

**HUMBOLDT GENERAL HOSPITAL  
DISTRICT BOARD OF TRUSTEES  
MAY 28, 2019 REGULAR MEETING  
SARAH WINNEMUCCA CONFERENCE ROOM**

**BOARD PRESENT:**

JoAnn Casalez, Chairman  
Bill Hammargren, Member  
Jennifer Hood, Member  
Gene Hunt, Member  
Michelle Miller, Secretary

Kent Maher, Legal Counsel

**BOARD ABSENT:**

Ken Tipton, County Comm. Member

**MEDICAL STAFF PRESENT:**

Brad Granath, M.D.  
Paul Gaulin, M.D.

**GUESTS:**

Ashley Maden (Humboldt Sun), Judy Adams (Auxiliary Member), Susan Rorex (Auxiliary Member), Nicole Maher (Public Relations Director), Mike Sheppard (Owners Representative), Millie Custer and Lewis Trout.

**CALL TO ORDER:**

Board chairman Casalez called the May 28, 2019 board meeting to order at 5:32 p.m.

**PUBLIC COMMENT:**

There were no comments.

**MEDICAL STAFF – HOSPITAL DEPARTMENT REPORTS:**

**Medical Staff report:**

Chief of Staff Gaulin stated reorganization of the OB unit is progressing rapidly and integration of the two new midwives is working smoothly; the services are available 24/7 and include some advanced procedures. QA efforts are also underway due to suggestions coming from the medical staff bylaws review. Recruitment efforts are addressing additional primary care and internal care providers which should reduce the wait times for patients. Full time pediatric coverage is a welcome addition. Jeremy Hurst, FNP-C completed the psychiatric education with Duke University. Dr. Martin Johns the Emergency Department director from Envision visited recently.

**Hospital Week report:**

EMS Director Burke reported Hospital Week from May 13–18, 2019 went well and recognized staff for their assistance.

**STAFF PRESENT:**

Karen Cole, Interim CEO  
Darlene Bryan, CNO  
Sean Burke, EMS Director  
Duane Grannis, Maintenance Director  
Mike Bell, IT Director  
Lisa Andre, Quality Director  
Rick Roche, Interim HR Director  
Kim Plummer, Controller  
Alicia Wogan, Executive Assistant  
Jeanette Grannis, Patient Access Rep  
Jeremy Hurst, FNP-C  
Robert Johnson, Practice Administrator

**Clinic Space Allocation report:**

Practice Administrator Johnson reported on proposed use of the clinic space.

**Long Term Care report:**

Director of Nursing Bryan said she and Administrator Cole meet monthly with board members to review and discuss long term care needs. The CNA class concluded with twelve in the class. The hospital sponsored six of the Nurse's Aide Trainees (NATs), and four have already started working in long term care. Three full time CNA's were hired and staffing is anticipated to increase by nine; the testing will tentatively be complete by June 11, 2019 and upon completion the long term care will be fully staffed. Six recently graduated nurses were interviewed and it is expected employment offers will be extended to all of them.

**Administration Department report:**

Administrator Cole noted that: Dr. Janhunen (Pediatrics) will be arriving in August 2019; Dr. Rommel Adajar (Internal Medicine) returned a signed letter of intent; and, Dr. Alex Curtis (FPOB) is expected to interview with the state BME in June for a Nevada license. Emergency Department director Dr. Martin Johns was here last Friday; he was very engaged and had done his homework on Humboldt General Hospital. Human Resources Interim Director Roche is working to recruit a revenue cycle director to replace the retired business office manager. Roche has also been working on new employee orientation and with Optimum, which is anticipated to go live in 2019. Cole thanked: Business Office Manager Shauna Barsanti who is retiring after 30 years of service; former Maintenance Director Craig Prest who is retiring after ten years of service; and, Jeremy Hurst for passing the state board exams.

**CONSENT AGENDA:**

Motion by board member Hood and second by board member Hammargren to approve the consent agenda as presented. Board members Hood, Hammargren, Hunt and Casalez voted aye and board member Miller abstained from voting on the April 30, 2019 minutes because she was not present at the meeting. Motion carried unanimously.

**FINANCIAL REPORTS:**

CFO Lehman presented the April 2019 financials and reported: there are Medicaid/Medicare issues with a couple nursing home patients that are being worked on; the days in account receivables (AR) increased to 90 at the end of April; the 50% discount program was very successful and reduced AR by \$1.6 million; the state is rebasing their long term care daily room rates effective July 1, 2019; prior to April 1, 2019 Aetna leased a provider network from Preferred Health Network and they will honor in-network rates, but if there are claim questions or concerns Lehman should be contacted directly; the Chargemaster and pricing review is complete and staff is going over items with managers and looking at details to determine if changes are necessary; and, Cerner provided a workflow and integration training last week and they will be on site for a train the trainer presentation July 9-11, 2019.

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

**BUSINESS ITEMS-OTHER REPORTS:****1. Hospital Administration-Budget / public hearing / fiscal year 2019-2020 tentative budget and any amendments to the budget / approval and submission of fiscal year 2019-2020 final budget / Board-Administration**

Board Chairman Casalez called for public comment. There was no public comment.

Motion by board member Hammargren and second by board member Hunt to approve the 2019-2020 tentative budget as presented and adopt it as the fiscal year 2019-2020 final budget. Motion carried unanimously.

**2. Hospital Administration-Human Resources / determination of critical labor shortage of RN position for operating room department to allow reemployment of retired public employee / Administration-Human Resources Director**

Interim HR Director Roche proposed to rehire a retired RN employee for the operating room and explained: there is a 20% RN turnover in the OR; currently there are three RN positions open and no qualified candidates are readily available to fill the positions; the RN staff positions have been unfilled for varying lengths of time and due to the inability to fill the vacant positions with permanent employees, the positions are temporarily filled with more costly travelers; it takes about six months to train new graduates because of the special skill set required; and, there is a national shortage of qualified persons for the OR positions which hinders recruitment efforts.

Motion by board member Hammargren and second by board member Hood to find that based on the information presented by staff there is a critical labor shortage existing for RN positions in the operating room and to authorize reemployment of a retired public employee. Motion carried unanimously.

**3. Hospital Administration-EMS / proposal to purchase KwikKool portable indoor-outdoor air conditioner unit for special events-disasters / EMS Director-Administration**

EMS Director Burke requested authorization to purchase a portable indoor-outdoor air conditioner unit for special events and disasters in the amount of \$23,306.50 to replace the current unit which inadequate for the current and future uses. Last year a unit was rented at a cost \$10,000 for the Burning Man event. The purchase is budgeted. Burke explained the unit has about a ten year service life.

Motion by board member Hammargren and second by board member Hunt to authorize purchase of a portable indoor-outdoor air conditioner unit as presented for the sum of \$23,306.50. Motion carried unanimously.

**4. Hospital Administration-Pharmacy / bids-proposals for pharmacy-physical therapy remodel project / award of contract for pharmacy-physical therapy remodel project / Owners Rep-Administration**

Owners Representative Mike Sheppard reported that he and Administrator Cole discussed the project scope and costs with the architects (CTA) and the sole bidder-contractor (Sletten) to determine areas of the project which may be modified to reduce costs, such as eliminating the higher cost night work. A schedule of the possible value engineering items was presented and discussed. If the bid is awarded, it is anticipated there will be change orders to implement the cost savings measures.

Motion by board member Hammargren and second by board member Hunt to accept the bid from Sletten Construction for the pharmacy-physical therapy remodel project as previously submitted and presented. Motion carried unanimously.

**TRUSTEE COMMENTS-STAFF REPORTS:**

Board members Miller, Hood and Casalez thanked staff for their hard work.

Board member Hammargren reminded community members if they receive a phone call about paying their HGH bill they should contact CFO Sandi Lehman directly to discuss.

**PUBLIC COMMENT:**

There were no comments.

Board chairman Casalez adjourned the May 28, 2019 meeting of the Humboldt County Hospital District Board of Trustees at 6:30 p.m.

**APPROVED:**

**ATTEST:**

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Joanne Casalez, Board Chairman

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Alicia Wogan, Executive Assistant