

HUMBOLDT GENERAL HOSPITAL

DISTRICT BOARD OF TRUSTEES

REGULAR BOARD MEETING

TUESDAY

August 25, 2020

5:30 P.M.

SARAH WINNEMUCCA CONFERENCE
ROOM

JoAnn Casalez - Chairman
Michelle Miller - Secretary
Bill Hammargren - Member
Gene Hunt - Member
Alicia Cramer - Member
Ken Tipton - Member-Humboldt
County Commissioner

HUMBOLDT GENERAL HOSPITAL
118 EAST HASKELL STREET
WINNEMUCCA, NEVADA 89445

DISTRICT BOARD OF TRUSTEES MEETING AGENDA

MEETING DATE: Tuesday August 25, 2020
MEETING TIME: 5:30 pm
MEETING PLACE: Sarah Winnemucca Conference Room
Humboldt General Hospital
118 E Haskell St, Winnemucca, Nevada
PLACES POSTED: in Winnemucca, Nevada at:
Humboldt General Hospital, 118 E Haskell Street
Humboldt County Courthouse, 50 W Fifth Street
Winnemucca City Hall, 90 W Fourth Street
Humboldt County Library, 85 E Fifth Street
United States Post Office, 850 Hanson Street
www.hghospital.org https://notice.nv.gov
PERSON POSTING: Alicia Wogan

**MEETING ATTENDANCE MAY BE IN-PERSON AT THE ABOVE LOCATION
OR VIA TELECONFERENCE OR VIDEOCONFERENCE
PURSUANT TO NRS 241.023 AND SECTION 1 OF THE STATE OF NEVADA EXECUTIVE DEPARTMENT
DECLARATION OF EMERGENCY DIRECTIVE 006 ISSUED MARCH 22, 2020 AS EXTENDED THE
TELECONFERENCE AND VIDEOCONFERENCE ACCESS INSTRUCTIONS APPEAR BELOW**

Teleconference: Dial 1-646-749-3122 - Access Code 368-086-437

Videoconference: <https://global.gotomeeting.com/join/368086437>

A. CALL TO ORDER

B. PUBLIC COMMENT

(This agenda item is designated to give the general public the opportunity to address the Hospital Board. No action may be taken upon a matter raised under this section until it is placed on an agenda for action. Public comment is generally limited to three (3) minutes per person.)

C. MEDICAL STAFF-HOSPITAL DEPARTMENT REPORTS

(These agenda items are designated to give the opportunity to report and update the Hospital Board on each group or department listed. No action may be taken upon a matter raised under this section until it is placed on an agenda for action.)

1. Medical Staff report – Chief of Staff
2. Administration report
 - a) Introduction of David Masuck, MD
 - b) CNO update – LeeAnn Cushway, CNO
 - c) Security update – Tiffany Love, COO
 - d) Telepsych – Robert Johnson, Practice Administrator
 - e) CEO report – Tim Powers, CEO

D. CONSENT AGENDA

(The Board is expected to review, discuss and take action on this agenda item. The items may be approved in a single motion; however, upon Board member request, any consent item may be

DISTRICT BOARD OF TRUSTEES MEETING AGENDA

August 25, 2020

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moved to the discussion portion of the agenda and other action, including postponement or denial of the item, may take place.)

1. Board meeting minutes July 28, 2020.
2. Medical Staff applications for appointments, reappointments, provisional and temporary privileges for: Nina House, MD, Provisional-Emergency Medicine; David Masuck, MD, Provisional-Family Medicine; Quinn Lindstrom, DPM, Active-Podiatry; Kirit Saigal, APRN-CNP, Allied Health-Mental Health; Anastasha Perera, PA-C, Allied Health-Psychiatry; Daniel Lambert, PA-C, Allied Health-Physician Assistant; William Beckman, MD, Active-OBGYN; Ludwig Kroner, MD, Active-Orthopedic; Nicholas Carlevato, MD, Consulting-Radiology; and, Scott Chang, MD, Consulting-Teleradiology.

E. FINANCIAL REPORTS

(The Board is expected to review, discuss and take action on this agenda item.)

1. Financial update
2. Warrants disbursed - Monthly expenditures

F. BUSINESS ITEMS-OTHER REPORTS

(The agenda items in this section are for discussion and for possible action. The action may consist of approval, disapproval, acceptance, rejection, authorization, adoption, recommendation, review, referral to staff, or any other action as appropriate. The items may be heard in any order and at any time unless a time is specified; two or more items may be combined for consideration; an item may be removed from the agenda; or, discussion relating to an item may be delayed at any time.)

1. Hospital Administration / proposal to adopt compliance plan / COO-Administration
2. Hospital Administration-OB / proposal to purchase OB fetal monitor replacement for OB / CNO-Administration
3. Hospital Administration / proposal to enter into an employment contract with David Fielder, FNP-BC for APRN services / terms and conditions of employment / CEO-Administration
4. Hospital Administration / proposal to enter into an employment contract with Lacy Feticc, MD for professional health care services / terms and conditions of employment / CEO-Administration
5. Hospital Administration-Lab / proposal to provide professional architect design services from Architectural Nexus, Inc. for the pre-design phase of the laboratory renovation-remodel at a cost not to exceed \$20,000 / Lab Manager-COO-Administration

G. TRUSTEE COMMENTS-STAFF REPORTS

(This period is designated for receiving reports, information, department updates, board and committee updates and proposals by the board, chief executive officer, chief financial officer, human resources director, director of nurses, and other staff upon request. No action may be taken upon a matter raised under this section until it is placed on an agenda for action.)

H. PUBLIC COMMENT

(This agenda item is designated to give the general public an opportunity to address the Hospital Board. No action may be taken upon a matter raised under this section until it is placed on an agenda for action. Public comment is generally limited to three (3) minutes per person.)

Notice: Pursuant to Section 3 of the Declaration of Emergency Directive 006 ("Directive 006") as extended, the state law requirement that public notice agendas be posted at physical locations within the State of Nevada is suspended. This agenda has been physically posted at the locations noted above and electronically posted at <http://www.hghospital.org/> and at <https://notice.nv.gov/>.

Notice: Pursuant to Section 1 of Directive 006 as extended the state law requirement that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended. The meeting may be accessed via: (i) teleconference by dialing 1-646-749-3122 and using access code 368-086-437; or, (ii) videoconference by entering <https://global.gotomeeting.com/join/368086437> in a web browser.

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Notice: Members of the public may make a public comment at the meeting without being physically present by emailing adminoffice@hghospital.org no later than 5:00 p.m. on the business day prior to the day of the meeting and messages received will be transcribed for entry into the record and provided to the Board of Trustees for review. Members of the public may also make a public comment at the meeting without being physically present by accessing the meeting through: (i) a telephone connection by dialing 1-646-749-3122 and using access code 368-086-437; or, (ii) through the Internet by entering <https://global.gotomeeting.com/join/368086437> in a web browser.

Notice: The Executive Assistant at the Administration Office located at Humboldt General Hospital, 118 E. Haskell Street, Winnemucca, Nevada, telephone number 775-623-5222 extension 1123, is the designated person from whom a member of the public may request the supporting material for the meeting. Pursuant to Section 5 of Directive 006 as extended, the state law requirement that a physical location be available for the public to receive supporting material for public meetings is suspended. Staff reports and supporting material for the meeting are available on the Humboldt General Hospital website at <http://www.hghospital.org/> and are available to the general public at the same time the materials are provided to the Board of Trustees.

Notice: By law a public body may receive information from legal counsel regarding potential or existing litigation involving a matter over which the public body has supervision, control, jurisdiction, or advisory power and such gathering does not constitute a meeting of the public body.

Notice: Reasonable efforts will be made to assist and accommodate disabled persons. Please contact the Administration Office by telephoning 775-623-5222 extension 1123, one (1) business day in advance of the meeting.

Department Report to Board of Trustees



July Report 2020

Staffing

23- Full time (12 Paramedics and 11 AEMT/EMT) and 20 casual call employees currently on staff

Winnemucca EMS Station is fully staffed

EMS Director start date Sept. 14th

1 AEMT completed Paramedic School will begin field training

1 AEMT to complete Paramedic School within the next two months

1 AEMT to complete Paramedic School Spring of 2021

3 AEMTs will begin Paramedic School this Fall Semester (1 - TMCC, 2 - GBC)

Orovada remains unstaffed

Services

129 Community Paramedicine patients actively calling / seeing if needed

169 Community Access AEDs fielded

Quality Assurance / Performance Improvement Studies

Intubation first-pass success rate (100% for July)

All bench marks for response times have been met (Average Chute Time 00:48 Seconds for 911 Calls)

Other

Employee morale is high with HGH EMS/Rescue

HGH EMS/Rescue Monthly Call Breakdown

2020

	January	February	March	April	May	June	July	August	September	October	November	December
Total Number of Calls:	221	216	216	213	228	282	256					
Scene Zone Breakdown:												
Winnemucca	96	102	130	97	85	127	99					
Humboldt	52	41	24	44	47	54	51					
Humboldt Co. North	11	7	5	3	13	15	6					
Pershing County	10	10	13	8	14	17	16					
McDermitt Indian Reservation	5	2	3	2	5	6	3					
Interfacility Transfer	21	17	17	22	18	14	17					
Airport Transfer	2	1	7	12	6	4	3					
Helipad	7	15	5	6	11	10	15					
Mental Health Transfers	9	6	9	8	9	4	5					
Courtesy Rides	0	0	0	0	14	11	8					
Other Zones (ex. Standby, blood draws...)	8	15	3	11	6	20	33	0	0	0	0	0
Total number of Billable	131	110	121	130	128	141	129					
Total number of non billable	90	106	95	83	100	141	127	0	0	0	0	0
Billable Percentage	59%	51%	56%	61%	56%	50%	50%	#####	#####	#####	#####	#####



HUMBOLDT GENERAL HOSPITAL

118 E. Haskell Street ■ Winnemucca, Nevada 89445
Phone 775.623.5222 ■ Fax 775.623.5904

August 25, 2020

Board of Trustees

Ref: Medical Staff Meeting

The following Medical Staff Appointment, Reappointment, and Provisional privilege files were reviewed and approved by Medical Staff on August 13, 2020:

Provisional:

- Nina House, MD Provisional-Emergency Medicine
- David Masuck, MD Provisional-Family Medicine

Appointment:

- Quinn Lindstrom, DPM Active-Podiatry
- Kirit Saigal, APRN-CNP Allied Health-Mental Health
- Anastasha Perera, PA-C Allied Health-Psychiatry
- Jennifer Mayer, PA-C Allied Health-Psychiatry

Reappointment:

- William Beckman, MD Active-OBGYN
- Ludwig Kroner, MD Active-Orthopedic
- Nicholas Carlevato, MD Consulting-Radiology
- Scott Chang, MD Consulting-Teleradiology

Below details additional information on each Medical Staff file:

- **Nina House, MD** earned her Doctor of Medicine from Ross University School of Medicine in 2014. Dr. House completed her residency in Emergency Medicine in 2018 through Central Michigan University College of Medicine. Dr. House maintains her American Board of Emergency Medicine certification from 2019. She also holds current certifications in ACLS, ATLS, and PALS. She has been practicing as a Locum Tenens ER physician since 2018, working in Kentucky, Michigan, Virginia and West Virginia. Dr. House is currently working with Envision. They are looking to have her start in late August/early September.
- **David Masuck, MD** earned his Doctor of Medicine from Icahn School of Medicine at Mount Sinai in May 2017. Dr. Masuck completed his internship year in Las Vegas at community clinics and University Medical Center, a Level I County Hospital. Dr. Masuck then came to Humboldt General Hospital for his Family Medicine residency, completed June 2020. Both his internship and residency were completed through the University of Nevada, Las Vegas Family Medicine Rural Program. He holds a current ACLS certification. Dr. Masuck will join Humboldt General Hospital in August 2020 as a Family Medicine Physician.
- **Quinn Lindstrom, DPM** earned his Doctor of Podiatric Medicine from Des Moines University College of Podiatric Medicine and Surgery in May 2011. Dr. Lindstrom completed his residency in Podiatric Medicine and Surgery from 2011 to 2014 with the University of Cincinnati Medical Center. He is board certified through the American Board of Foot and Ankle Surgery. Dr. Lindstrom has been working with Dr. Shane Draper in Elko, NV since 2014 and has been coming to Humboldt General Hospital as a visiting physician since 2015.



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- **Kirit Saigal, APRN-CNP** earned his Doctor of Medicine from St. Matthews University School of Medicine, Cayman Islands in 2004. He transferred his degree through the Foreign Educated Physicians program and earned his Masters of Science in Nursing – Psychiatric-Mental Health Nurse Practitioner from Florida International University in 2019. Kirit is currently board certified as a Psychiatric-Mental Health Nurse Practitioner Across the Lifespan through the American Nurses Credentials Center. He has worked in behavioral health centers in Florida and New Jersey as a Locum Tenens since 2016. Kirit Saigal will be joining Humboldt General Hospital as an employed provider, anticipated to start in August 2020.
- **Anastasha Perera, PA-C** earned her Bachelors of Science in Physician Assistant Studies from Philadelphia University in 2003. Anastasha is currently board certified through the National Commission on Certification of Physician Assistants. She also holds current ACLS, BLS, and PALS certifications. Anastasha has been working as a Locum Tenens PA in Emergency Medicine between Florida and Nevada since 2006. She is currently working with CareAdopt providing psychiatric services. Anastasha will be working with Humboldt General Hospital through CareAdopt to provide telehealth psychiatric services. The anticipated start of this project is August 2020.
- **Jennifer Mayer, PA-C** earned her Masters of Science in Physician Assistant Studies from Touro University of Nevada in November 2017. Jennifer participated in an internship program with Southwest Medical Associates in Las Vegas from November 2016 to November 2017. She is currently board certified through the national Commission on Certification of Physician Assistants and has previously held BLS and ACLS certifications. Jennifer has worked with Sigma Mental Health Urgent Care and True Mental Health Services, both in San Antonio, TX, as a Psychiatric Physician Assistant. She is currently working with CareAdopt providing telehealth psychiatric services. Jennifer will be working with Humboldt General Hospital through CareAdopt to bring telehealth psychiatric services to our rural community. The anticipated start of this project is August 2020.
- **William Beckman, MD** earned his Doctor of Medicine from the University of Mississippi, School of Medicine in 1976. Dr. Beckman went on to complete his internship and residency in Obstetrics and Gynecology at the University Medical Center in Jackson, MS in 1980. He has maintained his board certification as an OBGYN through the American Board of Obstetrics and Gynecology. Dr. Beckman has been practicing as an OBGYN since 1980, working in clinics and as a Locum Tenens provider. He currently holds medical licenses in Nevada, Indiana, South Dakota, and Mississippi. Dr. Beckman has been privileged and working with Humboldt General Hospital since August of 2018 as one of our Locum Tenens provider.
- **Ludwig Kroner, MD** earned his Doctor of Medicine from the University of Wisconsin in 1974. His internship was through St. Mary's Hospital in Duluth Minnesota from 1974 to 1975 and his residency was through the Veteran's Administration in affiliation with the University of Minnesota from 1975 to 1979. Dr. Kroner has been board certified through the American Board of Orthopaedic Surgery since 1980. His practice history includes private practices in Minnesota from 1979 to 1981 and Wyoming from 1981 to 2013. He is currently working with Synergy Surgicalists, which provides coverage in Humboldt General Hospital for our orthopedic needs. Dr. Kroner has been privileged with HGH since October 2014.



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- **Nicholas Carlevato, MD** earned his Doctor of Medicine from Loma Linda University, School of Medicine in 1991. Dr. Carlevato completed his internship in Family Practice/Transitional through the Naval Hospital Camp Pendleton from July 1991 to June 1992. He went on to complete his residency in Diagnostic Radiology through the University of Arizona Health Sciences School of Medicine from July 1995 to June 1999. He continued with a yearlong fellowship in Vascular and Interventional Radiology. Dr. Carlevato is board certified through the American Board of Radiology. He has been practicing as a radiologist since 2000. Dr. Carlevato has been privileged with Humboldt General Hospital, through Northstar Radiology, since August 2018.
- **Scott Chang, MD** earned his Doctor of Medicine from New York Medical College in 1998. Dr. Chang completed his Internal Medicine internship with Santa Barbara Cottage Hospital in 1999. He completed his residency in Diagnostic Radiology in 2003 and his fellowship in Musculoskeletal Radiology in 2004 with the University of Washington. Dr. Chang has maintained his board certification with the American Board of Radiology since 2003. He has worked with Radiology Associates of Nevada from 2004 to 2014 and is currently working with Virtual Radiologic Professionals, LLC since 2014. He is one of the radiologists that provides teleradiology coverage to Humboldt General Hospital. Dr. Chang has been providing coverage to HGH since August 2016.

Thank You,

Jessica Villarreal
Administrative Assistant

JULY 2020 FINANCIAL NARRATIVE

- Gross patient revenue for the month of July was \$8.8M compared to budget of \$9.2M and prior year of \$8.1M. The organization continues to recover nicely to pre COVID volumes.
- Contractual adjustments and bad debt was \$4.3M or 48.2% of gross revenue compared to budget of \$4.5M or 49.5% of gross revenue and prior year of \$3.8M or 46.9% of revenue. July actual included bad debt recovery of approximately \$100K.
- July total operating revenue was \$4.6M compared to budget of \$4.7M and prior year of \$4.3M. The improvement in operating revenue year over year was primarily the result of an increase in volumes.
- Spending for July was \$5.0M compared to budget of \$5.1M and prior year of \$4.2M. The increase in spending year over year was primarily a result of an increase in provider and consultant labor dollars.
- Net operating loss for July was \$(388K) compared to budget loss of \$(419K) and prior year of \$93K. The organization must continue to diligently strive for a positive operating margin and focus on maximizing revenue and minimize discretionary spending.
- Non-operating revenue for July was \$294K compared to budget of \$456K and prior year of \$246K. The organization realizes tax revenue when received for reporting purposes whereas the budgeted number was spread evenly over the entire year.
- The net loss for July was \$(94K) compared to budget income of \$37K and prior year income of \$340K. The primary difference between actual and budget for July was the unfavorable variance in tax revenue of \$249K.

Humboldt General Hospital												
13 Month Statistics Comparison												
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar-20	Apr-20	May-20	
Med/Surg Pt Days	174	141	158	189	186	159	200	199	150	178	188	
Pediatric Days	0	1	7	3	2	0	0	0	-	0	0	
Obstetrics Pt Days	33	31	32	24	24	18	36	24	21	31	29	
Nursery Pt Days	36	37	33	31	22	22	28	27	27	31	31	
ICU Pt Days	3	6	19	6	10	13	14	19	13	31	15	
Swing Bed Days	53	78	71	24	85	66	38	83	83	66	68	
Harmony Manor Days	974	1,116	1,042	1,091	965	945	1,010	927	941	891	936	
Quail Corner Days	189	217	217	201	240	248	248	232	248	240	248	
Admissions												
Labor Room Deliveries	25	21	19	17	14	22	22	18	17	20	19	
Operating Room Cases- Inpatient	104	105	117	118	108	91	114	98	22	17	21	
Operating Room Cases- Outpatient									48	15	19	
Radiology Tests- see detail below	1,248	1,296	1,339	1,531	1,229	1,107	1,350	1,282	1,147	922	977	
Laboratory Tests	8,206	8,595	7,917	8,726	6,617	6,848	7,786	7,741	6,358	5,215	6,138	
Emergency Room Visits	683	683	683	713	731	647	701	663	666	525	515	
Billable Amulance Runs	134	128	137	152	135	109	131	110	121	130	128	
RHC Visits- Total Visits	2,030	2,566	2,222	2,465	1,915	2,341	2,720	2,605	2,513	1816	1962	
RHC FP1								236	211	241	225	
RHC FP2								236	437	286	372	
RHC FP3								220	166	127	233	
RHC FP4												
RHC Int Med								357	288	258	296	
RHC PAIN MANAGEMENT												
RHC Peds								354	331	194	188	
RHC Podiatry												
RHC Res Clin								315	249	249	238	
RHC TH								38	38	34	37	
RHC WH								260	203	179	184	
RHC Walk In								589	590	248	189	
Radiology Tests by modality												
MRI									53	34	44	
Mammogram									43	13	22	
Bone Denisty									7	1	5	
Computed Tomography									181	156	186	
General Diagnostic									634	548	507	
Nuclear Cardiac									14	10	10	
Nuclear Medicine									7	0	9	
Ultrasound									170	140	165	
Vascular Ultrasound									38	20	29	
									1147	922	977	



Humboldt General Hospital
 Statement of Profit and (Loss)
 For the Period Ending July 31, 2020

FY20 MONTH	MONTH OF JULY FY2021			FISCAL YEAR 2021 TO DATE		FY 2020 YTD
PRIOR YR	BUDGET	ACTUAL		ACTUAL	BUDGET	PRIOR YR
\$ 3,076,603	\$ 3,644,145	\$ 2,704,370	INPATIENT REVENUE	\$ 2,704,370	\$ 3,644,145	\$ 3,076,603
4,312,617	4,293,503	4,974,698	OUTPATIENT REVENUE	4,974,698	4,293,503	4,312,617
548,212	589,979	566,726	LTC	566,726	589,979	548,212
186,995	642,902	594,678	CLINIC REVENUE	594,678	642,902	186,995
8,124,427	9,170,529	8,840,472	TOTAL PATIENT SERVICE REVENUE	8,840,472	9,170,529	8,124,427
			DEDUCTIONS FROM REVENUE			
(3,341,764)	(3,762,116)	(3,791,395)	CONTRACTUAL ADJUSTMENTS	(3,791,395)	(3,762,116)	(3,341,764)
(468,710)	(779,424)	(475,917)	BAD DEBT	(475,917)	(779,424)	(468,710)
(3,810,474)	(4,541,540)	(4,267,312)	TOTAL DEDUCTIONS FROM REVENUE	(4,267,312)	(4,541,540)	(3,810,474)
4,313,953	4,628,989	4,573,160	NET PATIENT SERVICE REVENUE	4,573,160	4,628,989	4,313,953
22,134	37,164	61,501	OTHER OPERATING REVENUE	61,501	37,164	22,134
4,336,087	4,666,153	4,634,661	TOTAL OPERATING REVENUE	4,634,661	4,666,153	4,336,087
			OPERATING EXPENSES			
1,685,649	2,000,503	1,896,040	SALARIES	1,896,040	2,000,503	1,685,649
364,578	605,104	553,900	BENEFITS	553,900	605,104	364,578
208,650	7,920	78,132	CONTRACT LABOR	78,132	7,920	208,650
616,597	943,374	875,078	PURCHASED SERVICES	875,078	943,374	616,597
309,346	513,215	596,409	MEDICAL SUPPLIES	596,409	513,215	309,346
25,171	97,691	117,535	OTHER SUPPLIES & MINOR EQUIPMENT	117,535	97,691	25,171
96,951	124,473	97,425	REPAIRS AND MAINTENANCE	97,425	124,473	96,951
16,951	25,821	30,645	RENTS AND LEASES	30,645	25,821	16,951
70,273	54,674	50,289	INSURANCE	50,289	54,674	70,273
57,560	71,968	69,900	UTILITIES	69,900	71,968	57,560
541,751	489,122	580,426	DEPRECIATION	580,426	489,122	541,751
75,834	21,651	10,247	TRAVEL, MEALS & EDUCATION	10,247	21,651	75,834
173,219	129,717	66,933	OTHER EXPENSE	66,933	129,717	173,219
4,242,530	5,085,233	5,022,959	TOTAL OPERATING EXPENSES	5,022,959	5,085,233	4,242,530
93,557	(419,080)	(388,298)	NET OPERATING INCOME/(LOSS)	(388,298)	(419,080)	93,557
			NON-OPERATING REVENUE/(EXPENSES)			
10,697	25,479	33,516	INTEREST INCOME	33,516	25,479	10,697
235,755	430,171	181,372	TAXES	181,372	430,171	235,755
-	-	-	DONATIONS	-	-	-
-	-	70,928	SUBSIDIES	70,928	-	-
-	-	8,435	MISCELLANEOUS	8,435	-	-
246,452	455,650	294,251	NON-OPERATING REVENUE/(EXPENSES)	294,251	455,650	246,452
\$ 340,009	\$ 36,570	\$ (94,047)	NET INCOME/(LOSS)	\$ (94,047)	\$ 36,570	\$ 340,009
\$ 881,760	\$ 525,692	\$ 486,379	EBIDA	\$ 486,379	\$ 525,692	\$ 881,760

FINANCIAL DASHBOARD
HUMBOLDT GENERAL HOSPITAL
FISCAL YEAR 2021

Key Performance Indicator (KPI)	KPI Description	KPI Calculation	Fiscal Year 2020 June 30, 2020 Unaudited	Annualized Fiscal Year to Date 2021 July 2020	Favorable ↑ Unfavorable ↓
EBIDA	Earnings Before Interest, Depreciation, and Amortization	Net Income + Interest + Depreciation + Amortization	2,034,051	5,836,548	↑
Current Ratio	Measures the number of times short-term obligations can be paid using short-term assets.	Current Assets ÷ Current Liabilities	8.1	7.2	↓
Average Payment Period	The number of days a company takes to pay off credit purchases.	Current Liabilities ÷ Daily Operating Expenses	36	50	↑
Days Cash on Hand	Measures the number of days an organization could operate if no cash was collected or received.	Cash ÷ ((Operating Expense - Depreciation Expense) ÷ 365)	208	228	↑
Operating Margin	Measures the control of operating expenses relative to operating revenues.	Operating Income (Loss) / Operating Revenue	(21.5%)	(2.0%)	↑
Days in Net Accounts Receivable	Measures the number of days that it takes an organization to collect its receivables.	Net Accounts Receivable ÷ (Net Patient Revenue for last 120 days ÷ 120)	101	92.1	↑
Salaries as % of Net Revenue	Measures the percentage of patient revenue that are labor costs.	(Salaries + Agency Salaries) ÷ Net Patient Revenue	62.6%	60.6%	↑
Supplies as % of Net Revenue	Measures the percentage of patient revenue that are supply costs.	Supplies Expense ÷ Net Patient Revenue	11.6%	13.0%	↓
Bad Debt as % of Gross Revenue	Measures the percentage of Gross Revenue that is written off as Bad Debt.	Bad Debt Expense ÷ Gross Patient Revenue	10.1%	5.4%	↑

Humboldt General Hospital
Statement of Profit and (Loss)
For Period Ending: 07/31/2020

	JUL 2020			FY2021		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
INPATIENT REVENUE	\$2,704,370	\$0	\$2,704,370	\$2,704,370	\$0	\$2,704,370
OUTPATIENT REVENUE	4,974,698	0	4,974,698	4,974,698	0	4,974,698
LTC	566,726	0	566,726	566,726	0	566,726
CLINIC REVENUE	542,042	0	542,042	542,042	0	542,042
TOTAL PATIENT SERVICE REVENUE	<u>8,787,836</u>	<u>0</u>	<u>8,787,836</u>	<u>8,787,836</u>	<u>0</u>	<u>8,787,836</u>
DEDUCTIONS FROM REVENUE						
CONTRACTUAL ADJUSTMENTS	(3,791,395)	0	(3,791,395)	(3,791,395)	0	(3,791,395)
BAD DEBT	(475,917)	0	(475,917)	(475,917)	0	(475,917)
TOTAL DEDUCTIONS FROM REVENUE	<u>(4,267,312)</u>	<u>0</u>	<u>(4,267,312)</u>	<u>(4,267,312)</u>	<u>0</u>	<u>(4,267,312)</u>
NET PATIENT SERVICE REVENUE	4,520,524	0	4,520,524	4,520,524	0	4,520,524
OTHER OPERATING REVENUE	61,501	0	61,501	61,501	0	61,501
TOTAL OPERATING REVENUE	<u>4,582,025</u>	<u>0</u>	<u>4,582,025</u>	<u>4,582,025</u>	<u>0</u>	<u>4,582,025</u>
OPERATING EXPENSES						
SALARIES	1,896,040	0	1,896,040	1,896,040	0	1,896,040
BENEFITS	553,900	0	553,900	553,900	0	553,900
CONTRACT LABOR	78,132	0	78,132	78,132	0	78,132
SUPPLIES MEDICAL	596,409	0	596,409	596,409	0	596,409
PURCHASED SERVICES	875,078	0	875,078	875,078	0	875,078
SUPPLIES & SMALL EQUIPMENT	117,535	0	117,535	117,535	0	117,535
REPAIRS AND MAINTENANCE	97,425	0	97,425	97,425	0	97,425
RENTS AND LEASES	30,645	0	30,645	30,645	0	30,645
INSURANCE	50,289	0	50,289	50,289	0	50,289
UTILITIES	69,900	0	69,900	69,900	0	69,900
DEPRECIATION	580,426	0	580,426	580,426	0	580,426
TRAVEL & MEALS	10,247	0	10,247	10,247	0	10,247
OTHER EXPENSE	66,933	0	66,933	66,933	0	66,933
TOTAL OPERATING EXPENSES	<u>5,022,960</u>	<u>0</u>	<u>5,022,960</u>	<u>5,022,960</u>	<u>0</u>	<u>5,022,960</u>
NET OPERATING INCOME/(LOSS)	<u>(440,935)</u>	<u>0</u>	<u>(440,935)</u>	<u>(440,935)</u>	<u>0</u>	<u>(440,935)</u>
NON-OPERATING REVENUE & EXPENSES						
INTEREST INCOME	33,516	0	33,516	33,516	0	33,516
TAXES	181,372	0	181,372	181,372	0	181,372
DONATIONS	0	0	0	0	0	0
OTHER INCOME	8,435	0	8,435	8,435	0	8,435
CERNER CLEARING	52,636	0	0	(52,636)	0	(52,636)
SUBSIDIES	70,928	0	70,928	70,928	0	70,928
NON-OPERATING REVENUE/ (EXPENSE)	<u>346,888</u>	<u>0</u>	<u>346,888</u>	<u>346,888</u>	<u>0</u>	<u>346,888</u>
NET INCOME/(LOSS)	<u>(\$94,047)</u>	<u>\$0</u>	<u>(\$94,047)</u>	<u>(\$94,047)</u>	<u>\$0</u>	<u>(\$94,047)</u>

HUMBOLDT GENERAL HOSPITAL
BALANCE SHEET
FOR MONTH ENDING 07/31/2020

	THIS YEAR	LAST YEAR	INC/(DEC)	INC/(DEC) %
ASSETS:				
CURRENT ASSETS:				
CASH & INVESTMENTS	\$32,638,262	\$29,318,209	\$3,320,053	11.3%
OTHER RECEIVABLES	505,133	1,846,729	(1,341,596)	-72.7%
NET ACCOUNTS RECEIVABLE	15,158,450	9,754,157	5,404,293	55.4%
INVENTORY	1,680,685	1,699,864	(19,179)	-1.1%
PREPAIDS	1,141,595	1,366,322	(224,727)	-16.5%
TOTAL CURRENT ASSETS	<u>51,124,125</u>	<u>43,985,281</u>	<u>7,138,844</u>	<u>16.2%</u>
PROPERTY, PLANT, & EQUIPMENT NET OF DEPRECIATION	<u>57,829,299</u>	<u>59,632,199</u>	<u>(1,802,900)</u>	<u>-3.0%</u>
DEFERRED OUTFLOWS OF RESOURCES PENSION DEFERRED OUTFLOWS	<u>5,625,947</u>	<u>5,625,947</u>	<u>0</u>	<u>0.0%</u>
TOTAL ASSETS	<u>\$114,579,371</u>	<u>\$109,243,427</u>	<u>\$5,335,944</u>	
LIABILITIES:				
ACCOUNTS PAYABLE	\$4,764,506	\$842,444	\$3,922,062	465.6%
ACCRUED PAYROLL	2,202,266	2,151,048	51,218	2.4%
OTHER CURRENT LIABILITIES	171,307	541,758	(370,452)	-68.4%
CURRENT PORTION OF LONG TERM DEBT	0	0	0	0.0%
TOTAL CURRENT LIABILITIES	<u>7,138,079</u>	<u>3,535,251</u>	<u>3,602,828</u>	<u>101.9%</u>
LONG-TERM LIABILITIES NET PENSION LIABILITY	<u>28,326,281</u>	<u>28,326,281</u>	<u>0</u>	<u>0.0%</u>
DEFERRED INFLOWS OF RESOURCES PENSION DEFERRED INFLOWS	1,449,686	1,449,686	0	0.0%
DEFERRED REVENUE	6,085,477	0	6,085,477	0.0%
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>7,535,163</u>	<u>1,449,686</u>	<u>6,085,477</u>	<u>0.0%</u>
TOTAL LIABILITIES	<u>42,999,523</u>	<u>33,311,218</u>	<u>3,602,828</u>	

FUND BALANCE:

HUMBOLDT GENERAL HOSPITAL
BALANCE SHEET
FOR MONTH ENDING 07/31/2020

RETAINED EARNINGS	71,579,848	75,932,210	(4,352,362)	-5.7%
TOTAL LIABILITIES AND FUND BALANCE	<u>\$114,579,371</u>	<u>\$109,243,427</u>	<u>(\$749,533)</u>	

HUMBOLDT GENERAL HOSPITAL

PRESENTATION OF CASH ACCOUNTS

JULY 31, 2020 -- FISCAL YEAR 2021

<u>ACCOUNTS FOR:</u>	<u>G/L ACCT. #:</u>	<u>LOCATION HELD:</u>	<u>ACCOUNT.#:</u>	<u>BALANCES:</u>
Cash Drawers	10010	Safe/Business Office/Clinics	Cash Drawers(12)	2,275
General Fund Checking	10000	Wells Fargo Bank	3828	5,054,046
Tax Account	10005	Wells Fargo Bank	925	16,552
Payroll Checking	10010	Wells Fargo Bank	3836	4,095
General Fund Investment	10020	Wells Fargo Bank	6671	6,151,287
Hanssen Scholarship Fund	10050	Wells Fargo Bank	7067	4,008
EMS Scholarship Fund	10055	Wells Fargo Bank	917	16,922
SNF Patient Trust	10035	Wells Fargo Bank	0021	28,602
SNF Memorial/Activity	10040	Wells Fargo Bank	9304	4,913
Investment Trust	10030	Wells Fargo Bank	6500	10,600,108
HRG Self Pay	10015	Sterling Bank	1566	-
LGIP Savings	10025	NV State Treasurer	#xxxGHO	10,755,454
HGH TOTALS:				32,638,262

I, Tim Powers, CEO for Humboldt General Hospital, hereby certifies that the above report of cash account balances accurately reflects the actual cash-in-bank as reported by the financial institutions holding the funds for the current period end.

SUBMITTED & SIGNED:

Tim Powers, CEO

**HUMBOLDT COUNTY HOSPITAL
DISTRICT AND HUMBOLDT
GENERAL HOSPITAL
COMPLIANCE PLAN**

COMPLIANCE PLAN COMMITMENT

The Humboldt County Hospital District Board of Trustees and Administration are committed to quality and efficient patient care, high standards of ethical, professional and business conduct and full compliance with all applicable federal and state laws affecting the delivery or payment of health care, including those that prohibit fraud and abuse or waste of health care resources.

The goal of Humboldt County Hospital District and Humboldt General Hospital, collectively referred herein as "Hospital," is to promote ethical, compliant and legal behavior within the organization that encourages prevention, detection and resolution of conduct that does not conform to our standards, Federal and State law and regulations. A Compliance Program is based on guidance provided by the Department of Health and Human Services' Office of the Inspector General (OIG). The following seven elements form the core of the Compliance Program:

1. Implementing written policies, procedures and standards of conduct
2. Designating a Compliance Officer and Compliance Committee
3. Conduct Effective Training and Education
4. Developing effective lines of communication
5. Enforcing disciplinary standards
6. Conducting internal monitoring and auditing
7. Responding promptly to detected offenses and undertaking corrective action

The Compliance Program applies to all personnel, including but not limited to its Board of Trustees, administration, physicians and other practitioners, employees, volunteers, and other entities providing services on behalf of Humboldt General Hospital.

As demonstrated by the signatures below, the Compliance Program is enacted at the direction and with the support of the Board of Trustees and Humboldt General Hospital administration.

APPROVED BY:

Chairman, Board of Trustees

Date

Humboldt General Hospital CEO

Date

COMPLIANCE PLAN

HUMBOLDT COUNTY HOSPITAL DISTRICT AND HUMBOLDT GENERAL HOSPITAL

I. Purpose and Introduction

The Hospital is committed to conducting business with integrity. The purpose of this Compliance Plan and its policies and procedures is to provide guidance and protection that supports that commitment.

An integral component of the Compliance Plan is the Code of Conduct. It specifically addresses the conduct expected from all employees in order to establish and maintain a culture within the Hospital that promotes quality patient care and high standards of ethical and business practices.

The Compliance Plan includes the following elements:

1. Written standards, policies and procedures which promote the Hospital's commitment to compliance with applicable laws and regulations.
2. The designation of a Compliance Officer and Compliance Committee charged with the responsibility of implementing and monitoring the Compliance Program.
3. Regular, effective education and training programs for all affected personnel as appropriate to their functions.
4. A process to receive complaints concerning possible Compliance Program violations, procedures to protect the anonymity of complainants to the extent possible, and policies that protect complainants from retaliation.
5. A process to respond to allegations of improper activities and the enforcement of appropriate disciplinary action.
6. Periodic audits or other methods to monitor compliance and assist in the reduction of problems in any identified areas.
7. A prompt process for investigating, resolving any identified problems and acting to prevent further similar offenses.

Adherence to the Compliance Plan is a condition of employment and doing business with the Hospital. Disciplinary action for violations of the plan, acts of noncompliance with state and federal laws and regulations, healthcare program requirements or policies and procedures will be enforced.

Components of the Compliance Plan include our Mission, Values and Code of Conduct.

II. Mission Statement

To be helpful and care for those in need.

III. Values

Accountability, Adaptability, Communication, Compassion, Competency, Courtesy, Confidentiality, Dedication, Empowerment, Fairness, Integrity, Leadership, Proactivity, Positive Attitude, Professionalism, Quality, Respect, Teamwork and Trustworthiness

IV. Compliance Oversight

The Compliance Officer and Compliance Committee are appointed by the Board of Trustees. The Chief Operating Officer (COO) is the Compliance Officer at the Hospital and is responsible for the development, implementation and maintenance of the Compliance Plan along with the Compliance Committee.

Humboldt General Hospital representatives have a duty to:

- Report anytime they suspect a Code of Conduct violation
- Attend educational events provided based on their scope of work

The Compliance Officer has the duty to:

- Investigate
- Report to the Board of Trustees
- Report to the appropriate agency if code violations are verified

The Board of Trustees have a duty to:

- Evaluate the effectiveness of the Compliance Program
- Support the Compliance Program
- Periodically review Compliance Plan's activities

Anyone with questions should contact the Compliance Officer directly:

- Tiffany Love COO @ 775-623-5222 ext. 1126 or
- Email lovet@hghospital.org
- Compliance Hotline @ 775--253-3420

V. Code of Conduct

1. Display Professionalism at all times

We display and promote the highest standards of professional behavior. We act with competency and integrity expected from our profession. We are honest, fair and reasonable in our professional relationships.

2. Abide by Applicable Laws, Regulations, Policies and Procedures

In the complex healthcare environment, we are aware of all regulations, rules and laws that apply to our position and profession. If unsure of the law or regulations, we will ask. Employees and other colleagues will not be penalized for asking compliance related questions. To the contrary, the organization's intent is to create a culture in which every employee and colleague is comfortable asking questions necessary to ensure that he or she understands their tasks and obligations.

3. Provide Quality Patient Care

We are committed to following applicable policies, laws and licensing requirements relating to the quality of care and patient safety. We will engage in quality initiatives, report safety concerns and uphold the professional standard of care.

4. Honor Patient/-Resident Rights

We have an ethical responsibility to make our patients/residents feel secure in our care and to treat them with respect. We have the legal responsibility to comply with all applicable laws, regulations and Medicare Conditions of Participation related to our patient rights.

5. Preserve Confidentiality and Information Security

We are committed to protect confidential information at the Hospital including patient health and business information, employee and hospital business information. We access confidential information only when authorized to do so and for the purpose of doing our job. We follow the policies related to confidentiality and report concerns to the appropriate party. We take steps to secure our systems from unauthorized access and comply with information security policies.

6. Accurately Record and Report Information

We accurately document records about our patients, employees, physicians, procedures and financial transactions. We retain documents for the length of time based on our retention policies.

7. Integrity in Billing and Financial Accounting

We will code and bill for services when the documentation is appropriate. We comply with federal healthcare program requirements. We will review and monitor our cost reporting process to ensure that we follow federal and state regulations. Periodic audits may be performed to evaluate compliance.

8. Avoid Conflict of Interest

We disclose any actual or potential conflicts of interest per our Conflict of Interest policy. Personal considerations will not affect our loyalty or ability to fulfill our responsibility to the Hospital.

9. Work Safely

We comply with workplace health and safety regulations and report safety concerns. We follow policies for the handling and disposal of hazardous material, maintaining a work environment free from violence and disruptive behavior and the access and handling of controlled substances.

10. Appropriate use of Social Media, Technology and Hospital Resources

We use social media responsibly, safeguard information and access to all technology and utilize hospital resources for only their intended use. We will abide by related policies.

In addition to the general Code of Conduct, standards and policies will provide guidance for employees related to certain issues and departmental activities. At a minimum, the Standards of Conduct will include policies addressing at the following:

- Physician Contracting
- Fraud and Abuse
- Sexual Harassment
- Workplace Violence
- Gifts and Gratuities
- Antitrust
- HITECH
- Discrimination, Diversity and Inclusion
- EMTALA
- Privacy/HIPAA
- Human Resource Issues
- Medical Staff Issues

VI. Education and Training

For the Compliance Program to be effective the Hospital will receive education of the Compliance Plan and Program for all employees during their initial Hospital orientation and annually.

The Compliance Committee will determine the topics to be reviewed on an annual basis. In conjunction with the Compliance Officer, the Compliance Committee will determine what areas and/or departments will need additional education on specific topics.

The Compliance Officer will have a mechanism for employees to raise questions, report concerns and to receive timely and appropriate guidance on compliance issues.

VII. Monitoring

The Compliance Officer and/or assigned Committee members will conduct or direct periodic audits to assess compliance. Such audits shall be conducted and results reported to the Board of Trustees no less than annually.

VIII. Potential Violations

Any employee, vendor or contractor who is aware of a real or potential violation of the Compliance Plan or Code of Conduct must report that information immediately to their supervisor and the Compliance Officer.

The Hospital will fully support any employee in their efforts to fulfill these duties and protect that employee from any adverse consequences including retaliation.

The reporting of alleged violations will be investigated per Compliance Program policies.

IX. Conclusion

The Hospital supports the implementation of a Compliance Plan in the belief that it will achieve improved quality control and reduce the risk of improper and/or illegal conduct.

X. Program Reappraisal

In order to ensure this Compliance Plan is effective, it will be reviewed on an on-going basis and annually to reflect current practices and changes and to ensure appropriate services are being monitored and evaluated in accordance with the Compliance Program.

Humboldt General Hospital Code of Conduct, based on principles outlined in our Mission and Values statement, serves as the foundation of our Compliance Plan.

The guidelines set forth in this Code of Conduct will be applied equally to everyone and are mandatory.

ACKNOWLEDGEMENT

I certify that I have received the Humboldt Code of Conduct and Compliance Plan and that I understand it represents mandatory policies of the organization and I agree to abide by it.

Signature: _____

Printed Name: _____

Position: _____

Department: _____

Date: _____

Please return the completed and signed Code of Conduct and Compliance Program Acknowledgement form to the Human Resources Department.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made this ____ day of _____, 20____, by and between HUMBOLDT GENERAL HOSPITAL DISTRICT (the District) and DAVID FIELDER, RN, MSN, FNP, (hereinafter referred to as "FNP"):

BACKGROUND

HUMBOLDT COUNTY HOSPITAL DISTRICT operates Humboldt General Hospital (hereinafter referred to as "HGH"), an acute care medical facility, and the Hospital Clinic, medical clinics offering the professional services of health care providers, in Winnemucca, Humboldt County, Nevada. The District desires to employ FNP, and FNP desires to be employed by the District, on the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements set forth herein, the parties mutually agree as follows:

1. Employment: The District desires to employ the services of David Fielder in full-time advanced practice nursing services, with a focus on geriatric services, for the District's Long Term Care facility that includes Long Term Care residents of Harmony Manor and Quail Corner, and/or any other facility operated by the District as the District may request. FNP shall provide a full range of Advanced Nursing Geriatric Services to the residents of Harmony Manor and Quail Corner under the supervision of the Medical Director of the Long Term Care facility. The relationship created under this Agreement is that of employer and employee.

2. Term: Subject to the following terms and conditions, the District hereby employs FNP to perform the services contemplated by this Agreement on behalf of the District for a period of three years commencing on _____, 20____, unless the Agreement is terminated pursuant to one or more provisions set forth in Section 10.

3. General Duties of FNP:

(a) FNP shall provide professional advanced practice nursing services for the District's Long Term Care Facility that includes residents at Harmony Manor and Quail Corner and/or any other facility operated by the District as the District may request. FNP shall devote to the District all of the time, attention and energy necessary for FNP to perform efficiently the services required of FNP, including, but not limited to, rendering prompt, courteous and competent professional medical services as contemplated by this Agreement. FNP shall provide a minimum of 36 hours per week in the Long Term Facility (or any other facility operated by the District) for a minimum of 46 weeks per year. FNP's schedule shall be coordinated with the Chief Nursing Officer of HGH and the Medical Director of the Long Term Care facility to ensure appropriate medical coverage for all residents. It is understood that the position of FNP is a salaried exempt position under the Fair Labor Standards Act.

FNP shall render such services in accordance with the highest ethical and medical standards and practices of the community, and in such manner and upon such terms and conditions as the District shall from time to time fix and determine. FNP shall render medical care in accordance with (i) any and all directives of medical staff of the District; (ii) all policies, procedures, bylaws, rules and regulations adopted by the District, including, but not limited to, the District's Code of Conduct; (iii) all applicable federal, state and local laws; and (iv) all rules and regulations of the health care facilities at which the District conducts its practice. In the event a conflict arises between the instructions or directives of medical staff and any written policies or procedures adopted by the District, the instructions and/or directives of medical staff shall supersede any such written polices or procedures and any terms set forth in this Agreement.

(b) Patient and Records of District: FNP shall promptly prepare, in accordance with generally accepted medical practice, the policies and procedures adopted by the District, and such direction as the District may provide, accurate records, reports and histories of all examinations, procedures, and other professional services rendered by FNP (collectively "Records") hereunder. All such Records shall be prepared using the District's designated electronic medical records program.

FNP shall complete all clinical notes within two (2) business days of the provision of services provided to the patient. FNP shall complete and document his review of the results of any and all diagnostic tests within one (1) business day of the provision of services to the patient. FNP shall complete and document his review of correspondence from any and all other medical care providers of the patient within one (1) business day of his receipt of same. FNP shall complete all transcriptions within one (1) business day of the provision of services to the patient. These policies pertaining to the timely completion of all Records are subject to change based upon operational or legal requirements in the sole discretion of the District. Any revisions to such policies shall not require an amendment to this Agreement and FNP will abide by any such revisions.

Failure of the FNP to abide by, and follow, the District's policies relating to the timely completion of Records shall permit the District to withhold 10% of the aggregate pre-tax compensation due to FNP. In addition, failure of FNP to meet the required level of documentation and coding standards of the District may result in one or more of the following: (1) FNP's required participation in education or instruction on this subject matter at FNP's expense; (2) pre-bill or concurrent review of FNP's claims by District Administration for coding accuracy; or (3) additional audits, the costs of which shall be borne by FNP.

All Records shall be and remain the sole property of the District, subject to patients' rights to obtain copies of such records as required by applicable federal, state and local laws. FNP shall have no rights to such records, files, information or work product, or to copies thereof, except as may be required by law or this Agreement.

FNP shall maintain any and all other administrative records as required by the District's policies or any applicable federal, state or local law, including, but not limited to, records reflecting the amount of time devoted by FNP to office related management and administrative

duties.

FNP shall retain a copy of all Records created, maintained or acquired during or through his employment with the District for a period of six (6) years. FNP shall provide the District with access to all Records of whatever kind, created, maintained or acquired during or through his employment with the District upon the District's request if necessary for any reason related to regulatory or audit compliance. FNP shall provide notice to the District within five (5) business days of his receipt of any notice related to an audit of the FNP as related to any services provided pursuant to this Agreement.

The District shall retain a copy of all Records created by, or related to, the work of FNP for the District for a period of six (6) years and shall make copies of said Records available to FNP during that time period.

(c) **Billing Records and Codes:** In addition to his compliance with the District's Records policy set forth in Section 3(b), FNP shall strictly comply with all District policies and procedures related to coding and charge submission requirements. The District shall provide FNP with codes for services to be provided under this Agreement and FNP agrees to provide proper codes at the time services are rendered. The District shall provide FNP with instruction concerning all coding and/or billing policies and procedures utilized by the District.

(d) **Notice Requirements:** FNP shall notify District in writing, within five (5) business days of receipt of such notice, of any investigation by or of FNP which could result in (i) loss, restriction, or suspension of FNP's license to practice advanced practice nursing services in the State of Nevada or FNP's DEA permit; (ii) exclusion from participation in Medicare, Medicaid, or under any third party payer or managed care company; (iii) loss of FNP's insurability for professional liability insurance; or (iv) any action that is threatened, initiated, or taken against FNP by any other health care facility, provider or organization.

(e) **Professional Obligations:** In addition to the other provisions of this Agreement, FNP shall have the following professional obligations and represents and warrants as follows:

(i) FNP is duly licensed by the State of Nevada as an advanced practice registered nurse and shall maintain said licensure at all times during the term of this Agreement;

(ii) FNP shall obtain and maintain a Drug Enforcement Agency registration to prescribe, without limitation or restriction, controlled substances as are customarily needed by FNP;

(iii) FNP is eligible to participate in Medicare and Medicaid and has never been denied participation in either program nor been charged with any violation of either program. FNP will abide by all procedures, practices, and administrative regulations promulgated by Medicare or Medicaid or any other insurance provider or program in which the District participates.

(iv) FNP will cooperate with the District with respect to any and all internal and/or external audits conducted by, or related to, services of FNP or the care of District patients and

will carry out any corrective action recommended as a result of any such audits.

(f) **Collaborative Agreement:** FNP shall provide professional services in accordance with a Collaborative Agreement to be entered into with the District's physician-employee(s) and with the ethical precepts and standards of FNP's profession. The District shall be responsible for preparing the Collaborative Agreement in compliance with all applicable regulations of the Nevada State Board of Medicine and applicable law.

4. Duties of District

(a) **General Duties of District:** The District shall provide management of all operational aspects of the practice. This service shall include facilities, administration, accounting, personnel management, accounts payable and receivable and the collections thereof, material management and purchasing, payroll, maintenance and housekeeping. Overall practice management will be provided under the general supervision of the HGH CEO or other person designated by the Hospital Board of Trustees. The District shall provide facilities, including office space, equipment and supplies, necessary for FNP to provide for the care of the residents in the Long Term Care facility and any other facility operated by the District in the usual and customary manner of the profession.

5. Compensation

(a) In exchange for FNP's services in accordance with this Agreement, FNP shall be paid a base salary of One Hundred Fifty Thousand Dollars (\$150,000.00) with said salary subject to adjustment depending upon the terms of any retirement plan selected by FNP. FNP's base salary shall be divided equally over 26 pay periods and FNP shall be paid biweekly based upon the District's regularly scheduled payroll dates. FNP shall receive a Ten Thousand Dollar (\$10,000.00) signing bonus, subject to all applicable taxes, payable within the first 30 days of employment. In the event FNP's employment ends prior to his one year anniversary, or if FNP's status changes from full-time to part-time prior to his one year anniversary, FNP will be obligated to repay the District for said signing bonus on a pro-rata basis over a 12 month period (1/12th of the signing bonus for every month of employment less than one year).

The compensation established by this Agreement is consistent with the fair market value of the FNP services provided and was reached through arms' length negotiations between the parties to this Agreement. The compensation is not intended to relate to, and does not take into account, the volume or value of any referrals or business otherwise generated for or between the parties for which payment may be made in whole or in part under Medicare, Medicaid, or any other federal or state health care program, or under any third party payor program.

(b) Benefits/Fees Allowances/Expenses

(i) The District shall contribute the Employer share of the State of Nevada Public Retirement System ("PERS") plan selected by FNP in accordance with PERS rules and regulations then in effect.

(ii) FNP shall be entitled to Paid Time Off accumulated at 9.2308 hours every two weeks. The maximum accumulation of Paid Time Off under this Agreement is 240 hours. Except in case of emergency, the FNP is expected to provide advanced notice of the use of Paid Time Off to the Medical Director of the Long Term Care facilities or the Chief Nursing Officer of HGH. FNP may buy out unused Paid Time Off at a maximum of 80 hours per year and accrued Paid Time Off will be paid at the conclusion of FNP's employment with the District.

(iii) FNP shall be entitled to \$1,200.00 per month for housing costs for a maximum of two months.

(iv) FNP is eligible for, and the District will pay, health, dental, vision, prescription drug and life insurance benefits in the same manner as is applicable to other employees of the District.

(v) The District shall pay the FNP up to the sum of Two Thousand Dollars (\$2,000.00) per year, commencing on the effective date of this Agreement, for Continuing Medical Education requirements, professional dues and subscriptions. Requests for reimbursement for such items must be pre-approved by District Administration. The District will reimburse the FNP for costs of registration, travel, lodging, parking, materials, meals, professional dues and subscriptions upon presentation of receipts to District Administration within thirty (30) days of the time FNP incurs said expenses. Should FNP not incur expenses described herein up to the maximum amount noted within one year (i.e. by his anniversary date each year), any unused funds will not be carried over to the next year of the Agreement.

(vi) District will pay Nurse License fees on behalf of FNP.

(vii) The District will reimburse FNP for other travel and business related expenses for travel from the District's facilities associated with FNP's required duties and as requested by Administration. Receipts for any such expenses must be presented to District Administration within thirty (30) days of the time FNP incurs such expenses.

(viii) The District will provide relocation assistance to FNP in the amount of \$10,000.00, net of all applicable taxes. Payment will be made to FNP within the first thirty (30) days of employment. If FNP separates from employment with the District less than one year from the effective date of this agreement, FNP will be required to reimburse the District for any such relocation reimbursements on a pro-rata basis (1/12th of the reimbursed expenses for every month of employment less than one year).

6. Professional Liability Insurance: Professional liability insurance shall be maintained by the District for FNP in amounts required by the District's professional staff policies, but not less than \$1,000,000 per claim and \$3,000,000 in the aggregate. The insurance is obtained on a claims-made basis and provides for continuation of "tail coverage" after termination of services hereunder for as long as HGH continues to maintain professional liability coverage from its current insurance providers. FNP shall promptly notify the District of any

claim, or threatened claim, based on services rendered by FNP, under FNP's supervision, or at the District's facilities. FNP shall cooperate fully with the District and its insurers in investigation, defense, and other disposition of such claims. If FNP ceases to be covered by the District's professional liability insurance, then FNP shall obtain and maintain the required professional liability coverage at FNP's expense.

7. Taxes/Withholding: The District will withhold federal, state and local taxes, social security (FICA), workers' compensation insurance and unemployment insurance (FUTA and state), PERS contributions and any other fees and taxes related to the compensation and allowances (which may be defined as benefits under IRS rules) as required by federal and state laws relating to employees.

8. Billing: FNP assigns to the District all right, title and interest to payment from, or on behalf of, any patients or other recipients of professional services rendered by FNP during the term of this Agreement. FNP shall execute any and all documents that may be necessary to effect this assignment. District shall determine the fee schedule for FNP's services and FNP shall not waive or compromise any payment, deductible, or copayment for any services rendered under this Agreement. District shall retain all amounts received or collected for FNP's services rendered pursuant to this Agreement.

9. Confidentiality: FNP shall maintain the confidentiality of all patient care information and of all District Facilities and District business and financial data, patient lists, and other trade secrets and confidences. FNP shall follow appropriate procedures to ensure that patient confidentiality rights are not abridged in accordance with applicable state and federal confidentiality laws and regulations. FNP shall at no time during or after his employment with the District communicate in any way to any person or entity, any proprietary business or trade secrets of District unless such information is reasonably available to the general public from third party sources that FNP knows are not under any obligation to refrain from divulging such information.

10. Termination:

For Cause Termination by District:

(a) This Agreement shall immediately terminate, and the employment relationship between FNP and the District shall be deemed severed, upon the occurrence of any of the following events:

(i) In the event of the death of FNP during the term of this Agreement.

(ii) FNP's failure to obtain within a reasonable period of time, or the voluntary or involuntary suspension, revocation or cancellation of, FNP's: (A) license to practice FNP's profession in the State of Nevada; (B) appropriate medical staff privileges at those hospitals or facilities necessary for FNP to perform his duties under this Agreement, if any; (C) status as a participating provider with any payor program, any insurance company, preferred provider

organization, health maintenance organization or any other third party payor as requested by District and/or the failure to have such status reinstated within thirty (30) days; or (D) DEA registration number to prescribe, without limitation or restriction, controlled substances as are customarily needed by FNP to engage in the practice of FNP's specialty and the failure to have such status reinstated within thirty (30) days. In the event FNP appeals one or more of the preceding events and is unable to render services or bill lawfully for services rendered, FNP shall be suspended from rendering services under this Agreement, without compensation, pending the outcome of FNP's appeals.

(iii) The imposition of any restrictions or limitations by any governmental authority having jurisdiction over FNP to such an extent that FNP cannot engage in the professional practice for which FNP was employed.

(iv) FNP fails or refuses to faithfully and diligently perform the usual and customary duties of FNP's employment and adhere to the provisions of this Agreement.

(v) FNP fails or refuses to comply with the reasonable policies, standards and regulations of the District which from time to time may be established.

(vi) FNP conducts himself in an unprofessional, unethical or unlawful manner, or is found guilty of unprofessional, unethical or unlawful conduct by any board, institution, organization, professional society or court of law having any privilege or right to pass judgment upon or regulate the conduct of FNP.

(vii) FNP fails to maintain appropriate Records for professional services rendered.

(viii) FNP is unable to maintain medical malpractice coverage for any reason in accordance herewith.

(ix) FNP conducts himself in an inappropriate manner with the office staff, hospital or Long Term Care facility personnel or patients and/or their families, which conduct damages the reputation or adversely affects the best interests of the District.

(x) District discharges FNP for reasonable cause. For the purposes of this Agreement, "reasonable cause" shall mean misconduct by FNP not otherwise enumerated in subparagraphs 9(a)(ii) through (ix) above.

(xi) FNP becomes Disabled (as hereinafter defined) during the term of this Agreement for a period of one hundred twenty (120) days in any twelve (12) month period. For the purposes of this Agreement, FNP shall be deemed "Disabled" if an accident, illness or condition, mental, emotional or physical, prevents FNP from substantially performing the services that FNP performed for District immediately prior to the accident or the inception of the illness or condition. If there is any dispute concerning whether FNP is "Disabled" within the meaning of this Agreement, such fact shall be determined by a medical doctor selected by the District.

Termination by FNP:

(b) Upon a material breach of this Agreement by the District, FNP shall provide notice to the District of FNP's intent to terminate this Agreement as a result thereof. The District shall have a period of thirty (30) days from the date of such notice to cure any alleged breach to the reasonable satisfaction of FNP, and, if not so cured, FNP's employment with the District shall terminate immediately upon the expiration of such notice.

(c) **Termination Without Cause:** This Agreement may be terminated by either party, at any time and without cause, by giving ninety (90) days prior written notice of the District's or FNP's intention to terminate this Agreement.

(d) **Subsequent Agreement:** This Agreement shall immediately terminate upon the execution of a subsequent employment agreement between FNP and the District.

11. **Governing Law:** This Agreement shall be interpreted in accordance with the laws of the State of Nevada.

12. **Non-Compete Clause:** Because of the special skills and information which would be gained by FNP through employment with the District, upon expiration of this Agreement, or following separation of FNP's employment with the District, FNP agrees he shall not maintain or be employed in the practice of Advanced Practice Nursing Services within a seventy-five (75) mile radius of the District's facilities in Winneucca, Nevada for a period of one (1) year. This prohibition will not apply if this Agreement is terminated because the District violated the terms of the Agreement.

13. **Non-Discrimination:** FNP shall not discriminate against any patient, District employee, District contractor or any other individual with whom the FNP comes into contact by reason of the duties performed pursuant to this Agreement because of race, color, ethnicity, ancestry, creed, national origin, religion, age, sex, sexual orientation, gender identity, veteran's status or disability. FNP shall review, abide by, and be subject to, all anti-discrimination and/or anti-harassment policies set forth in the District's personnel policies.

14. **Release:** Upon termination under this Agreement and upon acceptance of all compensation for services performed, FNP shall be deemed to have voluntarily released and discharged the District, the Board of Trustees of the District, the Hospital, the Long Term Care facility, and their officers, directors, employees, agents, and successors and assigns, individually and collectively, and in their official capacity, from any and all liability arising out of this Agreement or from FNP's providing of services under this Agreement.

15. **Entire Agreement:** This Agreement constitutes the complete and full agreement and understanding of the parties hereto with respect to the subject matter set forth herein or necessarily implied hereby and supersedes all prior agreements, whether written or oral, by and between the parties.

16. Modifications and Amendments: Except as otherwise provided, this Agreement shall not be modified, unless in writing signed by all parties, and expressly stating that it is an amendment of this Agreement.

17. Waiver: Either party may waive performance by the other party of any duty or responsibility required hereunder in writing, but any waiver by such party of a breach or violation of any provision of this Agreement by the other party shall not operate, or be construed as, a waiver of any subsequent breach or violation by the other party.

18. Severability: If any provision of this Agreement is held invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the other provisions of this Agreement, all of which are hereby declared severable.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executive effective on the date noted above:

DISTRICT:

Family Nurse Practitioner

JOANN CASALEZ
CHAIRMAN

DAVID FIELDER, RN, MSN, FNP

Department: Laboratory Department

Request: The laboratory department is requesting approval to purchase architectural design services for pre-design studies on a lab renovation.

Justification: Humboldt General Hospital has outgrown its current laboratory space. The current space restricts the labs ability to purchase new instruments to perform additional tests.

- **Cost to purchase:** An hourly rate not to exceed \$20,000.00
- **Other Costs:** N/A
- **Service/Maintenance Agreement:** N/A
- **Consumables:** N/A

Recommendation: Approve purchase of architectural design services from Arch Nexus not to exceed an hourly rate of \$20,000.00.



ARCHITECTURAL NEXUS, Inc
archnexus.com

Fee Proposal

SALT LAKE CITY
2505 East Parleys Way
Salt Lake City, Utah 84109
T 801.924.5000

SACRAMENTO
930 R Street
Sacramento, California 95811
T 916.443.5911

August 11, 2020

Tim Powers
Humboldt General Hospital
118 E. Haskell Street
Winnemucca, NV 89445

RE: Lab Renovation-Pre-Design Studies

Dear Mr. Powers

Thank you for the opportunity to work with you on the remodel of the Lab at Humboldt General Hospital. We are submitting this proposal for services on the lab project we discussed with you and your team on August 7th, 2020. Following is our understanding of scope, and our proposal to accomplish the work for the board meeting on August 25th, 2020.

SCOPE OF SERVICES

Development of the two options presented at the August 7th meeting at a pre-design level. This area comprises roughly 3,000-4,000 SF of the existing lab and adjacent imaging areas, see attached Existing Diagram. Evaluation of the two options, see attached Options 1 and 2, will be with the executive team and developed to a basic bubble diagram level to set the scope of work for the project. Costs per square foot compared to a typical lab renovation will be provided as a rough budget for the project. Phasing diagrams will indicate the number of phases to capture the disruption to the areas affected. A space list will catalogue the new and old rooms affected and their square feet.

Our proposal includes only Architectural design services in Pre-Design based on existing plans provided by your team. We plan to have one on-site meeting to review existing conditions on a basic level, review adjacent available areas and refine the plan diagrams based on those findings; we anticipate two additional virtual meetings to prepare the documents for the board. The first virtual meeting will further refine the plans and we will take a first look at both bench layout and phasing. At the second virtual meeting, we will finalize the plan and phasing diagrams for the final board presentation and review anticipated costs. Once agreed upon the plan and phasing diagrams, program and cost will be packaged for presentation in either PowerPoint or PDF format. Please note that all exhibits will be conceptual in nature and subject to the final engineering review (provided in separate proposal).

Items not included in this proposed scope of work:

- 2D or 3D rendering/visualization
- Fixtures, Furniture or Equipment, Medical or otherwise, planning, design or procurement
- Engineering such as structural, mechanical or electrical
- Extensive or detailed construction cost estimating
- Detailed review of existing conditions identification (provided in separate proposal)

We anticipate the above listed scope of work will involve primarily the following Nexus team members, along with some support individuals as the need arises:

Travis Maughan, Principal, Architect
Kelly Schreihofner, Associate, Project Manager, Medical Planner
Casey Whitmill, Project Architect

FEE FOR SERVICES

We propose an **hourly not to exceed fee** for design services to a max of **\$20,000** plus any reimbursable expenses incurred during and directly related to our design services. These costs can only be exceeded at your written request for additional desired scope such as additional meetings, additional options, on-site meetings, etc. Our current hourly rates are attached for your reference.

If this proposal is agreeable and is in line with the services that you expect from us, please sign and date below and return a copy indicating approval for us to proceed.

Signature of approval/
authorization to proceed _____ Date: _____

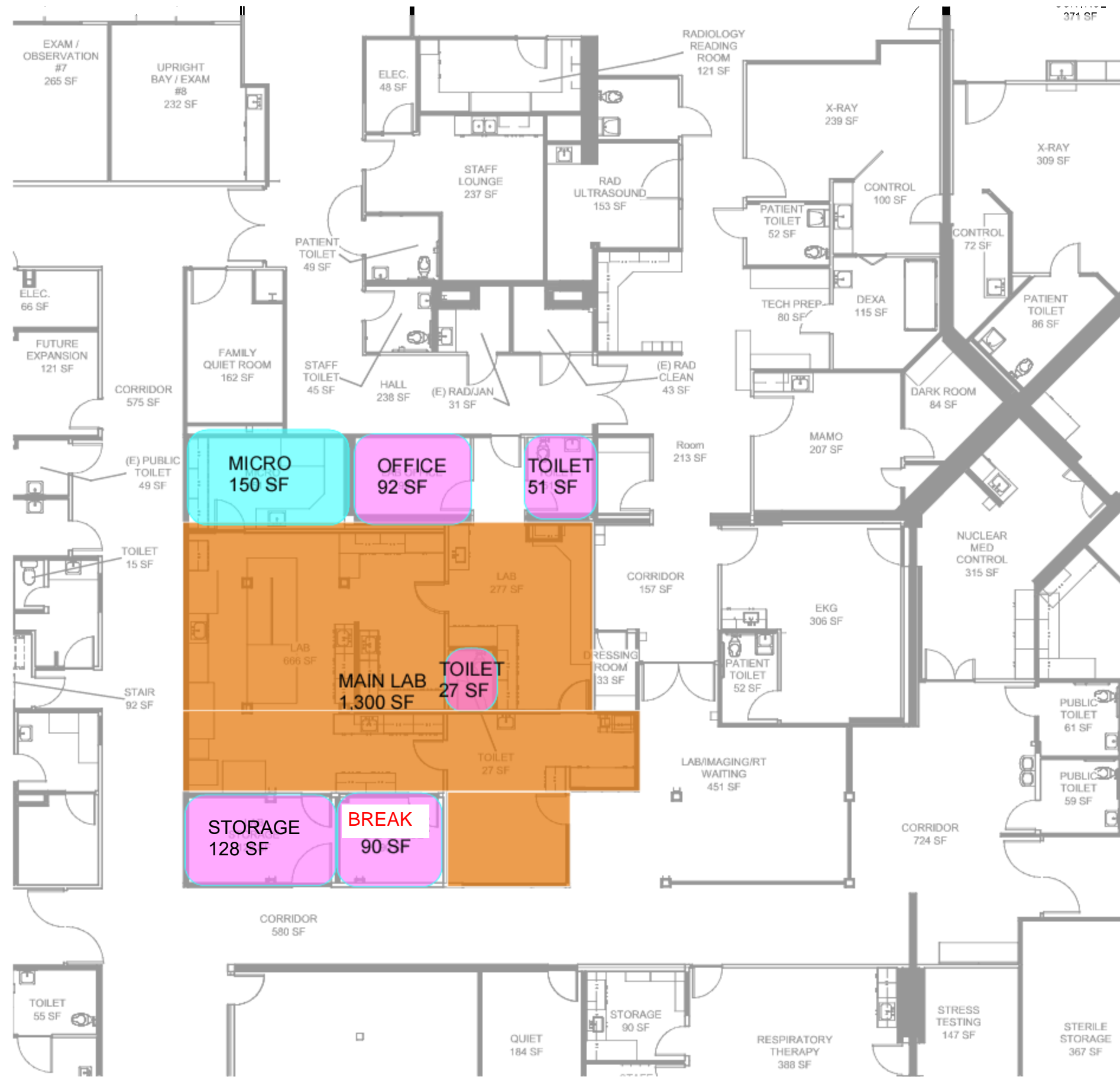
Thank you for inviting us to be part of the team. We look forward to working with Humboldt General Hospital to help you give the best care to the community you serve. Please contact us if you have any questions or concerns.

Thanks,



Travis Maughan, Principal, AIA, LEED AP

Humboldt General Hospital Winnemucca, NV

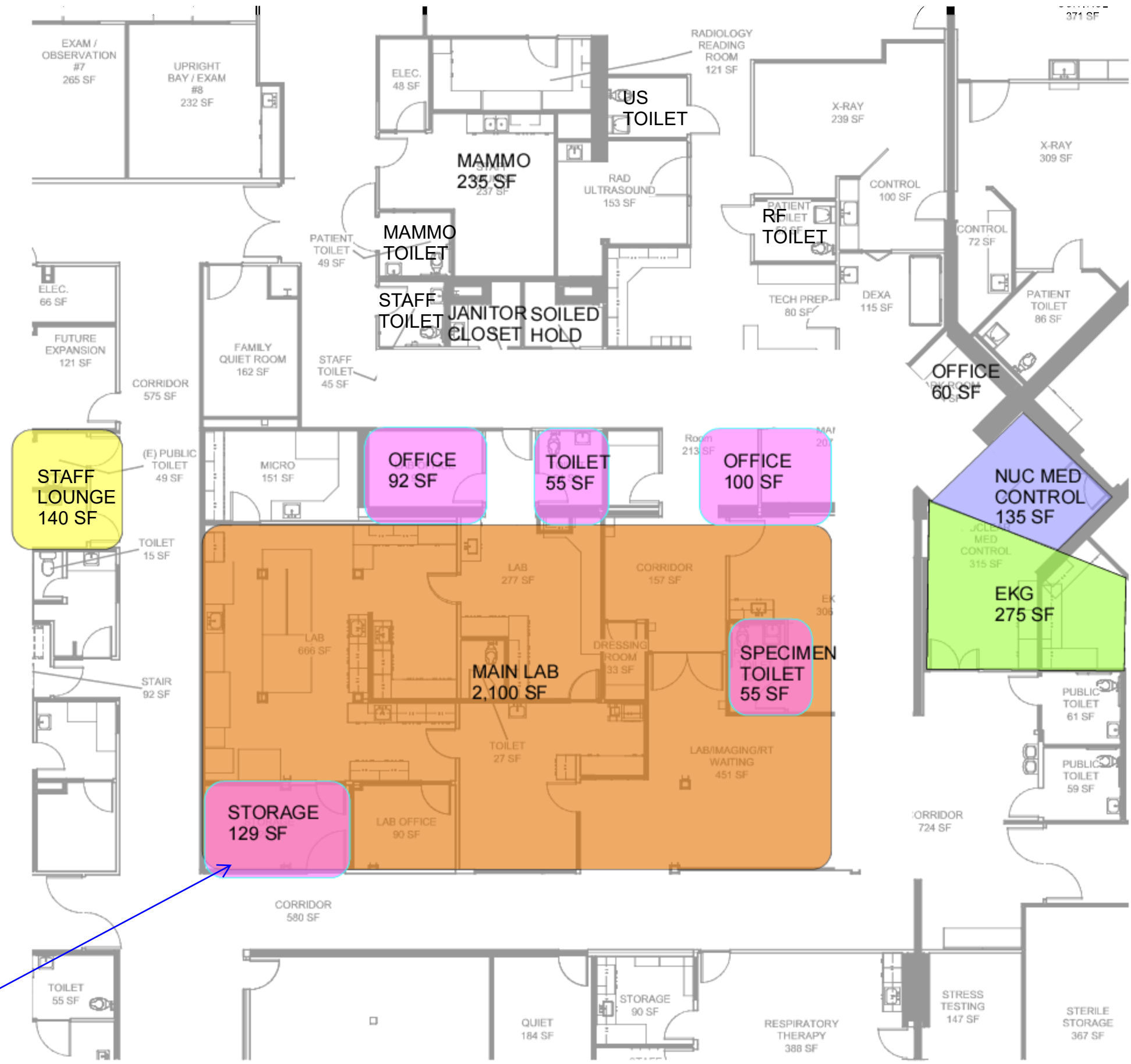


- Staff/Patient/Materials Circulation
- Public Circulation

Lab Diagram - Existing

Aug 3, 2020

**Humboldt General Hospital
Winnemucca, NV**



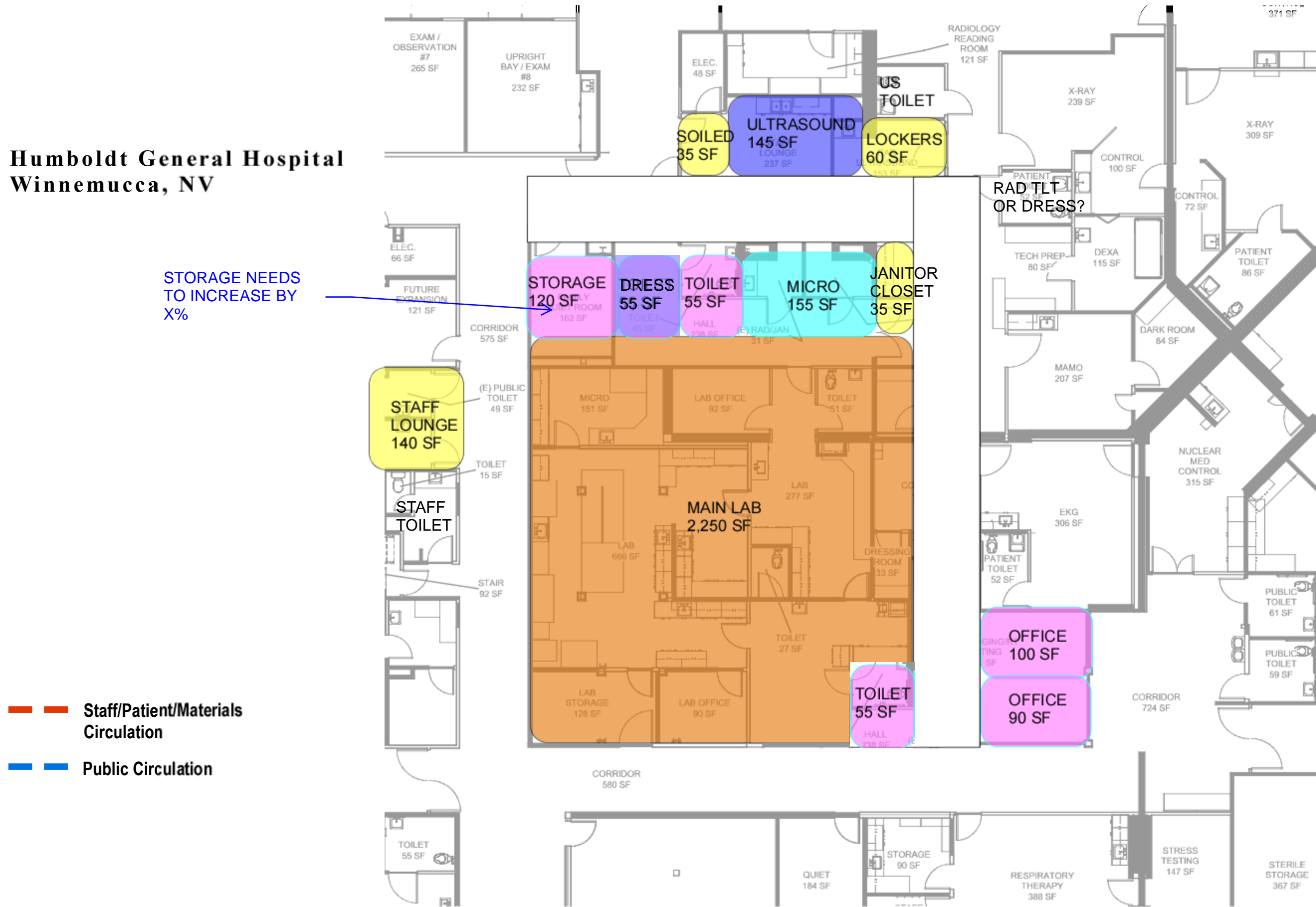
STORAGE NEEDS TO INCREASE BY X%

Lab Diagram - Option #1

Aug 3, 2020

Humboldt General Hospital Winnemucca, NV

STORAGE NEEDS
TO INCREASE BY
X%



Lab Diagram - Option #2

Aug 3, 2020



ARCH | NEXUS

ARCHITECTURAL NEXUS, Inc
archnexus.com

SALT LAKE CITY
2505 East Parleys Way
Salt Lake City, Utah 84109
T 801.924.5000

SACRAMENTO
930 R Street
Sacramento, California 95811
T 916.443.5911

Architectural Nexus, Inc.-Utah Hourly Billing Rates
Effective 8/1/2018

<u>Position</u>	<u>Rate</u>
Sr. Principal Architect	\$245.00
Sr. Principal Medical Planner	\$245.00
Principal Lab Planner	\$195.00
Principal Medical Planner	\$195.00
Principal Architect	\$175.00
Principal Graphic Designer	\$175.00
BIM Manager	\$150.00
Sr. Project Architect	\$150.00
Sr. Project Manager	\$150.00
Medical Planner	\$150.00
Sr. Landscape Architect	\$130.00
Sr. Interior Designer	\$130.00
Project Manager	\$125.00
Landscape Architect	\$115.00
Sr. Energy Analyst	\$125.00
Project Architect	\$120.00
Sr. Graphic Designer	\$115.00
Job Captain	\$100.00
Administration	\$110.00
Site Designer	\$95.00
Interior Designer	\$95.00
Graphic Designer	\$95.00
Design Professional	\$95.00
Energy Analyst	\$95.00
Intern Architect	\$80.00
Production	\$80.00
Clerical	\$75.00