

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
MARCH 20, 2021 SPECIAL (BUDGET) MEETING
MEETING VIA TELECONFERENCE--VIDEOCONFERENCE**

BOARD PRESENT:

Alicia Cramer, Chair
Michelle Miller, Secretary
JoAnn Casalez, Chair
Gene Hunt, Member
Ken Tipton, County Comm. Member

Kent Maher, Legal Counsel

BOARD ABSENT:

Lewis Trout, Member

MEDICAL STAFF PRESENT:

Richard Davis, MD (via phone)
Robert Johnson, PA

STAFF PRESENT:

Tim Powers, CEO
Cory Burnett, CFO
Kim Plummer, Controller
Mike Bell, IT Director
Brett Peine, EMS Director
Alicia Wogan, Executive Assistant
Bertha Higbee, ACNO
Laura Shea, Marketing-Community Relations
Theresa Bell, Project Director
Cody Bright, Pharmacy Manager
Diane Klassen, Radiology Manager
Robyn Dunckhorst, CNO
Clarissa Vincent, Respiratory Manager
Tori Stephens, Materials Manager
Michel Winters, SNF Manager
Tina Wilson, ACNO
Rachel Lara, Clinic Manager
Brian Washburn, DOO
Darlene Mangrum, Revenue Cycle Director
Janet Sturtz, OR Manager/Infection Control
Jennifer Slovernick, Social Worker
JoElla McClellan, Food Service Supervisor

GUESTS:

There were no guests.

CALL TO ORDER:

Board chair Cramer called the March 20, 2021 board meeting to order at 8:00 a.m.

PUBLIC COMMENT:

There was no public comment.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-Finance / FY2021-2022 budget workshop for presentation, review and discussion of Hospital District revenues, expenditures and funding and budget projections and proposals which may include additions or deletions to personnel, equipment, supplies and services, and tentative approval of the proposed budget subject to final approval and action at the time final budgets are submitted /CFO-Administration

CFO Burnett went over the budget app and the process of how they came up with the numbers and explained the departments and differences in revenue for Radiology, Surgery, Pharmacy and Quail

Corner. Burnett explained: expenses; payroll; FTEs (325 last payroll); business office, noting that by decreasing professional contracts they increased the FTEs (to bring billing in house). Board member Hunt questioned if the in house service team for IT is included in the budget and Burnett advised it is not included at this time until staffing is determined.

Burnett went over the Capital budget. Board member Tipton asked how, with the increase in wages, will the budget be met. CEO Powers offered an explanation. Board member Miller expressed concern with advancing capital plans when the path on how to get there had not yet been planned out. Powers explained the self-insurance proposal and the anticipation of contracting with the mines and others. Powers said, for example, the district is only capturing 15% of the surgeries and there needs to be more effort in that area to get more of the local business. Miller suggested an actual strategic plan would be helpful. Powers advised that more detail will be provided at the next Board meeting. Miller questioned when the self-insurance plan may start. Powers advised that the anticipation is July 1, 2021. Tipton said he has concerns with the self-insurance, noting the City and County have been working for 3 years to implement self-insurance and this proposal is for implementation in a few weeks. Board chair Cramer, who attends the insurance committee meetings, said the committee has not had an update. Board member Hunt said he is not concerned by the self-insurance aggressiveness and noted that getting more use of orthopedics is a marketing issue but it is also tied to pricing. Board member Casalez asked if the self-insurance would be put out to bid. Powers advised it would be bid and that he has spoken with A&H Insurance about providing a proposal. Powers commented that currently there are 21 different plans and he believes having one plan would make it easier for employees and accounting.

The board and staff went through the budget by each department with med surge, travel and education and inpatient revenue being discussed in detail. Tipton questioned why there has not been a push to place people in swing beds, which was discussed last year. Revenue Cycle Director Mangrum explained that there was no person in the business office that understood the concept. ACNO Higbee gave information on the changes she has made to get patients back to Winnemucca. CNO Dunckhorst explained the robust plan for ICU, which usually has travelers, and her goal to secure IC nurses through aggressive recruiting with the hope of reducing the number of travelers. There are no Infusion Services on the proposed budget and the staff salary will be added to Infection Control. Casalez asked if the actual salary can be shown in the budget and if a person works in another department, it should be reflected in that department. Controller Plummer advised they dedicated the person to one department to keep it cleaner. Miller noted no supplies are indicated. Burnett advised that supplies are run through the Pharmacy. Staff advised that the orders come through Central Supply. Burnett will add supplies and a salary. OB shows a 2021 loss of \$600,000 and in 2022 an income of \$1.4 million. Burnett said there is a mapping problem. Miller commented on the difficulty in reviewing the budget. Powers advised it will be corrected on the next draft. Miller said if revenue is going to increase, there should be a plan for implementing the increase. Harmony Manor: Tipton asked what the number of FTEs is in the department. Quail Corner: the patient load is projected at 7 per day. OR: professional contracts include RPG and Dr. Nanani. Powers advised there are an average of 9 cases per day, 5 days per week. Central Stores: Bell explained this is the inventory which materials management handles. Cardiac: projected 2000 patient visits. Screening Clinic: Clinic Manager Lara advised the revenue is not captured on this report. Burnett said it will be zeroed out and moved to RHC. Pharmacy: Hunt noted that salaries are down and the contract services are up as are the rents and leases. Pharmacy Manager Bright explained the requirements and that more machines are needed because the individual machines have less capacity. Burnett commented on the afterhours orders and said Bright and his team are salaried to bring the cost down. 340B program: no changes. PT: discussed the professional contracts, no supplies listed. Cath Lab: would like to know when this will start. Flight Crew: needs to be moved from Ambulance;

Ambulance: Community Paramedicine relaunch is not factored. There was discussion on calls not being billed. Peine explained standbys and patients who refuse service. Mangrum advised the NPI number for billing was received and they are currently billing for the services. Cramer requested to see the number. Casalez said the same conversations and projections were previously discussed but there has never been any data presented. Powers said he would like to break out the Community Paramedicine component. Peine advised that overtime is incurred due to blood draws and other outside commitments such as court and community events. Peine agrees that reducing overtime is essential. Casalez suggested E911 money may be available. Miller again suggested a plan proposal be presented. Lab: Cramer asked about the big amount in the capital. Powers advised it is the anticipated remodel cost. Reducing of lab costs was discussed. Powers explained. Burnett will do a roll up with Lab and blood bank. Nutritional Services: discussed salary and the ability to bill more for inpatient services. ER: Dunckhorst explained the salaries are higher because two FTEs were added. Clinics: salary was discussed. There appear to be no figures for staff.

The next meeting is scheduled for Tuesday, April 6, 2021 for 5:30 p.m. The tentative budget must be to the state by April 15, 2021.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Tipton said the board should consider rolling over the five million dollar capital budget item until it is better known what the anticipated expenses will be.

PUBLIC COMMENT:

Robert Johnson, PA made a comment about the five million dollar roll over, stating that it will eliminate growth. Board member Miller said it is necessary to hone our current services first before moving on with growth matters.

Board chair Cramer adjourned the March 20, 2021 meeting of the Humboldt County Hospital District Board of Trustees at 11:24 a.m.

APPROVED:

ATTEST:

Alicia Cramer, Board Chair

Alicia Wogan, Executive Assistant