

Newberg Community Hospital


Newberg, Oregon

July 9, 1979

SPECIAL BOARD MEETING

Present: Bob Hurford, Virginia Ostlund, Bill Dolan, Andy Anderson, Don Tarlow, Dr. Stan Kern, Joe Plews. Absent: Don Wilson and Ernie Smith. Guests: Terry Mahr and Milt Robins.

RESOLUTION: Terry Mahr presented Resolution lending \$50,000 from the Capital Improvement Fund of the Hospital to the General Fund of the Hospital, a copy of which is attached, to the board. A motion was made by Don Tarlow that the resolution be adopted. Seconded by Virginia Ostlund and passed.

MATERIALS MANAGEMENT: A short discussion was held regarding the necessity of obtaining a waiver from St. Vincent Hospital and Medical Center before hiring Betty Lovell. It was decided that a waiver was not necessary as Ms. Lovell was not in an administrative position at St. Vincent and some record should be put in her personnel file accordingly.

ADJOURNMENT: The meeting adjourned at 8:10 A. M.

Respectfully submitted,


C. M. Robins
Director, Fund Development and Public Relations

CMR:jp

NEWBERG HOSPITAL COMMISSION

RESOLUTION NO.

RESOLUTION LENDING \$50,000.00 FROM THE CAPITAL IMPROVEMENT FUND OF THE HOSPITAL TO THE GENERAL FUND OF THE HOSPITAL.

WHEREAS, the Newberg Community Hospital is in need of operating funds to continue to furnish medical service; and

WHEREAS, the Hospital does have funds available in the Capital Improvement Fund.

NOW, THEREFORE, BE IT RESOLVED by the Hospital Commission as follows, to-wit:

1. The Hospital administration is hereby authorized to transfer as a loan \$50,000.00 from the Capital Improvement Fund to the General Fund to provide for the operation of the Hospital.
2. The money so loaned together with any interest cost shall be returned to the Capital Improvement Fund by the end of the ensuing year.

ADOPTED by the Newberg Hospital Commission this 9th day of July, 1979.

Nick Thoennes 7/16/79
Nick Thoennes
Acting Executive Director

Newberg Community Hospital


Newberg, Oregon

July 12, 1979

MINUTES

SPECIAL MEETING - NEWBERG COMMUNITY HOSPITAL COMMISSION

Present: Bob Hurford, chairman, Bill Dolan, Joe Plews, Virginia Ostlund, Andy Anderson, Ernie Smith, Dr. Stanley Kern, Others present: Dr. L. L. Silvers, Agnes Haugen, Dr. L. W. Inman. Guests: Gary Flaming.

CERTIFICATE OF NEED: Mr. Thoennes explained that the Planning Committee had recently met and recommended a change in the proposed project on the C/N with four alternatives. The proposed project includes 53 total beds and 15 single beds. The project extends the north wing onto the adjacent property which is privately owned. This extension requires an increase to the original contract estimate of \$288,000.00. This increase is based on additional square footage, the fees, taxes, contingencies, equipment and a theoretical \$100,000.00 cost to purchase the adjacent property. Mr. Thoennes mentioned that the planning committee's recommendation was contingent on the possibility of purchasing the property. No information was available at this time regarding the purchase.

The first alternative to the proposed project included 49 beds and 11 single beds with a limited extension of the north wing onto the adjacent property. This alternative was slightly less costly and unfeasible due to the reduction in beds. The second alternative includes 53 total beds and 3 single beds. This alternative was the former proposed project and is unfeasible due to the lack of single beds. The third alternative includes 47 total beds and 9 single beds. It does not require the purchase of additional property and converts the north wing to 8 single bed rooms and 4 double bed rooms. The alternative was unfeasible due to the inadequate number of total beds.

The fourth alternative included minimal expansion and modernization. This alternative, known as the patchwork approach, corrects the minimum deficiencies as outlined in the State Health Planning and Development Agency's August 1978 facility evaluation report. It allows for 40 total beds and minimal expansion to the front of the building, around the ER and to the back of the building. The alternative is least costly, however, is unfeasible due to the inadequate layout and lack of providing functional requirements. Variations to this alternative included the former Weisenbach schemes one and two. These schemes are inadequate due to their cost compared to the proposed projects and their lack of meeting functional requirements verses the proposed project.

Mr. Thoennes noted that the C/N emphasizes the population growth and the capture of future market share by the hospital due to the physician recruitment campaign, community education about the hospital and improvement in the facility. The application is also based on conservative estimates for market share and for the financial feasibility.

July 12, 1979

Special Meeting - Newberg Community Hospital Commission

Mr. Thoennes introduced Gary Flaming from St. Vincent who has been primarily involved in developing the financial feasibility in the C/N. Mr. Flaming explained the line items in the cost of the project. The source of funds were also reviewed as well as the projected balance sheet, impact on rates and debt service requirements. He noted that the projections include purchasing bonds at 6½% but it will be possible to purchase part of the total bond issue from Farmers Home Administration at 5%. This will reduce the cost and make the financial feasibility even that more attractive.

Mr. Anderson stated that the patchwork alternative was really not an alternative and was concerned that the reviewing bodies would interpret it as a possibility if the proposed project wasn't approved. Mr. Thoennes stated that the narrative in the application will clearly state the unfeasibility of the patchwork alternative as well as the other alternatives.

Mr. Hurford stated that the City Council has the authority to negotiate for the purchase of the adjacent property and the hospital needs that approval before entering into such negotiations.

After further discussion, Joe Plews moved to accept the proposed project as presented and the C/N application as explained and that we ask the City to negotiate on the adjacent property. Motion was seconded by Ernie Smith and passed unanimously.

Mr. Hurford stated that further design reviews of the plan should be conducted expeditiously without involvement of the full board. Mr. Thoennes added that the administrator, chairman of the planning committee and himself would be involved with any further changes and would work with HBE directly on those changes. He stated that re-design of the Emergency Room had already improved the layout and that further changes were anticipated in and around that area. Other changes will be inputted to HBE as they are noted. Mr. Thoennes mentioned that any increases in square footage would increase the cost of the project and that changes after the signature on the contract would also add cost to the project.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:40 A. M.

Respectfully submitted,



Nick Thoennes
Acting Executive Director

NT:jp

Newberg Community Hospital

501 Villa Road

(503) 538-3121

Newberg, Oregon 97132

July 24, 1979

NEWBERG COMMUNITY HOSPITAL COMMISSION MINUTES

Present: Bob Hurford, chairman, Terry Mahr, Virginia Ostlund, Don Tarlow, Andy Anderson, Ernie Smith, Bill Dolan, Dr. Kern, Joe Plews, Nick Thoennes, Don Elsom.

Absent: Father Don Wilson.

Guests: Agnes Haugen, Dr. Silvers, Dr. Inman, Karen Ferguson and Mike Manning.

The meeting began at 7:10 P. M.

The minutes were reviewed and approved as distributed.

Introductions: Bob Hurford introduced Don Elsom, the new administrator who has assumed responsibilities as of Monday, July 23rd. Mr. Thoennes will be leaving the hospital on the 25th and will continue to be involved in the C/N process until approval of the application.

HBE Contract: Mike Manning was introduced and gave an explanation of a new contract proposal from HBE to the hospital. His proposal included an increase in price due to square footage increases in the Emergency Room, courtyard area and the extension of the north wing which includes 15 single beds. The cost increases also include the costs of inflation by starting the project March 1, rather than the original October 1, 1979 date. A letter and cost sheets were distributed. This information will be reviewed further by the Planning Committee and a recommendation will be sent to the Commission. Mr. Thoennes noted that the cost increases should not effect the C/N process. The government agencies will be notified of the increases once approval has been obtained by the Commission.

Committee Appointments: An amendment to the by-laws which establishes formally the standing committees of the Commission was distributed. Mr. Hurford asked that each member review the composition, duties and meetings times for each of the committees. Article VI of the existing by-laws requires action at the next meeting. He noted that two new committees have been created as a result of the amendments: The Executive Committee and the Fund Development Committee. Mr. Hurford also distributed the names of Commission members appointed to the committees. He noted that these appointments become effective immediately for the existing standing committees and will become effective at the next meeting pending approval of the two new committees.

Joint Conference Committee: Joe Plews reported that the Joint Conference Committee had met today and discussed the current status of the physician recruitment campaign. Several Emergency Room physicians have been interviewed, a few family practitioners have indicated an interest and no response has been obtained from any OB/GYN physicians. The committee was concerned about increasing the effort to recruit OB/GYN doctors. The status of the C/N was also reviewed as well as a request to remodel portions of the building before the building program.

Newberg Hospital Commission

July 24, 1979

Finance Committee: Don Tarlow reported that the committee had met twice since the last regular meeting regarding the cash flow situation for the hospital. Changes in the business office and the admitting office were also reviewed. Projections on cash flow are being developed for a transfer of funds by the City Council to the Hospital. The City Council will be meeting on July 25th to discuss the situation. Mr. Plews and Mr. Elsom will be presenting the request to the City Council. Terry Mahr read a resolution which would request the transfer of funds for the cash flow from the City and allow the hospital to pay back its building program fund for monies used previously for operations. The resolution was moved for adoption by Dr. Kern, seconded by Andy Anderson and passed unanimously.

The finance committee will meet before the next regular meeting to get an up-date on the cash flow situation and will report on the status later. The transfer of funds from the city sewer fund will have to be paid back technically by June 30, 1981. However, Terry Mahr noted that the City Council realistically would not allow the pay back time period to extend that far into the future.

Planning Committee: Dr. Inman reported that the planning committee had met three times and the latest meeting focused on the long range needs for the community and the hospital. An outline of the hospital master plan was developed and is being refined at the present time. The long range site development of the property adjacent to the hospital was of concern to the committee as well as new services the hospital should develop including improvements in obstetrical services, development of an industrial medicine program and development of new programs for the elderly.

Terry Mahr read a resolution which authorized the Commission to proceed with the purchase of the adjacent property for the current building program. A motion was made to accept the resolution by Ernie Smith, seconded by Joe Plews and passed unanimously. Mr. Hurford explained that the Executive Committee of the Commission will work on the negotiations with the owner if the City Council gives the hospital the authority to do so. Otherwise the City's Real Property Committee will conduct the negotiations on approval by the City Council. Mr. Hurford also asked that the Executive Committee and the Administrator work on the change in the hospital's ordinance that restricts the hospital from purchasing real property from its capital improvement fund. This report and recommendation on the change of the ordinance will be made at the October regular meeting.

Fund Development: Dr. Kern reported Mr. Thoennes had sent him a letter regarding a visit to St. Vincent on Fund Development activities. Several fund raising projects and ideas were raised in the letter. Dr. Kern noted that Chuck Caffal was also concerned with the on-going fund raising program for the hospital which was discussed at the last meeting. He indicated that the Fund Development Committee will begin to review policy recommendations on the establishment of these fund activities at its first meeting. He noted that hospital staff support will be needed for the success of future fund raising activities.

Mr. Thoennes gave an up-date on the pledges for the Capital Fund Drive noting that the recent Publishers Paper \$50,000 contribution brought the pledge total up to \$472,000.00. He also noted that this was Karen Ferguson's last week with the hospital in the role of secretary of the development office. Ms. Ferguson will be available for public relations work on an hourly basis after September 1st. He noted that secretarial support is being reviewed for the fund development director to continue the daily operations on the existing capital fund drive and for support for future fund raising activities. Mr. Hurford and the Commission extended their thanks to Karen for her outstanding abilities and dedicated service to the fund development program.

Newberg Hospital Commission July 24, 1979

Medical Staff Report: Dr. Silvers reported that a letter had recently been given to Mr. Thoennes regarding the Medical Staff's support for the extension of physician Emergency Room coverage. He extended his thanks to the Commission for their concern and support. The letter notes additional concerns by the medical staff regarding the coverage in the Emergency Room.

Personnel: Mr. Thoennes reported that the personnel committee had not met but that the hospital had recently negotiated the LPN contract for another year. The terms of the contract are in line with the wage settlements for the remainder of the employees and the LPN's are satisfied with the new contract. Wage adjustments are currently being made for the remainder of the employees and will be effective July 1 and realized on the next payroll check. Mr. Thoennes reported that the nurses have informally indicated that they were interested in organizing as a bargaining unit. The hospital is waiting to hear from ONA regarding this.

Other Business: Mr. Thoennes reported that the business office manager was resigning effective today and that a replacement is currently being recruited. He also reported that a new payroll system will be effective in August which will include computerized payroll checks and deductions.

Terry Mahr requested that Commission members bring their old note books to the next meeting and that new note books will be made up and distributed at that meeting.

Bob Hurford noted that meetings that are not regular meetings of the Board need to be posted 24 hours in advance either at the City Hall or at the Hospital. Mr. Elsom was requested to develop a system for posting the announcements on such meetings.

Mr. Hurford requested that all items to be discussed at the Board meetings be sent out three days in advance for Board review. It will be the responsibility of Board members to bring this to the meeting.

Adjournment: There being no further business, the meeting was adjourned at 9:25 P. M.

Respectfully submitted,



Nick Thoennes

NT:jp