

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 28, 2021 REGULAR MEETING
MEETING VIA TELECONFERENCE—VIDEOCONFERENCE—IN-PERSON**

BOARD PRESENT:

Alicia Cramer, Chair
JoAnn Casalez, Member (via phone)
Gene Hunt, Member
Ken Tipton, County Comm. Member
Lewis Trout, Member
Michelle Miller, Secretary

Kent Maher, Legal Counsel (via phone)

BOARD ABSENT:

None

MEDICAL STAFF PRESENT:

Richard Davis, MD, Chief of Staff

Tim Powers, CEO (via phone)
Kim Plummer, CFO
Alicia Wogan, Executive Assistant
Darlene Mangrum, Revenue Cycle Director
Angela Giese, Chief Human Resources Officer
Shelly Smith, Accountant
Andrew Loveless, EMS Chief
Brian Washburn, DOO
Laura Shea, Marketing-Community Relations
Diane Klassen, Radiology Director
Sara Otto, Chief Compliance Officer (via phone)
Cassie Aguilar, Business Office
Kevin Grannis, EMS
Gricelda Soto, EMS
Jeanette Grannis, Business Office
Cody Bright, Pharmacy Manager
Tori Stephen, MM Manager
Theresa Willis, EMS
Pat Armstrong, Business Office
Duane Grannis, Maintenance

STAFF PRESENT:

GUESTS:

Ashley Maden (Humboldt Sun) and Kelly Schreihof (Archnexus-via phone).

CALL TO ORDER:

Board chair Cramer called the September 28, 2021, board meeting to order at 5:33 p.m.

PUBLIC COMMENT:

There was no public comment.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

Medical Staff report:

Chief of Staff Davis said the Covid Delta variant appeared to peak in September. Davis reported on the number of cases. Board member Trout asked about a new rule for medical facilities allowing exemptions for weekly, Covid testing. Davis said he does not know about the rule.

MedX AirOne update:

There was no report.

Administration Department reports:

- a) EMS report: EMS Chief Loveless reported on: senior center blood pressure checks; drive thru flu pod; national night out; back to school car seat check point at D-3 church; high school EMT class;

EMS fleet status; total runs by month; non-billable vs billable runs by month; non-billable runs by type; blood draws by requesting agency; outreach events by month; outreach hours by month; outreach cost by month; community paramedicine patient volume; and, live patient contacts by program. Loveless advised he has added payroll and benefits to the outreach cost by month.

- b) Lab expansion and oncology infusion clinic update: CEO Powers introduced Kelly Schreihofner with Archnexus, who explained the proposed phases of construction. Board member Trout asked about the IT, plumbing, HVAC and if they (the plans) have been submitted to the State (for review). Schreihofner said the feasibility study is complete, but there are no drawings for all the phases. Schreihofner advised the pharmacy plan is into the State and the lab and infusion areas are in the schematic design phase. The contingency costs were discussed. Schreihofner noted that contractors are currently guaranteeing prices for only 24 hours. Board member Miller questioned if the existing plans can be obtained from the City or the County. Schreihofner explained about the detail of the information that will be on the reports the board receives. DOO Washburn said the purpose of moving the lab and expanding is to hopefully increase the revenue by \$160,000 to \$200,000 by bringing more testing in-house. Miller said it would be helpful to have actual utilization numbers to compare to projected numbers and to have an action plan. Miller commented that some of the current problem is getting results to patients, noting the portal doesn't seem to work. Washburn believes bringing the services in house will help and confirmed the interface needs to be fixed. Powers remarked that the Quest interface has caused a lot of issues, which is one reason for changing the labs to Mayo, which is more reliable. Powers said it is a process because it involves Cerner. Hunt asked if there will be staff changes. Washburn does not believe there will be increased staff for the new analyzer. Board chair Cramer said it would be helpful to have a full picture, not just handouts. Trout questioned if the new equipment could be purchased prior to construction and temporarily placed somewhere else. Washburn said the lab director advised the machines are too large for temporary placement. Schreihofner said there are other requirements, like a hand washing area near equipment, which must be complied with and will prevent temporary placement of the equipment. Cramer asked about the turnaround time for Mayo labs. Powers advised it is 24 hours.

CNO Dunckhorst and Pharmacist Bright went over outpatient infusion center; services offered; total revenue/expenses for FY2021; current infusion space and example of open infusion space; the need for prep space to meet OR goals; patient satisfaction; and, chemo infusion time.

- c) CEO report: CEO Powers commented on the pharmacy remodel and the plans to file a complaint with the state. CCO Otto said 90% of the information for the complaint is ready. The petitioner at this point is the CEO, but that can be changed to the Board. The full complaint can be sent to the Board, if requested. Cramer asked that the report be sent to all Board members. Otto said that will be done and she will make sure all Board members agree prior to submitting the report. Otto anticipates it will be final by the end of this week. Powers suggested that a list of the deficiencies be included with the report. Miller asked if things will be fixed in the next couple of months. Otto advised she met with Board members in June to discuss day to day operations and recently spoke with Board members Miller and Trout regarding invoices for the Board legal counsel and commented the invoices are not very detailed. There was concern about how the invoices were processed, that is, through administration and not by the Board. Otto said she has some information on the Board counsel services and has spoke to a couple of attorneys, including one who is going to retire and has experience with the open meeting law. If the Board feels it is appropriate the services could be advertised. Trout said he thought it was going to be an open solicitation for anyone to make a proposal. Otto said it needs to be fair and advertised. Trout said an RFP or an RFQ has not been given to the chair for approval. Otto said she will have that complete next week. Trout questioned services the attorney is completing without chair or

secretary approval. Miller had questions about the civil action services listed on the invoice. Powers said there was a discussion with NRHP over SB 329 and NRHP suggested that the representative CEOs authorize a filing for a temporary restraining order which would need to be filed by September 30. The member hospitals and other hospitals feel the bill is will be harmful if it is implemented. Powers would like to move forward to have HGH be part of the lawsuit. NHA will file the claim and has set aside \$150,000 to start the judicial process. Trout asked about having an emergency meeting without the 3 day notice requirement. Legal Counsel Maher advised that the lawsuit most likely has been out there for some period of time so it doesn't appear to constitute an emergency meeting exception. Powers advised he found out about the suit last Thursday.

CONSENT AGENDA: Motion by board member Trout and second by board member Miller to approve the board meeting minutes of August 24, 2021 and August 31, 2021 with a change to the August 24, 2021 minutes (change the word "member" to "meeting" in item number 7). Motion carried unanimously. Motion by Board member Miller and second by Board member Hunt to approve Medical Staff applications consisting of Medical Staff applications for appointments, reappointments, provisional and temporary privileges for: James Clark, MD, Provisional-Emergency Medicine; Brandan Crum, MD, Provisional-Emergency Medicine; Aaron Heckelman, MD, Provisional-Emergency Medicine; Michael Johnston, CRNA, Allied Health Professionals-Anesthesia/CRNA; Mark Lanoue, MD, Consulting-Teleradiology; Donald Nicell, MD, Consulting-Teleradiology; Alan Pratt, MD, Consulting-Teleradiology; Scott Sullivan, MD, Consulting-Teleradiology; Bradley Neuman, MD, Active-General Surgery; Sapandeep Khurana, MD, Provisional-Psychiatry; and, Timothy Jeider, MD, Provisional-Psychiatry. Motion carried unanimously.

FINANCIAL REPORTS:

CFO Plummer presented and explained the August 2021 financials, including: income statement; total operating revenue; total operating expenses; total nonoperating income; operating income; net income; balance sheet; total current assets; total assets; total current liabilities; total liabilities and net position; net accounts receivable; cash and cash equivalents; forecasted EBIDA; net operating revenue and expenses; gross patient revenue; contractual allowances and bad debt; operating revenue-expenses; net income-loss; admits; patient days; daily average census; clinic visits; surgeries/procedures; stats; statement of profit and loss; and, statement of net position. Board member Trout asked about a possible change in the budget report. Plummer advised they must follow the standards established by the state. Trout would like a cash flow in and cash flow out. Plummer said a slide can be added to the presentation. Trout said he did not see the Maher August invoice in the disbursements and asked if the billing is current. Legal Counsel Maher said invoices are submitted when they are prepared, but he has been out doesn't know if that invoice was submitted.

Motion by board member Miller and second by board member Trout to approve the August 2021 financials, warrants, and disbursements as presented. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration / request to approve professional services employment contract for Trenton Argyle, MD to provide family practice services / Administration

Board member Miller said the contract does not have a standard for the performance expectations. CEO Powers said a spreadsheet was put together but it's very difficult to establish measureable expectations. Board member Cramer stated that RVU's are included in some of the contracts but she understands that RVU's can't be obtained from the system. Revenue Cycle Director Mangrum advised that RVU's can be obtained, but they are not accurate. Board member Trout asked about the scorecard and the osteoporosis screening, and where the goal was established.

Motion by board member Trout and second by board member Miller to approve the contract for Trenton Argyle, MD with an amendment to include the quality measures score card sheet and revisions over time with regard to the percentages used. Motion carried unanimously.

2. District Administration / review and evaluation of: (i) the performance of Timothy Powers as hospital administrator and chief executive officer; and, (ii) the progress of Timothy Powers in meeting the goals and objectives of the hospital administrator and chief executive officer position / proposals, terms and conditions of the continued employment or separation from employment of Timothy Powers as hospital administrator and chief executive officer / Board of Trustees

Board Chair Cramer stated this item will be postponed as CEO Powers is not present and it will be rescheduled in the next couple of weeks. October 20 at 5:30 pm was tentatively set for the evaluation meeting.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Tipton likes the direction the revenue appears to be going. Tipton congratulated Andrew Loveless and Shelly Smith for their new roles.

Board member Miller thanked Andrew Loveless and Shelly Smith. Miller referred to her comments at the last meeting regarding the HR updates to policies..

Board member Hunt congratulated Shelly Smith and Andrew Loveless.

Board member Trout followed up on Miller's comments noting there was no progressive discipline, no description of infractions and no clear range for disciplinary procedures. Trout congratulated Shelly Smith and thanked Andrew Loveless for the EMS participation in the veteran's activities.

Board chair Cramer congratulated Andrew Loveless and Shelly Smith, and thanked Angela Giese with a reminder to the Board that Giese under the CEO and not under the Board.

PUBLIC COMMENT:

There was no public comment.

Board chair Cramer adjourned the August 24, 2021 meeting of the Humboldt County Hospital District Board of Trustees at 7:25 p.m.

APPROVED:

ATTEST:

Alicia Cramer, Board Chair

Alicia Wogan, Executive Assistant