Newberg Community Hospital
501 Villa Road (503) 538-3121
Newberg, Oregon 97132

August 28, 1979

Minutes - Newberg Community Hospital Commission

Present: Joe Plews, vice chairman, Virginia Ostlund, Dr. Kern, Don Wilson, Ernie Smith, Andy Anderson, Bill Dolan and Don Tarlow.

Absent: Bob Hurford

Also Present: Terry Mahr, City Attorney; Agnes Haugen, Director of Nursing; Elvern Hall, Mayor; Don Elsom, Administrator; Dr. L. Silvers, Chief of Staff; Justine Pfeiffer, Administrative Secretary.

Guests: Durell Belanger; Connie Firestone

The meeting was called to order at 7:10 P. M. by Vice Chairman, Joe Plews.

The minutes of the previous meeting were approved as mailed. Motion by Andy Anderson, second by Virginia Ostlund and passed unanimously.

OLD BUSINESS:

Committee By-Laws Amendment: The proposed Amendment, as submitted to the Commission in July, raised several questions from Don Wilson. 1- Why are the duties written up so precisely causing the necessity of changing the By-Laws every year? 2- Why an ex-officio Board member on every committee? 3- Why does section II under Finance and Budgeting read "Board" member when all others read "Commission" member? 4- Why should the president of the Commission call committee meetings? 5- Should every committee meet monthly? After some discussion it was agreed that the wording in the document should be changed and: 1- The duties should refer to recommendations on policy for Board action. 2- Strike ex-officio member (except Section I) and allow the chairman to invite any commission member who may be qualified and willing to offer advice and expertise when needed. 3- Change "Board" member in Section II to read Commission member and 4 & 5- Change to read, "The committee should meet monthly or as often as determined by the Chairman of the Committee". Mr. Elsom agreed to draft a new document and present it at the next meeting.

Certificate of Need: Mr. Elsom reported on the progress of the C/N. He asked that everyone read the summary of the C/N which was prepared by Nick Thoennes and enclosed with the minutes to Commission members. He stated he had telephone calls from both SHPDA and WOSHA that the Certificate would now be deemed complete and we would receive a letter to that effect shortly. Tentative date for the site review is 9-11-79 at 7:00 P. M. with the Public Hearing following on 9-12-79 at 7:00 P. M. at the Highschool Cafeteria. The Facilities Review Committee will meet on September 28th and October 12th has been set for the final review by the HSA Board. The staff analysis report should be sent to us before the Public Hearing is held. We will be sending mass mailings to different organizations in the area asking for their support and participation in what will probably be the most important meeting in the hospital's future.

ER Physician Recruitment: Mr. Elsom reviewed the contract which had been prepared for Dr. Steven Jewell and explained some differences in it and the original contract of Dr. M. R. Kimbrell. The question of Independent Contractor was raised by Andy Anderson. He stated the government is looking into contract of this nature and we need to be careful in writing the contract so we will not be considered the physician's employer. It was decided Terry Mahr should again study the contract and rewrite any portion he feels should be re-worded before having it signed. Since Dr. Jewell is to begin working on September 1st and there would not be another meeting of the Commission before that time, a motion was made by Andy Anderson to accept the contract for Dr. Jewell subject to approval of the Board on his credentials (later in this meeting), subject to the attorney's review of the contract and subject to approval by the Executive Committee. Seconded by Dr. Kern and passed unanimously. Mr. Elsom noted that the hours Dr. Jewell and Dr. Kimbrell would be working have not been defined at this time. A meeting with the medical staff will be held and the report and recommendations of the ER Committee will be considered before a final decision is made. Mr. Elsom reported the response to our need for ER physicians have been tremendous. He has received telephone calls from all over the country and has many resumes' on file.

Property Acquisition: Don Wilson inquired about the purchase of the property adjacent to the hospital necessary for the new addition in the building project, which had been discussed several months ago. Mr. Elsom reported having talked to an appraiser a week ago and Terry Mahr stated he also had been contacted by the appraiser and should have a report by the end of the week to the city.

NEW BUSINESS:

Finance Committee: A report on the August 27th meeting of the Finance Committee was given by Don Tarlow. Several new reports were introduced including a Daily Cash Flow report, actual and projected six month Cash Flow Report, Monthly Income Statement and Balance Sheet which are attached. The Board found these reports very informative and easily understood. It was noted that collections on accounts receivable were up considerably in July from June. Mr. Elsom reported that days outstanding would likely continue to rise through the next few months before a reduction would occur. Mr. Elsom explained the need for a Business Office Manager and the job description he had prepared was reviewed. After some discussion, a motion was made by Don Tarlow that Mr. Elsom be authorized to proceed to hire a qualified person to fill the position as soon as possible. Seconded by Don Wilson and passed unanimously.

Planning Committee: Mr. Elsom noted a correction in the minutes needs to be made as they refer to Industrial Medicine which should read Industrial Nursing. Don Wilson reported on the need of this committee to employ the expertise of Mr. Thoennes of St. Vincent staff in developing the Master Plan for the Hospital. A cost proposal from Mr. Thoennes was reviewed. Mr. Elsom noted that he had a corrected quotation from Mr. Thoennes and that the cost to the hospital for his services would be a maximum of $4030 rather than the original wuatation of $3,300. Costs would include an hourly rate, mileage, telephone, xerox copies and etc. Discussion followed and a motion was made by Don Wilson that we authorize St. Vincent to provide the services as outlined on the attached proposal to provide the staff assistance for the Master Plan at a fee not to exceed $4030. Seconded by Don Tarlow and passed unanimously.

Joint Conference: The Joint Conference committee met this morning and Dr. Kern was asked to report on that meeting. He noted that less than a unanimous agreement on the need for additional primary care physicians was recorded in the minutes of their meeting. Around the first of the year Dr. Kern will have an internist in his office. Dr. Skipper has sent a letter of intent and plans to begin practicing in Newberg around the first of January or February. His wife is a psychiatrist and will do some part-time consulting.

Fund Drive: Mr. Elsom reported the Fund Drive has now reached $505,000 and the fall campaign is being worked on very diligently. A telethon will be held on September 6th.

Housekeeping: Mr. Elsom reported on the housekeeping problems and that policies, procedures and responsibilities are in process of being developed. Ingrid Landowski was given credit by the Administrator for tackling this project.

Trustee Workshop: Mr. Elsom urged commission members to attend the Trustee Workshop, to be held in Richland, Washington, if at all possible. A motion was made by Don Wilson authorizing the hospital to pay tuition and expenses for two people to attend. Seconded by Andy Anderson and passed. Those Voting Yes were: Wilson, Ostlund, Anderson, Dolan, Tarlow. Dr. Kern did not vote as he was called out of the room. Voting No: Ernie Smith.

Executive Session: At this time the vice chairman announced the meeting would go into Executive Session and visitors were excluded. Executive Session was called under the Authority of Executive Session, ORS 192.660(c), "To consider matters pertaining to the function of the medical staff of a public hospital". (Minutes stored in confidential file, not for release to the public)

Upon reopening the meeting, a motion was made by Don Wilson that the application for Dr. Steven Jewell be approved as recommended by the Executive Committee. Seconded by Ernie Smith and passed unanimously.

A motion was made by Don Wilson that the application of Dr. Scriver be approved as recommended by the medical staff Executive Committee. Seconded by Don Tarlow and passed unanimously.

A motion was made by Andy Anderson that the application of Dr. John L. Fawcett be approved as recommended by the medical staff Executive Committee. Seconded by Virginia Ostlund and passed unanimously.

A motion was made by Virginia Ostlund that the application of Dr. Henry B. Garrison be approved as recommended by the medical staff Executive Committee. Seconded by Andy Anderson and passed unanimously.

Adjournment: There being no further business, the meeting was adjourned at 9:55 P. M.

Respectfully submitted:

Donald S. Elsom
Administrator

DSE:jp