



OSU Medical Trust Minutes

OSU Medical Authority and Trust

Jan 23, 2023 at 11:45 AM CST

@ OSU Medical Center, 2nd Floor Administrative Boardroom, 744 W. 9th St., Tulsa

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

Present:

Members: Doug Evans, Jay Helm, Barry Steichen, Johnny Stephens, Melinda Stinnett

Guests: Eric Atkinson, Damon Baker, Dennis Blankenship, Glenn Coffee, Deborah Dage, Eric Polak, Bill Schloss, Jacey Smith, Marty Smith, Terri Tinkler, Erica Woolf

Absent:

Members: Kevin Corbett

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

The meeting was called to order by Chairman Helm at 11:57 AM. 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 October 27, 2022 meeting, and any amendments made thereto by Trustees – Jay Helm, Chairman
- ACTION

 Draft - OSU Medical Trust minutes for October 27 2022.pdf

Motion:

Moved to approve the minutes of the October 27, 2022, meeting.

Motion moved by Melinda Stinnett and motion seconded by Johnny Stephens. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

- III. CONTRACTUAL AGREEMENTS and EMPLOYMENT ACTIONS – Jay Helm, Chairman

- A. Discussion, consideration and possible vote to authorize the Chairman to execute a lease agreement with the OSU Medical Authority for the OSU Medical Center campus -- Jay Helm, Chairman

 Brief Explainer- Lease Agreement Changes (1.13.2023).pdf

 Lease Agreement between Authority Trust (1.13.2023).docx

This was discussed in the Authority meeting prior to this meeting.

Motion:

Motion to authorize the Chairman to execute a lease agreement with the OSU Medical Authority for the OSU Medical Center Campus.

Motion moved by Melinda Stinnett and motion seconded by Barry Steichen. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

- B. Discussion, consideration, and possible vote to authorize the Chairman to execute an LOI, with Oklahoma CommunityPartners Health Plan, Inc. and authorize Administration to expend not more than \$13 million under the terms of the LOI -- Jay Helm, Chairman

This approval is subject to final legal approval.

 CommunityCare - Letter of Agreement Provider Led Entity FINAL.docx

Eric Polak spoke on the reasoning behind Provider Led Entity, which is currently being staffed and managed by Community Care. It requires funding of start-up expenses and funding of a risk pool. \$13 million is the maximum exposure number and would cover the up-front cost and to fund a \$10 million retention. Johnny Stephens mentioned this was discussed and recommended through the Governance Committee.

Motion:

Motion to authorize the Chairman to execute a LOI, with Oklahoma Community Partners Health Plan Inc., and authorize Administration to expand not more than \$13 million under the terms of the LOI.

Motion moved by Johnny Stephens and motion seconded by Melinda Stinnett. Aye: Stephens, Helm, Evans, Stinnett Nay: None Abstain: Steichen



- C. Ratification of interim approval granted by the Chairman for OSUMCPS LLC to execute a Professional Services Agreement with WIB Medical Management for pain management provider staffing -- Jay Helm, Chairman

Eric Polak spoke on Dr. Katab who left to work at Warren Clinic which created a gap in pain management services. Two providers from Cleveland will initially staff and provide leadership for the clinic with a plan to recruit a full-time, Tulsa based provider.

Motion:

Motion for ratification of interim approval granted by the Chairman for OSUMCPS LLC to execute a Professional Services Agreement with WIB Medical Management for pain management provider staffing.

Motion moved by Johnny Stephens and motion seconded by Doug Evans. Aye: Stephens, Helm, Evans, Stinnett Nay: None Abstain: Steichen

- D. Discussion, consideration, and possible vote to approve the Amendment to Professional Practitioner Services Agreement for ED physician coverage - ACTION
-  OSUMC - Amendment to ED Professional Services Agreement MT 11.28.22.pdf
 -  SBAR - ED Group.pdf

Eric Atkinson spoke on the SBAR for the emergency department physician group. It is being asked to increase by \$15/hour for physician services since it has not been increased since 2013. This is a 10% increase of contract in total that includes a risk base of 3% in the contract. It is being asked to back date to 8/1/2022 for the effective date. Finny Mathew made a mention he was not involved in discussions due to having a relative in the group.


Motion:

Motion to approve the Amendment to Professional Practitioner Services Agreement for ED physician, coverage as early as 8/1/2022 subject to approval by legal counsel.

Motion moved by Barry Steichen and motion seconded by Melinda Stinnett. Aye: Steichen, Helm, Evans, Stinnett Nay: None Abstain: Stephens

- E. Ratification of interim approval granted by the Chairman of the Interventional Radiology Agreement for the provision of continued interventional radiology coverage

 Interventional Radiology SBAR.pdf

 Diagnostic Imaging Associates - First Amendment to Exclusive Professional Services Agreement Eff 080122 Eff.pdf

Finny Mathew explained the rationale behind the changes. This amendment addresses provider compensation concerns and is supported by a fair market value analysis. Chairman Helm gave his approval due to a critical deadline.

Motion:


Motion of ratification of interim approval granted by the Chairman of the Interventional Radiology Agreement for the provision of continued interventional radiology coverage.

Motion moved by Barry Steichen and motion seconded by Doug Evans. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

IV. FINANCE COMMITTEE – Doug Evans, Finance Committee Chairman

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

 OSUMC Dec 2022 Presentation - Finance Committee & Trust.pptx

 OSUMC Dec 2022 Presentation.pdf


Eric Atkinson spoke on financials for the month of December. Key highlights included:

- Net revenue is \$1 million favorable to budget, this is primarily driven from increased gross charges generated from high volumes (\$7M). 15% collections on increased charges.
- S&B below budget due to shift to Core Staff from contract labor being slower than anticipated.
- Contract Labor over budget, however offset by lower Ccontract labor rates. 142 CL FTEs on a budget of 80 CL FTEs.
- Supplies are unfavorable \$307K driven by volume. On a per APDCMI basis supplies were \$311 in December compared to a budget of \$320 putting us below budget adjusted for volume and acuity.

- Contract Services over budget by \$370, \$30k for audit fees over budget linked to GASB 87, \$50k in new software contracts and \$60k in EVS contracts not budgeted, additional \$125k in spread issues tied to the budget.
- Non-Operating Income miss to budget by \$950k tied to PY HRSA funding that was not received in the current year.
- Admits are 154 over budget or 25.4% and 81 over PY or 11.9%.
- ED Visits are 601 over budget or 18% and 385 over PY or 10.8%.
- Surgeries 40 under budget or 12.8% and 72 under PY or 20.9%, General Down by 22, and Ortho down 11.
- Pharmacy Drug supplies down to budget and prior year due to usage of Remdesivir in PY, not utilized in CY.
- Opened additional beds for medsurge based on transfer demand.
- Revenue share calculation-pulled out changes due to the GASB 87.

B. Discussion, consideration, and possible vote to approve the Contracting Services Management Policy - ACTION

 Policy on Contracting Authority - Draft 1.17.2023 (GCA Edits).docx

 Policy on Contracting Authority - Draft 1.17.2023 (GCA Edits).pdf

Eric Polak mentioned that this is only a small piece of the overall rewrite of the policy. This piece only addresses the employment agreements. Eric Atkinson showed how the current agreement states that any employment contract exceeding \$100,000 must be brought before the Trust for approval. It has been asked to increase the amount to \$250,000. Physician employment agreements are excluded from this limit and still must be approved by the Trust.

Motion:

Motion to approve the Contracting Services Management Policy.

Motion moved by Johnny Stephens and motion seconded by Barry Steichen. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

C. Discussion, consideration, and possible vote to approve the Capital Expenditure including Capitalized Interest Policy - ACTION

 SBAR - Capital Policy.pdf

 9202-MA-107 Capital Expenditures including Capitalized Interest.doc

 9202-MA-107 Capital Expenditures including Capitalized Interest.pdf

Eric Atkinson reviewed the previous policy with markup and the changes that are being requested. The main changes being requested are:

- Any item that is \$1000 or more and has a useful life of 1 year or more must be capitalized. The change would be \$2500 or more with a useful life of 3 years or more.
- Currently, if multiple items in total exceed \$1000 they must be capitalized. This changes the threshold to \$15,000.

Motion:

Motion to approve the Capital Expenditure including Capitalized Interest Policy.

Motion moved by Johnny Stephens and motion seconded by Doug Evans. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

- D. Discussion, consideration, and possible vote to approve the virtual card program and consolidated items - ACTION

 SBAR - BOK MasterCard Virtual Card and Consolidated Payables.pdf

Eric Atkinson spoke on how this was discussed in detail during the previous finance committee meeting. Recommendation is to move forward with the agreement in order to improve the payables process and benefit from specific volume based rebate programs.

Motion:

Motion to approve the virtual card program and consolidated items.

Motion moved by Barry Steichen and motion seconded by Melinda Stinnett. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

- E. Discussion, consideration, and possible vote to authorize Administration to begin the selection process for an architect and construction manager for construction of an 800-space parking garage - ACTION

 Cash Flow Projection.pdf

 Proposed Expansion Projects.pdf





Eric Atkinson reviewed the Stonebridge Group estimate for the Phase 1 expansion projects and the need to move forward with the parking garage project independently from the other expansion projects. Final approval of the

recommended contractor and overall project budget will be brought back for consideration at a future meeting.

Motion:

Motion to authorize Administration to begin the selection process for an architect and construction manager for construction of an 800-space parking garage.

Motion moved by Barry Steichen and motion seconded by Johnny Stephens. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

- V. Recommendations of the Medical Executive Committee from its meeting on January 18, 2023 – Chris Thurman, DO, Chief of Staff
- A. Discussion, consideration, and possible vote to approve the Organized Medical Staff Renewal Appoint. and Credentials, Additional Privilege Requests, Temporary Privilege Request, Staff Status Changes and Resignations - ACTION
-  Credentials Report 01.18.2023.pdf
- Dr. Thurman reported this has been approved at the Medical Executive Committee and requests that the Trust approve those credentialing actions.
- Motion:**
- Moved to approve the Organized Medical Staff Renewal Appoint. and Credentials, Additional Privilege Requests, Temporary Privilege Request, Staff Status Changes and Resignations.
- Motion moved by Johnny Stephens and motion seconded by Melinda Stinnett. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None
- B. Executive Committee of the Trust November 2022 – Information Only
-  Executive Committee of the Trust November 2022.pdf
- C. Performance Improvement Measures - Information Only
-  Orange Team PI Presentation_October 2022.pptx
-  Blue Team PI Presentation_November 2022.pptx

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

 Blue Team New PI Presentation_November 2022.pptx

 Blue Team Retired PI Presentation_November 2022.pptx

 Gray Team PI Presentation_January 2023.pptx

 Gray Team New PI Presentation_January 2023.pptx

 Gray Team Retired PI Presentation_January 2023.pptx

 Orange Team PI Presentation_January 2023.pptx

 Orange Team New PI Presentation_January 2023.pptx

 Orange Team Retired PI Presentation_January 2023.pptx


Dr. Thurman reported this has been approved at the Quality Council and the Medical Executive Committee and requests that the Trust approve those changes.

Motion:

Motion for approval of added, updated and retired performance improvement measures.

Motion moved by Johnny Stephens and motion seconded by Doug Evans. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

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

 Implementation and Assessment of the QAPI Program for Outpatient Dialysis.pdf

 Infection Control Committee Structure.pdf

Dr. Thurman reported this has been approved at the Quality Council and the Medical Executive Committee and requests that the Trust approve those changes.

Motion:

Motion to approve new policies, policy amendments and retirement of policies.

Motion moved by Doug Evans and motion seconded by Barry Steichen. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

F. Quality Committee Meeting Minutes -Information Only

 09.14.2022 Minutes.pdf

 10.12.2022 Minutes.pdf

 11.9.2022 Minutes.pdf

G. Safety Committee Meeting Minutes - Information Only

 Safety Committee Minutes 10.05.22.pdf

 Safety Committee Minutes 11.02.22.pdf

H. Discussion, consideration, and possible vote to approve the ACHC Accreditation Survey plan of corrections -ACTION

 ACHC Approval Requests 11.21.2022.pdf

 QAPI Annual Report CY2021.pdf

 Quality Assurance and Performance Improvement (QAPI) Plan.pdf

 Infection Prevention Job Description.pdf

 ACHC Compliance Monitor Dashboard 01.2023.pdf


Finny Mathew reported that Chairman Helm approved these in the interim due to the short time line that was given. This is the first time they have come before the full board. We received word on Friday that we have been approved for our accreditation. These have also been approved by the Medical Executive Committee.

Motion:

Motion to approve the ACHC Accreditation Survey plan of corrections.

Motion moved by Melinda Stinnett and motion seconded by Johnny Stephens. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

VI. Oklahoma State University Medical Center President's Update – Finny Mathew, MHA, President

 Administrator Update Trust 2023.01.23.pptx

 Praise Email from ED Visitor-Patient.pdf

Finny Mathew spoke on his power point presentation. Key highlights included:

- Cooling towers work to start either next week or the week after.
- Working through our survey plans of correction.
- Working on making sure items go through Quality and MEC before coming before the Trust.
- Went over the transfer denial analysis.
- Erica Woolf has been appointed as the Interim CNO.
- IT is focusing on training to prevent phishing and performing enhanced security testing.
- There is a sinkhole near the ER entrance. There are ongoing talks with the city on whos responsibility it is. If the parking garage does not go forward then this drain pipe leading from the roof needs to be replaced and relocated.
- New urology call coverage agreement is in place

VII. Unfinished Business – Jay Helm, Chairman

None

VIII. 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

None

IX. ANNOUNCEMENTS (if any) – Jay Helm, Chairman

- A. Next regularly scheduled Trust meeting: Thursday, March 23, 2023, at OSU-CHS, 1111 W. 17th St., Tulsa

X. EXECUTIVE SESSION – Jay Helm, Chairman

- A. Discussion, consideration, and possible vote to convene Executive Session, as authorized by Title 25, Oklahoma Statutes, Section 307.B.1 and Section 307.B.4.

For the purpose of discussing the employment, hiring, appointment, promotion, demotion or resignation of an individual employee and for the purpose of discussion between the Trust and its attorney concerning a pending investigation, claim, or action

Motion:

Motion to convene an Executive Session.

Motion moved by Barry Steichen and motion seconded by Johnny Stephens. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

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

Motion:

Motion to adjourn the Executive Session at 2:19 PM.

Motion moved by Johnny Stephens and motion seconded by Barry Steichen. Aye: Steichen, Stephens, Helm, Evans, Stinnett Nay: None Abstain: None

- XI. Discussion, consideration, and possible vote to approve and authorize the implementation of further review and training requirements on a member of the credentialed medical staff as recommended by the Medical Executive Committee - Jay Helm, Chairman

Motion:

Motion to approve and authorize the implementation of further review and training requirements on a member of the credentialed medical staff as recommended by the Medical Executive Committee.

Motion moved by Johnny Stephens and motion seconded by Barry Steichen. Aye: Steichen, Stephens, Helm, Evans, Nay: None Abstain: None

- XII. ADJOURNMENT – Jay Helm, Chairman

Motion:

Motion to adjourn the meeting at 2:20 PM.

Motion moved by Johnny Stephens and motion seconded by Barry Steichen. Aye: Steichen, Stephens, Helm, Evans, Nay: None Abstain: None

Oklahoma State University Medical Trust



Chairman