

**HUMBOLDT GENERAL HOSPITAL  
DISTRICT BOARD OF TRUSTEES  
JUNE 28, 2022 REGULAR MEETING  
MEETING VIA TELECONFERENCE—VIDEOCONFERENCE—IN-PERSON**

**BOARD PRESENT:**

Michelle Miller, Chair  
Alicia Cramer, Vice-chair  
Gene Hunt, Member  
Ken Tipton, County Comm. Member  
Lewis Trout, Member

Kent Maher, Legal Counsel

**ABSENT:**

JoAnn Casalez, Member

**MEDICAL STAFF PRESENT:**

Veronica Janhunnen, MD, Chief of Staff

**STAFF PRESENT:**

Robyn Dunckhorst, Interim CEO (via phone)  
Kim Plummer, CFO (via phone)  
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  
Kelly Pullin, Business Office Manager  
Duane Grannis, Maintenance Manager  
Lorrie Meiron, OB Manager  
Rachel Meiron, Maintenance  
Tori Stephen, Materials Manager  
Jeanette Grannis, Revenue Cycle Director  
Rachel Bourbon, Acute Manager  
Becky Tisue, ED Manager  
Jordan Kohler, EMS  
Jackie Wilson, Chief Information Officer

**GUESTS:**

Milli Custer (via phone), Opal Hamilton, and Debra Carlton.

**CALL TO ORDER:**

Board chair Miller called the June 28, 2022, board meeting to order at 5:30 p.m.

**PUBLIC COMMENT:**

There was no public comment.

**TRUSTEE COMMENT:**

Board member Trout thanked Executive Assistant Wogan for completion of the minutes within a very short time frame. Trout also thanked Controller Smith and Wogan for applying for and continuing efforts for the return of more than \$15,000 of funds from the Nevada Treasurer's office.

**MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:**

**1. Medical Staff report:**

- a. Chief of Staff Janhunnen said appointment and reappointments have been approved.

**2. Ethics Training:**

- a. Ross Armstrong with the State of Nevada Ethics Commission provided education on the Nevada Ethics law and ethics in general, and answered questions.

### **3. Administration Department reports:**

- a. CEO report: CNO Higbee reported on shelter in place, and EMS department staff member Kohler reported on the hospital EOC, the LEPC drill-on June 17, 2022 and the ICS class.
- b. Financial report: Controller Smith presented the May income statement, balance sheet, monthly cash inflow, monthly cash outflow, Cerner AR, Cerner DNFB, and financial dashboard. Board chair Miller thanked the business office, noting the accounts receivable are declining. Board member Trout asked where the line item for medium-term debt obligations identified by the Nevada Department of Taxation show on the report. Trout said that he would like average daily cash flow (revenue received) added to the slides. Miller will speak with Trout to discuss the reporting.

### **CONSENT AGENDA:**

Motion by board member Cramer and second by board member Hunt to approve: (1) April 19, 2022, April 26, 2022, and May 24, 2022 board meeting minutes; (2) medical staff appointments, reappointments, provisional and temporary privileges for: Scott Curtis, MD, Active-OBGYN; Conrad Roberson, DO, Active-OBGYN; Jeffrey Meter, MD, Active-orthopedics; and, Bejal Patel, MD, Active-Pediatrics; (3) warrants disbursed-monthly expenditures; and, (4) quality report. Motion carried unanimously.

### **BUSINESS ITEMS-OTHER REPORTS:**

#### **1. Hospital Administration-Finance / request to adopt a resolution to augment the FY2021-2022 general fund budget in the amount of \$2,933,000 / CFO-Administration**

Controller Smith stated the numbers are in the meeting packet. The augment is due to salaries, business staffing increase, and professional contracts. There were no comments from the public.

Motion by board member Trout and second by board member Cramer to adopt the resolution to augment the FY2021-2022 general fund budget in the amount of \$2,933,000 as recommended by staff. Motion carried unanimously.

#### **2. Hospital Administration-Finance / request for determination that two treadmills, two procedure chairs, pulmonary function testing equipment, two colonoscopes, Regius imaging equipment, hydrotherapy tub and a bladder scanner, are no longer needed or used for the hospital or the public and authorization for staff to dispose of the property in any manner including sale or donation / CFO-Administration**

Controller Smith stated that a list was included in the packet. The items all items date from 2012 and back, they are past their useful lives and it is not possible to obtain parts for repairs. Maintenance department staff member Meiron will reach out to determine if it is possible to sell any of the equipment for parts.

Motion by board chair Miller and second by board member Hunt to find the two treadmills, two procedure chairs, pulmonary function testing equipment, two colon scopes, Regius imaging equipment, hydrotherapy tub and bladder scanner are no longer needed or used for the hospital or public purposes and to authorize disposal as requested by staff. Motion carried unanimously.

#### **3. Hospital Administration-Finance / request for authorization of medium-term obligations for (1) purchase of a magnetic resonance imaging system not to exceed \$1,656,000 and (2) purchase of a robotic arm system in the estimated principal sum not to exceed \$1,300,000 / CFO-Administration**

Controller Smith stated this is a technicality needing board approval prior to reporting to the Department of Taxation. When an item is financed, there is a documentation and approval process which must be completed for Taxation. Legal Counsel Maher explained when acquisition of one of the items was authorized it was unknown if it was going to involve a lease or a purchase.

Motion by board member Cramer and second by board chair Miller to approve the item as requested.  
Motion carried unanimously.

**4. Hospital Administration-Urology Clinic / Hospital Administration-Urology Clinic / request for authorization to purchase two flexible cystoscopes and accompanying equipment for outpatient diagnostic procedures at an estimated cost of \$57,500 / DOO-Administration**

Controller Smith stated this item is in the 2023 budget in the amount of \$60,000. Board member Trout questioned if funds are available in the budget for capital purchases. Smith stated there is a document in the meeting packet which reflects the income and the need for the item. Trout asked where the upfront funds are coming from. CFO Plummer said the funds will come from current revenue. Trout commented on the cash inflow/outflow. Plummer confirmed there is enough cash inflow to make the purchase.

Motion by board member Trout and second by board chair Miller to authorize the purchase of two flexible cystoscopes and accompanying equipment for outpatient diagnostic procedures at an estimated cost of \$57,500 as requested. Motion carried unanimously.

**5. Hospital Administration-Respiratory / request for authorization to purchase two blood gas analyzers for patient diagnostic testing at an estimated cost of \$28,000 to replace existing equipment / DOO-Administration**

DOO Washburn reported there are two ABG machines, and one is not working. The request is to replace the machine running on a Windows 7 or 8 platform. The selection team has vetted the product. Board chair Miller asked about the lead time. Washburn thinks about three weeks. Board member Hunt stated he attended the last respiratory therapy meeting and confirmed that if the machine is down there will be a problem. It was confirmed the funding will be from current cash inflow.

Motion by board member Hunt and second by board member Cramer to authorize purchase of two blood gas analyzers as requested. Motion carried unanimously.

**6. 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**

Board chair Miller tabled this item per administration request.

**TRUSTEE COMMENTS-STAFF REPORTS:**

Board member Cramer said three people offered kudos to the Emergency Room, ambulance and the hospital, noting it is nice when people appreciate the hospital and ambulance services.

**PUBLIC COMMENT**

There was no public comment.

Board chair Miller adjourned the June 28, 2022, meeting of the Humboldt County Hospital District Board of Trustees at 7:10 p.m.

**APPROVED:**

**ATTEST:**

---

Michelle Miller, Board Chair

---

Alicia Wogan, Executive Assistant