



# OSU Medical Trust Minutes

OSU Medical Authority and Trust

Thursday, April 25, 2024 at 12:00 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, Doug Evans, Michael Herndon, Barry Steichen, Johnny Stephens, Billy Taylor

Guests: Eric Atkinson, Damon Baker, Dennis Blankenship, Adam Bradley, Glenn Coffee, Melissa Cox, Cherlyn Jernigan, Finny Mathew, Eric Polak, Michael Rogers, Bill Schloss, Terri Tinkler, Brandon Whitworth, Erica Woolf

External guests: Mike Fields

### Absent:

Members: Jay Helm

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

The meeting was called to order by Doug Evans who is chairing the meeting on behalf of Chairman Helm at 12:10 PM. After a roll call, Doug Evans 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 January 18, 2024 meeting, and any amendments made thereto by Trustees – Jay Helm, Chairman  
- ACTION

 [Draft-OSU Medical Trust Minutes 1.18.2024.pdf](#)

### Motion:

Motion to approve the minutes from the January 18, 2024 meeting, and any amendments made thereto by Trustees.

Motion moved by Billy Taylor and motion seconded by Johnny Stephens. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

Trust agreed to skip directly to Executive Session at this point due to time constraints. See section XIX.

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

None due to time constraints.

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

A. Ratification of approvals granted by the Chairman - ACTION

1. Ratification of interim approval granted by the Chairman for OSUMCPS LLC management to execute a Personnel Lease Agreement with the OSU Center for Health Sciences for Dr. Landon Stallings

 [Stallings.SBAR.pdf](#)

 [Stallings - Ortho Proforma.pdf](#)


The need to create a physician staffing plan around orthopedics and sports medicine was discussed. Dr. Stallings is about to enter a year of fellowship training.

2. Ratification of interim approval granted by the Chairman to execute a neurology coverage contract with Ascension Saint John Health System

 [Neurology Coverage SBAR 2024.03.28.pdf](#)

Eric Polak discussed why this would benefit medical education and patient care by having in-house coverage.

3. Ratification of interim approval granted by the Chairman to execute the Emergency Department Practitioner Services Agreement with Oklahoma State University Center for Health Sciences

 [OSUCHS - Second Amendment to ED Professional Practitioner Agreement .pdf](#)

Eric Polak explained the changes and why this was needed. This will overall decrease costs.

**Motion:**

Motion to ratify interim approval granted by the Chairman for items A. 1-3.

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

- B. Discussion, consideration, and possible vote to approve an additional pharmacy PGY-2 Resident - Catherine Gann, COO - ACTION

 [PG-2 Pharmacy Resident Expansion SBAR.pdf](#)

Catherine Gann gave the background reason on why this growth is needed to supplement coverage and grow the market.

**Motion:**

Motion to approve an additional pharmacy PGY-2 Resident.

Motion moved by Billy Taylor and motion seconded by Ellen Buettner. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

- C. Discussion, consideration, and possible vote to authorize the purchase of property in Collinsville, OK subject to the seller's provision of a clean title to the property - Bill Schloss, OSU-CHS COO - ACTION

 [Executed Collinsville land purchase agreement 11.2023.pdf](#)

 [PSLLC- Collinsville Assessment.04.24.24.pptx](#)

 [Resolution of Board of Trustees of OSUMT \(OSUMC - PSLLC\).doc](#)


This was discussed in depth at the Finance Committee meeting and was recommended for approval by the Trust.

**Motion:**

Motion to authorize the purchase of property in Collinsville, OK subject to the seller's provision of a clean title to the property.

Motion moved by Billy Taylor and motion seconded by Barry Steichen. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

- D. Discussion, consideration, and possible vote to approve an amendment to the management agreement with OSUMCPS LLC - Eric Polak, CEO - ACTION

 [Amendment OSUMCPS and OSUCHS management agreement updated 1.10.24 2.19.24 3-25-24.docx](#)

Eric Polak went over the changes and the reasoning behind them. Melissa Cox gave the background on the original agreement and why an amendment was needed.

**Motion:**

Motion to approve an amendment to the management agreement with OSUMCPS LLC.

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

- E. Discussion, consideration, and possible vote to authorize OSUMC PSLLC management to execute an Employment Agreement with Dr. Sheldon Berger (GI)- Bill Schloss, OSU-CHS COO - ACTION

 [Berger.SBAR.4.22.24.pdf](#)

 [Berger proforma.4.22.24.pdf](#)

This was discussed in depth at the Finance Committee meeting and was recommended for approval by the Trust.

**Motion:**

Motion to authorize OSUMC PSLLC management to execute an Employment Agreement with Dr. Sheldon Berger (GI).

Motion moved by Michael Herndon and motion seconded by Billy Taylor. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

V. FINANCE COMMITTEE – Doug Evans, Finance Committee Chairman

A. Ratification if interim approvals granted by the Chairman - ACTION

1. Ratification of interim approval granted by the Chairman to approve the GME departmental budget

 [FY25 Proposed Budget-GME.pdf](#)

Liaison Committee recommended a 3% raise, however, Chairman Helm did not want to lose ground in the market and asked for a 5% average increase for Residents across the board.

2. Ratification of interim approval granted by the Chairman to execute the purchase of the Baxter IV Pumps

 [SBAR Baxter Infusion Pumps 3.18.24 .pdf](#)

See page 100 in packet for information.

3. Ratification of interim approval granted by the Chairman to execute the purchase of the Bedside Monitors

 [SBAR for Bedside Monitors 3.22.24.pdf](#)

See page 103 in packet for information.

**Motion:**

Motion to ratify interim approval granted by the Chairman to approve items V. A. 1-3.

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

- B. Review of Month to Date and Year to Date December 2023-March 2024  
Financials

 [OSUMC Mar 2024 Presentation - Trust.pdf](#)

Eric Atkinson went over this in detail in the Finance Committee meeting. There were no new questions or concerns.

- C. Discussion, consideration, and possible vote to approve the insurance renewal for 2024-2025 - Eric Atkinson, CFO - ACTION

 [Insurance Summary FY25.pdf](#)

This was discussed in depth at the Finance Committee meeting and was recommended for approval by the Trust. Doug Evans asked when the last time was we issued an RFP on our insurance broker. Eric Atkinson informed him they are currently in the process of doing so.

**Motion:**

Motion to approve the insurance renewal for 2024-2025.

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

- VI. Discussion, Consideration and Possible Vote to Approve a Contract Management Policy for OSUMCPS LLC - Eric Polak, CEO - ACTION

 [Contracting Services Management EP edits 4.15.24.docx](#)

Eric Polak gave the reasoning behind this. It gives signature authority to Contracting managers. It also states that anything below \$250,000 can be approved by the management. Anything above \$250,000 gets taken to the newly established Recruiting Committee and gets formal approval. All offers no matter amount will be discussed in the Recruiting Committee meeting.

**Motion:**

Motion to Approve a Contract Management Policy for OSUMCPS LLC. but with the addition of insuring, it meets all HR requirements and is reviewed by the Finance Department.

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

- VII. ERP Update - Eric Atkinson, CFO

 [ERP Trust Update.pdf](#)

No update due to time constraints.

- VIII. Quality Committee of the Trust -Erica Woolf, CNO

 [Quality Committee Minutes 01.18.2024.pdf](#)

- A. Inpatient Unit Change in Service - Information Only

 [SBAR Inpatient Unit Change in Service .pdf](#)

Trustees were asked to review on own due to time constraints.

- IX. Compensation Committee of the Trust - Finny Mathew, President

 [Compensation Committee of the Trust Minutes \(5\).pdf](#)


No discussion due to time constraints.

- X. Construction Update - Catherine Gann, COO

 [Medical Authority Construction Update.pdf](#)

No update due to time constraints.

XI. CAP Inspection - Catherine Gann, COO

 [OSUMC CAP Survey Summary.pdf](#)

No discussion due to time constraints.

XII. Discussion, consideration, and possible vote to approve the increased budget and operational expenses related to the C-Section Suite - ACTION

 [Medical Authority C-Section Update-031224 \(1\).pdf](#)

Catherine Gann gave an update on the project scope. Budget was originally approved at \$4 million and after identified changes, it is now costing \$6 million.

Dewberry's new scope includes pre-op and post-op department relocated to ICU South and it reduces the ICU from 33 to 23 beds. Alternatives would require moving labor and delivery to another location, possibly in the new building, and cost excess of \$15,000,000.

**Motion:**

Motion to approve the increased budget and operational expenses related to the C-Section Suite

Motion moved by Michael Herndon and motion seconded by Barry Steichen. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

XIII. Recommendations of the Medical Executive Committee from its meeting on March 15, 2024 – Adam Bradley, 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

 [Credentials.pdf](#)

No questions. Dr. Baker informed these were approved at 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 Billy Taylor. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

Upon losing quorum, meeting ended here at 1:40 PM.

B. Information Only

1. Executive Committee of the Trust Meeting Minutes

 [Executive Committee of the Trust Minutes 02.26.2024.pdf](#)

 [Executive Committee of the Trust Minutes 03.29.2024.pdf](#)

2. Safety Committee Meeting Minutes

 [Safety Committee Meeting Minutes December 2023.pdf](#)

 [Safety Committee Meeting Minutes February 2024.pdf](#)

 [Safety Committe Metting Minutes March 2024.pdf](#)

XIV. Annual Board Self Assessment

 [2024 Annual Board Self-Assessment.pdf](#)

XV. Oklahoma State University Medical Center President's Update – Finny Mathew, MHA, President

 [ER Praise.pdf](#)

 [President Update.pdf](#)

XVI. Unfinished Business – Jay Helm, Chairman

XVII. 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

XVIII. ANNOUNCEMENTS (if any) – Jay Helm, Chairman

- A. Next regularly scheduled Trust meeting: Thursday, June 20, 2024, at OSU-CHS, 1111 W. 17th St., Tulsa

XIX. 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 and consideration, as authorized by Title 25, Oklahoma Statutes, Section 307.B.1, to discuss in further review the implementation requirements of a member of the credentialed medical staff
- C. Discussion, consideration and possible action, pursuant to 25 O.S. S. 307(B)(4) to discuss potential claim(s) or action against a vendor regarding contractual dispute related to services
- D. Discussion, consideration and possible action, pursuant to 25 O.S. S. 307(B)(4) to discuss the R1 update
- E. Discussion, consideration and possible action, pursuant to 25 O.S. S. 307(B)(4) to discuss *Suydam v. OSUMC, et al (CJ-2020-02089) (Tulsa Co. Dist. Ct.)*

This was moved to happen after a quorum was established due to time constraints.

**Motion:**

Motion to resolve into Executive Session.

Motion moved by Johnny Stephens and motion seconded by Billy Taylor. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

- F. 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 Johnny Stephens and motion seconded by Billy Taylor. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

XX. Open Session Reconvenes

- A. Ratification of interim approval granted by the Chairman to authorize the implementation requirements of a member of the credentialed medical staff as recommended by the Medical Executive Committee - ACTION

**Motion:**

Motion to ratify interim approval granted by the Chairman to authorize the implementation requirements of a member of the credentialed medical staff as recommended by the Medical Executive Committee.

Motion moved by Michael Herndon and motion seconded by Barry Steichen. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

- B. B. Discussion, consideration and possible action related to approval of settlement in Suydam v. OSUMC, et al (CJ-2020-02089) (Tulsa Co. Dist. Ct.) - ACTION

**Motion:**

Motion for approval for the malpractice carrier to move forward in mediation and settlement discussions in Suydam v. OSUMC, et al (CJ-2020-02089) (Tulsa Co. Dist. Ct.) within policy limits.

Motion moved by Billy Taylor and motion seconded by Ellen Buettner. Aye: Steichen, Buettner, Herndon, Evans, Stephens, Taylor Nay: None Abstain: None

XXI. ADJOURNMENT – Jay Helm, Chairman

Meeting ended at 1:40 PM due to loss of quorum.

Oklahoma State Medical Trust Committee



Secretary