

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
OCTOBER 25, 2022 REGULAR MEETING
MEETING VIA TELECONFERENCE—VIDEOCONFERENCE—IN-PERSON**

BOARD PRESENT:

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

Kent Maher, Legal Counsel

ABSENT:

None

MEDICAL STAFF PRESENT:

Veronica Janhunnen, MD, Chief of Staff
Trenton Argyle, DO

STAFF PRESENT:

Robyn Dunckhorst, CEO
Kim Plummer, CFO
Brian Washburn, DOO
Bertha Higbee, DON
Alicia Wogan, Executive Assistant
Shelly Smith, Controller
Theresa Bell, Quality
Angela Giese, CHRO
Jackie Wilson, Chief Information Officer
Kevin Grannis, Deputy Chief
Kelly Pullin, Business Office Manager
Rachel Bourbon, Inpatient Manager
Kelly Pullin, Business Office Manager
Tori Stephens, Materials Manager

GUESTS:

Opal Hamilton, Kyle Swanson, Jill Stepper, and Millie Custer

CALL TO ORDER:

Board chair Miller called the October 25, 2022, board meeting to order at 5:30 p.m.

PUBLIC COMMENT:

Lewis Trout, American Legion #5, thanked EMS for agreeing to participate in the Veterans Day parade and invited board members to participate in the parade. Trout also thanked the Hospital and the Employees Committee for hosting the Veterans Day luncheon on November 11 after the parade.

Jill Stepper, candidate for Hospital Board seat E, said that it was brought to her attention that a committee meeting was held regarding selection of a board legal counsel. She said that she understands an RFP was put out to bid and that there were applicants for the position. However, she opined that the current legal counsel's contract is up in January. She noted that he did not respond to the RFP solicitation and reportedly expressed the view that he did not have to apply. Her understanding is that the matter is to come to the board for a decision to keep him or let him go; that everybody thinks he already has a contract, but that she does not go along with that. Stepper stated she wants to be on the board to make a difference, she wants to do everything properly and follow policies, when these are your policies they need to be abided by properly. If decisions are made to keep a contract that he did not even apply for when it was put out to bid, she feels that is wrong. She does not want to be a part of such a process and does not like the good ole boy back scratching. She is not comfortable knowing that Maher is not here for meetings.

Millie Custer stated she mirrors a lot of what Stepper stated. if you are going to have a contract, you need to put it through the proper channels and have the board approve it. Custer asked how the IT stuff is going.

TRUSTEE COMMENT:

Board member Hunt stated he went to the Health Fair and Blood Drive, stayed the entire time and thought it was great. He said that he watched all the happenings and gave examples of the care people received there. Really enjoyed his time there.

Board member Trout complimented the medical records staff for being very efficient and timely in providing records.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

1. Medical Staff report:

Chief of Staff Janhunen introduced Dr. Trenton Argyle, who gave a brief presentation on his background, education, service and leadership experiences, and an overview of the clinic.

2. Administration Department reports:

a. CEO report: CEO Dunckhorst reported on the: health fair; and, community outreach (Lowry Health Class, High School EMT course; Dr. Meter and Hannah Kohler, APRN, partnering with the school at risk students, and twenty events that HGH participates in). Quality Manager Bell reported on the activities of Patient Relations Coordinator Ruby Mendoza, who distributed business cards and answered questions about her duties.

a. Financial report: CFO Plummer stated the financials in the packets were incorrect and provided corrected documents. Plummer presented the September 2022 income statement, balance sheet, net accounts receivable, gross accounts receivables, timely write-offs, daily cash inflow and outflow, monthly cash inflow and outflow, Cerner AR, Cerner DNFB, and the financial dashboard. Board Chair Miller commented the accounts receivables look good. CEO Dunckhorst explained swing beds reimbursement structure.

CONSENT AGENDA:

Motion by board member Hunt and second by board member Tipton to approve: (1) the September 27, 2022 board meeting minutes; (2) medical staff appointments, reappointments, provisional and temporary privileges for: Helen Lo, MD, provisional-emergency medicine; Shane Draper, DPM, active podiatry; Quinn Lindstrom, DPM, active podiatry; Charles Stringham, MD, courtesy internal medicine; Echo Mathews, APRN, allied health

professionals nurse practitioner; and, (3) warrants disbursed-monthly expenditures. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital District / recommendation from the committee on the review of the responses to request for proposals for legal services and proposal to provide legal services / Board.

Board chair Miller stated she would ask for public comment, but thinks she already has it. She is pulling this agenda item and will be sending a report and/or recording of the committee meeting to the ethics commission for an opinion based on the recommendation of outside legal counsel and her concerns, questions and some situations evident on the recording of the committee meeting. When the results of the review are available the item will be brought back to the board.

2. Hospital District / recommendation from the Board Bylaws committee and proposal to amend the Board Bylaws / Board

There was no public comment.

Board member Hunt stated the committee met and went over a few items to make things more specific:

Page 3 section 1, at least one year of their elected or appointed term as a member of the board replaced a one-year term on the board.

Paragraph five: add, unless the board determines to postpone the election of officers through a majority vote by a quorum of the board and If the election is postponed, the incumbent chair and vice-chair shall continue in the office until such time as an election is held.

Paragraph six: delete, an office on the board and add, the office of vice-chair or chair, but may serve as a member of or chair of standing or special committees and may vote for the election of board officers.

Item c: delete administrative assistant and add executive assistant, and delete vice chair and add chair or the vice-chair.

Page 4, section 1: delete four members and add a majority.

Page 4, section 4: add "In the event of a conflict between these Bylaws, Rules and Regulations and Roberts Rules of Order, Roberts Rules of Order shall prevail."

Page 5, section 1, item G: change to reflect that complaints be sent to the patient relations advocate.

Motion by board chair Miller, second by board vice-chair Cramer to approve the changes to the board bylaws as presented. Motion carried unanimously.

3. Hospital Administration / request for approval of employment agreement with Alex Curtis, MD for FPOB services / CEO-Administration

CEO Dunckhorst noted an agreement was included in the meeting packet and explained Dr. Curtis is an FPOB who previously worked a brief time for the district, and will work in the OB and take OB calls and PEDs call. There was no public comment.

Motion by board member Tipton and second by board chair Miller to approve the employment agreement with Dr. Alex Curtis, MD, for FPOB services as presented. Motion carried unanimously.

TRUSTEE COMMENTS-STAFF REPORTS:

Board chair Miller thanked the business office, cash inflows are great.

PUBLIC COMMENT

There was no public comment.

Board chair Miller adjourned the October 25, 2022, meeting of the Humboldt County Hospital District Board of Trustees at 6:20 p.m.

APPROVED:

ATTEST:

Michelle Miller, Board Chair

Alicia Wogan, Executive Assistant