

**HUMBOLDT GENERAL HOSPITAL  
DISTRICT BOARD OF TRUSTEES  
FEBRUARY 26, 2019 MEETING  
SARAH WINNEMUCCA CONFERENCE ROOM**

**BOARD PRESENT:**

JoAnn Casalez, Chairman  
Michelle Miller, Secretary  
Bill Hammargren, Member  
Jennifer Hood, Member  
Gene Hunt, Member  
Ken Tipton, County Comm. Member

Kent Maher, Legal Counsel

**BOARD ABSENT:**

None

**MEDICAL STAFF PRESENT:**

Brad Granath, M.D.  
Shouping Li, M.D.  
Roger Brecheen, M.D.

**STAFF PRESENT:**

Karen Cole, Interim CEO  
Sandi Lehman, CFO  
Darlene Bryan, CNO  
Rose Green, HR Director  
Sean Burke, EMS Director  
Duane Grannis, Maintenance Director  
Robyn Dunckhorst, RN, ER Director  
Lisa Andre, Quality Director  
Mike Bell, IT Director  
Dave Simsek, Pharmacy Manager  
Robin Gillis, SNF Manager  
Lorrie Meiron, OB Manager  
Theresa Bell, MM Manager  
Kim Plummer, Controller  
Alicia Wogan, Executive Assistant  
Jeanette Grannis, Business Office  
Laura Butterfield, Radiology  
Rachel Meiron, Materials Management

**GUESTS:**

Ashley Maden (Humboldt Sun), Judy Adams (Auxiliary Member), Susan Rorex (Auxiliary Member), Nicole Maher (Public Relations Director), Robin Granath, Mark Hummel, Nick Thate, Debra Gay, Pauline Salla Smith and Marie Jeanne Dawson.

**CALL TO ORDER:**

Board chairman Casalez called the February 26, 2019 board meeting to order at 5:30 p.m.

**PUBLIC COMMENT:**

Pauline Salla Smith and Marie-Jeanne Dawson, daughters of Pete Salla, a Winnemucca resident since 1959, expressed their concern and frustration over the inability to have their father placed in Harmony Manor for his end of life care. He was placed in the Lovelock, Nevada facility which is where he died last week. They believe he was passed over for placement when beds were available, there should be a better system for placement and that the Harmony staff should do better at providing services.

Mark Hummel advised he was a prior IT employee of Humboldt General Hospital and has been unemployed for over a year. Hummel asked the board to help him obtain employment. Hummel also asked the board to help with having his cousin's daughter placed in Harmony Manor.

Brad Granath, M.D., a medical staff member, recommended that the board approve the medical staff bylaws that were approved by medical staff last August. Granath read an excerpt from the AMA guide

about medical staff governance and the role of the board. Granath suggested the board approve the proposed bylaws as presented by medical staff.

**MEDICAL STAFF REPORT:**

There was no report.

**EMERGENCY DEPARTMENT REPORT:**

Emergency Department Manager Dunckhorst went over the Qualitick patient satisfaction survey results, which were great.

DON Bryan stated a comprehensive report was included in the packet. Bryan commented, in relation to Harmony Manor, that the primary goal is to take care of Humboldt County residents and to admit them to Harmony Manor, but it's a cumbersome policy and they strive to be consistent with all applications. The staff works hard to give excellent care. It is a five star facility and they want to keep that designation. Bryan said they are always looking at ways to improve staffing and the goal will always be to take care of the residents. Board member Hammargren stated this conversation has been had before, and the facility was expanded to attempt to take care of people. Hammargren suggested we need to come together as a community and take a look at how things can be made better. Bryan advised that the staffing issues can be fixed, but there is much more to it than staffing. It is not always going to be possible to provide everyone who has lived in Winnemucca with a place in the facility. Board Chairman Casalez said if there are empty beds and people are being turned away, we need to work on making it more efficient; if the payment amount needs to be increased then it should be increased. Bryan said there are weekly admissions committee meetings and among the things considered are if the prospective patients or their family have provided all the required information and documentation and have met the admission criteria. A lot of time is spent working with families. Interim CEO Cole stated this is something we need to revisit and she will work with Bryan. It may be helpful to have a board member work with them. Board member Hood said a patient navigator was very helpful prior to the time her husband recently passed away. Casalez suggested more community education may help with process and there should be work on being more transparent. Board member Tipton suggested when considering policies and procedures, there needs to be a good method explaining the process to the family. Board member Hunt suggested the website could be used for providing education on the facilities.

**NURSE HEALTH LINE REPORT:**

Community Educator Maher explained the history and the statistical data for the Nurse Health line.

**EMS SERVICES REPORT:**

EMS Director Burke reported on: the security work group and consolidation of the door lock programs; physical security inspections; perimeter security improvements; security policy review; active shooter training; security guard oversight; continued door lock oversight; panic alarm upgrades; employee training; security lighting upgrades; and, a visitor access policy.

**ADMINISTRATIVE DEPARTMENT REPORT:**

Interim CEO Cole reported: Alex Curtis, M.D. is currently waiting on his Nevada license; Sara Thorp, D.O. will work one week per month under contract with Dr. Brecheen for the next 18 months; Felipe Gomez, M.D., was here this last weekend and indicated he is serious about relocating here, but he still has a visit to a facility in Texas before he decides; Sannon Servin-Obert, D.O. remains interested, but is experiencing challenges in taking the time to do a site visit; Sheena Dover, M.D. is scheduled for a telephone conference on March 1, 2019 and a possible site visit at the end of March; David Masuck, M.D., a current HGH resident,

has signed a letter of intent; and, a pediatrician becomes available in August 2019 and has been provided a letter of intent. Cole referred to a study which suggests the need for an internal medicine physician and asked for comments from the Board. Board member Hunt feels anything that can be provided to the community should be supported. Board member Hammargren stated Cole should actively recruit. Board Chairman Casalez said she favors trying to obtain an internal medicine physician. Cole commented on the quality improvement efforts and the need for continuing education. Cole discussed: medical staff peer review (OPPE/FPPE); performance improvement and quality assurance; sleep medicine; tele-psychiatry; chronic care management; transitional care; and, community paramedicine.

#### **CONSENT AGENDA:**

Motion by board member Hammargren and second by board member Hood to approve the consent agenda as presented, including: the board meeting minutes for January 22, 2019; the emergency medical transport services mutual aid agreement with Malheur County, Oregon; purchase of the ambulance monitoring system; and, the chiller condenser coil replacement purchase. Motion carried unanimously.

#### **FINANCIAL REPORTS:**

CFO Lehman said the November 2018 and December 2018 reports were in the packets last month. The way the financial reports are presented has been changed to show the highlights. Lehman explained the January 2019 financials, the January 2019 revenue cycle and the tentative budget development and approval process timeline. Cole suggested: March 30, 2019 9am-12pm should be scheduled for a budget workshop; April 9, 2019 5:30 pm should be scheduled for the final review of the proposed tentative budget; and, May 28, 2019 should be the public hearing on the tentative budget.

Nick Thait, Cerner project manager, gave an update and an overview of the Cerner system implementation process.

Motion by board member Hammargren and second by board member Tipton to approve the November 2018, December 2018 and January 2019 financials as presented. Motion carried unanimously.

#### **BUSINESS ITEMS-OTHER REPORTS:**

##### **1. Hospital Administration-Maintenance / proposal to procure services of RF MacDonald to replace-rebuild the unit #2 boiler rear insulated panel and high pressure switch / Maintenance**

Maintenance Director Grannis stated since the board received the first estimate from RF MacDonald, he's been negotiating the price and it is now reduced to \$19,985.

Motion by board member Hammargren and second by board member Miller to authorize purchase of the new boiler and panel in the sum of \$19,985 as presented. Motion carried unanimously.

##### **2. Hospital Administration-Maintenance / proposal to enter into agreement with Trane to provide services to review and implement utility rate structure changes with NV Energy to ensure optimal energy savings / Maintenance**

Maintenance Director Grannis said he spoke with Trane and they indicated they have been able to negotiate different rates with NV Energy for other users and feel they may be able to help with reducing the hospital rates. The hospital is currently on a single rate and Trane believes they could negotiate a rate based on usage. Trane suggests pursuing a rate change.

Motion by board member Miller and second by board member Hammargren to approve the proposal with Trane as presented. Motion carried unanimously.

**3. Hospital Administration / proposal to amend Medical Staff Bylaws / Administration**

Interim CEO Cole stated, knowing that the medical staff bylaws were submitted some time ago and, in an effort to move things along quickly, she consulted with Phil Zarone with Horthy, Springer & Mattern, P.C., the attorney and law firm that previously worked on the HGH medical staff bylaws, as they would have familiarity with the bylaws. Zarone reviewed the proposed revisions and agreed with some and felt others needed revision and further discussion. Cole said one of the critical points with medical staff is revising sections 3.01, 3.02 and 3.03 dealing with associate staff. Zarone said he is agreeable with the proposed changes to those sections. Cole suggested finding time on a Friday evening followed by a Saturday morning to have a mini retreat, facilitated by Zarone, to provide education to the board, medical staff and administration regarding the bylaws. Board member Hammargren thinks it is a great idea as input from all sides is valuable. Cole said she will work with schedules to come up with a mutually agreeable time.

Motion by board member Hammargren and second by board member Hunt to approve the change to the medical staff bylaws sections 3.01, 3.02 and 3.03 as proposed. Motion carried unanimously.

**4. Hospital Administration / proposal to implement an obstetrics policy / Administration**

Interim CEO Cole said with recent changes to the obstetrics providers and neonatal call, the hospital has an interest in providing call on a schedule to assure patients are always taken care of. The proposed policy (in the meeting packet) will provide that if a provider offers OB services, the provider is required to participate in OB call. When a provider will not be available, the patients need to be handed off and call needs to be shared. Currently, the hospital doesn't have an employed physician working but with new physicians coming in it is better to have a call policy established before they come. Call policies are standard at other hospitals and they are helpful with recruiting efforts.

Motion by board member Hood and second by board member Hunt to approve the OB policy as proposed. Motion carried unanimously.

**5. Hospital Administration / proposal to amend the employment agreement with Robert Johnson, PA, to provide clinic director services / Administration**

Interim CEO Cole stated PA Robert Johnson has been full time four days a week and has been filling in to provide administrative services for the clinics. It is proposed that his employment agreement be amended to include duties and payment terms for serving as the full-time clinic director in addition to his normal duties. There has also been discussion about expanding the hours of the WIC.

Motion by board member Hammargren and second by board member Miller to accept the proposal to amend the employment agreement with Robert Johnson, PA to provide full-time clinic director services. Motion carried unanimously.

**6. Hospital Administration / proposal to employ and enter into an employment agreement with David Masuck, M.D. to provide physician health care services / Administration**

Interim CEO Cole noted that this is the physician she spoke of earlier, one of the HGH residents who decided to remain in Winnemucca, and feels it would be foolish not to welcome him here.

Motion by board member Hammargren and second by board member Miller to authorize an employment agreement with David Masuck, M.D. as proposed by the letter of intent. Motion carried unanimously.

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**TRUSTEE COMMENTS-STAFF REPORTS:**

Board member Hunt commented on Harmony Manor and Quail Corner and suggested improving the occupancy will also improve the financial aspect.

Board member Miller said she is willing to assist with the Harmony Manor admissions policy review.

Board member Hood offered condolences to the Salla family.

Board member Hammargren also offered condolences to the Salla family.

**PUBLIC COMMENT:**

There were no comments.

Board chairman Casalez adjourned the February 26, 2019 meeting of the Humboldt County Hospital District Board of Trustees at 7:15 p.m.

**APPROVED:**

**ATTEST:**

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JoAnn Casalez, Board Chairman

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Alicia Wogan, Executive Assistant