

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 22, 2020 REGULAR MEETING
MEETING VIA IN-PERSON--TELECONFERENCE--VIDEOCONFERENCE**

BOARD PRESENT:

JoAnn Casalez, Chair
Bill Hammargren, Member
Alicia Cramer, Member
Ken Tipton, County Comm. Member

Kent Maher, Legal Counsel

BOARD ABSENT:

Gene Hunt, Member
Michelle Miller, Secretary

MEDICAL STAFF PRESENT:

Richard Davis, MD (via phone)
David Masuck, MD

STAFF PRESENT:

Tim Powers, CEO
Tiffany Love, COO
Kim Plummer, Controller
Mike Bell, IT Director
Dianelis Almendares, HR Director
Duane Grannis, Maintenance Director
Brett Peine, EMS Director
Alicia Wogan, Executive Assistant
Shelly Smith, Finance
Robyn Dunckhorst, ACON
Bertha Higbee, ACON

GUESTS:

Mille Custer (via phone), Ashley Maden (Humboldt Sun-via phone), Darlene Mangrum, Kevin Malone (Undersheriff), Diana Powers, Jackie Wilson and Mike Sheppard (Owners Representative-via phone).

CALL TO ORDER:

Board chair Casalez called the September 22, 2020 board meeting to order at 5:30 p.m.

PUBLIC COMMENT:

There was no public comment.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

Medical Staff report:

Richard Davis, MD, asked what type of information the Board wants to hear in the medical staff report. Board member Hammargren suggested Davis speak with CEO Powers and Executive Assistant Wogan about previous reports.

Administration Department reports:

HR Director Almendares reported: today was the first session of the supervisory skills training and there are 26 participants; all employee performance evaluations are complete as of July 2020 except for four which are outstanding due to FMLA; insurance benefits and open enrollment options are being reviewed to determine the best program for the organization; and, the Human Resource information management systems are being considered with eight vendors.

CEO Powers advised there has been significant work on Patient Access to send out more statements, which are up to 64% from the previous 50%; AR days have been reduced from 87 to 73; self-pay accounts are being processed more efficiently; a report is expected from Eide Bailly on the charge services group; and, the provider profiles are being evaluated and corrected by the Informatics personnel from Cerner to streamline the revenue collection.

CEO Powers: introduced Brett Peine, the new EMS Chief, and Peine provided a brief self-history; advised that Cory Burnett had been hired as the CFO; commented the National Guard Armory building and site were recently looked at by hospital personnel as a possible site for use by the Hospital District and more information on the property is being sought; and, reported the preliminary review of the proposed lab expansion has begun.

Undersheriff Kevin Malone commented that there is currently not an agreement with the District for use of the dispatch services and suggested fees and manner of delivering the services should be discussed. Board member Hammargren said this is something that has been discussed in the past. Malone noted the dispatch services with the City are included as part of the City-County cost share agreement. EMS service calls comprised about 15% of the dispatch calls and other service calls are about 20% of the total services. Beginning October 1, 2020 MedX will discontinue any dispatch calls except calls for aircraft services. Board chair Casalez suggested that having an agreement may be helpful to define the respective responsibilities and obligations.

Powers said that CMS (Centers for Medicare and Medicaid Services) issued new guidelines on the visitation in long term care and COVID numbers will be considered when determining whether the long-term care facility is open to visitation or not.

Powers said the operators, IT, finance and some visiting physicians were moved to West Campus and the cardiology group will go into the administration annex.

Powers noted that the CMS remits are at zero. It is being looked into, but it is a challenge because Medicare is the biggest payer and the District is not being paid. Chief of Staff Davis remarked that he has heard that other hospitals have received requested payment. The District has reached out to at least one other hospital to determine how they receive their funding.

CONSENT AGENDA:

Motion by board member Hammargren and second by board member Cramer to approve the consent agenda consisting of: (i) board meeting minutes for August 25, 2020; and, (ii) Medical Staff applications for appointments, reappointments, provisional and temporary privileges for: Jacqueline Huynh, MD, provisional-FP/OB; Steven Kushel, MD, provisional-Emergency Medicine; Robert Spence, MD, active-Emergency Medicine; Sandra Althaus, MD, consulting-Radiology; Steven Zwerdinger, MD, consulting-Teleradiology; administrative update Tina Carbone, APRN-CNP, Allied Health-APRN/Nurse Practitioner.

FINANCIAL REPORTS:

Controller Plummer presented and explained the August 2020 financials, including: gross patient revenue; contractual allowances and bad debt; operating revenue; operating expenses; non-operating revenue; net income; and, AR and days cash on hand. CEO Powers has been meeting with managers to determine if there are things missing on the revenue collections. The budget audit is underway, and it is currently being done remotely. Powers noted that Cerner has 7000 line items in the charge master and there should be twice that many for a CAH (Critical Access Hospital) facility.

Motion by board member Hammargren and second by board member Cramer to approve the August 2020 financials, warrants, and disbursements as presented. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration / proposal to purchase from Howard Medical six (6) Howard R2 Kiosks with integrated temperature detection capability at a cost not to exceed \$42,000 to screen patients, visitors and employees at hospital entrances/ COO-Administration

Motion by board member Hammargren and second by board member Cramer to approve the purchase of six (6) Howard R2 Kiosks as presented. Motion carried unanimously.

2. Hospital Administration / proposal to purchase from Spycor Environmental four (4) OmniAire 1600PAC air filtration systems and accessories at a cost not to exceed \$54,000 to clean circulated air and prevent the spread of airborne disease vectors / COO-Administration

Motion by board member Hammargren and second by board member Cramer to approve the purchase of four (4) OmniAire 1600PAC air filtration system and accessories as presented. Motion carried unanimously.

3. Hospital Administration / proposal to enter into an employment contract with Lacy Fetic, MD for professional health care services / terms and conditions of employment / CEO-Administration

Motion by board member Cramer and second by board member Tipton to approve entering into a contract agreement with Lacy Fetic, MD for professional health care services as presented. Motion carried unanimously.

4. Hospital Administration / proposal to complete kitchen-exhaust system replacement-upgrade project / request to authorize an additional \$50,000 for the project budget / CEO-Administration

CEO Powers stated the decision on this project was tabled a couple months ago to attempt to add to the Lab construction to the project. The original quote for the project work with Sletten Construction is still firm and moving forward with the project seems to be the right thing to do.

Motion by board member Hammargren and second by board member Tipton to approve proposal of an additional \$50,000 to complete kitchen-exhaust system as presented. Motion carried unanimously.

5. Hospital District / appointment of insurance committee / Board

Board chair Casalez advised she was glad when Board member Cramer joined the board because of her insurance background. Last year there were health insurance issues brought to the attention of staff and the board. Casalez appointed Cramer as the board liaison to the insurance committee and suggested that a leadership person also be on the committee. CEO Powers and Cramer will confer about members to the committee.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Cramer said she appreciates the changes to admitting and believes they are an improvement.

Board member Hammargren said he appreciates the interactions he has had with CEO Powers and reminded that the members of the public can come in and talk with him

Board member Tipton stated he is pleased with the short agenda and agrees with Board member Cramer's comments on the admitting improvements and expressed his appreciation for the changes.

Board chair Casalez commented that it was a positive move for administration to look within the hospital and promote some of the existing staff to new positions.

PUBLIC COMMENT:

There was no public comment.

Board chair Casalez adjourned the September 22, 2020 meeting of the Humboldt County Hospital District Board of Trustees at 6:34 p.m.

APPROVED:

ATTEST:

JoAnn Casalez, Board Chair

Alicia Wogan, Executive Assistant