

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
MAY 25, 2021 REGULAR MEETING
MEETING VIA TELECONFERENCE--VIDEOCONFERENCE--IN-PERSON**

BOARD PRESENT:

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

Kent Maher, Legal Counsel

BOARD ABSENT:

None

MEDICAL STAFF PRESENT:

Richard Davis, MD
Robert Johnson, PA

STAFF PRESENT:

Tim Powers, CEO
Cory Burnett, CFO
Robyn Dunckhorst, CNO
Mike Bell, IT Director
Brett Peine, EMS Director
Alicia Wogan, Executive Assistant
Shelly Smith, Senior Accountant
Brian Washburn, DOO
Angela Giese, Chief Human Resources Officer
Darlene Mangrum, Revenue Cycle Director
Laura Shea, Marketing-Community Relations
Rachel Lara, Clinic Manager
Duane Grannis, Maintenance Manager
Theresa Bell, Project Director
Sara Otto, Chief Compliance Officer (via phone)
Bertha Higbee, ACNO
Tori Stephen, MM Manager
Jessica Villarreal, Credentialing Specialist
Jeanette Grannis, Business Office
Tina Wilson, ACNO

GUESTS:

Diana Powers.

CALL TO ORDER:

Board chair Cramer called the May 25, 2021 board meeting to order at 5:30 p.m.

PUBLIC COMMENT:

Lewis Trout commended Cramer for scheduling the special meeting yesterday evening and said he agrees with having that type of forum on a regular basis.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

Medical Staff report:

Chief of Staff Davis advised that medical staff is functioning well and coverage is being provided while a replacement for Dr. Kroner is sought. The COVID numbers are trending well and the County appears to be in good shape. Davis commented that taking the temperature at the hospital entrance is not meaningful and he is interested in what the CDC will require.

MedX update:

There was no report.

Patient Survey:

CNO Dunckhorst explained the patient satisfaction survey, Qualitick, the Emergency Department six-month overview, and the medical surgical unity six-month overview. Dunckhorst advised that HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems) surveys are done but not all departments are covered. Chief of Staff Davis advised that a survey immediately after an OR procedure is probably not a good idea and that some time should intervene before the survey is taken. Following further discussion, Board chair Cramer suggested that Board member Hunt, CCO Otto, Chief of Staff Davis and CNO Dunckhorst discuss the survey procedure.

Chief Compliance Officer Otto explained HCAHPS, CGCAHPS and Press Ganey. Otto said currently recruiting is being done for a patient advocate to help with complaints. Otto acknowledged that surveys are done on a random basis. CEO Powers commented on the pricing.

Administration Department reports:

- a) EMS update: EMS Chief Peine went over total runs; non-billable vs billable runs by month; non-billable runs by type; blood draws by requesting agency; outreach events; outreach hours; outreach costs; community paramedic patient volume; and, patient contacts. In response to a question about the ability to deal with a mass casualty, Peine stated that mutual aid agreements are in place with surrounding communities. Peine also noted that the department upstuffs for certain events. CCO Otto said through hazard preparedness and LEPC the hospital responses and risks are planned.

- b) CEO Report: CEO Powers commented on the community forum remarks from yesterday and explained that there are new beds and that they are researching the issue with the broken beds. DOO Washburn explained that the reporting of the lab results were not built into the Cerner system and they must be in the right format before they can be distributed to the health fair participants. Board members Hunt, Miller and Trout expressed concern about not being prepared to deliver the health fair results in a timely manner. Board member Tipton asked if the results will be provided once the codes are fixed. Washburn said yes and noted that the patients have not been advised of the delay. Revenue Cycle Director Mangrum explained that there was a Medicare issue on the Sealy account (from the meeting yesterday) and she worked on the matter today. Powers discussed the non-answered calls with Mangrum and she is working with IT Director Bell to address a phone tree. Powers reported on: the pricing survey; Nevada Gold Mines; Helmsley Foundation; the Cardiology clinic open house on June 19; the PERS late filing situation; SNF surveys; and, the Cerner contract legal review which was provided to the board. Mangrum recapped the billing situation with R1, Cerner Works, customer service training for staff, using an insurance collection specialist, a self-pay collection specialist, a billing specialist, a charge service specialist, a charge master owner, a business office manager, a revenue cycle IT analyst and specialty training. Mangrum noted that a centralized scheduling will be implemented June 7 and there will be registration cross training with the business office.

CONSENT AGENDA: Motion by board member Casalez and second by board member Hunt, to approve consent agenda consisting of: (i) Board meeting minutes for March 23, 2021; and, (ii) Medical Staff applications for appointments, reappointments, provisional and temporary privileges for: Lacy Fettic, MD, Active-Family Medicine; and, Lee Church, MD, Active-Hospitalist/Family Medicine. Motion carried unanimously with Board member Miller abstaining from the March 23, 2021 minutes due to not being present at the meeting.

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FINANCIAL REPORTS:

CFO Burnett presented and explained the April 2021 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. Board member Tipton questioned if the budget projections will be met by end of year. Burnett stated the payment to the Elko Daily Free Press was for a virtual job fair advertising for nurses. Burnett has no recommendations concerning changes to the five year budget plan.

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

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-Finance / Public Hearing / fiscal year 2021-2022 tentative budget and amendments to the budget / request for approval of 2021-2022 tentative budget as amended and submission of fiscal year 2021-2022 final budget / CFO-CEO-Administration

CFO Burnett reported the changes to the budget, including: addition of DNV costs; Monigle research was removed; the payroll section was updated; and, there was a decrease in operating revenue. Board member Tipton said he feels the budget is overly aggressive. Board member Trout asked if the EMS campus and specialty clinic should be pushed out a year. Board member Miller stated there are many items being dealt with and until the current business is managed well, there should not be additional items added. Board member Casalez agreed that the hospital needs to fix what we have now before we consider expansion. Tipton commented the budget can be approved with the items as presented, but the individual items will not be approved without board approval. CEO Powers agreed and remarked that the individual items would have to have Board approval. A lot of the budget depends on the success of the change in the billing.

There was no public comment.

Motion by board member Tipton and second by board member Miller to approve the fiscal year 2021-2022 tentative budget and amendments to the budget as presented. Motion carried unanimously.

2. Hospital Administration / request for authorization to negotiate for the purchase of property to be used for construction of an off-site EMS facility / CEO-EMS-Chief-Administration

This item was tabled at the request of CEO Powers.

3. Hospital Administration / proposal to engage Architectural Nexus Inc to provide professional services to: (i) develop an overall master plan for the hospital at a cost not to exceed \$78,200 plus reimbursable expenses; (ii) conduct a life safety assessment to clarify the current site conditions and provide a life safety plan for future projects at a cost not exceed \$22,180 plus reimbursable expenses; (iii) prepare a preliminary architectural feasibility report for evaluation of the existing EMS facility and site for an outpatient specialty clinic at a cost not to exceed \$72,230 plus reimbursable expenses (the estimated reimbursable expenses for the preceding three items are \$17,599); and, (iv) as an option, surveying and utility location services at a cost of \$50,700, topographic surveying at a cost of \$5,500 plus estimated reimbursable expenses of \$4,400 / CEO--Administration

This item was tabled at the request of CEO Powers.

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4. Hospital Administration / proposal to engage Dingus Zarecor & Associates, certified public accountants, at an estimated cost of \$60,000 to provide professional services to examine the district's forecasted financial statements, compile historical financial statements and prepare a demographic study for use in determining prospective financial information and assumptions to be used to obtain USDA financing / CEO/ Administration

This item was tabled at the request of CEO Powers.

5. Hospital Administration-Pharmacy / request for authorization to solicit proposals for the proposed laboratory and pharmacy construction projects / CEO

Motion by board member Hunt and second by board member Casalez to approve the request for authorization to solicit proposals for the proposed laboratory and pharmacy construction projects as presented. Motion carried unanimously.

6. Hospital Administration / request to approve Rachel Lara, RN as the infection preventionist for Humboldt General Hospital / CEO-Administration

Motion by board member Miller and second by board member Hunt to approve Rachel Lara, RN as infection preventionist for Humboldt General Hospital. Motion carried unanimously.

7. Hospital Administration-OR / request for authorization to purchase equipment from GE Healthcare consisting of: (i) a cath lab imaging system at a purchase cost of \$830,306.18 with an annual cost of \$125,342; (ii) a hemodynamic monitoring system at a purchase cost of \$146,151.79 with an annual cost of \$14,504; and, (iii) a venous access ultrasound system at a purchase cost \$36,766.69 / OR-Administration

Board member Trout asked Chief of Staff Davis if the items can be purchased separately. CEO Powers advised there is grant money from the Pennington Foundation of \$945,000 for the equipment. The construction costs are unknown at this time; however, the total costs are estimated at roughly 2.2 million. Board member Tipton remarked that this is a big piece of the increases in revenue of the next fiscal year budget. Davis commented that without the equipment they cannot proceed with the cath lab.

Motion by board member Trout and second by board member Casalez to approve the purchase request as presented. Motion carried unanimously.

8. Hospital Administration / request to approve a master services agreement with R1 RCM Inc. to transition the billing function and services from RCM to the hospital district as outlined in a separate statement or statements of work at a cost of \$4M paid in eight equal installments ending December 2021 / termination of existing services agreement with R1 RCM Inc. / CEO-Administration

Motion by board member Trout and second by board member Cramer to approve the master services agreement with R1 RCM to transition the billing function and services from RCM to the hospital district at a cost of \$4M paid in eight equal installments ending December 2021, subject to termination of the existing services agreement with R1 RCM Inc. Motion carried unanimously.

9. District Administration / proposal to authorize the solicitation of requests for proposals to provide legal services to the district and board of trustees / Board

Board member Miller said there was some discussion previously of having attorney services in house. There was discussion of CCO Otto becoming licensed in Nevada. Board member Trout asked if there are criteria to evaluate applicants. CEO Powers said they could look at the qualifications of other providers he has used. Trout stated that there may be retired judges who may be interested in such a position. Board member Tipton stated he has no interest in changing, noting it's good to have someone with

knowledge and a background with the organization. Miller said she anticipates Maher would apply. Trout expressed his opinion that the services should be looked at every five years. Legal Counsel Maher explained the services he has provided since 1997 which includes being available for staff and administration questions. Board member Casalez thinks the discussion should center on what the board wants and does not feel the board should dictate what administration wants. Casalez said use of outside counsel may be appropriate in some instances because of the hospital growth, but it should be understood that Maher provides services to the board and it is appropriate for him to review contracts the board authorizes. Powers noted there is nothing that states a dollar amount threshold on administration expenditures and he is open to suggestions on what that amount should be and that anything \$25,000 and higher has been brought to the board. Casalez feels the limitations should be put in writing. Trout suggested this item be tabled and that work be done to get specific standards and duties to see if the board would like a combined or split position. Powers said he will look into the matter further and, if necessary, bring the matter back to the board.

Board chair Cramer advised this item is tabled. No action was taken.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Tipton stated he was surprised that long term care went from a five star rating to a two star rating but he is confident with hard work the rating will improve.

Board member Trout thanked Tipton for his cautious approach to the budget and thanked Maher for his input on the attorney situation.

Board chair Cramer thanked staff for their participation.

PUBLIC COMMENT:

There was no public comment.

Board chair Cramer adjourned the May 25, 2021 meeting of the Humboldt County Hospital District Board of Trustees at 8:15 p.m.

APPROVED:

ATTEST:

Alicia Cramer, Board Chair

Alicia Wogan, Executive Assistant