

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
APRIL 19, 2022 BUDGET MEETING
MEETING VIA TELECONFERENCE—VIDEOCONFERENCE—IN-PERSON**

BOARD PRESENT:

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

ABSENT:

JoAnn Casalez, Member
Kent Maher, Legal Counsel

MEDICAL STAFF PRESENT:

STAFF PRESENT:

Robyn Dunckhorst, Interim CEO
Kim Plummer, CFO
Bertha Higbee, Interim CNO
Alicia Wogan, Executive Assistant
Angela Giese, Chief Human Resources Officer
Shelly Smith, Controller
Kevin Grannis, EMS
Andrew Loveless, EMS Chief
Theresa Bell, Quality Manager
Duane Grannis, Maintenance Manager
Jeanette Grannis, Revenue Cycle Manager
Cody Bright, Pharmacy Director
Janet Sturtz, OR Manager
Lorrie Meiron, OB Manager
Jordan Kohler, EMS
Becky Tissue, ER Manager
Michel Winters, SNF Manager
Laura Shea, Community Relations

GUESTS:

There were no guests.

CALL TO ORDER:

Board chair Miller called the April 19, 2022, board meeting to order at 5:39 p.m.

PUBLIC COMMENT:

There were no public comments.

TRUSTEE COMMENT:

Board member Trout complimented staff for their diligence and good job going through the budget, working with the numbers, and making a real effort to balance revenue and expenses. Trout asked about how specialty surgeries are counted. It was explained that specialty surgeries such as podiatrist surgeries are not shown under podiatry, they are listed under general surgery along with the surgeries performed by other departments.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-Finance / FY2022-2023 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 / Administration-CFO

CFO Plummer stated an 8% inflation factor was added to the proposed budget and there was a department by department review to cut or defer expenses.

Board chair Miller asked about the patient service revenue assumptions, and how that will be made up. The contractual adjustments were reduced by 5%, not sure of the thought process. Plummer advised that in the current fiscal year there are issues, they are being cleaned up, and it is expected bad debt will be a more reasonable number by the end of the year. Contractual allowances are up a bit. The goal is to start July 1 with cleaner accounts receivables.

Board member Trout commented on reductions in revenue and of his visits with the City Manager, County Assessor and County Treasurer, noting it would be helpful to see the March numbers to see if the numbers are improving.

Miller remarked net proceeds of mines for next fiscal year are not known. Board member Tipton stated those figures will come out in May.

Tipton asked about salary and benefits, which seem like they went up in an odd amount. He asked if that includes PERS. Plummer advised it included PERS, GASB 68 and health insurance. Tipton asked about the increase in health insurance; Plummer advised they increased it 2%. Tipton asked about travel, which seems like a big chunk; Plummer advised the \$290,000 includes travel and education for physicians as included in their contracts, but that departments have cut down their travel, which is largely for education. CEO Dunckhorst further explained.

Trout asked about medical supplies, noting that there is a 40% drop. Trout suggested governing board travel and meal expenses should be looked at. Trout questioned the board (gifting) donations item saying that the board should be an example in budget frugality. Tipton commented that he feels the donation line item should be left in. Miller commented on services that do not generate revenue. She said she would feel better if there is improved tracking of all (gifting) donations. Dunckhorst advised the plan is to meet with the Employees Committee and review the (gifting) donation budget. Trout suggested a 20% cut in board (gifting) donations along with board travel and meals. Dunckhorst reminded of the requirement to provide board education, and of the cost to bring people in. Miller would like to discuss with Dunckhorst the training needs. Trout withdrew the suggestion about travel and meals. Tipton suggested thinking carefully about cutting donations too much.

The board reviewed each department budget, with the focus on revenue and expenses: inpatient; obstetrics; LTC; surgical services, noting that board members would like breakdown of surgeries by department; central stores; cardiac clinic; urology; pharmacy; physical therapy; respiratory; occupational therapy; speech therapy; cardiac rehab; radiology; lab; cath lab; emergency services; nutrition; ER; Mathews; FP2 (Smith); Walk in Clinic (WIC), noting that possible expansion of clinic hours is not reflected; WHS; residency, with CEO Dunckhorst agreeing to speak with UNLV to determine if revenues and expenses can be strengthened, and if grant funding is possible; PEDS; internal med 1 (Adajar); FP3 (Argyle); general surgery clinic; ortho surgery; clinic management; pain management; podiatry; psychiatry; physical med; telehealth; sleep med; infection control; social services; wellness; dietary; Café RX, asking if that function can be contracted out and if menus can be placed in rooms; administration; accounting; HR; marketing, for which the Board would like to know why the "other" line item has increased substantially and also would like to know if there is any evidence that patients are coming from Elko as a result of marketing initiatives; quality; environmental services; maintenance; IT; revenue cycle, materials management; medical staff; and governing board (which was discussed in detail above).

One expense item applicable to various departments is the cost of leased copiers. IT Department Manager Bell commented on copier leasing versus owning, explaining that because the copiers are used for so many years, it is less expensive to purchase.

Capital expenses for each department were not ranked by priority or urgency. Trout would like the capital list divided between the wants and the necessities.

May 31 is the deadline to submit a final budget to the state. Miller said that she would like to receive the final proposed budget ten days prior to the May 24 meeting, and that the final budget should be included in the agenda for the May 24 meeting.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Tipton thanked everyone who worked on the budgets, which were presented much better than last year.

Board member Cramer thanked everyone for showing up.

Board member Hunt thanked everyone for putting the budget information together, and agreed with Tipton that the presentation was much better.

PUBLIC COMMENT:

There was no public comment.

Board chair Miller adjourned the April 19, 2022, meeting of the Humboldt County Hospital District Board of Trustees at 8:01 p.m.

APPROVED:

ATTEST:

Michelle Miller, Board Chair

Alicia Wogan, Executive Assistant