CALL TO ORDER:
Board chairman Casalez called the April 25, 2017 board meeting to order at 5:30 p.m.

PUBLIC COMMENT:
Lewis Trout stated rape kits are not available in Humboldt County and asked that the board put the matter on the agenda.

Debra Gay handed out a flyer on her grandson and his medical condition and commented on the communication center.

MEDICAL STAFF REPORT:
Dr. Granath reported that things have been going well in the new OR and OB. The facility will help in the future to do more cases; however, one limiting factor is anesthesia because there is only one staff person working at a time. Recently, nurse anesthetist students have helped.

EMS UPDATE:
EMS Director Burke said in March there were 170 call outs, seven car seats installed, six students in CPR, 32 students in EMT class, and provided time stats, logistics, and safety stats along with a special events report. Burke said he would like to improve the community paramedicine program.
ADMINISTRATION REPORT:
Administrative Director Wickisser gave a report on the Rural Health Clinic and reviewed slides for clinic volumes, no shows (significant decrease), filling canceled appointments (cancellation app to alert patients when appointment comes up), looking at wait time notifications for WIC, to do list, and patient satisfaction (looking at a variety of options). Wickisser noted a lot of MA’s are becoming certified. Wickisser explained the communication center and the training involved. There was discussion regarding physicians having different appointment making rules, leaving messages for the MA, the triage component, appointment schedulers, script questions for the communication center, flagging patients in the system and sick child rules.

Administrator Bryan advised that the hospital sponsors board member attendance at the Western Regional Trustee Symposium.

CONSENT AGENDA:
Motion by board member Hammargren and second by board member Miller to approve the consent agenda for Medical Staff appointments-reappointments, and the January 18, 2017, January 31, 2017 and March 28, 2017 board meeting minutes. Miller abstained from the approval of the January 31, 2017 minutes as she was not present. Motion carried unanimously.

FINANCIAL REPORTS:
Controller Davis presented the March 2017 financial reports. There were no questions.

Motion by board member Miller and second by board member Hammargren to approve the March 2017 financial reports as presented, which includes warrants and utilization reports. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration / determination of critical labor shortage of RN position for emergency department to allow reemployment of retired public employee / Administrator
Administrator Bryan stated that Legal Counsel Maher provided the board with a memo of the requirements of law for finding there is a critical labor shortage for a position; administration is requesting approval to designate the position of Emergency Room (ER) Registered Nurse (RN) as a critical labor shortage position. The report for the position indicates:
   a) RN travelers have been utilized in the ER since 2006; the average annual turnover rate for the past 10 years has been 21%.
   b) The number of open positions today is 4. There are currently no experienced/qualified applicants for the ER.
   c) There have been one or more open positions in the ER since 2006.
   d) ER is a specialized nursing area and it is difficult to recruit experienced nurses to the department.
   e) Positions are posted in-house, on the website, local and statewide advertising, with recruiters and with companies who place foreign nurse graduates. There is an affiliation agreement with GBC (Great Basin College). The most successful procedure is hiring local, new graduate nurses. Orientation and training for new grads is approximately 6 months. Nursing management participates in local and out of state career fairs.

Motion by board member Hammargren and second by board member Tipton to find based on the five factors that there is a critical labor shortage for an ER nurse. Motion carried unanimously.
2. Hospital Administration-EMS / proposals for purchase of chassis and related equipment and components to remount three (3) type 1 ambulance units / Administrator-EMS Director

EMS Director Burke stated they would like to re-chassis three ambulances due to the number of problems with the existing units and International has stopped producing the trucks. Two bids were received; the low bid was EVG at $374,676. Burke and EMS staff member Stephen answered questions on downtime, warranty, expected miles, time frame and start date. The replacements were budgeted at $400,000. Legal Counsel Maher noted lights may not need to be changed which could save $6,500, but they will not know until the units are physically inspected.

Motion by board member Hammargren and second by board member Miller to approve the purchase from EVG of the chassis and related equipment to remount (3) type 1 ambulance units in the amount of $374,676. Motion carried unanimously.

3. Hospital Administration-EMS / proposals for purchase three lane decontamination shelter for the emergency department / Administrator-EMS Director

EMS staff member Laughridge explained the three lane decontamination shelter purchase proposal and that the Nevada Hospital Association is willing to reimburse up to $13,929 if the unit is purchased before May 31, 2017. Laughridge advised of and answered questions on inventory research, improvements that were identified, structure, loss of grant funding, and the current decontamination shelter.

Motion by board member Hammargren and second by board member Cook to approve the purchase of the decontamination shelter in the amount of $13,929. Motion carried unanimously.

4. Hospital Administration-EMS / update on employment of Linda Simmons to provide administrator-chief executive officer services and extension of time to enter into employment agreement / Administrator

Administrator Bryan stated all received an email from Board chairman Casalez regarding delay of start time for Linda Simmons and advised Simmons is more than willing to work remotely. Bryan stated the goal is to attempt to continue the relationship with Simmons with the idea that she is a good fit for the hospital. Bryan feels the request is reasonable. Simmons will be available for the May 6, 2017 budget review meeting. Board chairman Casalez read the letter from Simmons. Bryan noted that when Simmons originally contacted her, she was inclined to decline the employment offer because of the uncertainty of the situation. Bryan asked her if she could work remotely if the start date was extended and Simmons was agreeable. Casalez stated Simmons has donated her time up to this point. Board member Hood stated Simmons has family values and it is remarkable to see her character. Casalez stated that Bryan will continue in the interim capacity. Board member Miller stated Bryan is doing a good job and suggested the situation can be re-evaluated at the next board meeting. Board member Hammargren stated this is a really small town and a lot is put on Facebook; Hammargren asked the community let Simmons have privacy during this difficult time. Bryan appreciated that something could be worked out.

Motion by board member Tipton and second by board member Hood to approve the extension delay of Simmons start date. Motion carried unanimously.

5. Physician Recruitment / Administrator

Administrator Bryan stated there is nothing to report. No action was taken.

TRUSTEE COMMENTS-STAFF REPORTS:

Board member Miller commented on the financial committee meeting, the revenue cycle process, and the progress that has been done. The goal for claim issues is seven days. They are working on accurate lab
copays. CFO Lehman spoke of the budget review process and some things that were done differently this year, the staffing worksheet and taking off anything that is not needed, travel specifics, and the assumptions for revenue and volumes.

Board chairman Casalez stated that denim day is tomorrow for sexual assault and gave a brief history.

**PUBLIC COMMENT:**
Melissa Murphy stated commented on the new CEO.

Lewis Trout thanked the chairman for the denim day information.

Debra Gay commented on communication center comments.

Robin Monchamp commented on the billing statements and suggested maybe the new CEO will revisit billing and bring it back to HGH.

Dr. Perkinson commented on the CEO and said we’re talking about waiting a couple more months and applauded the decision that was made tonight.

Cheryl Upshaw speaking for herself said the action to extend the CEO start time was extraordinary.

Board chairman Casalez adjourned the April 25, 2017 meeting of the Humboldt County Hospital District Board of Trustees at 7:33 p.m.

**APPROVED:**

**ATTEST:**

JoAnn Casalez, Chairman

Alicia Wogan, Administrative Assistant