

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
JANUARY 28, 2014 MEETING
SARAH WINNEMUCCA CONFERENCE ROOM**

BOARD PRESENT:

Moe Hanzlik, Chairman
Mel Hummel, Secretary
Ed Hopfer, Member
Kevin Chatfield, Member
Marlene Brissenden, County Comm. Member

Kent Maher, Legal Counsel

BOARD NOT PRESENT:

STAFF PRESENT:

James Parrish, Administrator
Sandi Lehman, CFO
Eddy Davis, Controller
Darlene Bryan, Director of Nursing
Mike Bell, IT Director
Alicia Wogan, Administrative Assistant
Lonnie Hammargren, Clinic Manager
Leonard Perkinson, M.D.
Ken Whittaker, EMS Education Coordinator
Louis Mendiola, Wellness Coordinator
Pat Songer, EMS Administrative Director
Rose Marie Green, Human Resource Director
Pam Wickkiser, Administrative Director
Debbie Whittaker, Community Outreach Coord.
Theresa Bell, Material Management Manager
Melissa Lopez, Administrative Support
John Foster, EMS
Monique Rose, EMS
Dylan Angus, EMS
Andrew Loveless, EMS
Stephanie Huseboe, EMS
Lacy Constable, EMS
Gricelda Soto, EMS

GUESTS:

Jean Williams, Nicole Maher (Public Relations Director), Lewis Trout, Joyce Sheen (Humboldt Sun), Marsha Colby (Auxiliary), Dee Holzel (Silver Pinyon Journal), and Gregory Harding.

CALL TO ORDER:

Board chairman Hanzlik called the January 28, 2014 board meeting to order at 5:31 p.m.

PUBLIC COMMENTARY:

Dee Holzel with Silver Pinyon Journal asked that an agenda item be considered regarding the public's ability to request public documents. Holzel indicated she conversed Kent Maher (Legal Counsel) and James Parrish (Administrator), and would like to make sure hospital practices are in line with the law and policies. Holzel indicated she received an email from someone who indicated they had trouble getting documents.

Lewis Trout advised that he seconds comments from publisher from Silver Pinyon Journal. If the item is discussed, Trout would like to have Legal Counsel Maher advise on the laws.

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MEDICAL STAFF REPORT:

Dr. Perkinson advised he is the newly elected Chief of Staff until the next term. Medical Staff had a meeting last week; there are a handful of procedures the hospital is trying to streamline. Parrish updated medical staff on upcoming changes at the hospital.

EMS UPDATE:

Pat Songer, EMS Administrative Director, read a statement he prepared regarding Christian Echevarria's passing. Songer advised there were 216 call outs, 24 inter-facility transports, 16 community paramedicine call outs, 14 McDermit call outs, six mental health transfers, two CPR classes with 18 students in the CPR class that graduated, 49 students in the EMS transition course, 12 car seats installed, and some more Senior Center blood pressure check visits. An EMT course is starting February 4, 2014.

Songer, Hanzlik and Parrish presented plaques to students that graduated the Rural Paramedic program.

Administration Report:

Administrator Parrish presented figures for the charity care program. There were 53 applications received, resulting in a sum total of the charity care services provided for November of \$303,453 and \$41,203 in December. Parrish explained the board may want to closely watch the charity care due to the cost. The Patient Access Department had 53 persons with applications in December, 13 assisted applications, and one was referred to indigent services. There were 281 questions regarding the billing, and there were 92 revisions to bills.

Board member Hummel asked how long they should wait before they make some changes in the charity care program due to the growth. Parrish advised he, Sandi Lehman, CFO, and Eddy Davis, Controller, will provide some options at the February meeting.

Parrish reviewed and explained the survey information collected from emergency department patients.

Parrish showed slides of involvement of staff with CTA on the construction project. Board member Kevin Chatfield inquired on when they would get an update on the cost analysis. Parrish advised that is has been put together and is being reviewed by Larson Allen. It will be presented at the February or March meeting.

Parrish provided the survey of long term care from the state to the board members along with the conclusion that it was a good survey.

CONSENT AGENDA:

Motion by board member Hummel and second by board member Brissenden to approve the medical staff appointments-reappointments. Motion carried unanimously.

Motion by board member Chatfield and second by board member Hopfer to approve the December 3, 2013 board meeting minutes as presented. Motion carried unanimously.

PRESENTATION REVIEW/ APPROVAL OF FINANCIAL REPORTS:

Administrator Parrish presented the November and December financial reports. Board member Chatfield inquired about net proceeds of mines. Parrish said the State advised recipients not to count on it. Legal Counsel Maher advised there is currently legislative discussion of how the tax should be imposed as well as how it should be distributed; it is a revenue source that is uncertain. Board member Hummel inquired on the new acute construction and how the assets are reported; is it as actual dollars spent or is it the value of the building. Sandi Lehman, CFO, responded that it is the actual dollars spent.

Motion by board member Hopfer and second by board member Hummel to approve the November and December financial reports as presented. Motion carried unanimously.

DISCUSSION / ACTION ON ITEMS OF BUSINESS & OTHER REPORTS:

1. Portable x-ray machine purchase / Administrator

Administrator Parrish advised the equipment will be used at Burning Man and in the long term care unit, and it could be used in private residences for homebound patients. The suggestion for the equipment came from the Auxiliary and the staff working at Burning Man. The cost for the portable x-ray machine is \$61,750. Board chairman Hanzlik asked about how the dust will affect the machine at Burning Man. Administrative Director Wickkiser advised the machines are used by the army, and are made to be in the field. Administrative Director Songer said this is the same unit that was used the first two years at Burning Man. There were over 200 x-rays last year at Burning Man. The machine will also be used for the community paramedicine program, rodeos, and sporting events because it allows for real time assistance. The employees have already been trained to use the unit, and the company is available on site for any additional training. Songer said the unit used at Burning Man was leased for \$20,000 (each year). Wickkiser advised two companies manufacture this type of unit they are both sold by the same vendor. Leonard Perkinson, M.D. advised he has had positive experiences utilizing this type of machine with community paramedicine patients who are not mobile. Wickkiser noted the life span is approximately seven years. Legal Counsel Maher advised that a sworn statement from Amerinet is required to use that purchasing method, but it should not be a problem since the procedure has been used in the past.

Motion by board member Chatfield and second by board member Brissenden to approve the purchase of the Power Max 1260 portable x-ray machine for the sum of \$61,750, subject to receiving a sworn statement from the supplying company officer. Motion carried unanimously.

2. Funds solicitation to purchase portable x-ray machine / Humboldt Hospital Auxiliary / Administrator

Administrator Parrish requested authorization to contact the Hospital Auxiliary to request funds in the amount of \$61,750 for purchase of the Power Max 1260 portable x-ray machine. The Auxiliary has already indicated they desire to purchase the equipment.

Motion by board member Hummel and second by board member Hopfer to authorize administration to request funding from the Hospital Auxiliary to purchase the Power Max 1260 portable x-ray machine for the sum of \$61,750. Motion carried unanimously.

3. Chief of staff agreement / Leonard Perkinson M.D. / Administrator

Administrator Parrish advised an agreement has been in place for a couple years now for the chief of staff. Kurt Kracaw, M.D. is no longer chief of staff, having been replaced by Leonard Perkinson, M.D. who will serve for the next two years. The position is paid \$36,000 annually as a stipend for extra time involved in performing the administrative and other duties associated with the job.

Motion by board member Chatfield and second by board member Brissenden to approve the agreement with Leonard Perkinson, M.D. for the chief of staff services as presented. Motion carried unanimously.

4. Peer review coordinator-quality assurance services agreement / Kurt Kracaw, M.D. / Administrator

Administrator Parrish advised that the peer review coordinator is a medical staff position. Kurt Kracaw, M.D. has agreed to serve as the peer review coordinator to work with physicians regarding complaints or concerns involving physicians and physician services for an hourly payment sum which will not exceed \$36,000 annually.

Motion by board member Brissenden and second by board member Chatfield to approve the agreement with Kurt Kracaw, M.D. for peer review coordinator and quality assurance services as presented. Motion carried unanimously.

5. Harmony Road property purchase / Administrator

Administrator Parrish advised there is for sale a residential property which is adjacent to the hospital employee parking lot on the easterly side of the campus. The Administrator and Legal Counsel Maher suggested that long term the property will provide an area for future development of the hospital facilities, and short term it can be used to provide housing for physician residents and employees. The property appraised for \$282,000. Parrish requested permission for the Administrator and Legal Counsel to negotiate purchase of the property. There was discussion on size of the dwelling and expandability options.

Motion by board member Hopfer and second by board member Brissenden to authorize the Administrator and Legal Counsel to negotiate purchase of the 1145 Harmony Road property for a purchase price not to exceed \$282,000. Motion carried unanimously.

6. Determination that items of equipment are no longer needed for public purposes and authorization for disposal of the equipment / Administrator

Administrator Parrish advised there are some items of equipment, that is, a skin grafter, an OB monitor and a CT scanner, that are no longer in service and need to be removed from the depreciation schedule as they are no longer needed for public purposes.

Motion by board member Chatfield and second by board member Hummel to authorize administration to dispose of the described surplus items as they are no longer needed for public purposes. Motion carried unanimously.

7. Physician Recruitment / Administrator

Administrator Parrish announced two mid-level providers are interested in working at Humboldt General Hospital, one is a Colorado based physician assistant, and the other is a Reno, Nevada based nurse practitioner. Parrish and Drs. Perkinson and Kracaw will start interviews next week. Parrish advised providers were found through a search firm.

HOSPITAL BOARD OF TRUSTEE COMMENTS / STAFF REPORTS:

Board member Brissenden asked to have the replacement of the vacant hospital board position on the agenda of the next hospital board meeting.

Board member Hopfer commented on the charity care expenditures, and suggested the program needs to be monitored closely.

Board member Hummel commented on the three positive comments he had seen on Silver Pinyon regarding The Walk-In Clinic.

Board chairman Hanzlik read a statement regarding Christian Echevarria and thanked everyone involved.

PUBLIC COMMENTARY:

Debbie Whittaker commented that she has lived in Winnemucca for over 30 years and worked at Humboldt General Hospital for 12 years; she has witnessed many changes, growth and development of the hospital facility. She noted that until she worked here, she did not realize the hospital or EMS system even needed changes. She thanked Administrator Parrish and Chief Songer for their leadership. Whittaker said she finds great satisfaction every day as an employee who is part of a family that truly cares about the patients they

serve. She said she looks forward to coming to work; sometimes it doesn't feel like work. Her fellow employees have become like family. Whittaker credits Parrish for motivating staff to be the best and provide services in a positive, caring fashion. Whittaker thanked the board and staff for making this a great place to work.

Board chairman Hanzlik adjourned the January 28, 2014 meeting of the Humboldt General Hospital District Board of Trustees at 6:40 p.m.

APPROVED:

ATTEST:

Maurice Hanzlik, Chairman

Alicia Wogan, Administrative Assistant