



OSU Medical Trust Minutes

OSU Medical Authority and Trust

Jun 23, 2022 at 1:30 PM CDT

@ OSUMC 2nd Floor Administrative Boardroom

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

Members Present:

Kevin Corbett, Doug Evans, Jay Helm, Barry Steichen, Johnny Stephens

Members Absent:

Melinda Stinnett

Guests Present:

Dr. Adam Bradley, Finny Mathew, Eric Polak, Jessica Russell, Jacey Smith, Marty Smith, Chase Snodgrass, Terri Tinkler

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

 OSUMT Agenda 6.23.2022.docx

The meeting was called to order by Chairman Helm at 1:22 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 April 20, 2022 meeting, and any amendments made thereto by Trustees – (ATTACHMENT 1) - Jay Helm, Chairman

 OSUMT Draft Minutes 04-20-2022.docx

Motion:

Moved to approve the minutes from the April 20, 2022, meeting. The motion was seconded. The recorded vote was:

Motion moved by Barry Steichen and motion seconded by Johnny Stephens. AYE: Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN: None

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

Dr. Adam Bradley commented that there had been mock OR's at the Doubletree and there was a good turnout.

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

- A. Discussion, consideration, and possible vote to authorize hospital administration to execute a Lease Agreement with the OSU Center for Health Sciences to provide physician services and medical office support at the OSU Medical Center – (ATTACHMENT 2)

 Dr. Duckett.docx

 Duckett proposal.06.08.22.xlsx

Key provision include a reduction in base costs over the current provider arrangement and better alignment with the Department of Surgery at OSU-CHS.


Motion:


Moved to authorize hospital administration to execute a lease agreement with the OSU Center for Health Sciences to provide physician services and medical office support at the OSU Medical Center. The motion was seconded. The recorded vote was:


Motion moved by Barry Steichen and motion seconded by Kevin Corbett. AYE:

Helm, Corbett, Steichen, Evans NAY: None ABSTAIN: Stephens

- B. Discussion, consideration, and possible vote to authorize the Chairman, or their designee, to execute an amendment to the management services agreement with Saint Francis Health System – (ATTACHMENT 3)

 Saint Francis _ OSUMT _ Related Health Services - Assignment of Management Services Agreement - Executable.pdf

 Second Amend to MSA - OSUMT - SFHS - Exhibit B 2022 - 06.20.2022.pdf

 Saint Francis _ OSUMT _ Related Health Services - Third Amendment to Hospital Management Services Agreement - Executable.pdf

Saint Francis is changing the entity that is receiving payment to a subsidiary. Additionally, for FY 2022 the revenue share calculation is adjusted by \$2.5 million to increase the amount of EBIDTA that is not subject to the revenue share


agreement allowing the Trust and increased share of the positive financial results.

Motion:

Moved to authorize the Chairman, or their designee, to execute an amendment to the management services agreement with Saint Francis Health System. The motion was seconded. The recorded vote was:

Motion moved by Johnny Stephens and motion seconded by Doug Evans. AYE:
Helm, Corbett, Evans, Stephens NAY: None ABSTAIN: Steichen

- C. Discussion, consideration, and possible vote to authorize hospital administration to implement Microsoft Office 365 and execute necessary agreements related to the purchase and implementation – (ATTACHMENT 4)

 Office 365 SBAR.pdf

Motion:

Moved to approve the hospital administration to implement Microsoft Office 365 and execute necessary agreements related to the purchase and implementation. The motion was seconded. The recorded vote was:

Motion moved by Kevin Corbett and motion seconded by Johnny Stephens. AYE:
Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN:
None

- D. Discussion, consideration, and possible vote to authorize hospital management to enter into an agreement with Facilities Management Group in the estimated amount of \$250,000 to provide survey readiness assessment and consultation

This contract will better enable the hospital to implement pre-survey corrective actions in a timely manner.

Motion:

Moved to approve the authorize hospital management to enter into an agreement with Facilities Management Group in the estimated amount of \$250,000 to provide survey readiness assessment and consultation. The motion was seconded. The recorded vote was:

Motion moved by Kevin Corbett and motion seconded by Doug Evans. AYE:
Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN:
None

- E. (e) Discussion, consideration, and possible vote to approve the Food Service Manager delegation of authority – (ATTACHMENT 5)

 Food Service Manager Delegation of Authority.pdf

No questions or comments.

Motion:

Moved to approve the Food Service Manager delegation of authority. The motion was seconded. The recorded vote was:

Motion moved by Johnny Stephens and motion seconded by Barry Steichen. AYE: Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN: None

V. FINANCE COMMITTEE – (ATTACHMENT 6) - Doug Evans, Finance Committee Chairman

- A. Review of Month to Date and Year to Date May 2022 Financials

 Finanace Update 2022.06.23.pptx

Doug Evans 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 Fiscal Year 2023 OSU Medical Trust Operating and Capital budget

 Budget Presentation.pdf

Finny Mathew presented a PowerPoint presentation of the budget that had been discussed in greater detail at the Finance Committee Meeting which they endorsed the approval of.

- Adjustments to projected volumes were made to attempt to remove nonrecurring COVID visits
- Market adjustments from 3.5 - 7% and merit increases of 3.5% are included in the budget
- Contract services adjusted for increase in anesthesia, dialysis and ER coverage.
- Contract labor is decreasing because of nursing plan converting contract FTE's to employed positions.
- Clinic visits projected lower to account for fewer overall providers.
- Surgery volumes budgeted relatively flat.

- Bad Debt and Charity Care adjusted based on expiration of COVID payments and projected Medicaid disenrollment.


Motion:

The policy was presented as a motion Finance Committee to approve the Fiscal Year 2023 OSU Medical Trust Operating and Capital budget. The motion was seconded. The recorded vote was:

Motion moved by Finance Committee and motion seconded by Johnny Stephens.

AYE: Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN: None

- C. Discussion, consideration, and possible vote to approve the OSU Medical Center Professional Services LLC budget

 OSUMCPS LLC FY 2023 Budget (short form).docx

Marty Smith discussed the budget that had been discussed in greater detail at the Finance Committee meeting which they endorsed the approval of.

- 2.5% Salary increase for all non-provider personnel. Trustees asked management to evaluate normalizing the pay increases with those that will occur at OSUMC.
- Adding \$7000 placeholders to each department for possible capital, equipment replacement, signage, or IT updates
- Adding a 2nd pulmonologist November 2022, replacing would care surgeon October 2022, adding PA to pain management clinic July 2022, adding PA to south Tulsa clinic September 2022, adding 3rd physician to south Tulsa clinic February 2023.
- Moving south Tulsa clinic to new location to support additional provider November 2022, including increased lease expense.
- Sand Springs expected to see an increase in net revenue.
- Total losses from closed clinics expected to decrease with closure of Collinsville and termination of Broken Arrow and Harvard leases.


Motion:

The policy was presented as a motion Finance Committee to approve the OSU Medical Center Professional Services LLC budget. The motion was seconded. The recorded vote was:

Motion moved by Finance Committee and motion seconded by Barry Steichen.
AYE: Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN:
None

VI. Recommendations of the Medical Executive Committee from its meeting of June 15, 2022 – (ATTACHMENT 7) - Damon Baker, DO OSU Medical Trust Chief Medical Examiner

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

 Agenda item 6.a - 06-2022 CREDENTIALING REPORT.pdf

Dr. Adam Bradley, Vice Chief of Staff, spoke on behalf of Dr. Damon Baker. All of these items were reviewed and approved at MEC.

Motion:

Moved to approve the Organized Medical Staff renewal appointment and credentials, additional privilege requests, temporary privilege request, staff status changes and resignations. The motion was seconded. The recorded vote was:

Motion moved by Kevin Corbett and motion seconded by Johnny Stephens. AYE:
Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN:
None


- B. Discussion, consideration, and possible approval of added, updated and retired performance improvement measures

None this month


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

 Policy Summary.pdf

 Medical Equipment Management Plan-History-Changes.pdf

 Hazardous Materials - Waste Management Plan-History-Changes.pdf

 Risk Management Plan-History-Changes.pdf

 Handling a Malpractice-Liability Claim-History.pdf

 Infant and Child Abduction Prevention Code Adam Response-History.pdf

 Emergency Operation Plan -EOP-History-Changes.pdf

 Rehabilitation Medicine Scope of Service-History-Changes.pdf

- 📄 Licensed Mental Health Professionals -LMHP- Statement-History-Changes.pdf
- 📄 Safe Medical Device Reporting and Tracking-History-Changes for Trust June 2022 (1).pdf
- 📄 Lost-Damaged Belongings Claim-History for Trust June 2022.pdf
- 📄 Summary of Policy Changes_June BOT Mtg_.pdf
- 📄 15. Disclosure of Adverse Event-Changes.pdf
- 📄 10. Malignant Hyperthermia-Changes.pdf
- 📄 13. Organization of Process for Receiving Orders and for Dispensing Medication-Changes.pdf
- 📄 14. Pharmacy Disaster Preparation-Changes.pdf
- 📄 33. Patient Identification Policy and Procedure-History-Changes -SC Approved 060122.pdf
- 📄 16. Euthanasia.pdf
- 📄 17. Patient Leaves Against Medical Advice-Changes.pdf
- 📄 23. Suspected Abuse by an Employee or Hospital Agent-Changes.pdf
- 📄 26. Storage-Handling of Allograft Tissue-Changes.pdf
- 📄 29. Surgical Team Prevention and Response to an Operating Room Fire-Changes.pdf
- 📄 31. Suicide Risk- Self-Harm - Mutilation Precautions-Changes.pdf

Dr. Adam Bradley, Vice Chief of Staff, and Finny Mathew spoke on behalf of Dr. Damon Baker. All of these items were reviewed and approved at MEC. Finny Mathew did a high level overview of each policy with the Board. Remove Risk Management and Handling a Malpractice to be brought back at another time.

Motion:

Moved to approve new policies, policy amendments and retirement of policies with Risk Management and Handling a Malpractice removed. The motion was seconded. The recorded vote was:


Motion moved by Johnny Stephens and motion seconded by Doug Evans. AYE:
 Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN:
 None

D. Quality Improvement Dashboard


- 📄 Agenda item 6.d - Gray Team PI Projects.pdf

This has been discussed at internal staff meeting, quality control council, and MEC. No issues were found during those meetings.

- E. Credentialing actions performed by the Executive Committee – informational only

 Agenda item 6.e - 05-2022 CREDENTIALING REPORT.pdf

- VII. BOARD INFORMATION – (ATTACHMENT 8) EMTALA Survey Results - Finny Mathew, MHA, President

 370078.58786.NV.pdf

An EMTALA violation was filed against us which led them to send us a surveyor for four days. EMTALA cleared us of any wrong doing.

- VIII. Oklahoma State University Medical Center President’s Update - (ATTACHMENT 9)- Finny Mathew, MHA, President

 Administrator Update 2022.06.23.pptx

Finny Mathew gave a Medical Center PowerPoint update which highlighted the following:

- New signage going up outside of the building over the next eight weeks.
- Preparing to do parking lot resurfacing.
- A new dress code will go into effect on January 1, 2023 which includes standardized scrub colors depending on job.
- A focus on hiring core EVS staff vs. contract.
- Working on standardized paint/signage/products.
- Centralized control of projects.
- Warehouse-expect purchase in 80-90 days after sale of cell tower.
- There has been a significant increase in scope of the OR.
- There is not an option for a light remodel of 5 East.
- A new CFO has accepted an offer.
- Discussed the implementation of the 5 principles of high reliability.
- Huddle boards being used throughout departments.

- IX. Reports from Subsidiary Entities - Eric Polak, Chief Executive Officer, OSUMA&T

- Virtuall continues to be in negotiations with a multi-hospital system to provide stroke coverage for the Emergency Department.
- Verified with insurance broker that the policies that the Trust carries covers subsidiary entities. These include OSU Medicine Ventures, LLC. However they do not include the joint venture entity itself for general liability. Mr. Polak discussed the actions Virtuall is taking to mitigate risk.

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

Kevin Corbett gave an update on the bills 1337 and 1396. There was an overwhelming vote for both. Now supplemental payments will be based on average commercial rate not on a Medicare rate.

XII. ANNOUNCEMENTS (if any) Next regularly scheduled Trust meeting: Thursday, July 28, 2022, at the Oklahoma State University Center for Health Sciences, 1111 W. 17th Street, Tulsa - Jay Helm, Chairman

XIII. EXECUTIVE SESSION - Jay Helm, Chairman (Report by Finny Mathew, MHA, Administrator)

Prior to entering Executive Session, Chase Snodgrass, legal counsel, stated that for purposes of clarification, discussion of agenda item (XIII) below would be held in executive session, however, any action to be taken on the item would be held in the open session of the meeting after the adjournment of Executive Session.

- A. Discussion, consideration, and possible vote to authorize and convene an Exec. Session, as authorized by Title 25, Oklahoma Statutes, Section 307.B.4, for the purpose of discussing pending litigation and risk management items including survey readiness

Motion:

Moved to authorize and convene an Executive Session. The motion was seconded. The recorded vote was:

Motion moved by Barry Steichen and motion seconded by Johnny Stephens. AYE:
Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN:
None

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

Motion:

Moved to adjourn the Executive Session. The motion was seconded. The recorded vote was:

Motion moved by Kevin Corbett and motion seconded by Barry Steichen. AYE:
Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN:
None

Chairman Helm invited the public to return to the open Trust meeting. After discussion and consideration, the board accepted the report of corrective actions made by the administration towards the previously identified credentialing deficiencies. No action was taken.

- XIV. ADJOURNMENT Motion and Vote to Recess or Adjourn - Jay Helm, Chairman

Motion:


Moved to adjourn and the motion was seconded. The recorded vote was:

Motion moved by Kevin Corbett and motion seconded by Barry Steichen. AYE: Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN: None


The meeting ended at 4:43 PM.

- XV. Informational Items

 love footprints.pdf

 Thank you card.pdf

 Thank You Letter from Patient Family.pdf

 Thank you letter-2.docx

XIV. ADJOURNMENT Motion and Vote to Recess or Adjourn - Jay Helm, Chairman

Motion:

Moved to adjourn and the motion was seconded. The recorded vote was:

Motion moved by Kevin Corbett and motion seconded by Barry Steichen. AYE: Helm, Corbett, Steichen, Evans, Stephens NAY: None ABSTAIN: None

The meeting ended at 4:43 PM.

XV. Informational Items

Oklahoma State University Medical Trust


Melinda Stinnett, Secretary


Jay Helm, Chairman