

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
FEBRUARY 22, 2022 REGULAR MEETING
MEETING VIA TELECONFERENCE—VIDEOCONFERENCE—IN-PERSON**

BOARD PRESENT:

Michelle Miller, Chairperson
Alicia Cramer, Vice-Chairperson
Ken Tipton, County Comm. Member
JoAnn Casalez, Member
Gene Hunt, Member
Lewis Trout, Member

Kent Maher, Legal Counsel (via phone)

ABSENT:

None

MEDICAL STAFF PRESENT:

Veronica Janhunen, MD, Chief of Staff
Jeffrey Meter, MD, Orthopedics

STAFF PRESENT:

Robyn Dunckhorst, Interim CEO
Kim Plummer, CFO
Bertha Higbee, Interim CNO
Angela Giese, Chief Human Resources Officer
Brian Washburn, Director of Operations
Shelly Smith, Controller
Jackie Wilson, CIO (via phone)
Diane Klassen, Radiology Director
Sara Otto, Chief Compliance Officer (via phone)
Kevin Grannis, EMS
Duane Grannis, Maintenance Director
Tori Stephen, MM Manager
Jeanette Grannis, Revenue Cycle Director
Tina Wilson, Director of Nursing Education
Dawn Swanson, LCSW
Laura Shea, Community Relations
Lorrie Meiron, OB Manager
Alicia Wogan, Executive Assistant (via phone)
Rachel Lara, Infection Control (via phone)
Jessica Villarreal, Credentialing Specialist

GUESTS:

Bill Hammargren (MedX) and Jason Creamer (MedX).

CALL TO ORDER:

Board chair Miller called the February 22, 2022 board meeting to order at 5:28 p.m.

PUBLIC COMMENT:

Tori Stephen, MM Manager, read a letter from Theresa Bell, Program Director, who was not able to attend the meeting, recommending Robyn Dunckhorst for the permanent CEO position. Stephen seconded the recommendation.

Lewis Trout commended Interim CEO Robyn Dunckhorst for her work in accommodating staff needs as part of the hospital's compliance with vaccination mandates.

Bill Hammargren from MedX introduced MedX Winnemucca base manager Jason Creamer.

Jason Creamer, MedX Winnemucca Base Manager, discussed MedX goals including maintaining the strong relationship with the hospital, and gave details on his background and experience. Board member Trout asked where his office was located. Creamer stated that it was in the flight house as he is a working manager. Trout asked how this will affect Hammargren's position within MedX. Hammargren stated that his position has not changed with MedX.

Sara Otto, Chief Compliance Officer, gave her recommendation for Robyn Dunckhorst to fill the permanent CEO position and said that she also had sent a letter of recommendation to the Board. Board Chair Miller stated that the letter will be read when that item is up for discussion during tonight's meeting.

Lorrie Meiron, OB Manager, gave her recommendation for Robyn Dunckhorst to fill the permanent CEO position, stating that Robyn's heart and soul are in the hospital and community.

Board Chair Miller stated that the public may speak on each action item.

TRUSTEE COMMENT:

Board member Trout stated the three basic levels of concerns for leaders expounded by Ron Price and how these apply to the evaluation of the CEO position. He would like to see continued reference to those concerns enduring the CEO evaluation process throughout the remainder of the contract.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

Medical Staff report:

Chief of Staff Dr. Janhunnen stated all appointments/reappointments for medical staff were approved at the medical staff meeting last week, and that: the county positivity rate for COVID is 6.3%; we have one COVID positive admit; and, the nursing home is down to testing once a week due to the positivity rate.

Administration Department reports:

a) Urology update: Director of Operations Washburn reported on the urology clinic including an introduction of Dr. Joseph Drew, the daily clinic volume, the monthly clinic volume, and the top ten diagnoses seen in the clinic. He noted the new equipment and testing availability that the clinic has brought to the hospital. Washburn also stated that the first TURP procedure was done at HGH. Board Chair Miller asked if there is a patient goal for the clinic. Washburn replied that the patient goal is 40 to 50. Board Vice Chair Cramer asked if the procedures done in the office are revenue generating. Interim CEO Dunckhorst stated that they were.

b) CEO report: Interim CEO Dunckhorst reported that HGH received LCSW training site approval. She said that she had discussed the PERS tax issue for 2021 with CFO Plummer, who provided more details regarding the new tax tables, child tax credit, and the switch to the new payroll system after the IT crash of February 2021. Dunckhorst and Plummer confirmed that the PERS withholding was accurate. HGH is in 100% compliance with the vaccination mandate and that no employees were terminated or quit due to the mandate, 82 employees were exempted and 341 were vaccinated, putting the hospital at an 80.6% vaccination rate. Dunckhorst thanked board member Trout for his public comment regarding the vaccination mandate. She reported that the screening clinic and community-based testing will be moving to an appointment-based system beginning mid-March. Regarding home testing kits, she noted that four kits per family will be made available at no charge on a first-come, first-serve basis. She cautioned that these home testing kits test results will not be considered diagnostic tests, adding that the hospital will begin charging for testing beginning mid-March. The cost will be \$150.00 per test and insurance will cover testing. Financial assistance for self-pay patients is being looked at with the community health board. Dunckhorst thanked the board for their hard work and the time they put in for our community. She also thanked the board members for their work with Ron Price training. Board Chair Miller mentioned four pillars of successful governing boards: Good listeners, Respect, Engaged, Resilience.

c) Financial update: CFO Plummer reported on the balance sheet, the income statement, upper payment limit (UPL), average daily cash inflow, monthly cash inflow, cash outflow for the month, Cerner Gross AR, Cerner DNFB, and the use of QHR for billers and for coding. Board Chair Miller stated that she met with the CFO and others regarding the charges dropping, the interface not having the remits post to the accounts, and no claims going out to the insurance companies. Plummer said these issues were resolved about two weeks ago. Plummer also reported on the KPIs for January including admits, patient days, daily average census, clinic visits, surgeries and procedures, and the monthly stat comparison. Board member Trout asked what remittances were and Plummer explained. Trout asked on the average daily cash inflows, what the non-patient related inflows were, Plummer provided examples like the cafeteria, medical records, taxes. Trout asked why these are up 300% from 2021. Controller Smith answered. Trout asked if that skews the average daily revenue numbers and asked what the action plan is to bring the monthly cash outflows and inflows into equilibrium. Interim CEO Dunckhorst explained what created the difference. Miller discussed the presentation from Cris regarding the copay collection and the lifespan of claims. Trout asked to have a summarized action plan at the board meetings that has the goals and what was accomplished. Dunckhorst touched on the fact that we are building our Business Office and that employees are receiving training while also doing their jobs. Board member Casalez noted that the board should look at the accomplishments that have been made from the people we now have in place. Miller commended Dunckhorst and Plummer for presenting the facts and being transparent. Board member Tipton commented that these numbers do not look good to him, but he knows they do not look good to Plummer either and he is waiting for better results to come.

CONSENT AGENDA: Motion by board member Casalez and second by board member Hunt to approve the board meeting minutes of November 16, 2021, December 28, 2021, and January 25, 2022 and medical staff applications for appointments, reappointments, provisional and temporary privileges for Dominic DiPrinzio, DO, Active-Emergency Medicine; Raj Patel, MD, Active-Emergency Medicine; Joseph Drew, MD, Active-Urology; Brian Evans, MD, Consulting-Radiology; Gabriela Lavoy, APRN-CNP, Allied Health Professionals-Family Medicine; Shelbee Smolek, APRN-CNP, Allied Health Professionals-Sleep Medicine; Leon Jackson, MD, Active-Radiology; James Langevin, MD, Active-General Surgery; Katrinka Kip, MD, Consulting-Pediatric Cardiology; Joseph Ludwick, MD, Consulting-Pediatric Cardiology; Alban De Schutter, MD, Provisional-Cardiology; and, John Gull, DO, Provisional-Otolaryngology, and warrants disbursed for monthly expenditures, and quality report summary with a change requested by Board member Trout to the January 25, 2022 minutes to show on page three, third paragraph under business item number one that Board member Trout abstained from the vote. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital District / request for authorization to proceed on behalf of the district with a small claims action before the appropriate court to have funds released to the district / Board

Legal Counsel Maher explained that the accounts in question are in the name of the Humboldt County Volunteer Ambulance Corp, which means they would be the claimant, but that there are statutory procedures for dissolved corporations to finish up their corporate business. Maher also explained that once an unclaimed property claim is validly made and is not acted upon within a certain amount of time or is rejected, the law provides that an action on that claim must be maintained in District Court. Maher also stated that small claims would be handled in Carson City and not in the local court and the claim amount for this claim exceeds the small claims jurisdiction limit. Board member Trout confirmed that the five accounts are in the name of the defunct Humboldt County Volunteer Ambulance Corp which ceased operations in 2005 and that there are not officers available to execute a request or demand letter to the State Treasurer's Office for release of the funds. Trout explained the history of these funds and the procedure for writing and submitting a demand letter to the State Treasurer's Office. Board member Hunt

stated that sending a letter would not hurt. Board Vice Chair Cramer questioned if the action item needed to be changed. Maher stated that submitting the demand letter is not a small claims action and staff can take action without having the board take action. Board member Tipton commented that submitting the letter is fine, but if nothing comes of the letter this should be ended. Board chair Miller directed Board member Trout to draft the demand letter for Interim CEO Dunckhorst review and Miller's signature to request the funds.

No action was taken.

2. Hospital District / consideration of appointment of the chief of medical staff to serve on the district board of trustees as a voting member per NRS 450.640 / Board

Board member Hunt brought up the discussion on this from the bylaws committee meetings and the reasons why they have not appointed the Chief Medical Officer as a voting member, including not having employees as voting members and the concerns with having to abstain from votes to avoid any conflicts. Board member Casalez agreed with Hunt and feels that the board has always respected the judgment of the Chief of Staff. Board Vice Chair Cramer agreed. Board Chair Miller stated her concern is that can put the Chief of Staff in a bind.

No action was taken.

3. Hospital District / proposals for board committees and committee appointments / Board

Board Chair Miller stated that board member Casalez was on quality, Board Vice Chair Cramer was on finance, and Board member Hunt was on medical staff. Miller asked if any of the board members wanted to request a committee they are interested in, continue or discontinue any current committees. Board member Hunt enjoys jumping in where needed. Casalez stated that she also still sits on the Giving Committee. No changes for current committees.

No action was taken.

4. Hospital District / procedures and timelines for evaluation of Interim CEO performance and transition of the Interim CEO appointee to the permanent CEO position / Board

Board member Trout asked if the public should hear the board comments first. Legal Counsel Maher stated that public comment must take place before the board takes any action per the state law. CFO Plummer gave her recommendation in favor of Interim CEO Dunckhorst filling the permanent CEO position, noting her sense of urgency and ability to get action from employees. Director of Operations Washburn gave his recommendation in favor of Dunckhorst, noting her support and mentorship during his time at HGH. Board member Casalez commended Washburn on the improvement she has seen. Chief Compliance Officer Otto provided her recommendation for Dunckhorst, noting how she holds employees accountable and is setting goals that are attainable but still push the leaders. IT Director Bell provided his recommendation of Dunckhorst filling the permanent CEO position. LCSW Swanson gave her recommendation in favor of Dunckhorst, noting her attention to addressing concerns. Controller Smith gave her recommendation for Dunckhorst, noting her communication with the business office. Executive Assistant Wogan provided her recommendation in support of Dunckhorst filling the permanent CEO position, noting her holding staff accountable plus bringing clinical knowledge and stability to the organization. Board member Hunt read letters of recommendation in favor of Interim CEO Dunckhorst becoming the permanent CEO from Emergency Department Manager Tissue, Interim CNO Higbee, and Chief Compliance Officer Otto. Trout commented on Dunckhorst's character and improvement of expertise during her time as Interim CEO and the recommendation that came from Ron Price. Trout believes the board should stay the course with the nine-month contract and evaluation and create a survey for all staff to be able to express their feedback. Hunt commented that there were two sides, one being the evaluation of Dunckhorst in the interim role and the other being if Dunckhorst would want to

fill the permanent CEO role. Hunt asked Dunckhorst if she is willing to fill this role after seeing what it consists of. Interim CEO Dunckhorst answered by stating that her heart is in Humboldt, that she wants to lead a team of people who want her to lead and that she wants to have stability for the hospital. Board member Casalez stated that she knew she would want Dunckhorst in this position, but the question was if Dunckhorst would want this position. Casalez feels that they could go back to the original six-month timeframe with the goals they have currently set for the CEO position and feels confident to have a contract reviewed for permanent CEO on next month's agenda. Board Vice Chair Cramer commented that Dunckhorst has embraced this and has met a lot of the goals ahead of time, she agrees with Casalez on adding the contract to next month's agenda. Board Chair Miller commended Interim CEO Dunckhorst on her navigation of the CEO position and the board as a whole. Board member Tipton commented that he would not want to go through another CEO search, he knows Dunckhorst and where she comes from, and commends her on listening to her fellow employees and having their respect. Tipton feels like Dunckhorst is the light at the end of the tunnel. Trout asked if there is time to have a contract negotiated and reviewed in time to be on next month's agenda. Miller asked Maher how the contract for the interim position would work with adding the permanent position contract and if a contract could be put together in time for the next meeting. Maher stated that this could be done. Miller asked Wogan about a review process including the NRHP review template and if she would have the time to complete this. Wogan stated that she would be able to do this. Miller asked the board if they wanted to have a survey sent out to the staff. Cramer stated that she does not feel one is needed. Trout feels that all employees should have the opportunity to provide their feedback. Casalez agrees with Trout on allowing all employees to provide feedback, but it does not have to be done before permanent placement and can be used for setting performance measures. Tipton asked if Dunckhorst has an open-door policy. Dunckhorst said she does.

Motion by board member Trout and second by board member Hunt to approve the placement on the agenda, not later than the April meeting, a revision to the contract to provide for the termination of the interim contract and the replacement with a permanent contract for the CEO. Motion carried unanimously.

5. Hospital Administration / request for approval of employment contract for Stephen Perry, MD for hospitalist services / CEO-Administration

Item was tabled due to the contract not being ready at this time.

6. Hospital Administration / request for approval to purchase ultrasound equipment for the residency program / CEO-Administration

Motion by board member Casalez and second by board member Hunt to approve the purchase of the ultrasound equipment for the residency program. Motion carried unanimously.

7. Hospital Administration / request for approval of cath lab plans and specifications and authorization to proceed with the project / CEO-Administration

Motion by board member Casalez and second by board member Cramer to approve the cath lab plans and specifications and to proceed with the project. Motion carried unanimously.

8. Hospital Administration / request for approval of revised employment contract for Robert Johnson, PA / CEO-Administration

Motion by board member Cramer and second by board member Trout to approve the revised employment contract for Robert Johnson, PA. Motion carried unanimously.

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9. Hospital Administration / request for approval of revised contract for Northstar Imaging for radiology services / CEO-Administration

Motion by board member Hunt and second by board member Trout to approve the revised contract for NorthStar Imaging for radiology services. Motion carried unanimously.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Tipton stated that he will not be here for the March meeting.

Board member Trout stated that he has no one else in mind to be the CEO of Humboldt General Hospital.

Board chair Miller thanked everyone for their time tonight.

PUBLIC COMMENT:

There was no public comment.

Board chair Miller adjourned the February 22, 2022, meeting of the Humboldt County Hospital District Board of Trustees at 7:35 p.m.

APPROVED:

ATTEST:

Michelle Miller, Board Chair

Alicia Wogan, Executive Assistant