

**West Virginia School of Osteopathic Medicine  
Board of Governors – Regular Meeting  
Friday, June 5, 2020  
Location: John Manchin, II, D.O. Conference Center, Room #2  
Clinical Evaluation Center**

**DUE TO COVID-19 RESTRICTIONS, ONLY BOARD MEMBERS AND ESSENTIAL PERSONNEL WERE ALLOWED TO ATTEND THIS MEETING IN PERSON. THE PUBLIC WAS INVITED TO ATTEND VIA TELECONFERENCE.**

**I. Call to Order, Roll Call/Quorum, and Mission Statement**

Meeting was called to order at 10:08 am by Board Chair, Steven Sarver. Roll call was taken by Board Vice Chair, Dr. Robert Holstein. A quorum was present. The WVSOM mission statement was read by Dr. Holstein.

**Members Present:**

Steven Sarver, Chair	J. Fred Earley, II, J.D. (teleconference)
Robert Holstein, D.O., Vice Chair	John Garlitz, D.O.
Cheryl Schreiber, Secretary (teleconference)	Sherri L. Miller
Randall Belt, D.O.	Gary L. Poling, D.O. (teleconference)
Gregory A. Burton (teleconference)	Jubel Puthusseril (teleconference)
Charles Davis, D.O. (teleconference)	David Ramsey (teleconference)

**Members Absent:**

None

**Others in Attendance:**

James W. Nemitz, Ph.D., President	Debbie Green, Scribe/Board Liaison
Jeffrey Shawver, J.D., General Counsel	

**II. Introductions**

There were no introductions.

**III. Public Comment**

There were no public comments.

**IV. Approval of Minutes**

It was moved and seconded (Garlitz/Belt) to approve the minutes of the May 1, 2020 regular meeting as presented. Motion Carried

**V. Election of Officers**

Board Member, Dr. Randall Belt, presented a slate of officers for nomination for FY 2020-2021 as follows:

Chair, Steve Sarver  
Vice Chair, Dr. Robert Holstein  
Secretary, Mr. Fred Earley

Chair Sarver recognized the nominations from Dr. Belt. Chair Sarver then asked whether there were any additional nominations for Board officers. Dr. Garlitz nominated Dr. Robert Holstein as Chair.

A roll call vote was taken for the Board Chair position. Mrs. Schreiber called on each Board member individually to vote for Board Chair with the following results: Belt – Sarver; Burton – Sarver; Davis – unable to be heard via teleconference; Earley – Sarver; Garlitz – Holstein; Holstein – Holstein; Miller – Holstein; Poling – unable to be heard via teleconference; Puthusseril – unable to be heard via teleconference; Ramsey – Sarver; Sarver – Sarver; Schreiber – Holstein (5 Sarver, 4 Holstein).  
Motion Carried

Chair Sarver called for a voice vote to elect Dr. Holstein as Vice Chair. The Board voted unanimously.  
Motion Carried

Chair Sarver called for a voice vote to elect Mr. Earley as Board Secretary. The Board voted unanimously.  
Motion Carried

It was addressed during the information gathering session, Agenda Item XIII, that some of the votes were not heard via teleconference due to technical issues during the roll call vote for election of Board Chair. It was confirmed that Dr. Davis, Dr. Poling and Jubel Puthusseril were on the teleconference. The following votes were recorded for election of Board Chair: Davis – Holstein; Poling – Sarver; Puthusseril – Holstein (updated total 6 Sarver, 6 Holstein).

After discussion, the decision was made by the Board of Governors to vote again for the position of Board Chair at the next regular Board of Governors meeting. As no Board member obtained a majority vote for Board Chair, Mr. Sarver will remain Board Chair until that time.

**VI. Agenda Order**

No changes were made to the agenda.

**VII. Rules**

A. Institutional Policy E-12: Grading Scale (revised).

The vote on Institutional Policy E-12: Grading Scale was postponed until the next Board of Governors meeting.

B. Institutional Policy E-19: Academically at Risk (revised).

It was moved and seconded (Garlitz/Miller) to adopt the revisions of Institutional Policy E-19: Academically at Risk as presented.  
Motion Carried

C. Institutional Policy E-26: Leave of Absence (revised) and Institutional Policy E-38: Withdrawal (revised).

Dr. Garlitz, Chair of the Academic Committee, stated the Academic Committee requested that the full Board vote on Institutional Policies E-26 and E-38 jointly.

It was moved and seconded (Garlitz/Miller) to adopt the revisions of Institutional Policy E-26: Leave of Absence and Institutional Policy E-38: Withdrawal as presented.

Motion Carried

D. Institutional Policy ER-1: Emergency Rule – COVID-19 Response (new).

*Of note, the Emergency Rule – COVID-19 Response policy was originally named Institutional Policy GA-1 as indicated on the Board agenda; however, the emergency rule was renamed prior to the June 5, 2020 meeting to Institutional Policy ER-1.*

Mr. Fred Earley, Chair of the Institutional Policy Committee, reported the Institutional Policy Committee reviewed the policy and recommended it to the full Board as presented.

It was moved and seconded (Earley/Garlitz) to approve Institutional Policy ER-1: Emergency Rule – COVID-19 Response as presented.

Motion Carried

**VIII. Reports**

A. Chair of the Board of Governors. Chair Sarver reported that since Bluefield Regional Hospital has shut down, Bluefield State College will be using part of the hospital building to expand the programs they offer. Bluefield State College has reached out to Mr. Sarver and expressed interest in partnering with WVSOM in the future on new programs. Dr. Nemitz stated Bluefield State and WVSOM have previously had collaboration conversations for over a year. After discussion with the Board, Chair Sarver requested that Dr. Nemitz report back to the Board on the progress of future collaboration efforts with Bluefield State College.

1. Committee Reports.

- a. Academic Committee. Dr. John Garlitz, Chair of the Academic Committee, reported that in addition to policy discussion, a presentation was given regarding Admissions. Dr. Garlitz stated one of the Board members would like additional data which will be discussed at the next committee meeting.
- b. Finance & Audit Committee. Mr. Greg Burton, Chair of the Finance & Audit Committee, commended Mr. Larry Ware's financial leadership and President Nemitz's institutional leadership during the COVID-19 pandemic.
- c. Institutional Policy Committee. No further report.

B. President of WVSOM.

1. Administration.

- a. President's Update.
  - The ongoing focus of COVID-19 response has been on safety, delivery of the curriculum, and keeping employees working; WVSOM has been successful in all those areas. State directives are constantly changing. Governor Justice

announced yesterday that large groups of up to 100 people can meet now; previously it was only 25 people. Dr. Nemitz shared the reopening plan with Board members and employees earlier in the week. Phase Two will begin June 9, 2020 and allows for designated employees to return to work on campus. All employees will return to work during Phase Three; the start date is still to be determined for Phase Three.

WVSOM anticipates first and second-year students to begin classes on time. WVSOM is asking that all incoming students quarantine prior to attending classes, and WVSOM will require all students to be tested for COVID-19 the week prior to orientation. Third and fourth-year students are moving forward with their education in clinical settings; however, students are facing significant changes in culture and restrictions due to COVID-19. Dr. Nemitz stated that hospital systems in West Virginia are offering great support for WVSOM students currently on rotations.

The financial effects of COVID-19 will be addressed by Mr. Ware during his report; the community outreach efforts during COVID-19 will be addressed by Dr. Mace in her report.

- The virtual Graduation Ceremony was well received by the majority of graduates and their families. Each graduate received a gift box from WVSOM.
- WVSOM currently has a 99% match rate with only one unmatched eligible graduate. The Class of 2020 has 34 members that are pursuing residency in West Virginia.
- Bluefield Regional Hospital is closing which affects 18 residents of the Mountain State OPTI. The MSOPTI is working to find new positions for those residents.
- The Greenspace Project in front of WVSOM is almost completed. The Testing Center Project has been delayed at this time. Dr. Edward Bridges is working with the consultant regarding new programs.
- Dr. Nemitz recognized three Board members with upcoming term expiration dates: student representative Jubel Puthusseril, Dr. Davis and Mrs. Schreiber. Dr. Nemitz thanked Ms. Puthusseril for her service to the Board of Governors and stated the new student representative, Aaron Byczynski, will begin his year of service on July 1, 2020. The term for Dr. Davis expires on June 30, 2020. Dr. Davis was appointed to the Board of Governors in 2012 and Dr. Nemitz thanked Dr. Davis for over eight years of service to the Board including serving as Board Chair. Mrs. Cheryl Schreiber's term also ends on June 30, 2020. Mrs. Schreiber was appointed to the Board of Governors in 2010 and has served over 10 years on the Board including holding positions as Board Chair and Board Secretary. As allowed by state statute, Dr. Davis and Mrs. Schreiber will continue to serve as Board members until Governor Justice makes new appointments.

- Dr. Nemitz stated that Dr. Michael Adelman has relocated to Sarasota, Florida and is entering into retirement. Dr. Adelman will not be under contract in the upcoming academic year, although Dr. Adelman will continue to work on the Healthy Children's Initiative project. Abracadabra Season 6 is currently airing and several Emmy nominations have been placed. Abracadabra Season 7 is currently being edited and will air soon. At this time, there are no plans for Season 8. WVSOM has entered into a Memorandum of Understanding with Dr. Adelman so he can access funds he raised for the project. With the funds, Dr. Adelman can continue to support the Emmy nominations and the production of Season 7. Dr. Nemitz thanked Drs. Michael and Cheryl Adelman for their years of service to WVSOM. Dr. Nemitz stated that Dr. Michael Adelman's service both as Dean and President has moved WVSOM forward as a nationally prominent medical school.
- The virtual Employee Celebration will take place on June 25<sup>th</sup> in which five employees will be retiring who have a total of 155 years of service to WVSOM. Orientation for the incoming Class of 2024 is currently scheduled for the week of July 26<sup>th</sup> and WVSOM is cautiously optimistic that orientation will proceed as scheduled.

2. Finance.

- a. FY 2019-2020 Financial Update. Mr. Larry Ware, Vice President for Finance and Facilities, reviewed the financial statement ending April 30, 2020. WVSOM has not yet received \$839,118 in tuition and fee receivables because many state agencies have been shut down due to COVID-19 and processing of payments has been very slow. WVSOM does expect to receive payment on those receivables. Total operating expenses are at 70% of usage for the period ending April 30, 2020. The Computer Software and Equipment line item is over budget \$301,473 due to COVID-19 expenses. Those expenses include costs incurred to set up employees to work remotely, and the early purchase of laptops for incoming students due to concerns of a delay in delivery due to COVID-19 issues. WVSOM has an uncommitted balance of \$53,268,604 as of April 30, 2020.

Mr. Ware discussed the financial impact of COVID-19 on WVSOM as of May 27, 2020. Total revenue loss and COVID-19 expenses total \$599,597.88. Initially, the grant revenue totaled \$389,482.00; however since the document was produced, WVSOM has received further clarification that the federal government will be recalculating the table and funds are inaccessible at this time. Therefore, the exact amount of grant revenue is currently unable to be determined. Projected net loss as of May 27, 2020, due to COVID-19 is \$210,115.88.

Mr. Ware continued to discuss the additional financial impact of COVID-19 that is expected in the future. Mr. Ware anticipates a State budget reduction for higher education at some point throughout the upcoming fiscal year. Other anticipated expenses include: increase in rotation expense for third and fourth-year students due to restriction of out-of-state rotations; continued IT support costs; \$350,000 remaining balance of emergency leave that employees may utilize until December 31, 2020; and COVID-19 testing costs. WVSOM is utilizing cost-cutting strategies to

offset these anticipated expenses including: out-of-state training restrictions; continuance of a salary savings program; delaying capital improvement and maintenance projects where possible; and potential renegotiation of vendor contracts.

Mr. Ware asked the Board to consider a budget resolution amendment to change the effective date of a 2.0% salary increase to January 2, 2021 for all WVSOM employees employed as of September 30, 2020. Delaying the salary increase would give WVSOM the opportunity to see if there is a resurgence of COVID-19 in the fall, and the action would save WVSOM approximately \$267,000. Discussion among the Board members followed.

It was moved and seconded (Burton/Holstein) to allow discussion of the budget at the next Board meeting and to approve the revised budget resolution to change the effective date of a 2.0% salary increase to January 2, 2021 for all WVSOM employees employed as of September 30, 2020. Motion Carried

- b. Tuition Waivers – Spring Semester. Mr. Ware reviewed with the Board the 2019-2020 academic year graduate teaching assistant tuition and fee waivers.

**IX. Board Items**

- A. Approval of Proposed Schedule of 2020-2021 Meetings. Dr. James Nemitz reviewed the list of proposed Board meeting dates for the upcoming year. The list included the following dates:

Friday, September 11, 2020  
Friday, November 6, 2020  
Friday, January 22, 2021 (Charleston)  
Friday, March 26, 2021  
Friday, May 7, 2021 (conference call)  
Friday, June 18, 2021

It was moved and seconded (Garlitz/Holstein) to approve the Proposed Schedule of 2020-2021 Meetings as presented. Motion Carried

- B. Approval of Professor Emeriti Status.

1. Malcolm Modrzakowski, Ph.D.

Dr. Boisvert reported that Malcolm Modrzakowski, Ph.D. was nominated by peers, approved by the faculty and the Faculty Council, and recommended by the Vice President for Academic Affairs and Dean, Dr. Craig Boisvert, to receive Professor Emeritus status.

It was moved and seconded (Garlitz/Miller) to grant Professor Emeritus status to Malcolm Modrzakowski, Ph.D. Motion Carried

- C. Annual Report by Staff Chair. Joyce Martin, Staff Chair, provided the FY 2019-2020 report to the Board. Topics included: officers currently on Staff Council and constituency groups they represent, accomplishments of staff, budget ending May 31, 2020, fundraisers, overview of

tuition assistance provided to employees, donations and gifts, and staff goals for FY 2020-2021. Ms. Martin offered thanks to the Board of Governors, Dr. Nemitz and Administration for their leadership, support and dedication to the entire WVSOM community over the past year.

D. Professionalism. Dr. Rebecca Morrow, Ph.D., Assistant Dean of Student Affairs, reported to the Board regarding student professionalism. Topics included:

- Institutional Policy ST-01 including academic behavior, professional behavior and associated procedures
- Review of the professional behavior reporting form
- How reports are addressed including verbal warnings and sanctions at other levels
- Statistics of documented professionalism issues by class year
- Training

E. Robert C. Byrd Clinic Update. Scot Mitchell, CEO of the Robert C. Byrd Clinic (RCBC), provided an update to the Board regarding operational improvements, COVID-19 response, financial impacts of COVID-19, and the clinic's current action plan.

Mr. Mitchell reported outstanding claims have been reduced from 12,000 to less than 500. New chart closure policies have been implemented to decrease incomplete charts. The RCBC has been involved in clinic assessments; provider recruitment; implementation of a new patient engagement system and Medicare Chronic Care Management program; and updating clinic-wide operating policies and procedures.

In response to COVID-19, the RCBC activated the Incident Management Team on March 2, 2020. COVID-19 response was aggressive, deliberate and calculated to provide the safest care possible for patients and staff; the RCBC has been seen as a leader with early and resolute COVID-19 response. Mr. Mitchell reported that telehealth has accounted for approximately one-half of total encounters. During COVID-19, the RCBC focused on enhanced communication efforts to let the community know of operational modifications including utilizing a YouTube channel. Of note, all RCBC staff has been tested for COVID-19 and were negative.

Financial impacts of COVID-19 include a decrease of patient encounters of approximately 50%. Cost control measures were implemented early. The RCBC received \$600,000 from the Paycheck Protection Program and almost \$700,000 from various provider relief funds. The RCBC has improved billing from older claims which has helped reduce the negative impact of decreased patient encounters.

Mr. Mitchell reported the Phase One reopening of the RCBC started May 28, 2020. Primary focus at this time is on rebuilding the practice; reestablishing patient encounter volumes; resuming full-time provider recruitment; and reviving and implementing a restructuring plan.

Questions and discussion followed the presentation.

**X. Board Education**

- A. COVID-19 Response and Grant Funding Update. Dr. Drema Mace, Vice President for Community Engagement & Development, provided an in-depth presentation to the Board of Governors.

COVID-19 response activities include: N-95 mask production; participation in local feeding programs; and distribution of safety and food bags for truckers. The WVSOM Foundation assisted COVID-19 response activities by sponsoring "Advice from a Doc" and the student emergency fund. In addition to these activities, WVSOM coordinated an order of personal protective equipment (PPE) for 18 different health entities in the community. WVSOM funded the purchase of PPE for local EMS, fire, law enforcement and emergency management by using indirect funds raised by the CRCH.

In November 2016 when Dr. Mace was hired, four employees were employed by the Center for Rural and Community Health (CRCH). Currently, the CRCH employs 14 employees and 3 AmeriCorps workers. The CRCH budget in November 2016 was \$354,788 and currently the budget is \$5,211,548.49 which is funded by grant monies. The CRCH also utilizes the Greenbrier County Health Alliance which functions as a non-profit arm of the CRCH. Additional grant monies totaling \$497,673 are pending through the Greenbrier County Health Alliance. Also, Dr. Mace demonstrated the new CRCH website to the Board of Governors.

In addition to her role as Vice President for Community Engagement & Development, Dr. Mace also serves as the Executive Director of the CRCH. Dr. Mace discussed with the Board the current projects that she is involved in as Executive Director. Dr. Mace also discussed her vision for moving the CRCH forward which includes the following:

- Maintain or increase current funding levels
- Renovate new CRCH space and move in
- Be fully staffed for the work to be done
- Maintain staff salary equity
- Support staff education and professional development
- Maintain new CRCH website and increase online presence
- Maintain current community and corporate partnerships and increase partnerships and collaborative projects
- Incorporate more program/project evaluation
- Move fully into VP role

Dr. Nemitz commended Dr. Mace and her team on the outstanding work happening at the CRCH.

The one-half hour Board education held today will be submitted to the West Virginia Higher Education Policy Commission toward training credit hours required for the Board of Governors.

- XI. Possible Executive Session – State Code §6-9A-4(12) Attorney/Client Privilege; State Code §6-9A-4(b)(2) Personnel; and State Code §6-9A-4(b)(9) Real Property**  
No executive session was held.



**XII. Actions Emanating from Executive Session**

No executive session was held.

**XIII. Information Gathering**

Discussed under Agenda Item V.

Dr. Poling requested additional data from the Admissions Department that was not received during the Academic Committee meeting and he would like that topic placed on the next agenda. Chair Sarver agreed.

**XIV. Next Meeting Date**

The next scheduled Board meeting will be held on Friday, September 11, 2020 at 10:00 am in the John Manchin, II, D.O. Conference Center located in the Clinical Evaluation Center.

**XV. Adjournment**

It was moved and seconded (Miller/Belt) to adjourn. The motion carried and the Board meeting adjourned at 12:41 pm.

Approved on September 11, 2020



J. Fred Earley, II

Secretary

/dg