

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
MAY 24, 2022 REGULAR MEETING
MEETING VIA TELECONFERENCE—VIDEOCONFERENCE—IN-PERSON**

BOARD PRESENT:

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

Kent Maher, Legal Counsel

ABSENT:

Alicia Cramer, Vice-chair

MEDICAL STAFF PRESENT:

Veronica Janhunnen, MD, Chief of Staff
Timothy Musick, MD

STAFF PRESENT:

Robyn Dunckhorst, Interim CEO
Kim Plummer, CFO
Bertha Higbee, CNO
Alicia Wogan, Executive Assistant
Brian Washburn, DOO
Angela Giese, Chief Human Resources Officer
Shelly Smith, Controller
Diane Klassen, Radiology Director
Kevin Grannis, EMS
Cody Bright, Pharmacy
Rachel Lara, Infection Control (via phone)
Theresa Bell, Quality
Kelly Pullin, Business Office Manager
Duane Grannis, Maintenance Manager
Lorrie Meiron, OB Manager
Jessica Villarreal, Credentialing Coordinator
Rachel Meiron, Maintenance
Tori Stephen, Materials Manager

GUESTS:

Elissa Palmer, MD (UNLV); Jenna Fox (UNLV); and Jill Stepper.

CALL TO ORDER:

Board chair Miller called the May 24, 2022, board meeting to order at 5:30 p.m.

PUBLIC COMMENT:

Elissa Palmer, MD, UNLV Department of Family Medicine Chair, thanked the board, medical staff, the hospital staff and community for the continued support of the residency program.

TRUSTEE COMMENT:

Board member Trout thanked the Employees Committee for extending an invitation to attend their meeting and reported their meeting was professional with a comprehensive agenda. Committee members carefully considered each item and applicants were immediately contacted by phone to provide additional information, if needed.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

Medical Staff report:

Chief of Staff Janhunnen said all appointments and reappointments for this month were approved.

/////////
/////////
/////////

Administration Department reports:

- a. CHRO report: CHRO Giese presented the employee survey action plan, covering concerns for: improvement; teamwork among departments; department work decisions; employee recognition; and appreciation strategy. Board chair Miller asked about the action plans and if they track them. Giese advised these have gone out to departments and that managers and supervisors are looking to see which one(s) best fit their situations. Board member Trout asked at what degree are departments using more than one action approach. Giese gave examples.
- b. CEO report: CEO Dunckhorst reported on: (1) screening clinic/Covid update; (2) service expansion; (3) Hospital week/EMS week; (4) June board meeting; and (5) Residents graduation.
- c. Financial report: CFO Plummer presented the April income statement; balance sheet; monthly cash inflow; monthly cash outflow; Cerner AR; Cerner financial dashboard; and financial dashboard. Board chair Miller congratulated the team on this transition happening and appreciates seeing the trend. Controller Smith gave explanations of the individual DNFBs. The Business Office Manager clarified several items.

CONSENT AGENDA:

Motion by board member Hunt and second by board member Tipton to approve, with a correction on Dr. Perry to include a capital "P": (1) the board meeting minutes for March 22, 2022; (2) medical staff applications for appointments, reappointments, provisional and temporary privileges for: Stephen Perry, MD, Provisional-Internal Medicine/Hospitalist; Christopher Madsen, MD, Provisional-General Surgery; Petar Planinic, MD, Active-OBGYN; Sarah Fryberger, MD, Active-Pediatrics; and Joseph Doan, MD, Consulting-Nephrology; and (3) warrants disbursed-monthly expenditures. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-Finance / Public Hearing / fiscal year 2022-2023 tentative budget and amendments to the budget / request for approval of 2022-2023 tentative budget as amended and submission of fiscal year 2022-2023 final budget / CFO-CEO-Administration

There was no public comment on the tentative budget. CFO Plummer and CEO Dunckhorst reviewed the first draft budget, met with some managers, and dialed back some revenue. Board member Trout advised there were eleven departments that went over \$11,000 in changes and he would like to go over them individually. The departments include: central stores; cardiac clinic; urology; cardiac services; emergency services to which EMS Chief Kevin Grannis explained future billing will include items that have not been billed in the past and the revenue figure was estimated by the new EMS billing company; WIC; family practice 3; psychiatry; sleep medicine; community education; and maintenance. Board member Tipton asked about salaries, noting the current year shows over budget and the next fiscal year budget shows lower. He asked if there is a reason for the projected reduction. There was a discussion of dissolved positions and screeners.

Motion by board member Trout and second by board chair Miller to approve the fiscal year 2022-2023 tentative budget as amended and to authorize submission to the state as the final budget. Motion carried unanimously.

2. Hospital District / request for authorization to issue a request for proposals to solicit Hospital District attorney services / Board of Trustees

Board chair Miller stated board member Casalez and CEO Dunckhorst put together an RHP for attorney legal services. Miller suggested one hard copy in lieu of five bound copies; section two, should it state all. Casalez advised it can be changed to whatever. Miller commented about the attorney attending meetings

in person and having an office at HGH, with hours of availability similar to office hours and continuity of services. Board member Trout said it appears the RFP as written will require the position to have two bosses, the board and the CEO. If there are conflicts, the person could be caught in the middle. If they are to provide legal advice, who will be the client. Trout noted the board is the client not the CEO, and the CEO is delegated certain authority by the board as the board's agent. The points should be clarified.

Board member Casalez stated the district will be the client. However, she said she is not qualified to come up with the technical terms, which will need to be pointed out to the attorneys who will review the RFP. Miller said Casalez and Dunckhorst will update the proposal request to include the requested changes and send out the document for final review by Holland and Hart. Dunckhorst explained the procedure for seeking legal counsel. There was further discussion of the office hours availability and changing California to Nevada throughout the document. Miller advised corrections can be made prior to sending out for solicitation following final review.

Trout asked how the attorney position will be advertised. Miller advised it will be sent out to attorneys. Trout asked who will review and rank the response. Miller suggested the board should review and rank the responses which will be discussed in a board meeting.

Motion by board member Miller and second by board member Hunt to move forward with request for proposals to solicit Hospital District attorney services based on changes from the board and final review by Miller and Dunckhorst. Motion carried unanimously.

3. Hospital District / proposal to dissolve the HGH Community Giving Committee and transfer the duties and funds of the Committee to the HGH Employees Committee / Board of Trustees

There was no public comment. Board member Hunt feels funding the committee is important as long as the district is financially sound and with the way it appears, the district will get to financial soundness, but there is need to get there before making donations. He believes the application procedure should be consolidated to eliminate the duplication of applications to both committees, and there should be discussion about moving the funds. Hunt asked legal counsel if it is appropriate for him to vote on this agenda item if he is affiliated with an entity that accepts funds. Legal Counsel Maher advised that having disclosed his relationship with a charitable group, it is appropriate to vote on the agenda item, noting that Hunt will not be voting on a donation to the entity, only voting on the structure for handling donations.

Board chair Miller gave a brief history of the committees and remarked that the application process had become disjointed recently, and there is a need for the application process to be brought back together and organized. Board member Trout stated the Employees Committee met at least monthly during Covid, and he is impressed with how the committee members conduct business. The issue of how health care related scholarships and health care donations is something the Employee Committee deals with regularly. Trout disclosed that he donates to the organization, but does not believe he is biased and he intends to vote on this agenda item.

Trout suggested that the board look at quarterly income to see if revenue exceeds expenses, which could provide money for charitable donations and scholarships. Board chair Miller commented on the ongoing donations to the Humboldt County School District school closet program, adding that she trusts employees to make good decisions. Board member Tipton reminded everyone that even though there is \$20,000 in the budget, it does not have to be spent. CEO Dunckhorst reminded that the Employees Committee has always covered the closet program. Trout suggested a possible agreement. Legal Counsel Maher advised that since the board controls the program through the budget, a formal agreement is not necessary; either there is money in the budget, or there is not, which is why there are budget meetings. Board member Casalez said it essential to stay within the budget and to know how much is donated. Miller

remarked the Employees Committee could report to the board annually on the donations. Casalez stated the reason the giving committee was started was to place controls on donations. IT Director Bell advised the board implemented the by-laws for the giving committee that met the goals of the hospital and that donation requests were supposed to come back to the board for approval. Miller does not feel this is a function of the board. Controller Smith advised the staff dissects the applications and solicits information if necessary. Bell noted that the group functions under by-laws.

Motion by board member Hunt and second by board member Trout to dissolve the Community Giving Committee and turn over charitable donation giving to the Employees Committee, including the school closets program as long as the committee is financially able to do so. Motion carried unanimously.

4. Hospital District / proposals for updating the CEO goals /Board of Trustees

CEO Dunckhorst proposed the board move to adopt the strategic plan as the CEO goals and explained the goals of the plan, the majority of which have been completed. The remaining goals that are left align with the strategic plan with the exception of one. Board member Tipton spoke of and requested, if Saturday Walk in Clinic (WIC) hours are added, then there should be a long-term commitment to having Saturday hours. Dunckhorst agreed. Board chair Miller suggested a marketing campaign on WIC expanded hours to Saturdays.

Motion by board chair Miller and second by board member Hunt to transition the CEO goals to align with the different pillars as described by CEO Dunckhorst. Motion carried unanimously.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Miller thanked everyone for working on the budget.

PUBLIC COMMENT:

There was no public comment.

Board chair Miller adjourned the May 24, 2022, meeting of the Humboldt County Hospital District Board of Trustees at 7:31 p.m.

APPROVED:

ATTEST:

Michelle Miller, Board Chair

Alicia Wogan, Executive Assistant