OSU Medical Trust Minutes

OSU Medical Authority and Trust
Aug 16, 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, Doug Evans, Jay Helm, Michael Herndon, Barry Steichen, Johnny Stephens

Guests: Eric Atkinson, Damon Baker, Adam Bradley (remote), Melissa Cox, Deborah Dage (remote), Finny Mathew, Lexie Norwood (remote), Eric Polak, Michael Rogers (remote), Bill Schloss, Jacey Smith, Chris Thurman, Terri Tinkler, Erica Woolf

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

The meeting was called to order by Chairman Helm at 1:58 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. Introduction/Seating of New Trustee Ellen Buettner - Jay Helm, Chairman

Chairman Helm welcomed Ellen Buettner, newly-seated Trustee, to the Oklahoma State University Medical Trust Board of Trustees.

III. Discussion, consideration, and possible vote to approve the minutes from the June 22, 2023 meeting, and any amendments made thereto by Trustees – Jay Helm, Chairman - ACTION

📄 06.22.2023 OSU Medical Trust Minutes.pdf

Motion:

Motion to approve the minutes from the June 22, 2023 meeting, and any amendments made thereto by Trustees.

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

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

Dr. Thurman reported the relationship with staff, staff leadership, and faculty is healthy with good engagement.

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

A. Discussion, consideration, and possible vote to appoint Lindsay Robertson, BS (ASCP), as Infection Prevention Manager - ACTION

ACHC requires that the hospital Infection Prevention Manager be appointed by the Board.

📄 Lindsay Robertson Resume.pdf

Finny Mathew reported on the hospital's new permanent position as the Infection Control Practitioner. The new Quality Director has years of experience in her role and will be helping Lindsey, as well as the interim Infection Preventionist, for the remainder of his contract.

Motion:
Motion to appoint Lindsay Robertson, BS (ASCP), as Infection Prevention Manager.

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

B. Discussion, consideration, and possible vote to authorize OSUMCPS LLC administration to execute physician employment agreements - Bill Schloss

📄 Andrew Polito Assessment (Proforma- Pulmonology).pdf

Bill Schloss reported on Dr. Andrew Polito, a critical care pulmonologist, who is looking at joining us in July of 2024. Dr. Polito would be working in partnership with Dr. Daher.

Motion:
Motion to authorize OSUMCPS LLC administration to execute physician employment agreements.

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

VI. FINANCE COMMITTEE – Doug Evans, Finance Committee Chairman

  A. Review of Month to Date and Year to Date June 2023 Financials

  📄 OSUMC June 2023 Presentation - Finance Committee.pdf

  Doug Evans discussed the month-to-date and year-to-date financials that were discussed in more detail in the Finance Committee Meeting. Eric Atkinson presented a PowerPoint. Key highlights include:
  - PSLLC ended the month with a favorable position to budget by $17,000 and finished the year with $156,000 favorable to budget on a net income basis.
  - OSUMC was over budget in admits both MTD and YTD, with 5,000 over budget in emergency room visits.
  - Ended the month with $100,000 favorable to budget.
  - Contract labor slightly below budget.

  B. Discussion, consideration, and possible vote to approve the Contract, Ordering Document and Statement of work for the Oracle ERP System - Eric Atkinson, CFO - ACTION

  📄 OSUMC ERP Executive Presentation 8.16.2023.pdf

  Eric presented a PowerPoint of the ERP implementation. This was explained in greater detail at the Finance Committee. Key components include:
  - MediTech is our current ERP company.
  - MediTech is requiring a new platform in July 2024 that would additionally cost more along with our ADP contract ending in December 2025.
  - Negotiations with Oracle have begun from the recommendation of the board at the last Trust meeting.
  - Oracle will allow communication all under one system that includes finance, supply chain, technology, and human capital.
  - Implementation will be on an 18-month timeline.
  - Expecting to need 20 FTEs for this project to run smoothly. Some of these FTEs will be in-house.

- Cost of ownership is $24.9 million. This is a 10-year estimated cost that is based on vendor-negotiated pricing, third-party costs and general year-over-year cost assumptions.

Motion:

Motion to approve the Contract, Ordering Document and Statement of work for the Oracle ERP System.

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

C.   Discussion, consideration, and possible vote to approve the purchase of land in Collinsville - Bill Schloss - ACTION

📄 PSLLC- Collinsville Assessment.08.10.23.pdf

Bill Schloss presented a PowerPoint of the land in Collinsville with greater detail in the Finance Committee. Key Components include:
- PSLLC is looking at purchasing a piece of land in Collinsville that will allow us to build a medical office building for both primary care, urgent care, and specialty care. The design of the clinic will represent the OSU brand.
- This will have urgent care capabilities.
- There is property visibility from the highway, with ease of access for patients.
- Purchase Price of the property is $1.4M.

Motion:

Motion to approve a letter of intent for the purchase of land in Collinsville.

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

VII.   Discussion, consideration, and possible vote to approve the GH2 architectural agreement for the OSUMC parking garage - ACTION

📄 OSU Medical Center Parking Garage 081623.pdf

Finny Mathew reported on the current issues of the parking at OSU Medical Center. We currently have 200 employees parked off campus at a nearby parking garage, and we are still seeing days when the parking lot is full. This is an employee dissatisfier, and in order for the hospital to see future growth, the parking garage is a necessity for the facility.

The Trust previously authorized administration to go forward with conceptional designs in order to build out a budget for the project. Crossland provided an estimate and GH2 is within the range for the proposal.

Motion:

Motion to approve the GH2 architectural agreement for the OSUMC parking garage.

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

VIII. Discussion, consideration, and possible vote to authorize administration to begin the selection process for a construction manager to assist the Trust in the construction of a parking garage - ACTION

Eric Polak discussed the selection process for a construction manager of the parking garage. It was recommended that we begin the RFP process for the construction manager.

Motion:

Motion to authorize administration to begin the selection process for a construction manager to assist the Trust in the construction of a parking garage.

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

IX. Discussion, consideration, and possible vote to seek authorization from the OSU Medical Authority to demolish the Physician Office Building - ACTION

📄 OSUMC-POB Report and Exec Summary 2023-0802.pdf

Eric Polak discussed this in greater detail at the OSU Medical Authority meeting. Based on the included report and recommendations from OSU Long Range Planning, management is seeking approval from the Trust to demolish the Physician Office Building.

Motion:

Motion to seek authorization from the OSU Medical Authority to demolish the Physician Office Building.

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

X. Recommendations of the Medical Executive Committee from its meeting on August 16, 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

       📄 08-2023 CREDENTIALING REPORT for BOT.pdf

    Dr. Thurman reported on the August credentials. This was approved at the Credentials Committee and MEC this morning with recommended approval to the Trust.

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

    B. Executive Committee of the Trust | July Credentials - Information Only

       📄 Executive Committee of the Trust Minutes - July 21, 2023.pdf

    The Trust accepted the recommendations of the Executive Committee for the July credentials.

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

       📄 Summary of Changes.pdf

       📄 Utilization Management Plan-Changes.pdf

       📄 Restraint Policy-Changes.pdf

    Dr. Damon Baker reported on policies that were both reviewed and approved at Quality and MEC with recommendation to approve by the Trust.

    Motion:

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

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

D.   Social Determinants of Health (SDOH) - Erica Woolf, CNO

    📄 SDOH Overview .pdf

Erica Woolf presented a PowerPoint on Social Determinants of Health (SDOH). Key components include:

- SDOH are social risk factors that influence the outcomes of our patients either negatively or positively.
- CMS is asking us to screen patients upon admission with the goal of collecting patient-level risk factors and, in the future, using data gathered to stratify patient risk and hospital performance.
- Beginning January 1, 2024, the hospital is required to report to CMS. The hospital has started screening in Epic since February 21, 2023.
- Five domains of the SDOH screening are food insecurity, housing instability, transportation needs, utility difficulties, and interpersonal safety.
- SDOH is a Quality metric that the hospital is already preparing with an interdisciplinary workgroup.
- The Healthcare Equity strategic plan will be reported to MEC and the Trust on an annual basis.

E.   Information Only

1.   Safety Committee Meeting Minutes

    📄 SC Minutes 060723.pdf

2.   Quality Committee Meeting Minutes

    📄 QC Minutes June 2023.pdf

    📄 QC Minutes July 2023.pdf

3.   Performance Improvement Measures

    📄 PI Presentation July 2023.pdf

    📄 PI Presentation August 2023.pdf

4.   ACHC Post Survey Compliance Monitoring

    📄 ACHC Dashboard - July 2023.pdf

Dr. Damon Baker reported that Section E is information only and asks that the Trust acknowledges the items.

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

📄 Administrator Update Trust 2023.08.16.pdf
📄 Customer Service Praise.pdf

Finny Mathew gave an update on the hospital. Key components include:

- New flooring on the first floor of the public areas hospital. After completion, all flooring on the first floor will match.
- The 3-D Mammo Machine is expected to arrive in October.
- GME is in the works of consolidating all its programs into one wing of the hospital.
- The hospital is prepared to bring a Quality Committee charter to the Trust next month, which was recommended at the Trust meeting in July.
- Organizational changes within the hospital include CNO, Director of Nursing Operations, Manager of Nursing Operations, 7 East Manager opening, and a permanent infection control coordinator.
- The City of Tulsa is working on a proposal for the First Class Steam Engineer requirements to better meet the needs of the hospital industry.
- The hospital participated in a meeting with the City of Tulsa, St. John, Hillcrest, and others. The city is interested in creating a referral-only shelter for individuals with medical needs. Areas we have communicated with the city are wound care, oxygen, and mental health.

XII. Reports from Subsidiary Entities – Eric Polak, Chief Executive Officer, OSUMA&T

Eric Polak discussed the joint venture partnership with RBI. There was a training session for the staff on how they will be using the equipment. More conversations to come with this topic.

XIII. Unfinished Business – Jay Helm, Chairman

XIV. 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

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

A. Next regularly scheduled Trust meeting: Thursday, September 14, 2023, at OSUMC, 744 W. 9th St. Tulsa

XVI. 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 - ACTION

B. Discussion, consideration, and possible action to resolve into executive session pursuant to 25 O.S. S. 307(B)(4) to discuss risk management and other proprietary information

Motion:

Motion to resolve into executive session.

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

C. Discussion, consideration, and possible action to reconvene to open session - ACTION

Motion:

Motion to reconvene to open session.

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

XVII. Insurance Renewal

A. Ratification of interim approval granted by the Chairman to execute the May 2023 Insurance Policy Changes and Renewal - ACTION

Motion:

Motion for ratification of interim approval granted by the Chairman to execute the May 2023 Insurance Policy Changes and Renewal.

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

B. Ratification of interim approval granted by the Chairman to execute the OSU Residents Medical Professional Insurance Renewal - ACTION

Motion:

Motion for ratification of interim approval granted by the Chairman to execute the OSU Residents Medical Professional Insurance Renewal.

Motion moved by Doug Evans and motion seconded by Ellen Buettner. Aye: Steichen, Helm, Buettner, Herndon, Evans Nay: None Abstain: None
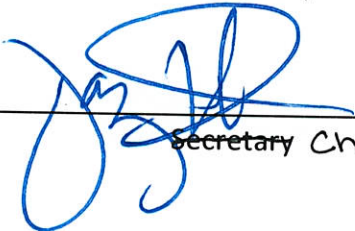
XVIII.   ADJOURNMENT – Jay Helm, Chairman

Motion:

Motion to adjourn meeting at 3:47 PM.

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

Oklahoma State University Medical Trust

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Secretary Chairman