

Newberg Community Hospital

Newberg, Oregon

June 14, 1979

NEWBERG COMMUNITY HOSPITAL COMMISSION MEETING

Present: Bob Hurford, Chairman, Bill Dolan, Terry Mahr, Don Tarlow, Joe Plews, Andy Anderson, Ernie Smith, Father Don Wilson, Virginia Ostlund, Dr. Silvers, Agnes Haugen, Nick Thoennes, Elvern Hall. Guests: Tom Underriner, Barry Marks.

ST. VINCENT MANAGEMENT CONTRACT: Terry Mahr reviewed the progress on the latest draft of the Management Contract since the last meeting. The changes included further definition of primary service area, the addition of instruction being paid for inservice education by Newberg Hospital and deletion of the words "actively compete" because such wording was unclear and raised anti-trust concerns.

There was considerable discussion concerning the last item. Dr. Silvers was concerned that leaving the words out would allow St. Vincent to create certain forms of competition in the community which would be unacceptable to the Newberg Hospital Medical Staff. Father Wilson pointed out that there was a certain amount of trust implied in the contract and that if such things did happen there was recourse through cancellation of the contract under other terms of the contract. Bob Hurford pointed out that it would be the duty of the Commission to monitor such actions in the future and the deletion of the words would not create considerable concern.

Terry Mahr pointed out that St. Vincent is acting as an agent of the City of Newberg rather than the Commission and that the latest draft had shown these changes. A resolution was read to accept the final draft. This is attached. Joe Plews moved to adopt the resolution and recommend such resolution to the City Council. Bill Dolan seconded the motion. The motion was approved unanimously. This approved resolution will be on the agenda for the City Council meeting coming up June 18th. It is possible that it will not be acted upon until the July 2nd City Council meeting. Mr. Underriner stated that he will need to have the board of the Sisters of Providence approve the final contract before he can sign it. If there are any further changes on the contract after this time it will have to be acted upon by the Commission, through the City Council and Sisters of Providence Board again.

ADMINISTRATIVE CANDIDATE: Mr. Underriner reported that a final candidate has been selected by St. Vincent for the job as administrator of Newberg Hospital under the terms of the management contract. Mr. Underriner wanted to schedule an interview with the commission and the candidate for their approval. It was decided that the commission will meet the candidate on Thursday, June 21st at 7:00 A. M. A resume and other necessary information on the candidate will be sent out to the Commission members as soon as possible.

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POLICIES AND RESOLUTIONS: Mr. Hurford informed Dr. Silvers that the resolutions adopted in consideration of the Medical Staff's concern about St. Vincent's involvement within the terms of the management contract be sent to the Joint Conference Committee for final discussions before they are acted upon by the Commission. Mr. Hurford further asked that the resolution on Policies and Procedures for adopting resolutions be discussed at the next regular commission meeting.

AMENDMENTS TO RULES AND REGULATIONS: The attached amendments to the Rules and Regulations which deal with the annual meeting date, election of officers and secretarial duties of the Commission were discussed. Don Tarlow moved to accept the amendments. Virginia Ostlund seconded. The motion was passed unanimously. Mr. Thoennes will incorporate the amendments within the body of the written rules and regulations of the Hospital Commission and distribute the amended copies to Commission members as soon as possible.

PLANNING COMMITTEE: Mr. Thoennes discussed the hand out on the composition of the new planning committee of the hospital commission. This committee would replace the existing Long Range Planning Committee and expand the membership. Specific duties would include Certificate of Need review and long range planning including the development of an annual master plan. After considerable discussion regarding the duties and responsibilities and schedule Mr. Hurford asked Terry Mahr to draft a resolution accepting the committee as a formal committee of the Commission.

The membership of the committee was discussed. Bob Hurford asked that each Commission member submit names of prospective consumer representatives. Virginia Ostlund suggested Jean Nicholson; Don Wilson suggested Bruce Breitling; Joe Plews suggested Dick Wold; Don Tarlow suggested Kay Koudele; Bill Dolan suggested some representative from PGE, GTE or a Realty Company; Dr. Silvers suggested somebody from the Fund Drive Steering Committee; Ernie Smith suggested Walt Tucker; Bob Hurford suggested Joann Hoy, Don Millage and Gene Smith; Mayor Hall suggested Clancy Waters. After considerable discussion it was agreed that the following four members would be contacted: Jean Nicholson, who is retired and is a former Chamber of Commerce member, Bruce Breitling who is the manager of the First National Bank of Oregon and lives in Dundee, Joann Hoy who is an RN and Gene Smith who is a St. Paul farmer.

Bob Hurford appointed Father Wilson and Ernie Smith to be the Commission representatives on the planning committee. These members are currently members of the former Long Range Planning Committee.

Don Tarlow moved to accept the Planning Committee as presented with the membership being 4 consumers, 3 medical staff members, 2 commission members, an HSA representative who would be a non-voting member and the Administrator who would provide staff assistance and be a non-voting member. Virginia Ostlund seconded the motion and it was passed unanimously. It was also moved and seconded that two alternates be appointed as consumer members to fill vacancies. Those two alternates will be appointed by the Chairman of the Planning Committee.

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NOMINATIONS OF OFFICERS: Mr. Hurford opened the floor for nominations of officers which will be elected at the next regular meeting which is now considered the annual meeting as a result of the Rules and Regulations amendment.

Nominations for Chairman of the hospital commission included the following: Don Tarlow nominated Joe Plews, Virginia Ostlund nominated Father Don Wilson, Andy Anderson nominated Bob Hurford.

Nominations for Vice Chairman included the following: Joe Plews nominated Don Tarlow.

Bob Hurford informed the Commission that the nominations will be left open until the next meeting on June 26th and that nominations from the floor will be accepted at that time.

MATERIALS MANAGEMENT: Bob Hurford read a letter of resignation from Mrs. Rocha to the Commission. Discussion ensued regarding contents of the letter. Terry Mahr will draw up a resolution thanking Mrs. Rocha for her years of service at the hospital. Father Wilson moved to accept her resignation and write a letter to Mrs. Rocha regarding a misunderstanding on the job offer referenced in the resignation. Seconded by Don Tarlow. The motion was approved unanimously.

HBE WAIVER: Bob Hurford asked Father Wilson to address the City Council at an upcoming meeting regarding the waiver of bidding requirements with HBE as the designer and contractor for the building project. Father Wilson accepted.

STAFF CHANGES: Mr. Thoennes announced that the Hospital staff has been informed of Mr. Robins' new position, that Mrs. Rocha has left the hospital, and that the business office would split from the admitting function effective July 1.

COOLING EQUIPMENT: Mr. Thoennes reported that a chiller is being purchased for the basement to cool the area for supply storage. The cost of the equipment will be approximately \$1400.00. Three estimates were obtained.

There being no further business, the meeting adjourned at 9:20 A. M.

Respectfully submitted,



Nick Thoennes
Acting Executive Director

NT:jp

NEWBERG COMMUNITY HOSPITAL

Proposed Amendments to "RULES AND REGULATIONS, NEWBERG COMMUNITY HOSPITAL"

1. (add) ARTICLE IV, SECTION XII. Elections

The Chairman and Vice Chairman shall be elected at the annual meeting of the Commission. These officers shall hold office for one year following the annual meeting or until the officer's successor shall have been duly elected and shall have accepted office or until death or until the officer shall resign.

2. (Change) ARTICLE IV, SECTION VII

From: There shall be an annual meeting of the Commission held on the 4th Friday of July at 12:00 Noon.

To: There shall be an annual meeting of the Commission held on the 4th Tuesday of June.

3. ARTICLE V, SECTION I: Officers

(Delete) "The Secretary shall be appointed by the Commission and need not be a member of the Commission".

4. (Delete) ARTICLE V, SECTION IV: Secretary

The Secretary shall attend all meetings of the Commission and shall preserve true minutes of the proceedings of such meetings. He shall give all notices required by statute, by law, or resolution and shall perform such other duties as may be delegated to him by the Commission.

5. ARTICLE VII, SECTION II: Authority and duties:

(delete)^G. To attend all meetings of the Commission and its committees.

(Add) G. To attend all meetings of the Commission and its committees and to take and preserve minutes of such meetings. He shall send out notices of such meetings to members and shall be responsible for posting such notices as required by statute, by law or resolution.

The joint conference committee was called to order at 7:30 a.m. by Dr. Kern, Chairman.

The minutes of the previous meeting were approved with no additions or corrections.

OLD BUSINESS:

1. Physician recruitment was discussed. Mr. Thoennes reported on a meeting with Don Dixon who is a professional consultant on physician recruitment. An organized plan would include (a) word of mouth (b) Professional journals (c) Mailing service. Up to 10,000 mailings. The results would be 20 or 30 candidates, who would then be followed by the medical staff and administration, with an active campaign. Some common mistakes are to have eight or ten good candidates and lose contact. There is a medical mailing service available for a fee which provides names of physicians. An organized mailing program would be required, consisting of a mailer, cover letter, brochure, and return letter. Fr. Wilson noted that there are professional groups who will obtain physicians for a fee of approximately \$4,000.00.. Mr. Thoennes said Mr. Dixon said that basically all this service would do is screen the applicants and the initial mailing costs, etc., would still have to be met. Mr. Plews noted that the hospital should have an organized approach. Mr. Thoennes noted that the minimum mailing cost would be \$2500.00. He also noted that physicians are interested in financial assistance to help them get started in a practice, and that most communities will offer this in the form of free office space, lower interest loans, equipment, etc.. Fr. Wilson noted that there had been some question in the past if we could offer financial assistance as we are City Owned.

Dr. Kern presented contact protocol for on scene candidates as recommended by the Executive Committee. a. administrator. b. Chief of Staff. c. Volunteer physician to interview, answer questions, etc. d. JCC. e. Credentials Committee if approved. Fr. Wilson moved to recommend to the board that the format outlined by the executive committee be approved, seconded by Mr. Plews and passed.

Joe Plews made a motion to recommend to the board that we proceed with a recruitment program as proposed by the executive committee under direction of the JCC and ask for funding from the hospital up to \$2500.00. Seconded by Fr. Wilson and passed.

2. Mr. Thoennes noted that the banquet will be rescheduled in the Fall.

3. Staffing the ER was discussed. Mr. Thoennes presented proposal for expanding full time physician coverage, which would provide salaried physician coverage for the following times 12:00 p.m. Sat. - 8 a.m. Mon; 12:00 p.m. - 12:00 a.m. (12 hours) Tuesday and Thursday;

24 hour coverage Monday, Wednesday, and Friday. Mr. Plews made a motion to present this proposal to the board for their approval and implementation this evening and to the executive committee at their next meeting, and if necessary call a special meeting to finalize plans. Seconded by Dr. Finc and passed.

4. Dr. Kern noted that the board will chair the joint conference committee next year starting July 1, 1979. Nominations for chairman were open. Fr. Wilson nominated Joe Plews. There being no further nominations Dr. Kern moved that the nominations be closed and Joe Plews be elected Chairman unanimously.

NEW EQUIPMENT:

1. Mr. Thoennes noted that to solve the problem of cold food being served to the patients, it will be necessary to purchase a \$12,000.00 serving system. He has talked to the auxiliary regarding purchasing this equipment.

He noted that a \$4,000 serving cart, is needed, so food can be served in the dining room instead of the people going into the kitchen, which is unsanitary.

Mr. Plews moved that the JCC recommend to the board that this equipment be made a high priority item for purchase. Seconded by Dr. Finch and passed.

Mr. Thoennes noted that the price of meals will be increased 52% to \$1.25 for lunch and \$1.00 for supper.

The meeting was adjourned at 10 a.m.

Respectfully submitted,

S. D. Kern, M.D.
Chairman, Credentials Committee

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