OSU Medical Trust Minutes
OSU Medical Authority and Trust
Oct 26, 2023 at 1:30 PM CDT
@ OSU-CHS, North Hall 4th Floor Boardroom, 1111 West 17th Street, Tulsa

Notice of the meeting was given in writing to the Oklahoma Secretary of State more than forty-eight (48) hours prior to the meeting, and the agenda of this meeting was posted at all entrances of Oklahoma State University Center for Health Sciences, 1111 West 17th Street; twenty-four (24) hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays, in compliance with the Oklahoma Open Meeting Act.

Attendance
Present:
Members: Ellen Buettner, Jay Helm, Michael Herndon, Barry Steichen (remote), Johnny Stephens
Guests: Eric Atkinson, Damon Baker, Melissa Cox, Finny Mathew, Lexie Norwood (remote), Eric Polak, Michael Rogers, Bill Schloss, Billy Taylor, Chris Thurman, Terri Tinkler, Erica Woolf

Absent:
Members: Doug Evans

I. Call to order and establishment of a quorum – Jay Helm, Chairman

The meeting was called to order by Chairman Helm at 1:39 PM. After a roll call, Chairman Helm declared that a quorum of the Trustees of the Oklahoma State University Medical Trust was present for the meeting.

II. Discussion, consideration, and possible vote to approve the minutes from the September 14, 2023 meeting, and any amendments made thereto by Trustees – Jay Helm, Chairman
   - ACTION

Michael Herndon mentioned he would like the word "was" changed to "were" on Damon Baker’s report on item F, page 5.

Motion:
Motion to approve the minutes from the September 14, 2023 meeting, and any amendments made thereto by Trustees.
Motion moved by Michael Herndon and motion seconded by Johnny Stephens. Aye: Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

III. Reserved Time for Comments from Elected Medical Staff Leadership (if requested) – Chris Thurman, DO, Chief of Medical Staff

None to report.

IV. Discussion, consideration, and possible vote to designate the calendar year 2024 meeting dates - Eric Polak, Chief Executive Officer, OSUMA&T

Motion:
Motion to designate the calendar year 2024 meeting dates.

Motion moved by Johnny Stephens and motion seconded by Ellen Buettner. Aye: Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

V. CONTRACTUAL AGREEMENTS and EMPLOYMENT ACTIONS – Jay Helm, Chairman

A. Discussion, consideration, and possible vote to approve an Endocrinologist contract with Dr. Hanna Crow - Melissa Cox - ACTION

This was discussed in detail in the Finance Committee.

Motion:
Motion to approve an Endocrinologist contract with Dr. Hanna Crow.

Motion moved by Michael Herndon and motion seconded by Ellen Buettner. Aye: Steichen, Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

B. Discussion, consideration, and possible vote to select a Construction Manager to assist the Trust with the construction of a parking facility and surface lot reconstruction - ACTION

The selection committee interviewed 3 qualified vendors for selection by the Trust. CMS Willowbrook, Flintco, and Crossland Construction. Estimated construction cost is $29,876,381

Eric Polak informed the Board all three vendors were qualified but the team picked Flintco for recommendation due to the fact their intended Superintendent just finished 10 parking garages for Walmart.
Motion:
Motion to select Flintco to assist the Trust with the construction of a parking facility and surface lot reconstruction,

Motion moved by Michael Herndon and motion seconded by Johnny Stephens. Aye: Steichen, Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

VI. FINANCE COMMITTEE – Doug Evans, Finance Committee Chairman

A. Review of Month to Date and Year to Date September 2023 Financials
   📄 September Trust Presentation.pdf

   Eric Atkinson discussed the month-to-date and year-to-date financials that were discussed in more detail in the Finance Committee Meeting.

B. Discussion, consideration, and possible vote to approve the patient monitoring system - ACTION
   📄 SBAR for Monitors.pdf

   Johnny Stephens reported this was discussed in the Finance Committee and they recommended the Trust approve option 1.

Motion:
Motion to approve option 1 of the patient monitoring system.

Motion moved by Johnny Stephens and motion seconded by Michael Herndon. Aye: Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

C. Discussion, consideration, and possible vote to approve a 6th surgical site - ACTION
   📄 SBAR for 6th OR.pdf
   📄 Proforma - 6th OR Site.pdf

   Johnny Stephens reported this was discussed in the Finance Committee and they recommended the Trust approve.

Motion:
Motion to approve a 6th surgical site,
Motion moved by Johnny Stephens and motion seconded by Ellen Buettner. Aye: Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

D. Discussion, consideration, and possible vote to approve the capital reallocation - ACTION

File: SBAR - Capital Reallocation.pdf

Finny Mathew went over the basics of the request and Johnny Stephens reported this was discussed in the Finance Committee and they recommended the Trust approve.

Motion:
Motion to approve the capital reallocation.

Motion moved by Johnny Stephens and motion seconded by Michael Herndon. Aye: Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

E. ERP Update - Informational Only

File: Oracle - ERP Update.pdf

Eric Atkinson gave the basics of the ERP update. It was discussed in greater detail in Finance Committee.

F. Construction Updates - Informational Only

File: Construction Updates.pdf

Barry Steichen arrived in person at this point and became eligible to vote in remainder of meeting.

Eric Polak referred to page 28 of the packet going over the current projects of the parking garage, hospital expansion, and physician office building.

VII. Discussion, consideration, and possible vote to approve the Quality Committee of the Trust Charter - Erica Woolf, CNO - ACTION

File: Trust Quality Committee Charter 10.5.23.pdf

Erica Woolf discussed the charter that was drafted. This would be a recommending committee to the Trust.

Motion:

Minutes generated by OnBoard.
Motion to approve the Quality Committee of the Trust Charter.

Motion moved by Michael Herndon and motion seconded by Ellen Buettner. Aye: Steichen, Stephens, Helm, Buettner, Herndon. Nay: None Abstain: None

VIII. Recommendations of the Medical Executive Committee from its meeting on October 18, 2023 – Chris Thurman, DO, Chief of Staff

A. Discussion, consideration, and possible vote to approve the Organized Medical Staff Renewal Appoint. and Credentials, Additional Privilege Requests, Temporary Privilege Request, Staff Status Changes and Resignations - ACTION

Dr. Thurman reported these were approved at Quality Council and MEC.

Motion:
Motion to approve the Organized Medical Staff Renewal Appoint. and Credentials, Additional Privilege Requests, Temporary Privilege Request, Staff Status Changes and Resignations.

Motion moved by Barry Steichen and motion seconded by Johnny Stephens. Aye: Steichen, Stephens, Helm, Buettner, Herndon. Nay: None Abstain: None

B. Discussion, consideration, and possible vote to approve new policies, policy amendments and retirement of policies - ACTION

Dr. Baker reported this was reviewed and approved at Quality Council and MEC.

Motion:
Motion to approve new policies, policy amendments and retirement of policies,

Motion moved by Johnny Stephens and motion seconded by Michael Herndon. Aye: Steichen, Stephens, Helm, Buettner, Herndon. Nay: None Abstain: None

C. Discussion, consideration, and possible vote to approve the Health Equity Plan - Erica Woolf, CNO - ACTION

Minutes generated by OnBoard.
Erica Woolf reviewed information regarding the new CMS requirement for hospitals to have a Health Equity Plan and the steps OSUMC will take to become compliant with the new requirement.

**Motion:**
Motion to approve the Health Equity Plan for CY24.

Motion moved by Michael Herndon and motion seconded by Ellen Buettner. Aye: Steichen, Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

**D. Information Only**

1. September 2023 Performance Improvement Measures
   - [2023 QAPI September Orange Team.pdf](#)

2. Safety Committee Meeting Minutes
   - [SC Minutes 080223.pdf](#)

3. Quality Committee Meeting Minutes
   - [2023 September QC Minutes.pdf](#)

4. ACHC Post Survey Compliance Monitoring
   - [2023 September ACHC Dashboard.pdf](#)

Damon Baker went over each piece and the Board reviewed items D. 1-4.

**IX. Oklahoma State University Medical Center President’s Update – Finny Mathew, MHA, President**

- [Administrator Update Trust 2023.10.26.pdf](#)
- [Patient Compliment.pdf](#)

Finny Mathew went over a PowerPoint that gave an update on construction, major organizational initiatives, awards received for the hospital, and organizational chart changes.

**X. Unfinished Business – Jay Helm, Chairman**

None

**XI. NEW BUSINESS (Limited to Matters Not Known About and Which Could Not Have Been Reasonably Foreseen Prior to Posting of the Agenda) – Jay Helm, Chairman**
Finny Mathew reported that a bulk buy for patient monitors might be available in conjunction with the SFHS expansion at South and Muskogee. This information became known during the meeting. Management will evaluate purchase options from Nihon Koden before moving forward with a final purchase from Phillips. If a change is made, the contract will come back to the Trust and Finance Committee for review and approval.

XII. ANNOUNCEMENTS (if any) – Jay Helm, Chairman
   A. Next regularly scheduled Trust meeting: Thursday, December 14, 2023, at OSUMC, 744 W. 9th St. Tulsa

XIII. EXECUTIVE SESSION – Jay Helm, Chairman
   A. Discussion, consideration, and possible action to resolve into executive session pursuant to 25 O.S. S. 307(B)(4) to discuss investigation and possible litigation regarding former employee
   B. Discussion, consideration, and possible action to resolve into executive session pursuant to 25 O.S. S. 307(B)(4) to discuss the forensic accounting report
   C. Discussion, consideration, and possible action to resolve into executive session pursuant to 25 O.S. S. 307(B)(1) to discuss discretionary bonuses to managers and above (excluding President, CFO, and CNO) based on FY23 performance

Motion:
Motion to resolve into executive session.

Motion moved by Barry Steichen and motion seconded by Johnny Stephens. Aye: Steichen, Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

D. Discussion, consideration, and possible vote to adjourn the Executive Session and reconvene to the Trust Meeting - ACTION

Motion:
Motion to adjourn the Executive Session and reconvene to the Trust Meeting.

Motion moved by Michael Herndon and motion seconded by Ellen Buettner. Aye: Steichen, Stephens, Helm, Buettner, Herndon, Nay: None Abstain: None

XIV. ADJOURNMENT – Jay Helm, Chairman

Motion:
Motion to adjourn the meeting at 4:06 PM.
Motion moved by Michael Herndon and motion seconded by Ellen Buettner. Aye: Steichen, Stephens, Helm, Buettner, Herndon. Nay: None Abstain: None

Oklahoma State Medical Trust Finance Committee

[Signature]
Secretary