

**HUMBOLDT GENERAL HOSPITAL  
DISTRICT BOARD OF TRUSTEES  
NOVEMBER 29, 2016 MEETING  
SARAH WINNEMUCCA CONFERENCE ROOM**

**BOARD PRESENT:**

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

Kent Maher, Legal Counsel

**BOARD ABSENT:**

None

**MEDICAL STAFF PRESENT:**

Brad Granath, M.D.  
Leonard Perkinson, M.D.

**GUESTS:**

Robin Granath, Rick Graham, Cecil Martin, Bill Hammargren, Lewis Trout, JoAnn Casalez, Melissa Murphy, Millie Custer, Robin Monchamp, Nicole Maher (Public Relations Director), Susan Rorex (Auxiliary), Sharon McAllister, Mike Sheppard (Owners Representative), and Cheryl Upshaw (Humboldt Sun)

**CALL TO ORDER:**

Board chairman Hummel called the November 29, 2016 board meeting to order at 5:30 p.m.

**PUBLIC COMMENT:**

Sharon McAllister, Frontier Community Coalition, presented a plaque to Humboldt General Hospital for donation to cultural diversity dinner.

**MEDICAL STAFF REPORT:**

Dr. Granath reported that there will be a site visit for the Residency program, which will involve all the physicians. Granath later in the meeting added he wanted to commend the maternity department for the breastfeeding program and a survey report from the CDC. The Hospital scored a 70% on the survey, which is very good. Granath recognized OB Manager Lorrie Meiron and Childbirth Educator Becky Egbert.

**EMS UPDATE:**

Administrative Director Songer stated there were 201 call outs in October, 18 ground transports, 16 air ambulance flights, 10 car seats installed and two CPR classes. Songer went over stats for the ambulance and communication center and answered questions regarding communication center calls, the flight program

**STAFF PRESENT:**

James Parrish, Administrator  
Sandi Lehman, CFO  
Eddy Davis, Controller  
Pam Wickkiser, Administrative Director  
Darlene Bryan, DON  
Rose Green, HR Director  
Alicia Wogan, Administrative Assistant  
Jeanette Grannis, PAD  
Duane Grannis, Maintenance  
Theresa Bell, Materials Management Manager  
Billie Lucero, Wellness Coordinator  
Tiffani Nalivka, Dietitian  
Tori Stephens, Materials Management  
Dan Clack, Respiratory  
Lisa Andre, Quality Manager  
Bryn Echevarria, Radiology Manager  
Fergus Laughridge, EMS  
Brittany Phillips, EMS

and mechanical issues with the ambulances. Songer gave information on flight safety. Board Chairman Hummel thanked Songer for helping neighboring communities transport patients.

**ADMINISTRATION REPORT:**

Administrator Parrish displayed photos of the new OB waiting room and the new patient/visitor courtyard. The Patient Access Department responded to 916 questions in person, 924 by telephone, and there were no billing errors handled. Board member Miller asked about tracking telephone call numbers through the communication center instead of manually, Mike Cogsdill (EMS) stated they can track telephone call volumes. Administrator Parrish introduced Quality Manager Lisa Andre. Andre went over HCAPS (Hospital Consumer Assessment of Health Care Providers). Goal is to meet 90%, we have met 90%. There were no questions.

**CONSENT AGENDA:**

Board member Cook inquired about the August 2016 board meeting minutes. Administrative Assistant Wogan stated that Board member French had requested to review the audio recording prior to taking action on the minutes. French said they are waiting on him.

Motion by board member Chatfield and second by board member Hopfer to approve the consent agenda as presented for the medical staff appointments-reappointments, September 27, 2016 and October 17, 2016 board meeting minutes. Motion carried unanimously.

**FINANCIAL REPORTS:**

Board member Cook said in his opinion there is not enough information about the disbursements; they should be like a checkbook. CFO Lehman stated she would have to speak with the programmers to determine if more information could be added to the report, and noted it is not practical to list each check on the report. Administrator Parrish answered questions and explained the reports.

Motion by board member Miller and second by board member Chatfield to approve the October 2016 financial reports as presented, which includes warrants and utilization reports. Motion carried unanimously.

**BUSINESS ITEMS-OTHER REPORTS:**

**1. Hospital Administration-Finances / Hospital District fiscal year 2015-2016 audit and budget report / Administrator-CliftonLarsonAllen**

Dan Frein, CliftonLarsonAllen, presented the final audit and suggested the information technology department could have some of the processes, procedures and policies enhanced. Frein addressed questions regarding discount percentages, what will happen next year and in the future, why insurance companies are not allowed to compete across state lines, net proceeds of mines and the schedule of findings. Board member Miller questioned if the budget meeting can be moved to a time before or at the April 15, 2017 tentative budget deadline to give more time for review. Frein discussed the accounts receivable gap. Board member Cook stated the IT material weakness needs to go away. Frein agreed that changes need to be made in that category and that's why it is listed in the report. Frein noted that every health care organization that he works with has IT vulnerability in some way. Cook asked to have IT report back in March 2017 with what has been done.

Motion by board member Miller and second by board member French to approve the 2015-2016 fiscal audit and budget report as presented. Motion carried unanimously.

**2. Hospital Administration-Finances / update of accounts receivable report / CFO**

CFO Lehman gave a presentation and stated the accounts receivable days have improved to 80 days gross at the end of October 2016, which is 18 days improved over last year. The goal is 64 days and the ideal is to be at 55 days. Lehman answered questions regarding the new system, Greenway and self-pay. Dr. Perkinson gave an overview of the Greenway system. No action was taken.

**3. Hospital Administration-Capital Projects / building-construction projects update-report / Owners Representative**

Owners Representative Sheppard expressed appreciation for the construction manager at risk process and explained the project has flowed smoothly with no claims. Sheppard gave an update of the project status. The project is currently about one month behind schedule due to a delay in a state required approval (for the new memory care unit). Sheppard responded to public comments from previous meetings and a write up in the newspaper regarding the construction being extravagant and said it puzzles him why people wouldn't want the best state of the art facility possible. The board and administration should be complimented on their selection. No action was taken.

**4. Hospital Administration-Physician Recruitment / physician inquiries, scheduled visits and proposed terms and conditions for providing physician services / Administrator**

Administrator Parrish stated there was nothing to report. No action was taken.

**TRUSTEE COMMENTS-STAFF REPORTS:**

Board member Chatfield commented on Sheppard's report and said he is impressed with what he has seen in the construction, in the Emergency Room and the Operating Room; it's going to be a very nice facility

Board member Hummel stated that at the last meeting he asked for volunteers to be on the committee to make a recommendation on how to proceed with finding a new CEO. Hummel said he appointed two management personnel, Darlene Bryan and Fergus Laughridge, two board members, Michelle Miller and Ed Hopfer, two employees, Dave Simsek and Shauna Barsanti, the medical chief of staff or his elect, and one public member, Joel Murphy.

**PUBLIC COMMENT:**

Fergus Laughridge, EMS, reminded the board the annual "Stuff an Ambulance" will be held this Saturday from 11 am to 2 pm. Laughridge said they just got word today that Santa Claus will make a visit to the ambulance station on December 17, 2017 from 2 pm to 4 pm.

Board chairman Hummel adjourned the November 29, 2016 meeting of the Humboldt County Hospital District Board of Trustees at 7:14 pm.

**APPROVED:**

**ATTEST:**

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Mel Hummel, Chairman

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Alicia Wogan, Administrative Assistant