

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
JULY 26, 2022 REGULAR MEETING
MEETING VIA TELECONFERENCE—VIDEOCONFERENCE—IN-PERSON**

BOARD PRESENT:

Michelle Miller, Chair
Alicia Cramer, Vice-Chair – via phone
Gene Hunt, Member
Lewis Trout, Member
JoAnn Casalez, Member

Kent Maher, Legal Counsel

ABSENT:

Ken Tipton, County Comm. Member

MEDICAL STAFF PRESENT:

Veronica Janhunnen, MD, Chief of Staff

STAFF PRESENT:

Robyn Dunckhorst, Interim CEO
Kim Plummer, CFO
Bertha Higbee, CNO
Alicia Wogan, Executive Assistant
Brian Washburn, DOO
Andrew Loveless, EMS Chief
Shelly Smith, Controller
Diane Klassen, Radiology Director
Cody Bright, Pharmacy
Rachel Lara, Infection Control (via phone)
Theresa Bell, Quality
Duane Grannis, Maintenance Manager
Rachel Meiron, Maintenance (via phone)
Tori Stephen, Materials Manager
Jeanette Grannis, Revenue Cycle Director
Jackie Wilson, Chief Information Officer
Sandi Michaels
Kevin Grannis, Deputy Chief
Jennifer Chadwell, Administrative Support
Cris Cunanan, Patient Access Manager
Mike Sharpe, EMS
Angela Giese, CHRO
Michel Winters, SNF DON

GUESTS:

Jill Stepper.

CALL TO ORDER:

Board chair Miller called the July 26, 2022 board meeting to order at 5:32 p.m.

PUBLIC COMMENT:

There was no public comment.

TRUSTEE COMMENT:

Board member Trout commented that mistakes are made from time to time; he received a lab report that should have been four pages, but had five with the fifth page being a report for another person. Trout contacted the CEO for guidance and was advised of the steps that needed to be taken. Staff immediately took corrective action and a letter summarizing the potential violation and remedial action was sent to him and the other affected party. Trout thanked the staff for their efforts and prompt action.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

1. Medical Staff report:

Chief of Staff Janhunen said appointment and reappointments have been approved. The DOP (on the consent agenda) was not approved, and she asked the item to be tabled.

2. Administration Department reports:

- a. CEO report: CEO Dunckhorst reported on: the Walk-in Clinic expansion; cost savings/containment measures; and, revenue not coming around as hoped. More active measures to collect revenue will be put in place and a more robust, detailed plan will be developed. There were three personnel changes: Dr. Roberson has resigned, effective mid-October; OR Director Janet Sturtz has resigned; and, Marketing Director Laura Shea has resigned.
- b. Financial report: Controller Smith presented the June 2022 income statement, balance sheet, daily cash inflow and outflow, monthly cash inflow and outflow, Cerner AR, Cerner DNFB, and financial dashboard. Patient Access Director Cris went over point of service collection and answered questions from board members.

3. Clinic staffing/productivity update and national benchmarks – Brian Washburn

CEO Dunckhorst advised the report is an introductory overview and if additional items are desired in the future, contact her. DOO Washburn went over: medical assistants’ scope of practice; ratios of medical assistants to providers; an example staffing model; and, general considerations. There was discussion regarding the details about medical assistant duties and staffing.

4. SNF survey/life safety update – Bertha Higbee, Michel Winters and Duane Grannis

DON for SNF Winters explained the deficiencies on a recent State survey and the resulting star ratings. Maintenance Manager Grannis reported on life safety and emergency preparedness. The recent survey revealed five minor deficiencies. Board member Trout asked if the State was here when the City water main broke. Grannis advised they were not, but they heard about it and contacted HGH for the emergency plan. Winters stated there are 36 residents, with four on waiting list and two expected to be admitted by the end of August.

CONSENT AGENDA:

Motion by board member Cramer and second by board member Hunt to approve: (1) June 28, 2022 Board meeting minutes; (2) medical staff appointments, reappointments, provisional and temporary privileges (excluding the tabled DOP for Grover), for: Trenton Argyle, DO, Provisional-Family Medicine; Carleton Allen, MD, Consulting-Teleradiology; Eric Goldberg, MD, Consulting-Teleradiology; and, Jusmin Patel, MD, Consulting-Nephrology; and (3) warrants disbursed-monthly expenditures. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-IT / request for authorization to purchase hard drives for PACS (picture archiving and communication system) to increase the available imaging storage capacity at an estimated cost of \$42,100 and a two-year service agreement for the system at an estimated cost of \$11,500 / IT Director-Administration

There were no questions from the public. IT manager Bell explained the need to expand PACs capacity. The current utilization is at 95%. The funds for the purchase are in the budget. CFO Plummer noted that funds were budgeted in the operations budget, but should have been in the capital budget due to the cost per item. Board member Trout said the item is not listed in the IT Department latest capital budget. Board chair Miller explained it is in the operating budget. Legal counsel Maher confirmed it is okay to authorize the purchase even though it is not in the capital budget.

Motion by board member Trout, second by board chair Miller to approve the purchase of the hard drives for PACS system as presented. Motion carried unanimously.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Trout complimented DOO Washburn on the well-prepared presentation and responses to questions.

Board chair Miller thanked everyone for figuring out needs versus wants.

PUBLIC COMMENT

There was no public comment.

Board chair Miller adjourned the July 26, 2022, meeting of the Humboldt County Hospital District Board of Trustees at 6:44 p.m.

APPROVED:

ATTEST:

Michelle Miller, Board Chair

Alicia Wogan, Executive Assistant