financial report with attendees at the BOM Finance and Personnel Committee meeting prior to this meeting.

It was noted that WCCHS adopted Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*.

Similar to prior year observations, certain consent forms selected for testing could not be located. It was recommended management review the medical record process to ensure all necessary documentation is obtained and properly maintained.

Adjustments recognized during the audit related to workers' compensation liability and employee benefits expense; net pension liability, deferred outflows/inflows of resources, compensated absences and salaries and wages and employee benefits, and accounts receivables and estimated third-party payor settlements.

During the six-year period ended December 31, 2024, WCCHS incurred a loss from operations of \$24,549,000. At December 31, 2024, current liabilities exceeded current assets by \$1,330,000. These conditions raise substantial doubt about its ability to continue as a going concern. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

Motion by Manager Perkins and seconded by Manager Wawrzyniak, the BOM hereby accepts the draft 2024 audited financial report as recommended by the BOM Finance and Personnel Committee. A copy of the report is on file in Administration.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

### **CEO REPORT**

Jeff Perry submitted the following report:

### **CEO UPDATE**

- Staff Engagement Forums completed with staff to communicate the basics of the strategic plan, organizational goals, and employee responsibilities.
- Culture Training has been completed for: Service Lines, Culture Competencies, Unique Experiences, and Internal Customer model. All departments are in the process of finalizing action plans and employee conversations.
- New Employee Performance Evaluation completed and to be rolled out in June/July 2025 timeframe.
- Service Line meetings have begun in the last 2 weeks of May 2025.

### **FINANCIALS**

- Health system operating loss for April 2025 was \$1,524,411, which is higher than the March 2025 operating loss of \$670,932. Please note that the Hospital and SNF Intergovernmental Transfer (IGT) funding impact is now reported in the Non-Operating section of the report.
- Operating revenue was lower and operating expenses were higher in the month of April 2025.
- Staffing agency cost in April 2025 increased to \$125,157, mainly due to increased agency hours used to support the nursing home. In April 2025, WCCHS had no nursing agency costs to support the hospital, but continued the use of agency hours to support cardiac testing.
- Hospital volumes decreased in April 2025. The only area to show an increase from March 2025 is Observation cases. Year-over-year, acute inpatient, swing beds, ED, GI, surgery, pain procedures, imaging, lab and rehab services have all shown growth over the prior year, while observation, mental health, and clinic volumes are down.

### **PROVIDERS AND OUTPATIENT CLINICS**

- Lisa Kemp, NP and Angela Potter, PA are providing coverage at the Perry clinic following departure of NP.
- Continue to evaluate Attica space for Article 28 and Rural Health Clinic (RHC) compliance.
- Perry clinic is currently within the timeframe for RHC survey.
- Endocrinology Services discontinued effective July 21, 2025. Patients have been notified.
- Orthopedic PA resigned effective June 31, 2025. Recruitment efforts underway.
- Considering additional support to facilitate the expansion of Cardiology services.
- Evaluating options to provide additional access in Primary Care offices such as provider stipends.
- The May 2, 2025 free walk-in Skincare Cancer Screening Clinic was a success. We served 30 community members who were very appreciative and gave positive feedback. The next clinic is scheduled for May 30, 2025 from 10am-12pm at 34 Duncan Street location.

### **MARKETING**

- Marketing materials this month:
  - Free walk-in skincare screening clinic scheduled for May 30, 2025.
  - Stroke screenings scheduled for June 9 and 18, 2025 from 9am to 3pm in Radiology.
  - Infusion therapy campaign.

- Nursing home week, nurses' week, hospital week, and EMS week.
- Chamber flyer distributed to area campgrounds.

### INFORMATION SYSTEMS

- Annual cyber security testing with DeepSeas has begun. This will include testing our external and internal systems as well as a phishing campaign. This is the same organization we have engaged with for the virtual chief information security officer (CISO) project, which has also started.
- The electronic health record (EHR) replacement project: CereCore is consolidating the information gathered from the Evaluation Committee and is preparing the request for proposal (RFP), which is expected to be ready by the first week of June 2025.
- The advanced scheduling module, the final phase of the UKG upgrade project, was originally scheduled to go live on 05/19/2025. However, UKG has encountered technical issues with our testing environment and has been working over the past several weeks to resolve them. A new go-live date has not yet been determined.
- We have begun rolling out the UKG Pro Mobile app allowing staff to punch in and out, view schedules and timecards, from their cell phones while physically at a WCCHS property.
- The new helpdesk software is currently in the procurement phase. The demo environment, which was developed over the course of two weeks, will be transitioned into the production environment.
- One of the unfunded state cybersecurity mandates requires implementation of an Identity Access Management and Governance solution. After evaluating multiple options, we have selected SailPoint's software. This solution will enable centralized provisioning and deprovisioning of user access, as well as monitoring account lifecycles—tracking when, where, and how accounts are used and streamline workflows across departments.

### BEHAVIORAL HEALTH

- The inpatient census for April 2025 reached 79% occupancy.
- Psychiatric assessment officers conducted a total of 70 psychiatric evaluations throughout the month.
- There were 41 psychiatric admissions from the Emergency Department in April 2025.
- There was no security assistance calls with police, no injuries were reported.
- May is Mental Health Awareness month. The Director attended the Mental Health Awareness Breakfast hosted by Wyoming County Mental Health Department.
- Behavioral Health Collaborative Care Manager is now full-time and offering services in all primary care clinic locations.
- Working with HR to create a Forensic Community Social Worker position.
- Social Work Assistant recently earned her Master's in Social Work. She has been with WCCHS for several years, and we celebrated her achievement this month.

### CHIEF OPERATING OFFICER/CHIEF NURSING OFFICER

- The window replacement project is under way, the new windows look great. Last year's rural access grant paid approximately \$125,000 of the \$325,000 cost and we have submitted to state for the next five years of funding. Submitted a request for additional money to cover the cost of the windows currently being installed, this will be an additional \$134,000, if approved.
- Security Program – There was a large response to our Security Guard positions. Interviews with leadership are underway. Staff complete interviews on candidates that have done well through the first round. Our hope is to begin orientation of the Security Guards sometime in June 2025.
- On April 29, 2025, Undersheriff Colin Reagan (Wyoming County Sheriff's Departments drug specialist) provided training to identify staff that may be working impaired. The training was well received by leadership. Everyone felt more educated on signs of abuse and were instructed on the policy and procedure of the facility if staff appear to be under the influence.
- WCCHS celebrated Nurses Week May 5 – 9, 2025.
  - 20 Acute staff members were recognized at the 3rd annual recognition ceremony for making a difference every day at WCCHS
- WCCHS is celebrating EMS week May 19 – 23, 2025.

### MEDICAL DIRECTOR

- Continue working through the current Ongoing Professional Practice Evaluation (OPPE) cycle.
- Physician(s) annual reviews.
- Participated in Leadership Retreat.

## SKILLED NURSING FACILITY

### • **Census:**

- Census for the month of April 2025, averaged 137.5. Census at the time of this report (May 13, 2025) is 135. Currently, we are experiencing difficulty admitting county residents to the skilled nursing facility due to it being at or near 100% occupancy. Efforts have been focused on admitting referrals to the hospital swing bed program, with a goal of transitioning to the SNF once a bed becomes available.

### • **Ralph Wilson Foundation / Institute for Healthcare Improvement (IHI):**

- Program is transitioning to frontline involvement (CNA's & LPN's).
  1. Includes a weekly workgroup that identifies barriers, the team is working to reduce barriers and improve overall job satisfaction.
  2. The fall IHI conference will take place in Boston, MA at the end of September, 2025. They have requested frontline staff attend. WCNF currently has 3 CNA's and 2 LPN's planning to attend.

### • **Staffing:**

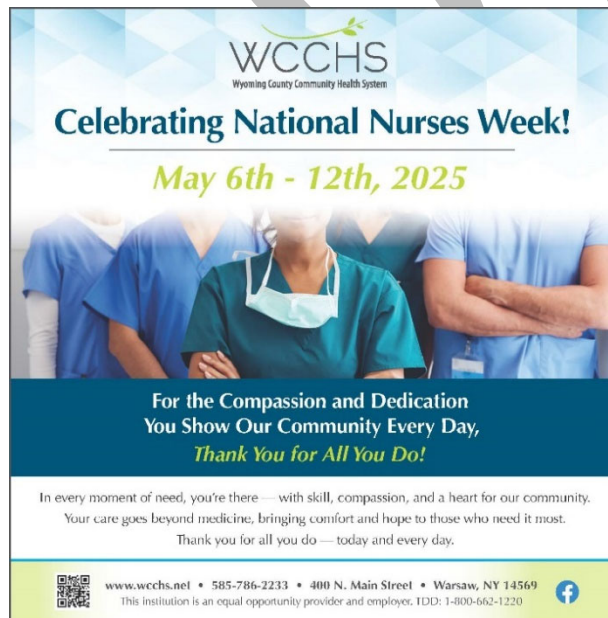
- CNA: The next class has not been scheduled at this time. Based on average turnover rates, we are anticipating near the end of 2025, for the next scheduled class.
- LPN: Genesee, Livingston, Orleans, and Wyoming (GLOW) Workforce and Genesee Valley BOCES continue to focus on developing a program for Wyoming and Livingston counties. Timeline for initiation remains slated for September / October 2025 start.
- Minimum Staffing Regulation: WCNF was compliant with New York state minimum staffing requirements for the 4th quarter of 2025. The proposed federal rule for minimum staffing has been thrown out.
- Currently, 62% of nursing homes in New York State do not meet compliance for minimum staffing requirement.

### • **Quality:**

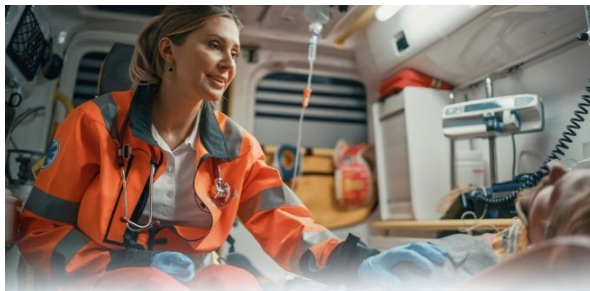
- Latest release occurred on April 30, 2025. The facility achieved a 5-star rating for overall, short-term, and long-term quality.

### • **Annual Survey:**

- The skilled nursing facility is currently within the timeframe for our annual survey. New York State is currently running approximately 3-4 months behind.








**Celebrating National EMS Week!**  
**May 18th - 24th, 2025**

Thank You for Your Courage,  
 Compassion, and Dedication!

**WCCHS**  
 Wyoming County Community Health System



**Now Accepting New Patients!**

**With Four Convenient Clinic Locations, the Primary Care You Need is Always Close to Home!**

**WCCHS CLINIC LOCATIONS:**

401 Main Street Arcade, NY 14009 585-492-5088	35 Main Street Attica, NY 14011 585-591-2186	1 Parker Lane Perry, NY 14530 585-969-5335	34 Duncan Street Warsaw, NY 14569 585-786-2290
---	--	--	--

For more information visit  
[wcchs.net/primary-care](http://wcchs.net/primary-care) or contact  
 one of our clinics to schedule  
 an appointment!

**WCCHS**  
 Wyoming County Community Health System

www.wcchs.net • 585-786-2233 • 400 N. Main Street • Warsaw, NY 14569  
 This institution is an equal opportunity provider and employer. TDD: 1-800-662-1220



**Infusion Services  
 Are Available at  
 WCCHS!**

For more information visit  
[wcchs.net/infusion-services](http://wcchs.net/infusion-services)  
 or contact us at:

**Infusion Services**  
**400 N. Main Street • Warsaw, NY**  
**585-786-7941**

**WCCHS**  
 Wyoming County Community Health System

**Infusion therapy is a safe, effective method of treatment** for a wide variety of acute and chronic health conditions. At WCCHS, all treatments are based on specific patient needs and are administered in a safe, convenient and comfortable outpatient clinic setting by highly-trained staff who work closely with patients and providers to ensure the safest and highest quality care possible - all right here, close to home!

www.wcchs.net • 585-786-2233 • 400 N. Main Street • Warsaw, NY 14569  
 This institution is an equal opportunity provider and employer. TDD: 1-800-662-1220

# STROKE SCREENING for Early Detection is Now Offered at WCCHS!

**WHEN:**

June 9, 2025 • 9:00am-3:00pm  
June 18, 2025 • 9:00am-3:00pm

**WHERE:**

WCCHS Radiology  
400 North Main Street • Warsaw, NY 14569

## Get all 4 screening tests for the price of \$149!

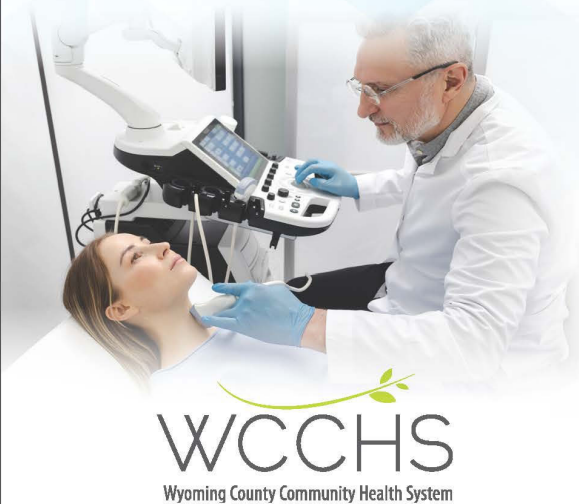
Obtain a quick and easy stroke screening using ultrasound. A screening can be obtained on the carotid arteries, abdominal aorta, and peripheral arteries looking for disease. Also included in the screening is an EKG for Atrial Fibrillation.

**If you prefer to have your insurance billed you will need to provide a prescription for "Stroke Screening" from your primary care provider.**

**Screenings are recommended for everyone that has one or more of the following risk factors:**

- Over 40 years of age
- Overweight
- Heart Disease
- High Cholesterol
- Irregular Heart Beat
- High Blood Pressure
- Smoking
- Diabetes
- Inactive Lifestyle
- Family History

Call **585-786-1256** today to set up an appointment.  
For more information on stroke screening:  
[screening-america.com/stroke-screening](https://screening-america.com/stroke-screening)



[www.wcchs.net](https://www.wcchs.net) • 585-786-2233 • 400 N. Main Street • Warsaw, NY 14569

This institution is an equal opportunity provider and employer. TDD: 1-800-662-1220





## With Four Convenient Clinic Locations

*the Primary Care You Need is Always Close to Home!*

### WCCHS CLINIC LOCATIONS:

401 Main Street  
Arcade, NY 14009  
**585-492-5088**

1 Parker Lane  
Perry, NY 14530  
**585-969-5335**

35 Main Street  
Attica, NY 14011  
**585-591-2186**

34 Duncan Street  
Warsaw, NY 14569  
**585-786-2290**

For more information visit  
[wcchs.net/primary-care](http://wcchs.net/primary-care)  
or contact one of our clinics to  
schedule an appointment!



## Injuries Don't Take Time Off. Neither Do We.

*Minutes From Campgrounds and Trails — 24/7 Emergency Care.*



Whether you're hiking, biking, paddling, or climbing in Wyoming County, the great outdoors can come with unexpected risks. From sprains and fractures to heat exhaustion, insect bites, and allergic reactions, accidents can happen.

The WCCHS Emergency Department is fully equipped and ready to respond, 24/7. Located in Warsaw, we're just a short drive from Letchworth State Park, Silver Lake, and other nearby campgrounds and trails.

Our ER team is trained to treat outdoor-related injuries with speed, skill, and compassion — so you can get back to your adventures!

For more information visit  
[wcchs.net/emergency-department](http://wcchs.net/emergency-department) or contact us at:  
WCCHS Emergency Department • 400 N. Main Street • Warsaw, NY  
**585-786-2233**



[www.wcchs.net](http://www.wcchs.net) • 585-786-2233 • 400 N. Main Street • Warsaw, NY 14569

This institution is an equal opportunity provider and employer. TDD: 1-800-662-1220





**MEDICAL DIRECTOR REPORT**

Report included in CEO report. No further report.

**MEDICAL EXECUTIVE COMMITTEE/ MED STAFF**

No report.

**WCCHS-25-032 APPROVE PREAUTHORIZED ACCOUNTS AND ACCOUNTS PAYABLE**

Motion by President Kosmerl and seconded by Manager Perkins, the preauthorized accounts and accounts payable processed totaling \$4,427,724.07 be hereby approved as presented.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-25-033 APPROVE WRITE-OFFS, DENIED CLAIMS, AND BAD DEBT**

Motion by Manager Rogers and seconded by Manager Wawrzyniak, the write-offs/denied claims/bad debt totaling \$430,501.19 be hereby approved as presented.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-25-034 AUTHORIZE BOND ANTICIPATION NOTE (BAN)**

Motion by President Kosmerl and seconded by Manager Wawrzyniak, the BOM hereby authorizes securing funding in the amount of \$2.2 million—either through a loan from Wyoming County or by issuing a 5-year Bond Anticipation Note (BAN) at the current market interest rate (approximately 4.7%)—for the purpose of paying Siemens Medical Solutions USA, Inc. for imaging equipment (a bundled purchase including MRI, CT, C-Arm, and X-ray), as previously approved on December 19, 2024, as part of the 2025 capital budget, pending approval by the Wyoming County Board of Supervisors.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	PASS				FAIL		

### PERSONNEL REQUISITIONS IN PROCESS

The personnel requisitions in process were presented for information only.

#### Personnel Requisitions in Process - (Recommended) May 27, 2025

Senior Manager	Title/Department	FTE	Schedule	Vacating Employee	Hourly Rate	Annual Salary	Benefits	Proposed Hourly	Proposed Annual	Benefits
<b>D. Bayliss</b>	Building Maintenance Worker Per Diem/08.769	0.00	WCCH	Patrick Brown 04/26/2025	\$28.20	\$5,499.00	\$420.67	\$25.59	\$4,990.05	\$381.74
	Laboratory Services Director/01.171.562	1.00	C	Jennifer Burke 05/26/2025	***	\$113,389.00	\$47,986.22	***	\$113,389.00	\$47,986.22
	Student Aide/09.141	0.40	WCCH	Jackson Cole 05/14/2025	\$13.70	\$2,671.50	\$1,130.58	\$13.25	\$2,583.75	\$1,093.44
<b>J. Bayliss</b>	Nursing Assistant/05.651	1.00	WCCH	Harley Fellerski 05/02/2025	\$19.72	\$38,454.00	\$16,273.73	\$19.72	\$38,454.00	\$16,273.73
	Nursing Assistant/05.673	1.00	WCCH	Lora Biniaszewski 04/28/2025	\$21.16	\$41,262.00	\$17,462.08	\$19.72	\$38,454.00	\$16,273.73
	Nursing Assistant Per Diem/05.953	0.00	WCCH	Emiley Alexander 04/23/2025	\$24.82	\$4,839.90	\$370.25	\$21.69	\$4,229.55	\$323.56
	Nursing Assistant Per Diem/05.986	0.00	WCCH	Hannah Grisewood 04/25/2025	\$22.22	\$4,332.90	\$331.47	\$21.69	\$4,229.55	\$323.56
	Speech Pathologist/06.409	1.00	WCCH	Sarah Wilk 05/05/2025	\$42.03	\$81,958.50	\$34,684.84	\$33.49	\$65,305.50	\$27,637.29
	Medical Biller/12.866	1.00	WCCH	Renee Mills 05/14/2025	\$20.54	\$40,053.00	\$16,950.43	\$19.08	\$37,206.00	\$15,745.58
<b>M. Wright</b>	Medical Records Clerk/12.465	1.00	WCCH	Heather Disanto-Webber 03/25/2025	\$20.54	\$40,053.00	\$16,950.43	\$19.08	\$37,206.00	\$15,745.58
	RPN Per Diem/03.935	0.00	WCCH	Laura Borycki 04/30/2025	\$47.08	\$9,180.60	\$702.32	\$37.80	\$7,371.00	\$563.88
<b>B. Givens</b>	Mental Health Senior Social Worker/06.758	1.00	Supervisory	Rhonda Gross 06/11/2025	***	\$87,929.74	\$37,211.87	***	\$85,505.03	\$36,185.73
	Physician Assistant/17.127.067	0.70	P	Carolyn Wagner 07/31/2025	***	\$127,000.00	\$37,617.40	***	\$115,000.00	\$34,063.00

### WCCHS-25-035 APPROVE PROPOSED PERSONNEL CHANGES/FINANCIAL IMPACT

Motion by Manager Kehl and seconded by Manager Abbasey, the proposed personnel changes/financial impact be hereby approved as presented and as follows:

#### Proposed Personnel Changes/Financial Impact May 27, 2025

POSITION	ANNUAL SALARY PROPOSED	BENEFIT PACKAGE	BUDGETED SALARY	BUDGETED BENEFITS
<b>Sr. Manager - D. Bayliss</b>				
CREATE 1 - 0.00 FTE Director of WPHS, Clinical Quality and Corporate Compliance (Cost Center 397) Schedule C \$75.00/HR <b>Available date: June 1, 2025</b>	\$14,625	\$1,119	\$0	\$0
CREATE 1 - 1.00 FTE Director of WPHS, Clinical Quality and Corporate Compliance (Cost Center 397) Schedule C \$117,034.00 - \$125,000.00/YR <b>Available date: June 1, 2025</b>	\$117,034	\$49,529	\$0	\$0
<b>Sr. Manager - B. Givens</b>				
DELETE 1 - 0.00 FTE Mental Health Therapy Aide Per Diem (Cost Center 373)/05.771 WCCHS, Grade 11 \$26.52/HR <b>Effective date: May 28, 2025</b>	\$0	\$0	\$5,171	\$396
DELETE 1 - 0.00 FTE Mental Health Therapy Aide Per Diem (Cost Center 373)/05.775 WCCHS, Grade 11 \$25.75/HR <b>Effective date: May 28, 2025</b>	\$0	\$0	\$5,021	\$384
DELETE 1 - 0.00 FTE RPN Per Diem (Cost Center 373)/03.843 WCCHS, Grade 20 \$51.36/HR <b>Effective date: May 28, 2025</b>	\$0	\$0	\$10,015	\$766
DELETE 1 - 1.00 FTE RPN (Cost Center 373)/03.600 WCCHS, Grade 20 - 20F \$49.03/HR <b>Effective date: May 28, 2025</b>	\$0	\$0	\$95,609	\$40,462

POSITION	ANNUAL SALARY PROPOSED	BENEFIT PACKAGE	BUDGETED SALARY	BUDGETED BENEFITS
<b>Sr. Manager - M. Wright</b>				
<b>DELETE 1</b> - 1.00 FTE Clinic Billing Manager (Cost Center 674)/02.207.581 Schedule C \$24.96/HR <b>Effective date:</b> March 22, 2025	\$0	\$0	\$51,917	\$21,971
<b>Sr. Manager - D. Gibson</b>				
<b>DELETE 1</b> - 1.00 FTE RPN (Cost Center 404)/03.708 WCCHS, Grade 20 - 20F \$49.03/HR <b>Effective date:</b> May 28, 2025	\$0	\$0	\$95,609	\$40,462
<b>DELETE 1</b> - 1.00 FTE LPN (Cost Center 404)/04.858 WCCHS, Grade 14B - 14E \$23.26 - \$29.96/HR <b>Effective date:</b> May 28, 2025	\$0	\$0	\$45,357	\$19,195
<b>DELETE 1</b> - 1.00 FTE LPN (Cost Center 404)/04.848 WCCHS, Grade 14B - 14E \$23.26 - \$29.96/HR <b>Effective date:</b> May 28, 2025	\$0	\$0	\$45,357	\$19,195
<b>CREATE 1</b> - 0.60 FTE RPN (Cost Center 404) WCCHS, Grade 20 - 20F \$34.36 - \$49.03/HR <b>Available date:</b> April 13, 2025	\$57,365	\$14,565	\$0	\$0
<b>Sr. Manager - B. Coffta</b>				
<b>CREATE 1</b> - 0.00 FTE Advanced Practice Provider Per Diem (Cost Center 655) Schedule P \$65.00/HR <b>Available date:</b> June 1, 2025	\$12,675	\$970	\$0	\$0
<b>Amend Salary Range</b> - 0.70 FTE Physician Assistant (Cost Center 679)/17.127.067 Schedule P <b>FROM:</b> \$127,000/YR <b>TO:</b> \$90,000.00 - 115,000.00/YR <b>Effective date:</b> June 1, 2025	\$127,000	\$53,746	\$115,000	\$48,668
<b>CREATE 1</b> - 1.00 FTE Nurse Practitioner (Cost Center 689) Schedule P \$100,000.00 - \$140,000.00/YR <b>Available date:</b> June 1, 2025	\$100,000	\$42,320	\$0	\$0
<b>Amend Effective Date</b> - 1.00 FTE Outpatient Clinic Supervisor (Cost Center 677)/02.401.619 Schedule C \$79,586.00/YR <b>Effective date:</b> <b>FROM:</b> April 13, 2025 <b>TO:</b> April 28, 2025	\$0	\$0	\$0	\$0
<b>TOTALS</b>	\$428,699	\$162,249	\$469,056	\$191,498
<b>TOTAL ANNUAL INCREASE:</b>				-\$69,606

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	X	<b>PASS</b>				<b>FAIL</b>		

**WCCHS-25-036 APPROVE CONTRACTS AND/OR GRANTS**

Motion by President Kosmerl and seconded by Manager Rogers, the CEO (or designee) with the approval of the County Attorney or Costello, Cooney and Fearon, PLLC, 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:

*All of the following contracts require approval by the Wyoming County Board of Supervisors*

1. Amend Resolution #WCCHS-24-065 approved on 10/22/2024 and Resolution #WCCHS-23-083 approved on 10/24/2023 [BOS Resolution #24-659 approved on 11/12/2024 and Resolution #23-630 approved on 11/14/2023] with **LISA KEMP, NP**, 1712 Alleghany Rd., Attica, NY 14011, an employment agreement – Schedule P to provide nurse practitioner services to WCCHS, in an amount of \$118,000.00 per year, plus a stipend in the amount of \$33.00 per wRVU over 3,601 per calendar year, effective 09/01/2023 – 08/31/2025, as follows:

- Include stipend of \$250.00 per eight (8) hour shift to cover in various clinics when requested by Hospital Administration, effective 05/01/2025.

Amend Salary Schedule P as follows:

- Include a stipend for the (1) 1.00 FTE **Nurse Practitioner** position (Position Code #17.125.311) under WYOMING COUNTY FAMILY MEDICINE – ARCADE in the amount of \$250.00 per eight (8) hour shift to cover in various clinics, effective 05/01/2025.

2. **DAVID M. PRIVITERA, MD**, 16 Merryhill Lane, Pittsford, NY 14534, an Employment Agreement – Salary Schedule P, to provide orthopedic services in an amount not to exceed \$570,000.00 per year base compensation, plus a stipend in the amount of \$77.00 per wRVU above 7,100 wRVUs per year, plus a stipend for each additional weekday call coverage is performed beyond the contracted amount at a rate of \$1,000.00 per call shift, plus a stipend for weekend call coverage performed beyond the contracted amount at a rate of \$450.00 per day, effective 06/01/2025 – 05/31/2028. Upon expiration of this term, this Agreement shall automatically renew annually.

Amend Salary Schedule P as follows:

- Set the salary of one (1) 1.00 FTE **Orthopedic Surgeon** position (Position Code #10.107.589) under ORTHOPEDIC CLINIC in an amount of \$570,000.00 per year, effective 06/01/2025.
- Include a **Stipend for the Orthopedic Surgeon** position (Position Code #10.107.589) under ORTHOPEDIC CLINIC in an amount of \$77.00 per wRVU above 7,100 wRVU per year.
- Include a **Stipend for the Orthopedic Surgeon** position (Position Code #10.107.589) under ORTHOPEDIC CLINIC in an amount of \$1,000.00 per call shift beyond the contracted amount for weekday call coverage, effective 06/01/2025.
- Include a **Stipend for the Orthopedic Surgeon** position (Position Code #10.107.589) under ORTHOPEDIC CLINIC in an amount of \$450.00 per day beyond the contracted amount for weekend call coverage, effective 06/01/2025.

3. Amend Resolution WCCHS-24-075 approved on 11/26/2024 [BOS Resolution #24-769 approved on 12/10/2024] with **ANGELA POTTER, PA**, 4225 McNulty Road, Strykersville, NY 14145, an employment agreement – Schedule P to provide professional physician assistant services at the hospital and its clinics for Family Medicine, \$140,000.00 per year, effective 12/01/2024 – 11/30/2025, as follows:

- Include stipend of \$250.00 as needed to cover eight (8) hour shifts in various clinics that are not considered Provider's usual site of practice, when requested by Hospital Administration, effective 06/01/2025.

Amend Salary Schedule P as follows:

- Include a stipend for the (1) 1.00 FTE **Physician's Assistant** position (Position Code #17.116.067) under WYOMING COUNTY FAMILY MEDICINE – ARCADE in the amount of \$250.00 as needed to cover eight (8) hour shifts in various clinics that are not considered Provider's usual site of practice, when requested by Hospital Administration, effective 06/01/2025.



4. **UL VERIFICATION SERVICES, INC.**, 333 Pfingsten Road, Northbrook, IL 60062-2096, master license and services agreement for Workplace Health Services electronic medical record (SYSTOC software) cloud-based migration and upgrade, plus integrated ePrescribing user license, system access user license, state immunization registry interface annual license, and imports bundled services annual maintenance, in an amount not to exceed \$119,392.00 cumulative, effective 04/30/2025 – 10/23/2028.
5. Amend Resolution #WCCHS-24-019 approved on 03/26/2024, Resolution #WCCHS-22-053 approved on 05/24/2022 and Resolution #WCCHS-21-030 approved on 04/27/2021 [BOS Resolution #24-273 approved on 04/04/2024, Resolution #22-337 approved on 06/14/2022 and Resolution #21-243 approved on 05/11/2021] with **PETER COGGIOLA, PNP**, 4470 Jordan Road, Silver Springs, NY 14550, related to a psychiatric consultation services agreement to provide 1 hour per week of psychiatric consultation to primary care office as part of the collaborative care program, not to exceed \$7,800, effective 04/01/2021 – 04/01/2022, as follows:
  - Extend the term of the agreement from 04/01/2024 – 04/01/2025 through **04/01/2025 – 04/01/2027**.
6. **AYA HEALTHCARE, INC.**, 5930 Cornerstone Court West, Suite 300, San Diego, CA 92121, supplemental staffing provider agreement to provide travel echo tech to train current sonographers, not to exceed \$150,000.00 per year or \$450,000.00 cumulative, effective 06/02/2025 – 06/02/2028.
7. **INDEPENDENT CONTRACTOR OR COMPANY TBD**, to provide revenue cycle leadership, not to exceed \$135,000.00 per year, effective 06/11/2025 – 06/10/2028.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No	**	Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**\*\* Manager Abbasey abstained from provider related Contracts #1, 2, 3, and 5.**

#### **CONTRACTS FOR INFORMATION ONLY**

*Cumulative amount between \$25,000 - \$49,999 – no BOM action needed*

1. **RUPP PFALZGRAF, LLC**, 1600 Liberty Building, 424 Main Street, Buffalo, NY 14202, an engagement letter to provide legal coverage for SNF services, not to exceed \$25,000 per year, effective 07/15/2025 – 07/14/2026.

#### **BOARD PRESIDENT REPORT**

President Kosmerl led a brief discussion regarding the ability of Board members to participate in meetings via videoconference. He noted that he has requested legal guidance on the matter from County Attorney Jen Wilkinson, who is expected to provide a response prior to the June 22, 2025 meeting for further discussion.

**WCCHS-25-037 APPROVE REVISION TO SEMINAR REQUEST POLICY, REV. 4**

Motion by Manager Perkins and seconded by Manager Rogers, the BOM hereby approves the revision to the Seminar Request Policy, Rev. 4, effective 05/27/2025 as presented and attached.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

**BOARD COMMITTEE CHAIR REPORTS****Acute Quality/Performance Improvement Committee**

Manager Wawrzyniak reported that the Acute Quality/Performance Improvement Committee met on May 21, 2025, referred to the draft minutes, and reported on the following items:

- Calcium Scoring CT – Presented by Dr. Shields. Radiology is getting a new 128-slice Siemens CT with additional packages. Installation will be later this year. Coronary calcium scoring is a noninvasive test, takes approximately 10 minutes per patient. This screening test looks at the volume of calcified atherosclerotic plaque in the coronary arteries, and it is a risk indicator for future coronary events. This is a good adjunct test for the cardiologist to rank the patient for interventions – life style modification, stop smoking, medication, add physical activity program, etc. This imaging will not be used by the ED to rule out myocardial infarctions or used by inpatients. This is a scheduled, screening test for the community at large.
- Med-Surg Throughput Times – Presented by Pat Cole, Interim Manager of Med/Surg. This PI project measures decision time ordered by the hospitalist provider to the time the patient arrives on the Med/Surg floor. The goal is 90% of admits arriving to the unit in less than 90 minutes. In April 2025, there were 110 admissions: 72 patients (65%) arrived in less than 90 minutes, 38 patients (35%) arrived greater than 90 minutes. In April 2025, there were 21 admits between 8:00pm and 9:59pm, and 13 arrived in a timeframe greater than 90 minutes. Barriers include, time of decision aligning with shift change, rooms needing to be cleaned, timeliness of report between ED and Med/Surg staff. Action plan includes initiation of an admission tracking form to identify delays in ED admissions and staff education for accurate and consistent completion
- Comments shared from patient satisfaction survey demonstrating memorable unique patient experiences. Feedback given to departments encouraging continued development of unique experiences.
- Press Ganey patient satisfaction ranking was revised to reflect WCCHS's national standing, rather than limiting the comparison to within New York State.
- The new Psychiatric Inpatient Experience (PIX) survey has been launched, and data collection for the Mental Health Unit will begin moving forward.
- The next meeting is scheduled for August 20, 2025.

**SNF Quality/Performance Improvement Committee**

Manager Rogers reported that the SNF Quality/Performance Improvement Committee May 21, 2025, referred to the draft minutes, and reported on the following items:

- No issues reported with either Point Click Care or Rehab NetHealth electronic medical record system.
- Medication utilization rate: 86% generic; 14% brand name. Non-covered medication charges were down this reporting period.
- SNF remains five stars for overall rating, short term quality, and long-term quality.
- An LPN class is scheduled to start in September 2025 and CNA classes will be offered in the future based on turnover and the number of open positions.
- Pressure ulcers are down 50% from the last quarter, praised staff for the interventional steps taken for prevention.
- Resident weight loss has declined since last quarter.
- There is a waiting list and has been no open beds in four months.

- The facility will receive a quality payment of \$109K from Medicaid for having a better-quality score than other facilities in NYS.
- SNF Administrator has been asked to sit on a panel in Albany, NY to discuss pathways for nursing careers.
- The next meeting is scheduled for August 20, 2025.

#### **Finance/Personnel Committee**

No report.

#### **Plant and Equipment Committee**

Manager Kehl reported that there was no Plant and Equipment Committee meeting in May 2025.

#### **Communications Committee**

No report.

#### **Governance Committee**

No report.

#### **Compensation Committee**

President Kosmerl reported that the Compensation Committee met on May 20, 2025, referred to the draft minutes. The next meeting is scheduled for June 10, 2025 at 11:00am.

#### **Information Technology Committee**

No report.

#### **OTHER BUSINESS BROUGHT BEFORE THE BOARD**

None.

#### **EXECUTIVE SESSION**

Motion by President Kosmerl and seconded by Manager Wawrzyniak, for the Board to enter into executive session to discuss the following topic(s) at 6:01pm. Jeff Perry, Dan Farberman, Scott Schrader, and Pam Pettnot remained. All other attendees left the meeting room.

1. Variable compensation / pay for performance component of employment agreement for a particular Salary Schedule C employee
2. Update on collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law)
3. Update on current legal matter, Index No. 9001460
4. Update on strategic plan

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

Motion by Manager Rogers and seconded by Manager Reagan, the Board exit Executive Session at 8:38pm and reconvene in Regular Session.

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

### **EXECUTIVE SESSION DISCUSSIONS**

President Kosmerl reminded attendees that all information discussed in executive session shall remain confidential and declared that no additional motions or votes were enacted on during the executive session, except as specifically noted in the Executive Session minutes.

### **WCCHS-25-038 DELEGATION OF AUTHORITY**

Motion by President Kosmerl, seconded by Manager Perkins, the BOM hereby approves the revised process for the CEO to pursue contractual arrangements as presented and outlined below. Furthermore, the CEO is authorized to negotiate and finalize contracts, in accordance with existing requirements, until such time as the Wyoming County Board of Supervisors modifies the approval process for contracts exceeding \$50,000 or any contracts involving a physician.

1. CEO is authorized to approve the following items a. – e.  
*The CEO is not authorized to sell or dispose of assets. Proposed new services lines and clinically integrated networks (CINs) will be addressed through updated strategic discussions, including consideration as part of the new budget.*
  - a. Approve Accounts Payable monthly
  - b. Approve new and abolished positions and contracts
  - c. Approve write-offs, denied claims, and bad debt
  - d. Approve proposed personnel changes
  - e. Approve contracts and/or grants
2. All actions above will be summarized in the monthly BOM consent agenda
3. BOM approves Accounts Payable list (previously approved and processed Accounts Payable)
4. BOM will receive monthly financials in consent agenda including exceptions
5. CEO/CFO will report the quarterly BOM/BOS financial statement in discussion session of the BOM meeting
6. Any overall budget increase will be approved by the BOM

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		



**WCCHS-25-039 APPROVED REVISED BOM MONTHLY MEETING STRUCTURE**

Motion by Manager Wawrzyniak and seconded by Manager Kehl, the BOM hereby approves the CEO's proposed revision to the BOM monthly meeting structure as presented and listed below:

1. Move from management to governance board model
2. Suspend applicable portions of the BOM By-Laws, including but not limited to the suspension of all BOM committees, for a period of three (3) months. During this time, the BOM will assess the current structure and determine whether to reinstate, revise, or permanently dissolve the committees. A final decision will be made at the regular BOM meeting in September 2025.
3. Use BOM governance/oversight topics calendar

The motion was passed upon the following vote:

<b>VOTE</b>								
Salman Abbasey, MD	X	Yes		No		Abstain		Absent
Bryan Kehl	X	Yes		No		Abstain		Absent
Rich Kosmerl	X	Yes		No		Abstain		Absent
Steve Perkins	X	Yes		No		Abstain		Absent
J. Thomas Reagan, MD	X	Yes		No		Abstain		Absent
Larry Rogers	X	Yes		No		Abstain		Absent
Janice Shirley		Yes		No		Abstain	X	Absent
James Wawrzyniak, DC	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	7	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**NEXT REGULAR MEETING**

The next regular meeting is scheduled for Tuesday, June 24, 2025 immediately following the BOM Finance/Personnel Committee meeting, approximately 4:30pm.

**ADJOURN**

There being no further business to come before the Board, the meeting duly adjourned at 8:52pm upon motion by Manager Wawrzyniak.

James Wawrzyniak, DC, BOM Secretary \_\_\_\_\_ Date \_\_\_\_\_

Pam Pettnot, Recording Secretary \_\_\_\_\_ Date \_\_\_\_\_



## **ADMINISTRATION POLICY**

### **POLICY: Seminar Request Policy**

#### **1.0 PURPOSE**

A standardized policy and procedure for seminar travel requests.

#### **2.0 PROCEDURE**

- 2.1 The 2-page Seminar Request form (*latest revision available on the Public drive \ forms folder*) and Purchase Requisition (pink) is to be completed by the employee seeking approval for seminar participation. Attach purchase requisition and supporting documentation such as conference registration information, lodging expenses, air travel costs, web map showing estimated travel/mileage, etc.
- 2.2 Seminar Request form must be signed by employee, Department Leader, and Administration overseeing employee's department.
- 2.3 Purchase Requisition must be signed by Department Leader.
- 2.4 Budget information must be maintained and completed in a contemporaneous manner by the Department Leader. Each Department Leader is responsible for maintaining an approved seminar/travel file and will indicate approved YTD amounts on the requested form.
- 2.5 Requests which satisfy all requirements will be emailed to the Chief Executive Officer for approval.
- 2.6 Seminar Request forms must be signed by the President of the Board of Managers for any travel requests involving the CEO.
- 2.7 Once all necessary approvals have been obtained, Administration will forward the original form and supporting documentation to Purchasing and return a photocopy to the employee. Employee will register for seminar and make travel and lodging arrangements and coordinate payment with Accounts Payable, as necessary.
- 2.8 For SNF employee requests, Administration will return the original form to SNF Administration for processing.

- 3.0 Upon completion of seminar, employee will forward a copy of seminar certificate to Human Resources for employee file.

Approver(s):	Click or tap here to enter text.
Review Date(s):	5/27/2025
Effective Date:	5/27/2025
Original Date:	1/22/1996