

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

BOARD PRESENT:

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

Kent Maher, Legal Counsel

BOARD ABSENT:

MEDICAL STAFF PRESENT:

Paul Gaulin, M.D.

STAFF PRESENT:

Karen Cole, Interim CEO
Darlene Bryan, CNO
Sandi Lehman, CFO
Duane Grannis, Maintenance Director
Rick McComb, Interim IT Director
Lisa Andre, Quality Director
Rick Roche, Interim HR Director
Jason Mercier, Revenue Cycle Director
Kim Plummer, Controller
Melissa Lopez, Human Resources Generalist
Diane Klassen, Radiology Manager
Landon Mouritsen, CRNA
Jeanette Grannis, PAD
Lorrie Merion, OB Manager

GUESTS:

Ashley Maden (Humboldt Sun), Nicole Maher (Public Relations Director), Judy Adams (Auxiliary), Millie Custer, Andrew Garrett, and Lewis Trout.

CALL TO ORDER:

Board chairman Casalez called the October 22, 2019 board meeting to order at 5:33 p.m.

PUBLIC COMMENT:

There were no comments.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

Medical Staff report:

Chief of Staff Gaulin stated: the Cerner project is moving along; medical staff training for the Cerner system will start soon; the medical staff bylaws are getting close to being done; and, physician recruitment is moving ahead.

Administration Department report:

EMS Chief Burke reported on Burning Man that: the second year of the three-year contract is complete; EMS provided 366 12-hour shifts, staffed by 58 temporary personnel; there were 400 transports on the playa and 29 transports off the playa by ground; and, staffing and logistics have improved tremendously since last year. Burke said for next year there will be changes in the delivery of radiology services because of a new state law which requires a license and certification to perform the radiology services. Burke said there will have to be some investment in ambulances for next year and the medical tent and trailer are in bad shape because they have been used for over 10 years, and it is likely they will need an

overhaul or replacement. Burke suggested that it may not be desirable to do another contract for Burning Man after the current contract ends. Board member Tipton asked why there were so many more transfers this year as compared to last year. Burke responded that last year many patients were air flighted for basic procedures like a broken ankle and when a \$50,000 air ambulance services bill was received, the patient was not happy; more ground transports were utilized this year in an effort to keep costs down.

CFO Lehman reported that the Cerner go live date is about 3 weeks away. They have been doing testing of hardware and software which will be completed next week. The clean claims rate is currently at 53% and over the next three weeks there will be additional claims testing until the 80% clean claims rate is reached. The project is currently at 94.5% completion and 61.5% has been validated by HGH and 85% of all charges are included in the completed build. The CareStream interface will be delayed until after the first of next year. The Quest testing will be completed this week and validation will begin next week, but it will not be completed by the go live date. Americare will go live on December 3 for the long term care billing.

CFO Lehman reported that the charge master pricing review was completed. The pricing from 13 Nevada hospitals, which included 12 rural hospitals, were compared. The hospital made changes based on the review of individual items rather than the overall differences. The price changes will result in a total estimated reduction of net patient revenue of \$12,870. The changes will be effective November 1, 2019. Lehman noted that most of the higher individual charges were in laboratory and radiology, and there were some charges below the norm in ER.

Interim HR Director-COO Roche reported that there are currently 274 full time employees, 8 part time employees and 180 casual call personnel. The turnover rate is about 20% which is normal for a critical access hospital. A new CRNA was recruited and there is work on procuring a third CRNA; currently there are offers out to two candidates. Recruiting for OB and an OR Manager is continuing as is recruiting for nursing, pharmacy, respiratory and lab. Roche noted that completion rate for personnel performance evaluations is 95% or more being completed on time. Roche said administration contacts the supervisors and then follows up via email to ensure completion. Board members Hunt and Miller suggested there be a procedure or a policy which describes the process, the expectations and the minimum acceptable standards. Board chairman Casalez said that a sample policy was considered when this was previously discussed and suggested all reviews should be completed on time and if not completed, the manager should be held responsible. Board member Hammargren said there should be 100% on-time completion of evaluations and suggested that the board receive a report each month on how many evaluations were due, how many were completed and how many were not completed. Roche said a policy will be worked on and brought back to the board in the future. Roche reported that Optimum will go live on January 1 and the manager training will begin in November. Roche noted Optimum was purchased by Kronos and there apparently will not be any enhancements to the system but there will be support for a couple of years. Board member Miller questioned if it is prudent to transition to Optimum if there will not be any upgrades and if the hospital should wait for a Kronos system. Roche said he has directed questions to Optimum about the transition and is awaiting answers. The open enrollment and benefits fair will be in December and in the future Roche will be discussing the quarterly Scorecard, total compensation market data and other policies and procedures.

Interim CEO Cole reported that: Dr. Adajar with Internal Medicine began October 7; the Dr. Wesley pain management clinic will begin in November; and, the Dr. Draper and Dr. Lindstrom podiatry clinic will begin in January. Two nurse practitioners, Tina Carbone and Perry Guthrie, are providing services in the

clinic. Dr. Subha Rajan, an FP/OB provider, will start in April of next year and Dr. David Masuck, an FP provider, will start next fall. Cole will have a tele-interview with Dr. Muhad who is currently an FP resident at Mercy Medical Center in Iowa. The search firm Fidelis will provide a provider candidate at no charge since they had referred Dr. Curtis, who did not work out. The hospital is also using Delta and Merritt Hawkins but there has not been a lot of success with Merritt Hawkins.

Interim CEO Cole said the remodel project is coming along well and Sletten does a good job in the healthcare environment. Some time was lost with the pharmacy casework but Sletten is filling in with the cafeteria project. Maintenance Director Grannis confirmed that the remodel is coming along very well and the temporary hallway has been removed and they are now waiting on paint.

Interim CEO Cole said they are looking for a place to house the sleep medicine program and staff is looking into Telepsych options.

Interim CEO Cole suggested a meeting be scheduled in late January or early February to discuss the board bylaws with Harty Springer. Some potential dates will be provided.

CONSENT AGENDA:

The consent agenda was considered. It consisted of board meeting minutes for September 24, 2019 and the medical staff applications for appointments, reappointments, provisional and temporary privileges for: Eric Herzog, M.D., Provisional Staff-Primary Care; Perry Guthrie, APRN-CNP, Provisional Staff-Primary Care; Stephanie Nainani, M.D., Provisional Staff-OBGYN; George Taylor, D.O., Provisional Staff-Emergency Medicine; Mary Jane Williams, M.D., Provisional Staff-Hospitalist; Michael Zufelt, D.O., Provisional Staff-Emergency Medicine; Jim Nguyen, CRNA, Provisional Staff-Anesthesia; Janice Schorr, APRN, Provisional Staff-Primary Care; Viken Manjikian, M.D., Consulting Staff-Teleradiology; and, James Balodimas, M.D., Consulting Staff-Teleradiology.

Motion by board member Hammargren and second by board member Tipton to approve the consent agenda. Motion carried unanimously with board member Miller abstaining from the September 24, 2019 minutes as she was not present at the meeting.

FINANCIAL REPORTS:

CFO Lehman presented financials for September 2019 and noted that approximately \$675,000 is still outstanding from long-term care, which represents 11 patients. The timely filing override is in the final stages of approval and is expected to be complete by end of the week. Board member Miller questioned if another round of adjustments for payment in full of outstanding accounts should be considered in an effort to reduce the number of unpaid accounts.

Motion by board member Miller and second by board member Hammargren to approve the September 2019 financials as presented. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-Laboratory / proposal to purchase procalcitonin machine for laboratory / Administration

Interim CEO Cole said that currently the procalcitonin test is not performed by the lab and is referred out; however, the delay in receiving the results from an outside lab renders the test almost useless to clinicians. Cole believes that if the testing is brought in-house it will assist in the timely diagnosis of sepsis and could reduce the number of admits. The volume of testing taking place in nearby hospitals is

approximately 120 tests per year. Administration has looked at leasing the equipment as well as refurbished units. A new unit will cost approximately \$26,000 with an interface cost of about \$10,000.

Motion by board member Hammargren and second by board member Hunt to approve the purchase of the procalcitonin machine for laboratory as proposed for a sum not to exceed \$35,000. Motion carried unanimously

2. Hospital Administration / proposal to restate the independent contractor agreement to engage the professional services of Charles Stringham, M.D. to provide the air ambulance medical director services / Administration

Interim CEO Cole presented the proposed agreement for Dr. Stringham (included in the board meeting materials) to continue to provide the medical air ambulance director services.

Motion by board member Hammargren and second by board member Tipton to approve proposal to restate the independent contractor agreement to engage the professional services of Charles Stringham, M.D. to provide the air ambulance medical director services. Motion carried unanimously.

TRUSTEE COMMENTS-STAFF REPORTS:

Board chairman Casalez suggested that the November board meeting date (currently scheduled during the Thanksgiving week) be changed and that the agenda include employee insurance options, the CEO services and the cafeteria remodel proposal. The November board meeting was rescheduled to November 19, 2019 and the December meeting will be scheduled on December 17, 2019. CFO Lehman noted the financials will not be done in time for the November meeting and the annual audit report will be presented in December.

Board member Miller suggested that the board duties and functions be discussed at a future meeting.

Board member Hunt offered to participate in the CEO process.

PUBLIC COMMENT:

There were no comments.

Board chairman Casalez adjourned the October 22, 2019 meeting of the Humboldt County Hospital District Board of Trustees at 6:32 p.m.

APPROVED:

ATTEST:

Joanne Casalez, Board Chairman

Melissa Lopez, Human Resources Generalist