Newberg Community Hospital

Newberg, Oregon

December 1, 1978

The regular monthly (November) meeting of the Newberg Community Hospital Commission was held in the Conference Room of the hospital on Friday, December 1, 1978. The meeting was called to order by the Vice-Chairman, Don Wilson, at 11:45 A. M. with Andy Anderson, Virginia Ostlund, Joe Plews and Ernie Smith present. Bob Hurford and Tom Bowen were absent. Also present were Dr. Stan Kern, Chief-of-Staff, Agnes Haugen, Director of Nursing, Terry Mahr, City Attorney, Mayor Elvern Hall, Pattie Renne, President of the hospital auxiliary, Kathy Bernards, hospital auditor, Wayne Dugan and Karen Ferguson from Hospital Financial Consultants and Justine Pfeiffer and Milt Robins of the hospital administration.

The minutes of the previous meeting were approved as mailed and the financial statement was passed out, discussed and approved.

Kathy Bernards, the hospital auditor, from A. John Montgomery, CPA, presented the June 1978 Audit and Management Letter.

Wayne Dugan and Karen Ferguson, representing the fund raiser, were introduced and he made a short report on progress to date.

Don Wilson announced that Ed Westlund from Hospital Building and Equipment Company would be in the hospital all day Tuesday and Wednesday and until Thursday noon, December 5-7 to visit with board members, physicians and hospital personnel about the plans for the remodeling. Then on Thursday evening, December 14th, they will be here with the final drawings with their proposal for building. All council members, board members, physicians and hospital personnel will be invited to attend a meeting at 7:00 P. M. that night at St. Michaels Episcopal Church.

After receiving two bids for a Cardwriter and Imprinter from Abbott Lind and Pitney Bowes, a motion was made by Joe Plews that we purchase this equipment from the low bidder, Abbott Lind, at a cost of $4,895.00. Seconded by Virginia Ostlund and passed.

The acting chairman appointed Virginia Ostlund, Joe Plews and Don Wilson to the Joint Conference Committee.

The following names were discussed for possible board members: Dick Wold, Don Tarlow, Dr. Bill Inman, Dr. Stan Kern, Dr. Leonard Silvers, Dr. David Holman, Clancy Waters and David LeShana. Joe Plews, Bob Hurford and Don Wilson have expressed a desire to be re-appointed.

Newberg Community Hospital Commission, December 1, 1978

A letter was read from Dr. David Peto, Chairman of the Anesthesia Committee of the Medical Staff, recommending that we purchase a monitor from Tektronix for surgery. A motion was made by Ernie Smith that we purchase such a machine. Seconded by Andy Anderson and passed.

The mayor suggested that we budget for part of the 911 phone system and our share of the cost of the City Attorney's office.

A time for future meetings was discussed.

The administrator announced the following informational items:
Jerry Manley, the hospital chaplain, started working today.
Changes in staff-by-laws will be mailed so board members can read them before voting on them.
Terry Mahr is working on lease for Ultrasound.

A motion was made by Ernie Smith that the application for membership on the Medical Staff of Arvind Kedar, M. D., OB-GYN, be approved and that he be assigned to the active staff of the hospital. Seconded by Virginia Ostlund and passed.

A motion was made by Joe Plews that the application for membership on the Medical Staff of Hugh Lawrence, M. D., Thoracic Surgeon, be approved and that he be assigned to the Courtesy staff of the hospital. Seconded by Virginia Ostlund and passed.

The administrator was instructed to pursue the possibility of a meeting with the Administrator, Radiologist and Board Member or two from McMinnville Hospital with a similar group from our hospital.

Agnes Haugen reported that she was still looking for nurses to staff the Intensive Care Unit. Also that personnel from the Development Office was going to write an article on Health Careers for the Advisory Board of Work Study.

As there was no further business, the meeting was adjourned at 2:05 P. M.

Approved,

Bob Hurford, Chairman

Respectfully submitted,

C M Robins

C. M. Robins, Secretary

RESOLUTION NO. 78-736

WHEREAS, Ordinance No. 1190 of the City of Newberg establishes the Hospital Commission of that City; and

WHEREAS, Ordinance No. 1921 amends Ordinance No. 1190 allowing nine members of the Hospital Commission and giving the Council the authority to assign the term of office of the appointed members by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council as follows, to wit:

1. That a position will be assigned to every appointed member of the Hospital Commission. That every position will be assigned a term and each successor to that position shall serve the term assigned that position.

2. The Mayor, with consent of the Council, shall fill the vacant positions for the remainder of the unexpired term assigned that position all in accordance with Ordinance No. 1190 of the City of Newberg as amended.

3. The following positions and terms are assigned to each appointed member of the Hospital Commission and their successors:

Position No. 1 - Robert Hurford
Position No. 2 - Joe Plews
Position No. 3 - Don Wilson

The terms for Positions No. 1, 2 and No. 3 expire January 1, 1979, and on January first of every third year thereafter.

Position No. 4 - Ernie Smith
Position No. 5 - Virginia Ostlund
Position No. 6 - Bill Dolan

The terms for Positions No. 4, No. 5 and No. 6 expire January 1, 1980 and on January first of every third year thereafter.

Position No. 7 - Tom Bowen
Position No. 8 - Andy Anderson
Position No. 9 - Don Tarlow

The terms for Positions No. 7, No. 8 and No. 9 expire January 1, 1981 and on January first of every third year thereafter.

ADOPTED by the Council this 4th day of December, 1978.

M. C. Gilbert - Recorder

Newberg Community Hospital

Newberg, Oregon

December 4, 1978

A special meeting of the Newberg Community Hospital Commission was held in the Conference Room of the Hospital on Monday, December 4, 1978. The meeting was called to order by the Chairman, Bob Hurford, at 7:00 A. M. with all board members present. Terry Mahr, City Attorney and Milt Robins, Administrator, were also present.

After some discussion of the nine people suggested for possible board members, it was decided that Bill Dolan from St. Paul and Don Tarlow from Dundee should be recommended to the Mayor for appointment to the board.

It was decided that starting in January board meetings should be held on the fourth Tuesday of each month at 6:00 P. M.

The Chairman announced that an Advisory Committee would be appointed in December and January.

It was announced that representatives from Hospital Building and Equipment Company would be here on December 14, 1978 for a meeting with the hospital board, medical staff, employees and council members and other interested citizens at St. Michaels Episcopal Church.

Because of the holidays, the next regular meeting will be held on Wednesday, December 20, 1978 at 11:45 A. M.

Approved: Respectfully submitted,

Milt Robins

Bob Hurford, Chairman Milt Robins, Secretary

CMR:jp

Newberg Community Hospital

Newberg, Oregon

December 20, 1978

The regular monthly meeting of the Newberg Community Hospital Commission was held in the Conference Room of the hospital on Wednesday, December 20, 1978. The meeting was called to order by the Vice Chairman, Don Wilson, at 11:45 A. M. with Virginia Ostlund, Joe Plews and Ernie Smith present. Andy Anderson, Tom Bowen and Bob Hurford were absent.

Also present were Don Tarlow, Board Member as of January 1, 1979, Dr. Stan Kern, Chief-of-Staff, Terry Mahr, City Attorney, Hank Lewis and Wayne Dugan of Health Care Financial Consultants, Agnes Haugen, Director of Nursing and Justine Pfeiffer and Milt Robins of the hospital administration.

The minutes of the previous regular meeting and the special meeting of December 14, 1978 were approved. The financial statement for November was not presented as it had not been completed.

Terry Mahr presented a notebook to all board members which contained information necessary for effective operation of the hospital.

He also suggested that Section 42 of the Newberg Charter be removed as bidding for municipalities is covered by an Oregon Revised Statute. A motion was made by Joe Plews that we recommend to the City Council that Section 42 be removed from the Charter. Seconded by Ernie Smith and passed.

It was decided that Don Wilson should meet with the City Council in January and discuss with them the renovating and building plan, how we picked Hospital Building and Equipment Company and how they operate.

A motion was made by Virginia Ostlund that we approve the revision to the Medical Staff By-Laws, a copy of which is attached. Seconded by Ernie Smith and passed.

The Acting Chairman appointed Virginia Ostlund, Joe Plews and Don Tarlow to work with Dr. Stan Kern to study the feasibility of staffing the Emergency Department more of the time with physicians. He asked Dr. Kern to be chairman of the committee.

It was decided that we should get more information and an itemized statement from Robert G. Weisenbach, ASA, before his October 31, 1978 statement be paid. Terry Mahr is working on this.

The administrator reported that the Image Up-Grade System for the Radiology Department was in Portland and Picker Corporation was ready to deliver it. This was one of three pieces of equipment ordered on March 1, 1978 with the stipulation that we could not accept delivery if our budget could not handle the payment. As Mrs. F. H. Hemphill has agreed to buy this equipment, but cannot pay for it

until April 15, 1979, the administrator was instructed to ask for a letter from Picker approving that payment date before we have the equipment installed.

Hank Lewis recommended that a card be sent to each member of the hospital auxiliary thanking them for their many contributions to the hospital over the years. The board agreed that this would be a good idea and Karen Ferguson of Health Care Financial Consultants was to compose the wording for such a card.

Hank Lewis and Wayne Dugan reported on the progress of the fund drive. They expect to start the drive with hospital personnel after the first of the year.

The lack of space for the hospital auxiliary in the new plans was discussed. Patti Renne was to be contacted to find out what their needs might be so that the architect, on his return, could be advised accordingly.

Don Wilson advised the board of the intended plans of Dorothy Killian to open a laboratory in Newberg. After some discussion, it was decided that the Joint Conference Committee should meet with Barbara Emison, head of the hospital laboratory, to discuss ways in which our laboratory can better serve the physicians in town.

Dr. Stan Kern reported that the Medical Staff was concerned because they had no voting representative on the hospital board. Because of the building and renovating program he thought the Medical Staff should have some input. The staff was also concerned that the Long Range Planning Committee, of which Dr. Bill Inman is a member, had only met a couple of times since it had been formed.

He also requested that the Executive Committee be advised, by letter, the action taken by the board on recommendations made by the Medical Staff.

The Acting Chairman reported that there would be a discussion at the January board meeting on possible means to get a physician on the board in a voting capacity.

The administrator presented the following information items:

1. Gary Worrell, Administrator of McMinnville Hospital, has been contacted and asked to submit three or four dates when representatives of their hospital could meet with ours and discuss how to present to Western Oregon Health Systems Agency the need for Ultrasound Equipment at each hospital.

2. That an equipment list has been prepared from needs submitted by Department Heads and has been presented to the physicians on the active staff for prioritizing.

3. Results of the patient questionnaire have been tabulated and were passed out to the board members.

4. Pharmacist started to work on December 18, 1978.

5. A public hearing will be held in Salem on January 10, 1979 on the Certificate of Need application of Care Age House Nursing Center in Salem. The administrator will be going to get some insight into the procedure followed and any board member is welcome to go along.

6. The January meeting of the board will be Tuesday evening, January 23, 1979 at 6:00 P. M.

As there was no further business, the meeting was adjourned at 2:35 P. M.

Approved,

Bob Hurford, Chairman

Respectfully submitted,

Milt Robins

Milt Robins, Secretary

CMR:jp