

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
JANUARY 26, 2021 REGULAR MEETING
MEETING VIA TELECONFERENCE--VIDEOCONFERENCE**

BOARD PRESENT:

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

Kent Maher, Legal Counsel

BOARD ABSENT:

None

MEDICAL STAFF PRESENT:

Richard Davis, MD (via phone)
Robert Johnson, PA (via phone)
Echo Mathews, APRN (via phone)
Lacy Feticc, MD (via phone)

GUESTS:

Mille Custer (via phone) and Ashley Maden (Humboldt Sun-via phone).

CALL TO ORDER:

Board chairman Casalez called the January 26, 2021 board meeting to order at 5:30 p.m.

PUBLIC COMMENT:

Bill Hammargren advised that going forward he will be sharing information on MedX and their activities. Membership cards for air ambulance services are at the printers and should be available next week. New bigger and faster rotors for the aircraft are coming in February. Their training center is using new sims which allows for more advanced training. Hammargren confirmed that a card is not needed to use the air ambulance services. Board member Trout suggested that a MedX report be put on the agenda as a standing item.

MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:

Medical Staff report:

Chief of Staff Davis gave a brief history of the Covid pandemic. The number of hospital admissions for Covid have declined and there is currently only one HGH patient. Davis said they have not received as many vaccine doses as they would like. Approximately half the HGH staff is vaccinated. Elko has extra vaccine because their staff members are refusing to be vaccinated.

STAFF PRESENT:

Tim Powers, CEO (via phone)
Cory Burnett, CFO
Kim Plummer, Controller
Mike Bell, IT Director
Dianelis Almendares, HR Director (via phone)
Brett Peine, EMS Director
Alicia Wogan, Executive Assistant
Shelly Smith, Finance
Bertha Higbee, ACNO (via phone)
Laura Shea, Marketing-Community Relations
Sara Otto, Compliance Officer (via phone)
Robyn Dunckhorst, ACNO
Theresa Willis, EMS
Darlene Mangrum, Revenue Cycle Director

Marketing update:

Marketing & Community Relations Director Shea went over the proposed strategic marketing plan which includes: a brand exploration project; website redesign; Welltock implementation; a community magazine; video project; digital signage; campus map; on-hold messaging; and, a workplace launch. Shea explained her proposal for the new website and discussed the various components of a marketing plan and the expected results. Board member Tipton noted there were no cost figures provided with the information. Some costs were included in a previous budget, and some items are already being paid for. There was discussion about local events and placement of videos on the website. Chief of Staff Davis suggested that reviewing examples of other facilities that have used the proposed website vendor would be helpful.

Administration Department reports:

CEO Powers reported: the Rural Physician Group (RPG) hospitalist contract wind down is effective February 15, 2021; the RPG principals will allow Dr. Musick to work with HGH; Dr. Masuck will transition into a hospitalist; HGH has agreed to extend the contract for general surgery; and, the Trust and R1 wind down effective date is February 1, 2021 and Revenue Cycle Director Mangrum explained the details; there was discussion with Dr. Coard on the behavioral health resources and crisis center plans; there will be a proposal at the February meeting for the pharmacy compounding room, vent and build out; the proposed public safety complex was discussed with the City and is being reviewed by the City; the long term care survey was conducted last Wednesday and results are expected this week; COVID vaccination initiatives are planned for the community and a committee is putting the plans in place which will include the community paramedicine program; the strategic planning meeting took place with the board and leadership team last Friday and Saturday and initiatives, themes, branding, marketing, and people and talent management were discussed; the organization leadership was reviewed and reorganized; and, Brian Washburn will start as director of operations on March 1, 2021. Powers commented on the potential strategic alliances.

CONSENT AGENDA:

Motion by board member Miller and second by board member Hunt to approve the board meeting minutes for December 29, 2020. Motion carried with board members Miller, Hunt, Tipton and Cramer voting aye and board chairman Casalez abstaining as she was not present at the meeting and board member Trout abstaining as he was not a board member at the time.

Board member Trout stated suggested it would be helpful to have the medical staff professional qualifications listed. Chief of Staff Davis said it is best to have them at the end of the report.

Motion by board member Trout and second by board member Miller to approve the Medical Staff applications for appointments, reappointments, provisional and temporary privileges for: Steven Berger, MD, Provisional-Psychiatry; Karam Batieha, MD, Active-Internal Medicine/Hospitalist; Greg Paloolian, DO, Active-Emergency Medicine; Herbert Coard, EdD, Allied Health Professional-Psychology; and, Shanna Schreurs, APRN-CNP, Allied Health Professionals-Mental Health.

FINANCIAL REPORTS:

CFO Burnett presented and explained the December 2020 financials, including: gross patient revenue; contractual allowances; bad debt; operating revenue; operating expenses; non-operating revenue; net income; and, AR and days cash on hand.

Motion by board member Miller and second by board member Trout to approve the December 2020 financials, warrants, and disbursements as presented. Motion carried unanimously.

The recording of the meeting was lost due to the corruption and crash of the IT system which resulted in the discussion details of some of the business items not being available for inclusion in the written minutes.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital District / elections for board of trustees chairman and secretary positions / Board of Trustees

Board member Tipton nominated Alicia Cramer for board chair. Board member Trout nominated Michelle Miller for board chair. Board members Casalez, Tipton, Miller and Hunt voted for Cramer and board members Cramer and Trout voted for Miller. Alicia Cramer was elected board chair.

Board member Tipton nominated Michelle Miller for board secretary. There were no other nominations. Board members Casalez, Tipton, Miller, Hunt, Cramer and Trout voted for and elected Michelle Miller as board secretary.

2. Hospital Administration-Housekeeping / Western State Design proposal to provide and install a Chicago Laser model gas heated ironer for housekeeping at an estimated cost of \$35,000 / CEO-Administration

Motion by board member Tipton and second by board member Miller to approve the Western State Design proposal to provide and install a Chicago Laser model gas heated ironer for housekeeping at an estimated cost of \$35,000 as presented. Motion carried unanimously.

3. Hospital Administration / Architectural Nexus, Inc. proposal to provide professional services for schematic design, design development, construction documents, permitting, bidding and construction for the proposed outpatient behavioral health services clinic and related improvements at an estimated cost of \$157,000 / CEO-Administration

This item was tabled.

4. Hospital Administration / request for approval of professional services agreement with Timothy Musick, MD for hospitalist services / CEO-Administration

Motion by board member Miller and second by board member Cramer to approve the professional services agreement with Timothy Musick, MD for hospitalist services as presented. Motion carried unanimously.

5. Hospital Administration / request for approval of professional services agreement with David Masuck, MD for hospitalist services / CEO-Administration

Motion by board member Hunt and second by board member Miller to approve the professional services agreement with David Masuck, MD for hospitalist services as presented. Motion carried unanimously.

6. Hospital Administration / request for approval of professional services agreement with Don Geer for cath-lab services / CEO Administration

Motion by board member Trout and second by board member Miller to approve the professional services agreement with Don Geer for cath-lab services as presented. Motion carried unanimously.

7. Hospital Administration / request for approval of second amendment to Surgicalist Services agreement with Rural Physicians Group to extend the term, provide for periodic compensation increases and modify the termination provisions of the agreement / CEO-Administration

Motion by board member Miller and second by board member Hunt to approve the amendment to Surgicalist Services agreement with Rural Physicians Group as presented. Motion carried unanimously.

8. Hospital Administration / Community Relations / request for approval of proposal with Mitchell Palmer for video production services at an estimated cost of \$79,655 / CEO-Community Relations-Administration

Board member Tipton asked if this requested item is in the budget and if the salary expense is included in the proposal. CFO Burnett advised that it is not in the budget, but that funds are available in the budget and can be reallocated. Board chairman Cramer suggested and board member Hunt agreed this item and the next two items should be tabled to allow for a more extensive budget review and to determine that these proposals are the direction that the board wants to proceed.

Motion by board member Tipton and second by board member Hunt to table items eight, nine and ten. Motion carried unanimously.

CEO Powers advised there will be some changes proposed and suggested the board look at the Mitchell Palmer website. Board chair Cramer advised she will meet up with Shea and Powers to review these items.

9. Hospital Administration / Community Relations / request for approval of work proposal with Mitchell Palmer for brand discovery, development and style guide services at an estimated cost of \$57,770 / CEO-Community Relations-Administration

See item 8, above.

10. Hospital Administration / Community Relations / request for approval of proposal with Coffey Communications for redesign of Humboldt General Hospital website at an estimated cost of \$86,568 for initial implementation and a monthly subscription fee of \$1,845 / CEO-Community Relations-Administration

See item 8, above.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Casalez said the tabling of the agenda items has to do with the condition of the budget and the money that is going out. The strategic planning meetings were good for the interaction and open discussions.

Board member Tipton is concerned with the collections and would like to look at this on the budget level. The strategic planning meetings were beneficial.

Board member Miller thanked everyone for the strategic planning meetings, they were the most beneficial meetings she has attended.

Board member Hunt echoed the previous comments on the strategic planning meetings.

Board member Trout said he appreciates the phone system and reminded that the human element is important, especially with marketing. Revenue Cycle Director Mangrum advised she will pass on the compliments. Trout commented that he had a good experience with radiology services this week. Trout expressed concern about the vulnerabilities of electronic communications and suggested a security audit may be appropriate.

Board chairman Cramer said she enjoyed the strategic planning meetings.

Chief of Staff Davis appreciated the strategic planning meetings, commenting that they were engaging and good for the collaboration and sense of direction.

PUBLIC COMMENT:

There was no public comment.

The January 26, 2021 meeting of the Humboldt County Hospital District Board of Trustees was adjourned at 6:57 p.m.

APPROVED:

ATTEST:

Alicia Cramer, Board Chair

Alicia Wogan, Executive Assistant