

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
JANUARY 22, 2019 MEETING
SARAH WINNEMUCCA CONFERENCE ROOM**

BOARD PRESENT:

JoAnn Casalez, Chairman
Michelle Miller, Secretary
Bill Hammargren, Member
Jennifer Hood, Member
Gene Hunt, Member
Ken Tipton, County Comm. Member

Kent Maher, Legal Counsel

BOARD ABSENT:

None

MEDICAL STAFF PRESENT:

Brad Granath, M.D.

STAFF PRESENT:

Karen Cole, Interim CEO
Sandi Lehman, CFO
Darlene Bryan, CNO
Rose Green, HR Director
Lisa Andre, Quality Director
Mike Bell, IT Director
Sean Burke, EMS Director
Duane Grannis, Maintenance Director
Dave Simsek, Pharmacy Manager
Robin Gillis, SNF Manager
Lorrie Meiron, OB Manager
Theresa Bell, MM Manager
Kim Plummer, Controller
Mark Reyka, Anesthesia
Jeremy L. Hurst, FNP-C
Alicia Wogan, Executive Assistant
Tessa Schmittel, Pharmacy
Jeanette Grannis, Business Office
Vai Fuli, RN
Hannah Kohler, RN
Shavon Bellows, Clinic
Diana Castillejos, Clinic
Laura Butterfield, Radiology
Diane Klassen, Radiology
Athena Chabino, CNA
Anthony Pasquale, EMS
Tori Stephen, Materials Management
Rachel Meiron, Materials Management
Daisy Mendoza, Clinics
Joanna Coronado, Clinics
Cynthia Reynoso, Clinics

GUESTS:

Robin Mochamp, Ashley Maden (Humboldt Sun), Melissa Murphy, Judy Adams (Auxiliary Member), Mille Custer, Susan Rorex (Auxiliary Member), Nicole Maher (Public Relations Director), Lewis Trout, Robin Granath, Ladonna Reyka, Katie Pasquale, Brigitte Guerrero, Fidel Guerrero, Tina Lombardo Adkins, Kali Van Liew, and Marie Jeanne Dawson.

CALL TO ORDER:

Board chairman Casalez called the January 22, 2019 board meeting to order at 5:30 p.m.

PUBLIC COMMENT:

Lewis Trout, American Legion representative, presented EMS Director Burke with a recognition of appreciation for the support provided at the Pearl Harbor Day celebration.

MEDICAL STAFF REPORT:

No report.

CONSENT AGENDA:

Motion by board member Hammargren and second by board member Miller to approve the consent agenda board meeting minutes for the November 27, 2018, November 28, 2018, December 5, 2018 and December 18, 2018 meetings; and, Medical Staff applications for appointments, reappointments, provisional and temporary privileges. The motion carried unanimously.

FINANCIAL REPORTS:

No reports.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-EMS / proposal to supply and install new flooring for the EMS station / EMS Director

EMS Director Burke said two quotes were obtained and requested authorization to proceed with the lowest proposal in the sum of \$15,065.20 from Quality Floors for the EMS station new flooring as outlined in the meeting packet. The new flooring is a budgeted item.

Motion by board member Hunt and second by board member Hammargren to authorize purchase of the new flooring for the EMS station from Quality Floors in the sum of \$15,065.20 as presented. Motion carried unanimously.

2. Hospital Administration-EMS / proposal to approve a memorandum of understanding with City of Winnemucca to use city property to provide rapid, short-term support and deployment of resources in response to a mass casualty incident or other incident requiring multiple air ambulance services aircraft / EMS Director

EMS Director Burke said currently one helicopter can use the helipad and one helicopter can use the parking lot for air ambulance services. If there is a mass casualty event, it is likely additional area will be needed for additional aircraft. Burke is seeking approval to enter into the proposed memorandum of understanding in the meeting packet with the City of Winnemucca to utilize the City park area across the street from the hospital for air ambulance services aircraft to respond to major disaster events.

Motion by board member Hammargren and second by board member Tipton to approve the proposed memorandum of understanding with the City of Winnemucca to land aircraft at the City park as presented. Motion carried unanimously.

3. Hospital Administration-Administration / proposal to adjust the call-pay fees payable to Bradford Granath, M.D. for OB call services / CFO-Administrator

CFO Lehman said in the meeting packet there is a proposed schedule for payment of OB call pay to Dr. Granath for providing OB call services. The proposal is to have the rates be effective as of July 1, 2018.

Motion by board member Hammargren and second by board member Hood to approve the call pay schedule for Dr. Granath as presented. Motion carried unanimously.

4. Hospital Administration-Human Resources / salary survey review / proposal to adjust wage and salary scales / HR Director

HR Director Green referred to the proposal in the meeting packet to adjust the starting pay rate for the Medical Assistant job classification. Green explained the organization has experienced difficulty in recruiting and retaining medical assistants and recommends the adjustment.

Motion by board member Miller and second by board member Hammargren to adjust the salary hourly rate for the medical assistant position as presented. Motion carried unanimously.

5. Hospital Administration-Audit / auditor report of FY 17-18 expenses exceeding budget due to unbudgeted depreciation expenses and unplanned professional fees / proposal to prevent future budget report discrepancies by enhancing expenses monitoring / CFO-Administrator

CFO Lehman said the audit report revealed an over expenditure for FY 2018 because the depreciation expenses related to new construction were under budgeted by \$2.6 million. The Department of Taxation requires a corrective action letter. The proposed letter is in the meeting packet and it explains that the budget will be more closely monitored, particularly prior to the end of the fiscal year, to make any adjustments to prevent under budgeting.

Motion by board member Hammargren and second by board member Hood to approve the plan of correction for submittal to the State Department of Taxation. Motion carried unanimously.

6. Hospital Administration-Finance / proposal to procure professional services to review charge master coding and descriptions and conduct pricing comparisons / CFO-Administrator

CFO Lehman explained the charge master, which is a list of all billable services and items related to patient care, should be audited every three years per industry standards. There is also a new requirement from CMS to post the charge master on the organization website. Lehman is suggesting the charge master coding and descriptions be audited to make sure the coding, descriptions and pricing are compliant and up to date. Lehman procured three quotes for the services and recommends engaging Independent Healthcare Consultants (IHC) due to their pricing (they had the lowest price) and the recommendation of the auditors who have used the IHC firm in the past.

Motion by board member Miller and second by board member Hammargren to retain the services of Independent Healthcare Consultants for the sum of \$20,900 to conduct the charge master review and audit. Motion carried unanimously.

7. Hospital Administration-EMR / proposal to adjust the budget and procure project manager professional services for the conversion to the Cerner EMR system / CFO-Administrator

CFO Lehman stated in November when the board approved conversion to the Cerner EMR system, the budget included \$150,000 for the estimated cost to provide project manager services for implementation of the Cerner EMR system. The project manager will provide leadership, oversight, direction and control of the project scope and timeline necessary for successful implementation of the system. The estimated cost for the professional services is \$265,000. Lehman is seeking an increase in the budget of \$115,000 to procure the services.

Motion by board member Hammargren and second by board member Hood to approve the increase of \$115,000 in the Cerner EMR system budget to secure the services of a project manager, that is, Wipfli LLP, as presented. Motion carried unanimously.

8. Hospital Administration-EMR / proposal to adjust the budget and procure additional electronic equipment to facilitate end user access and use of Cerner EMR system / CFO-Administrator

CFO Lehman stated during the discussions with the EMR system prospective project manager it was learned that it may be necessary and advisable to replace some of the end user devices currently in place because they are outdated. For example, the signature pads now in use only capture the signature and the patient cannot see the screen with the document being signed. That requires more steps in the process and more paperwork. If the signature pads are replaced with iPads, the patient can scroll through the document and read it prior to signing and the signed document is automatically saved to the patient's chart and a copy is available electronically. Lehman requested an addition of \$75,000 to the Cerner EMR system budget to procure the additional equipment.

Motion by board member Hammargren and second by board member Hunt to approve the additional \$75,000 for the Cerner EMR system budget to procure end user service devices as presented. Motion carried unanimously.

9. District Administration / review and evaluation of the services of B. Leonard Perkinson, MD, as a District FPOB physician / proposals, terms and conditions of the continued employment or separation from employment of B. Leonard Perkinson, MD as a District FPOB physician, including, but not limited to, termination, suspension, reprimand, mentoring, retention, or "no action," and authorization to execute any document relating to terms and conditions of the continued employment or separation from employment (a closed session may be held to consider character, alleged misconduct, professional competence, and physical or mental health pursuant to NRS 241.030) / Board of Trustees

Board member Hood advised the board chairman and board members that she will be abstaining from the discussion and action on this agenda item because of her commitment in a private capacity to the interest of the physician.

Motion by board member Hammargren and second by board member Hunt to move into a closed session to consider the character, alleged misconduct, professional competence, and physical or mental health of Dr. Perkinson pursuant to NRS 241.030. Motion carried unanimously. The board received proof that Perkinson was notified of the meeting as required by law. There are separate minutes for the closed session.

Dr. Perkinson stated in the open session that the meeting notice served on him was the only information he received regarding the meeting. Perkinson said he will speak on his own behalf and that he was informed he could have witnesses or support persons present. Legal Counsel Maher advised that by law Perkinson can have assistance if he desires. Perkinson said he has asked Jennifer Hood, Dr. Granath, Dr. Gaulin, Mark Reyka, Jeremy Hurst and Diana Castillejos to be present during the closed session.

Following the closed session, the board went back into open session to take action. A motion was made by board chairman Casalez and seconded by board member Hammargren to recommend that: (i) Dr. Perkinson be given a notice that he is in default of his employment agreement with the Hospital District for failure to timely complete patient charts; (ii) the notice provide that he has 30 days to cure the default by bringing outstanding patient charts up to date pursuant to a plan of improvement outlining the expectations for chart completion; (iii) the plan of improvement will be completed by Perkinson and the administration within one week; (iv) the board review the chart completion progress after 30 days; (v) there be no patient contact during this time period to allow the focus to be on the chart completion; and, (vi) data be collected to determine if there are any potential system or other deficiencies which negatively impact the ability of the physician to complete the charts. Motion carried unanimously.

Board chairman Casalez asked Dr. Perkinson if he is in agreement with the motion. Perkinson indicated he is in agreement.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Hunt asked about discussing a residency recruitment program or plan. Interim CEO Cole advised that she has met with Dr. Masuck to discuss providing services upon completion of his residency.

PUBLIC COMMENT:

Melissa Murphy said she disagrees with what is going on with Dr. Perkinson. Murphy feels Perkinson needs help and that the administration has failed to provide the necessary tools and support for Perkinson to perform his job. Murphy also questioned what the plan is if Perkinson is terminated.

Jeremy Hurst commented it appears that an agreed upon resolution has been reached with regard to Dr. Perkinson and suggested it is time to go home.

Lewis Trout commented there is an employee assistance program but possibly the public doesn't know about the assistance available for employees.

Board chairman Casalez adjourned the January 22, 2019 meeting of the Humboldt County Hospital District Board of Trustees at 8:26 p.m.

APPROVED:

ATTEST:

JoAnn Casalez, Board Chairman

Alicia Wogan, Executive Assistant