

**Oklahoma State University Medical Trust  
Regular Meeting of the Board of Trustees**

**OSU Center for Health Sciences  
Administrative Boardroom  
1111 W. 17<sup>th</sup> St., Tulsa, OK  
Thursday, March 17, 2022 | 1:30 PM**

**MINUTES**

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.

**MEMBERS PRESENT:**

Barry Steichen  
Johnny Stephens  
Doug Evans  
Melinda Stinnett  
Kevin Corbett

**MEMBERS ABSENT:** Jay Helm

**GUESTS PRESENT:**

Eric Polak, Finny Mathew, Rhonda Hanan, Ken Dicken, Jami Longacre, Bill Schloss, Michael Rogers, Damon Baker, Chuck Thurman, Heidi Holmes, Chase Snodgrass, Deborah Dage, Michael Thomas, Terri Tinkler

**I. Call to order and establishment of a quorum – Doug Evans, Vice-Chairman**

The meeting was called to order by Vice-Chairman Evans at 1:30 PM. After a roll call, Vice-Chairman Evans declared that a quorum of the Trustees of the Oklahoma State University Medical Trust was present for the meeting.

Recognition was given to the time Bettye Paynter and Noe Guitterez gave to this Trust and all wish them well in their next endeavors.

**II. Discussion, consideration, and possible vote to approve the minutes from the January 20, 2022, meeting, and any amendments made thereto by Trustees (ATTACHMENT 1) – Doug Evans, Vice-Chairman**

Remove the line that states “the Health Department is taking the lead” on page 6 under VIII.

Barry Steichen moved to approve the minutes amended from the January 20, 2022, meeting. Johnny Stephens seconded the motion. The recorded vote was:

AYE: Corbett, Steichen, Evans, Stephens, and Stinnett

NAY: None

**III. Contractual agreements & other action items - Doug Evans, Vice-Chairman**

- (a) Discussion, consideration, and possible vote to authorize the Chairman, or their designee, to execute an agreement with the OSU Center for Health Sciences to provide management services to OSU Medical Center Professional Services, LLC. This authorization is subject to legal approval of the final contractual agreement (Attachment 2).**

The agreement contracts with OSU-CHS to provide management services of the Trust employed physicians to create one organization that serves all outpatient clinic operations. The Manager would work with hospital administration to establish short, medium, and long-range plans for physician staffing, development, and growth.

The agreement also incorporates the previously existing clinical billing and collections agreement with no changes in payment rates. OSU-CHS billing staff will continue to operate on behalf of the LLC as they do today. Current administrative staff of the Trust, including but not limited to HR, Finance, Procurement, Facilities and IT, will coordinate with Manager to continue activities they perform today in support of the LLC. Manager will also be responsible for presenting financial and operational reports related to the activities of the LLC to the Trust. See tab 2 for a full list of key items in the agreement.

Voting was done with the intent of the agreement and financial provisions of attachment B. Kevin Corbett moved to authorize the Chairman, or their designee, to execute an agreement with the OSU Center for Health Sciences to provide management services to OSU Medical Center Professional Services, LLC. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Corbett, Steichen, Evans, and Stinnett

NAY: None

ABSTAIN: Stephens

- (b) Resolution for the Trust to appoint an Executive Committee of the Trust for the exclusive purpose of advancing credentialing and privileging activities of the medical staff (Attachment 3).**

The committee will review clean and complete appointment and reappointment recommendations from the Medical Executive Committee. The committee will report to this body all of its actions. Any unclean applications will be required to come to the full Trust for consideration.

Johnny Stephens moved for the Trust to appoint an Executive Committee of the Trust for the exclusive purpose of advancing credentialing and privileging activities of the medical staff. Barry Steichen seconded the motion. The recorded vote was:

AYE: Corbett, Steichen, Evans, Stephens, and Stinnett

NAY: None

**(c) Discussion, consideration, and possible vote to authorize administration to close the mobile cardiology service line and dispose of the mobile cardiology unit (Attachment 4).**

The mobile unit is beyond its life expectancy and needs to be replaced. The Liaison Committee has agreed it will not affect education programs and can be closed. Dr. Wilkett, the head of cardiology, agrees and advocates for the closure. Claremore Indian Hospital was the main user of the unit, and they are installing their own equipment.

Secretary Corbett requested that administration and the medical staff will report back to the Trust how rural areas are being affected by the closure and how any service gaps are filled. Johnny Stephens moved to approve the authorization of administration closing the mobile cardiology service line and dispose of the mobile cardiology unit. Kevin Corbett seconded the motion. The recorded vote was:

AYE: Corbett, Steichen, Evans, Stephens, and Stinnett

NAY: None

**IV. Finance Committee (Attachment 5) - Doug Evans, Vice-Chairman**

**a) Review of Month to Date and Year to Date February 2022 Financials**

Ken Dicken provided a PowerPoint presentation on the month-to-date and year-to-date February 2022 financials. Acute admissions continue to be strong like they have been all year. Total outpatient visits are above budget for the month and for the YTD. ER is behind budget for the month, but still well over last year. Surgery has been strong all year. Key operating ratios currently are FTE for contract labor is up by 18 and employee labor is up by 40 but YTD numbers are right in line. Net patient revenue is very strong for the month due to the case mix index being above budget. Days in accounts receivable remain steady. Bad debt and charity are both down.

**b) Discussion, consideration, and possible vote to approve the Hospital's Updated Investment Policy**

This was tabled in the OSUMC Trust Finance Committee, so it was not brought to this Board's attention.

V. **Recommendations of the Medical Executive Committee from its meeting of January 19, 2022 (Attachment 6) – Damon Baker, DO OSU Medical Trust Chief Medical Officer**

a) **Discussion, consideration, and possible vote to approve the Organized Medical Staff Renewal Appointments and Credentials, Additional Privilege Requests, Temporary Privilege Request, Staff Status Changes and Resignations.**

Damon Baker reported on recommendations from the Medical Executive Committee and stated that the MEC recommends approval. Barry Steichen moved to approve the Organized Medical Staff Renewal Appointments and Credentials, Additional Privilege Requests, Temporary Privilege Request, Staff Status Changes and Resignations. Johnny Stephens seconded the motion. The recorded vote was:

AYE: Corbett, Steichen, Evans, Stephens, and Stinnett

NAY: None

b) **Discussion of corrective actions taken to resolve medical staff credentialing issues.**

Legal counsel, the medical staff coordinator, and the interim quality director have been working to develop a corrective action plan. A corrective action has been looked at in six areas and each are in phase one of the plan. Credentialing software is in the process of being updated. Past credentials back to January 2019 will be reviewed in the action plan. A more formal written action plan will be brought to the Trust for approval.

c) **Discussion, consideration, and possible vote to approve the Quality Assurance and Performance Improvement Plan (QAPI).**

d) **Discussion, consideration, and possible vote to approve amendments to the Hospital Wide Infection Prevention & Control Plan**

e) **Discussion, consideration, and possible vote to approve the Plan for Provision of Care and Services.**

It is the recommendation of the Medical Executive Committee that this board approve the QAPI, the amendments to the Hospital Wide Infection Prevention and Control Plan, and the Plan for Provision of Care and Services. Damon Baker and Rhonda Hanan went through each page of the additional policy packet with Trustees. This can be viewed in attachment 6.

Johnny Stephens moved to approve all items in c-e. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Corbett, Steichen, Evans, Stephens, and Stinnett

NAY: None

f) **Quality Dashboard (February 2022)**

For informational purposes only.

**g) Jan.-Feb. 2022 Committee Minutes of the following Committees that are available for review from the Medical Executive Committee Meetings: Quality Council, Utilization Review Committee, Safety Committee/Dashboard.**

These minutes will be sent out via email to Trustees when complete. These are informational only.

**VI. Board Education – Cybersecurity risk management threats and initiatives at the OSU Medical Center (Attachment 7) – Heidi Holmes, Chief Information Officer**

The last four years hospital staff have focused on security within IT. HIPAA regulations require a yearly risk assessment. In 2019, OSU-CHS and OSUMC contracted with an external consulting firm for the risk assessment. TruDigital has a sliding scale of 0-15 being low risk, 15-60 being average risk, and 60+ being high risk. The goal is for a company to have a 25. In 2019 OSUMC scored a 49, 2020 scored a 34, and in 2021 a 33. Action items discussed are creation of formal documents, conduct a business impact analysis, conduct a disaster recovery exercise, implement a security information and event management system, implement a least privilege setup structure for administrators, and implement a process to assess third party vendor risk.

**VII. Oklahoma State University Medical Center President’s Update – Finny Mathew, MHA, President (Attachment 8)**

Finny Mathew handed out Administrator Comments Regarding Trust Agenda Items and Written Administrator Update for the Trustees to review. There were no questions.

**VIII. Reports from Subsidiary Entities – Eric Polak, Chief Executive Officer, OSU Medical Trust**

A contract with external council to do the review of the subsidiary entities and their associated legal structures has been approved by the Attorney General’s Office. The project kickoff has occurred and regular updates will be provided to the Trust.

**IX. Unfinished Business – Doug Evans, Vice-Chairman**

None

**X. New Business (Limited to matters not known about and which could not have been reasonably foreseen prior to posting of the agenda) – Doug Evans, Vice-Chairman**

Dr. Thurman reported that administration is working with hospital staff and leadership through any reported issues.

**XI. Announcements (if any) – Doug Evans, Vice-Chairman  
Next regularly scheduled Trust meeting: Thursday, April 20, 2022 at the Oklahoma Healthcare Authority, 4345 N. Lincoln Blvd., Oklahoma City**

Vice-Chairman Evans announced the date and location of the next scheduled Trust meeting. No additional announcements were given.

Kevin Corbett announced that the public health emergency was scheduled to terminate on April 17th, but it looks like it will be extended to July. One of the areas significantly impacted by the PHE is the continuous coverage of Medicaid that affects approximately 200,000 members who are no longer eligible for Medicaid services but are prohibited from being removed from the program. Upon expiration of the PHE a plan to transition those individuals off Medicaid will be initiated.

**XII. Executive Session – Doug Evans, Vice-Chairman (Report by Finny Mathew, MHA, Administrator)**

Prior to entering Executive Session, Chase Snodgrass, legal counsel, stated that for purposes of clarification, discussion of agenda item (XIII) below would be held in executive session, however, any action to be taken on the item would be held in the open session of the meeting after the adjournment of Executive Session.

**a) Discussion, consideration, and possible vote to authorize and convene an Executive Session, as authorized by Title 25, Oklahoma Statutes, Section 307.B.1 and 307.B.4., for the purpose of discussing pending litigation and disciplinary actions recommended for a member of the credentialed medical staff.**

Kevin Corbett moved to authorize and convene an Executive Session, as authorized by Title 25, Oklahoma Statutes, Section 307.B.1., for the purpose of discussing pending litigation and disciplinary action recommended for a member of the credentialed medical staff with Trust and Trust Counsel, and as authorized by Title 25, Oklahoma Statutes, Section 307.B.4. Johnny Stephens seconded the motion. The recorded vote was:

AYE: Steichen, Evans, Stephens, Corbett, and Stinnett

NAY: None

**b) Discussion, consideration, and possible vote to adjourn the Executive Session and reconvene to the Trust Meeting**

Kevin Corbett moved to adjourn the Executive Session and reconvene to the Trust Meeting. Johnny Stephens seconded the motion. The recorded vote was:

AYE: Steichen, Stephens, Corbett, and Stinnett

NAY: None

Vice-Chairman Evans invited the public to return to the open Trust meeting and reported that no action was taken during the Executive Session.

**XIII. Discussion, consideration, and possible vote to approve and authorize hospital administration to implement disciplinary actions on a member of the credentialed medical staff as recommended by the Medical Executive Committee.**

Trustee Stephens moved to approve and authorize the OSUMC medical staff to implement disciplinary actions on a member of the credentialed medical staff as recommended by the Medical Executive Committee. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Steichen, Stephens, Corbett, and Stinnett

NAY: None

**d. Adjournment – Motion and Vote to Recess or Adjourn – Doug Evans, Vice-Chairman**

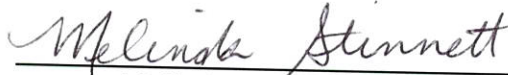
Kevin Corbett moved to adjourn the meeting. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Steichen, Stephens, Corbett, and Stinnett

NAY: None

The meeting ended at 4:01 PM.

Oklahoma State University Medical Trust



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Melinda Stinnett, Secretary