

**HUMBOLDT GENERAL HOSPITAL  
DISTRICT BOARD OF TRUSTEES  
DECEMBER 22, 2015 MEETING  
SARAH WINNEMUCCA CONFERENCE ROOM**

**BOARD PRESENT:**

Mel Hummel, Chairman  
Ed Hopfer, Secretary  
Kevin Chatfield, Member  
Michelle Miller, Member  
Richard Cook, Member  
Marlene Brissenden, County  
Comm. Member

Kent Maher, Legal Counsel

**BOARD NOT PRESENT:**

None

**STAFF PRESENT:**

James Parrish, Administrator  
Sandi Lehman, CFO  
Eddy Davis, Controller  
Darlene Bryan, CNO  
Mike Bell, IT Director  
Pat Songer, Administrative Director  
Bryn Echevarria, Radiology Manager  
Lonnie Hammargren, Clinic Manager  
Shar Pedersen, Quality Manager  
Shauna Barsanti, Business Office Manager  
Louis Mendiola, Health System Dev. Manager  
Jana Sperry, Patient Relations Manager  
Melissa Lopez, Administrative Support  
Jared Oscarson, EMS  
Brittany Phillips, Clinic  
Leonard Perkinson, M.D.

**GUESTS:**

Nicole Maher (Public Relations Director), Samantha Evans (HRG Representative), Lud Kroner, M.D., Paul Gaulin, M.D., and Louis Trout.

**CALL TO ORDER:**

Board chairman Hummel called the December 22, 2015 board meeting to order at 5:31 p.m.

**PUBLIC COMMENTARY:**

There was no public commentary.

**MEDICAL STAFF REPORT:**

Dr. Perkinson reported: medical staff elected new officers; Dr. Pense is no longer providing surgical services; and, a new surgeon will start in January. Dr. Kroner said in two weeks it will be a year since the orthopedic program started; Kroner thanked the community, the board and the administration for their support. Perkinson noted there have been significant accomplishments this past year by medical staff and administration.

**EMS UPDATE:**

Jared Oscarson said in November there were 166 call outs with 21 ground transports, 21 air facility transports, 11 car seat installs, 103 ACLS/PALS students, and a hosted EMR class.

**ADMINISTRATION REPORT:**

Administrator Parrish said in November there were 14 charity care program applications, and all were approved; there was \$150,027 written off, primarily due to one uninsured patient. The Patient Access

Department assisted 29 patients with Medicaid applications, responded to 980 questions in person and 893 by telephone, and there were seven billing errors handled.

CFO Lehman presented slides put together by HRG, who was not present due to inclement weather, and reported on the accounts receivable and billing matters. The number of HRG patient contacts has declined. Board member Chatfield questioned if the number of problems are decreasing. HRG on site representative Evans suggested that being on site for patients to speak to someone in person makes a big difference. Evans is now reviewing registration error reports, and has seen a 16% drop in denials due to registration errors. Staff training included registration basics and Medicare ABM. The Medicaid RHC transition was completed with 2700 accounts. There was no severe impact on cash due to ICD-10, but there has been some delay on claims. Cash collections increased to an average of \$3.3 million which is up from the \$2.8 million collected in 2014. Accounts receivable (AR) days for third party claims declined from 49 to 37 over the last year. Self-pay AR decreased by 4 days. Upfront collections in the clinics made some improvements. Much of the outstanding unbilled accounts have been resolved. Every receptionist position will have access to the new Accureg system to look up co-pays. Accureg will have two components in place by March 1, and the final component ready by April 1. The focus will be on finding solutions on the accounts not on payment plans. The number of days in insurance has declined from 63 to 55, and the days for self-pay increased from 37.5 to 42.6. The Clinic collections increased to about 75% in November.

**CONSENT AGENDA:**

Motion by board member Chatfield and second by board member Miller to approve as presented the consent agenda consisting of the medical staff appointments-reappointments and the board meeting minutes of November 24, 2015. Motion carried unanimously.

**PRESENTATION REVIEW/ APPROVAL OF FINANCIAL REPORTS:**

Motion by board member Hopfer and second by board member Chatfield to approve the November 2015 warrants and disbursements as presented. Motion carried unanimously.

Administrator Parrish presented the November 2015 financial reports. Board member Chatfield questioned how many days operating cash is currently on hand. Controller Davis responded there is 354 days on hand.

Motion by board member Brissenden and second by board member Miller to approve the November 2015 financial reports as presented. Motion carried unanimously.

**DISCUSSION / ACTION ON ITEMS OF BUSINESS & OTHER REPORTS:**

**1. Administration-Finances / Fiscal Year 2014-2015 audit and budget report / Administrator-Clifton Larsen Allen**

Dan Frien with Clifton Larsen Allen presented the financial audit results and noted there were no significant changes in the accounting policies, no uncorrected audit adjustments, and only one comment related to a deficiency for Information Technology, which is improved from last year. The auditors have focused on that area and provided a report on strengths and weakness. CFO Lehman noted the IT group has been working on the recommendations, and as technology keeps increasing there is always going to be something that needs to be improved. Board member Chatfield asked if there was a standard on how long bad debt is kept on the books. Lehman advised it is about 120 days; three statements and a final notice are sent before a debt is turned over for collection. Frien stated the report is a clean unqualified opinion.

Motion by board member Brissenden and second by board member Chatfield to approve the FY2015 audit and budget financial reports as presented. Motion carried unanimously

**2. Administration-Clinics / Purchase of Electronic Medical Records (EMR) System / Administrator-CFO**

CFO Lehman gave a presentation on the proposed EMR system, and noted four other vendors were considered. Staff did a site visit to observe the proposed system to make sure the system functions as necessary for the hospital. The proposed system is a Med Host preferred partner; none of the other vendors' systems will interface completely with Med Host. The proposed system will allow the hospital to do its own schedule blocks. Board member Hopfer asked how the system will interface with HRG. Lehman advised there may be times when HRG will have to access the system, but the billing will still be done on Med Host. The system allows room for growth; the proposed system is designed for eight full-time physicians, three mid-levels providers and four part-time residents. Lehman advised there is no agreement term since the proposal is to purchase the system license and if a change is necessary or desired in the future the license will not be renewed.

Motion by board member Chatfield and second by board member Miller to approve the EMR System purchase in the amount of \$366,421, including annual services as presented. Motion carried unanimously

**3. Administration/ Schedule special Board of Trustees meeting for Phase 5 hospital building expansion and improvement project proposal / Administrator**

Administrator Parrish suggested the phase 5 building project proposal be scheduled for a special meeting on February 9, 2016 with Sletten Construction, CTA and the Owners Representative in attendance to explain and answer questions.

Motion by board member Miller and second by board member Hopfer to tentatively approve February 9, 2016 for a special board meeting. Motion carried unanimously

**4. Physician Recruitment / Administrator**

Administrator Parrish said they are still working with the family practice physician through the Nevada School of Medicine, and the nurse practitioner they were working with decided to go somewhere else. No action was taken.

**HOSPITAL BOARD OF TRUSTEE COMMENTS / STAFF REPORTS:**

The board members extended their wishes to everyone for a Merry Christmas and Happy New Year.

**PUBLIC COMMENTARY:**

There was no public commentary.

Board chairman Hummel adjourned the December 22, 2015 meeting of the Humboldt County Hospital District Board of Trustees at 7:34 p.m.

**APPROVED:**

**ATTEST:**

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Mel Hummel, Chairman

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Alicia Wogan, Administrative Assistant