

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
NOVEMBER 28, 2017 MEETING
SARAH WINNEMUCCA CONFERENCE ROOM**

BOARD PRESENT:

Michelle Miller, Secretary
Bill Hammargren, Member
Jennifer Hood, Member
Richard Cook, Member

Kent Maher, Legal Counsel

BOARD ABSENT:

JoAnn Casalez, Chairman
Ken Tipton, County Comm. Member

MEDICAL STAFF PRESENT:

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

STAFF PRESENT:

Arthur Frable, CEO
Darlene Bryan, DON
Sandi Lehman, CFO
Eddy Davis, Controller
Rose Green, Human Resources
Mike Bell, IT Director
Sean Burke, EMS Director
Pam Wickkiser, Clinic Manager
Dave Simsek, Pharmacy Manager
Robin Gillis, SNF Manager
Lisa Andre, Quality Director
Alicia Wogan, Executive Assistant
Shauna Barsanti, Business Office Manager
Theresa Bell, Materials Management Manager
Tori Stephen, Materials Management
Jeremy Hurst, FNP-C
Echo Mathews, APRN
Robert Johnson, PA
Bertha Higbee, Inpatient Manager
Billie Lucero, Wellness Coordinator
Jeanette Grannis, PAD
Duane Grannis, Maintenance
Rebecca Egbert, Childbirth-Lactation Educator
Gregory Harding, EMS
Charity Brause, Patient Relations

GUESTS:

Dan Frein (CliftonLarsonAllen), Robin Granath, Judy Adams (Auxiliary Member) Joyce Sheen (Humboldt Sun), Cody Jensen, Bob Jensen, Terry Jensen, Nicole Maher (Public Relations Director), Lewis Trout, Millie Custer and Robin Monchamp.

CALL TO ORDER:

Board member Miller called the November 28, 2017 board meeting to order at 5:31 p.m.

PUBLIC COMMENT:

There was no public comment.

MEDICAL STAFF REPORT:

Dr. Granath stated there was a twin birthday party in OB to celebrate Dr. Perkinson delivering eight sets of twins in the calendar year. Granath advised that Perkinson will be Chief of Staff in January and Dr. Li will be the Vice-Chief.

EMS UPDATE:

EMS Director Burke recognized Cody Jenson for performing a CPR save with the individual having a full recovery. Burke recognized Nicole Maher for helping with various EMS projects. Burke went over the October dashboard; including guideline compliance, cardiac events, readiness, personnel, apparatus and the budget. Board member Hood asked Burke if he could provide numbers on mental health patients transported out of the area.

ADMINISTRATION REPORT:

Administrator Frable stated that the information for the hospital license to change the administrator has been submitted to the state.

Quality Manager Lisa Andre explained each year the hospital is required to complete an Annual Review of Services meeting; Andre went over the highlights. The policy and procedure committee meets monthly to review policies. The department managers have completed their policy and procedure reviews.

CONSENT AGENDA:

Motion by board member Hood and second by board member Cook to approve the consent agenda Medical Staff appointments-reappointments, board meeting minutes for July 25, 2017, August 15, 2017, August 28, 2017 and September 11, 2017. Motion carried unanimously with board member Miller abstaining from the July 25, 2017 board meeting minutes because she was absent.

FINANCIAL REPORTS:

Controller Davis presented the October 2017 financial reports and reported on the project construction budget.

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

BUSINESS ITEMS-OTHER REPORTS:**1. Hospital Administration / Hospital District fiscal year 2016-2017 financial audit and budget report / Administrator-CFO-CliftonLarsonAllen**

CliftonLarsonAllen principal Dan Frein presented the 2017 financial audit and discussed industry ratios and industry trends. Frein said the audit showed no instances of non compliance and no material weaknesses. Frein discussed growth in new patient revenue, gross net patient revenue, discount percentages, days cash on hand, current ratios, accounts receivables, A/R over 90 days, bad debt and charity care, average payment period, capital spending as a percent of revenue, capital spending, average age of plant, operating margin, cash flow and capital spending.

Motion by board member Hammargren and second by board member Hood to approve Hospital District fiscal year 2016-2017 financial audit and budget report. Motion carried unanimously.

2. Hospital Administration-Clinic / proposal to employ and enter into an employment agreement with Robert Johnson, PA for physician assistant health care services / Administrator

Administrator Frable introduced Robert Johnson, PA who has worked as a physician assistant for Dr. Granath for two years. Granath reported Johnson has had lots of positive feedback from patients with no complaints, his patient care quality is excellent, he has hospital privileges, and he works on the helicopter as well. Frable said he plans to use Johnson in the Walk In Clinic, which is currently staffed by a traveler.

Motion by board member Hammargren and second by board member Miller to approve the proposed employment agreement for Robert Johnson, PA for physician assistant health care services as presented. Motion carried unanimously.

3. Hospital Administration-Clinic / proposal to employ and enter into an employment agreement with Echo Mathews, APRN to provide nurse practitioner health care services / Administrator

Administrator Frable introduced Echo Mathews, APRN and explained the proposal to renew her contract.

Motion by board member Hammargren and second by board member Hood to approve the proposed employment agreement for Echo Mathews, APRN to provide nurse practitioner health care services as presented. Motion carried unanimously.

4. Hospital Administration-Human Resources / proposal to purchase payroll, benefits reporting and human resources system software and services and enter into a software licensing, maintenance services and support agreement / Administrator-HR Director

Human Resource Director Green stated they are currently using the Med Host system which dates back to 2003. The company is no longer supporting payroll services. An administrative committee evaluated other systems and recommends the Optimum system due to pricing and the self-service feature that will help employees and HR staff. IT Director Bell stated it would be best to purchase software and a server along with the system. Board member Miller asked about longevity. Bell said he believes the system will last quite some time. Bell stated other hospitals similar to HGH who use the system are happy with it. The current maintenance costs are \$500 per month. The system will cost \$93,915 which includes three years of service.

Motion by board member Hammargren and second by board member Miller to approve purchase of Optimum payroll system in the amount of \$93,915. Motion carried unanimously.

5. Hospital Administration / determination that various items of equipment from surgery, ICU, obstetrics, clinics, laundry and maintenance, are no longer required for public equipment in any manner / Administrator-Controller

Controller Davis stated nothing on the list (in the meeting packet) is able to be sold because the items have been destroyed during the construction. Davis provided an explanation about the various items.

Motion by board member Miller and second by board member Hammargren to approve disposal of equipment per the list as it is of no longer use by the public. Motion carried unanimously.

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

Administrator Frable stated he spoke with a board certified OBGYN who will make a site visit on December 5, 2017.

TRUSTEE COMMENTS-STAFF REPORTS:

Administrator Frable asked certain staff members to provide reports about their departments and to give staff an opportunity to present.

SNF Manager Robin Gillis stated the annual State survey was completed a couple of weeks ago. The results were excellent, and they were very complimentary of the staff and facility, noting that HGH is an exemplary model. Gillis gave an overview of the process and thanked staff for an excellent job, with a special thanks to Duane Grannis in Maintenance for being prompt with requests for service.

Pharmacy Manager Dave Simsek reported on the State pharmacy survey and drug shortages. The State survey had five comments all relating to the pharmacy being very small and the benefit which will result from an expansion. There is some space on the other side of the pharmacy which, if added, will create about half again more space than currently exists. Dr. Granath commended the two pharmacists who are on call 24/7 and serve every single patient with pharmacy services, noting their opinions are invaluable when needed.

Administrator Frable stated Jeremy Hurst, FNP-C has been accepted into the Duke University psychiatric mental health nurse practitioner program. Hurst said he hopes to be able to provide better services for the community, which currently has a high suicide rate. Hurst anticipates seeing patients in May 2019. Board member Cook stated this will be a valuable service for the community.

Administrator Frable reported: (i) the third boiler is having difficulty and a portable unit will be brought in for precautionary measures; and, (ii) the board should schedule a strategic planning meeting and include medical staff, the community and employees.

Board member Miller reported on the Finance Committee meeting, the committee long term goals and their review of policies. The revised financial statements will be provided in December.

CFO Lehman explained the new patient statements that will be going out in December. Board member Cook questioned why there is no itemized billing. Lehman said there is a statement that states the recipient can call to obtain an itemized statement. Cook stated the title of the statement is confusing; it was suggested titling it "summary of services" to make it more understandable.

Board member Miller asked about the December meeting and administration advised it will be changed to December 19, 2017.

PUBLIC COMMENT:

Lewis Trout thanked the Employees Committee for providing lunch to the Veterans on November 10, 2017 and commented on the luncheon and expanding the pharmacy space.

Board member Miller adjourned the November 28, 2017 meeting of the Humboldt County Hospital District Board of Trustees at 7:33 p.m.

APPROVED:

ATTEST:

JoAnn Casalez, Board Chairman

Alicia Wogan, Administrative Assistant