

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

**Oklahoma Health Care Authority  
Administrative Board Room  
4345 N Lincoln Blvd, OKC, OK  
Thursday, April 20, 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:**

Jay Helm  
Barry Steichen  
Melinda Stinnett  
Kevin Corbett

**MEMBERS ABSENT:** Doug Evans, Johnny Stephens

**GUESTS PRESENT:**

Terri Tinkler, Finney Mathew, Ken Dicken, Rhonda Hanan, Damon Baker, Chuck Thurman, Chase Snodrass, Dennis Blankenship, Brandon Whitworth, Traylor Rains from Oklahoma Healthcare Authority

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

The meeting was called to order by Chairman Helm at 2:08 PM. 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 March 17, 2022, meeting, and any amendments made thereto by Trustees (ATTACHMENT 1) – Chairman Jay Helm**

Barry Steichen moved to approve the minutes amended from the March 17, 2022, meeting. Kevin Corbett seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett  
NAY: None

### III. CONTRACTUAL AGREEMENTS and EMPLOYMENT ACTIONS

- a) **Discussion, consideration, and possible vote to authorize the Chairman, or their designee, to execute a Master Clinical Trials Agreement with the OSU Center for Health Sciences to streamline the establishment of clinical trials activity at the OSU Medical Center – (ATTACHMENT 2)**

This agreement establishes the structural framework for the expedited approval of agreements to utilize the OSU Medical Center for clinical trial performed by OSU faculty members. Each trial will have its own statement of work that is attached to this master agreement.

Melinda Stinnett moved to authorize the Chairman, or their designee, to execute a Master Clinical Trials Agreement with the OSU Center for Health Sciences. Kevin Corbett seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett  
NAY: None

- b) **Discussion, consideration, and possible vote to approve personnel actions – (ATTACHMENT 3)**

Finny Mathew presented a proposal to renew Dr. Khattab's contract with modified terms resulting in an adjustment to the original contract value of \$6500. These terms have been verified to comply with fair market value standards.

Barry Steichen moved to approve the terms of Dr. Khattab's contract. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett  
NAY: None

- c) **Discussion, consideration, and possible vote to appoint Edna "Sissy" Horn, RN, BSN, CIC as Infection Prevention Manager – (ATTACHMENT 3)**

ACHC requires that the hospital's Infection Prevention Manager be appointed by the Board. A contract is in place until a candidate is identified to permanently fill the position.

Melinda Stinnett moved to appoint Edna "Sissy: H., RN, BSN, CIC as Infection Prevention Manager. Barry Steichen seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett  
NAY: None

**d) Discussion, consideration, and possible vote to appoint Will Woods, DO as Utilization Review Director**

ACHS requires that the hospital's Utilization Review Director be appointed by the Board. Dr. Woods, an internist, has been working with Dr. Cook and the Quality Council and MEC have approved shifting over to Dr. Woods to fulfill this function for the hospital.

Kevin Corbett moved to appoint Will Woods, DO as Utilization Review Director. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett

NAY: None

**IV. Finance Committee (Attachment 4) – Chairman Jay Helm**

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

Ken Dicken provided a PowerPoint presentation on the month-to-date and year-to-date March financials.

**b) Discussion, consideration, and possible vote to approve the Hospital's Updated Investment Policy (tabled from March 17, 2022 meeting)**

The policy was presented as a motion Finance Committee to approve the Hospital's Updated Investment Policy. Kevin Corbett seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett

NAY: None

**V. Recommendations of the Medical Executive Committee from its meeting of April 20, 2022 (Attachment 5) – 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.**

**b) Discussion, consideration, and possible approval of added, updated, and retired performance improvement measures**

These have been reviewed and approved at Quality Council and MEC. MEC is recommending approval of these by the Trust.

**c) Discussion, consideration, and possible vote to approve new policies, policy amendments and retirement of policies**

The Risk Management Notification policy had very minor revisions mostly changing Meditech to Epic and deleted the Safety Event Team which is no longer an active committee. The Safe Medical Device reporting standard language updated a reference for the notification of event reporting.

Barry Steichen moved to approve items a-c. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett  
NAY: None

**d) Quality Improvement Dashboard**

Pulled from this meeting.

**e) Update on medical staff credentialing process redesign**

There has been a staffing performance issue in the credentialing department that led to some doctors not being informed their privileges lapsed and some credentialing packets not being processed. A plan was brought before Quality Council and MEC to address these deficiencies. The Trust is ultimately responsible for credentialing members of the medical staff. This impacts approximately 70 physicians. A plan of action was presented by hospital management. Updates on the remediation will be provided to the Trust.

**VI. Board Education – Malpractice Trends in Healthcare – Brandon Whitworth, Rodolff & Todd**

This was for informational purposes only for the Board. Brandon Whitworth spoke to the Board on the malpractice trends currently happening in healthcare.

**VII. Oklahoma State University Medical Center President's Update – Finny Mathew, MHA, President (Attachment 6)**

Finny Mathew provided a general institutional update to the Trust covering issues including COVID volumes and masking practices, exterior construction and landscaping, ER operations and working with TPD on improving processes, and the progress on the new quality plan development.

Updates on major capital items were provided including the ongoing progress toward finalizing the warehouse purchase agreement, an update on the design status of the OR project, planned Cath lab downtime to enable renovations and new equipment, the purchase of new surgery towers and scopes, and planning for upgrades to central sterile.

Hospital administration and CHS administration are engaged in conversation regarding the appropriate roles for the GME office and Human Resources in counseling and discipline issues with residents.

Additional updates included in depth audit of a physician's coding practices and the status of the SNF license that is owned, but not currently utilized.

**VIII. Reports from Subsidiary Entities (Attachment 7) – Eric Polak, Chief Executive Officer, OSU Medical Trust**

The joint venture with Regional Brain Institute has officially entered the market with the brand name of Virtual. No agreements are currently in place for services, but marketing efforts have begun. Administration will verify the limits of insurance coverage to make certain that the current Trust insurance policies apply to activities of OSU Medicine Ventures LLC and that the joint venture carries its own liability.

**IX. Reserved Time for Comments from Elected Medical Staff Leadership (if requested) – Chairman Jay Helm**

Dr. Chuck Thurman gave an informal update on behalf of the elected medical staff leaders that the relationship with Finny Mathew and the rest of the administrative leadership is working. There is a good flow of information to staff which is greatly appreciated.

**X. Unfinished Business – Chairman Jay Helm**

None

**XI. 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**

None

**XII. Announcements (if any) – Chairman Jay Helm**

**Next regularly scheduled Trust meeting: Thursday, June 23, 2022 at the Oklahoma State University Medical Center, 744 W. 9<sup>th</sup> Street, Tulsa**

**XIII. Executive Session – Chairman Jay Helm (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. Barry Steichen seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, 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. Melinda Stinnett seconded the motion. The recorded vote was:

AYE: Helm, Corbett, Steichen, and Stinnett  
NAY: None

Chairman Helm invited the public to return to the open Trust meeting and reported that there was nothing to take action on from the Executive Session.

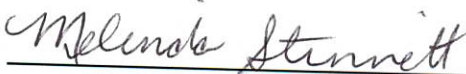
**XIII. Adjournment – Motion and Vote to Recess or Adjourn – Chairman Jay Helm**

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

AYE: Helm, Corbett, Steichen, and Stinnett  
NAY: None

The meeting ended at 4:16 PM.

Oklahoma State University Medical Trust

  
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Melinda Stinnett, Secretary