

**HUMBOLDT GENERAL HOSPITAL  
DISTRICT BOARD OF TRUSTEES  
MARCH 21, 2018 SPECIAL MEETING  
SARAH WINNEMUCCA CONFERENCE ROOM**

**BOARD PRESENT:**

JoAnn Casalez, Chairman  
Michelle Miller, Secretary  
Richard Cook, Member  
Ken Tipton, County Comm. Member

Kent Maher, Legal Counsel

**BOARD ABSENT:**

Bill Hammargren, Member  
Jennifer Hood, Member

**MEDICAL STAFF PRESENT:**

None

**STAFF PRESENT:**

Arthur Frable, CEO  
Sandi Lehman, CFO  
Darlene Bryan, DON  
Rose Green, HR Director  
Sean Burke, EMS Director  
Mike Bell, IT Manager  
Robin Gillis, SNF Manager  
Theresa Bell, Materials Management Manager  
Pam Wickkiser, Clinic Manager  
Bryn Echeverria, Radiology Manager  
Dave Simsek, Pharmacy Manager  
Lorrie Meiron, OB Manager  
Robyn Dunkhorst, ED Manager  
Lan Thai, Lab Manager  
Alicia Wogan, Executive Assistant  
Tori Stephen, Materials Management  
Jeanette Grannis, PAD  
Duane Grannis, Maintenance  
Billie Lucero, Wellness Coordinator

**GUESTS:**

Gene Hunt, Debra Gay and Ashley Maden (Humboldt Sun).

**CALL TO ORDER:**

Board chairman Casalez called the March 21, 2018 special board meeting to order at 5:00 p.m.

**PUBLIC COMMENT:**

There were no public comments.

**BUSINESS ITEMS-OTHER REPORTS:**

**1. Hospital Administration / FY2018/2019 budget workshop for presentation, review and discussion of Hospital District revenues, expenditures and funding and budget projections and proposals which may include additions or deletions to personnel, equipment, supplies and services, and tentative approval of the proposed budget subject to final approval and action at the time final budgets are submitted / Administrator-CFO**

Bryn Echeverria, Radiology Manager, explained the radiology budget. Lan Thai, Lab Manager, explained the lab budget and answered questions regarding equipment.

CFO Lehman stated she asked staff when preparing their budgets to look at volumes and base increases. Lehman gave an overview of the proposed budget, noting the managers did an excellent job. Administrator

Frale commented that there are some potential new items which are not included in the budget, for example, the 340B program. Lehman explained expected revenue increases, deductions from revenue, merit increases budgeted at 3% in all departments and capital items. There were questions on supply carts, ice machines, beds and telemetry units. Lehman stated the most significant change in the budget is due to moving from contract staff to employed staff.

Lorrie Merion, OB Manager, commented on wages, personnel, equipment and goals to increase patient numbers and revenue. Darlene Bryan, Director of Nursing, discussed ICU and swing beds and the goal of decreasing contract labor. Frale noted it's rare to have a rural hospital with an ICU unit. Robin Gillis, SNF Manager, explained personnel, staffing and the bariatric room conversion. Lehman went over general surgery, OR, equipment leases, anesthesia, central processing, the orthopedic surgery contract increase, and pharmacy. Dave Simsek, Pharmacy Manager, explained the increased cost of medications and medication shortages, noting the federal mandates have added to the problems. Pharmacy space and equipment was discussed.

Lehman explained physical therapy, respiratory and replacement of the treadmill software and monitors. Cardiac rehab was discussed, including allocating EMS to cardiac rehab. Billie Lucero, Wellness Coordinator, stated cardiac rehab is not a revenue maker but it is a huge benefit to the community, noting that physicians are not writing orders for cardiac rehab because they are giving patients more options. Lucero explained concerns with equipment and the proposed increases in costs for training. Sean Burke, EMS Director, explained the operations center and noted that MedX AirOne wants to add an additional aircraft for the Operations Center to dispatch, which may require additional personnel. Reimbursement with MedX AirOne, EMS travel budget, staffing and aircraft tracking were discussed.

Robyn Dunkhorst, ER Manager, discussed personnel to patient ratios, increases in education costs due to certification, and tuition reimbursement. Lehman stated emergency preparedness was added and Burke explained the mandate. Lehman explained the reallocation of the expenses and revenue for the coffee cart and there was discussion of a utilization review. Lehman noted there has been a decrease in the ambulance expenses due to reducing overtime and Burke commented that command staff costs also decreased. Black box systems, small generators and chairs were discussed.

Lehman explained the salary and wages of social services and wellness center upgrades. Lucero said in the next couple of years equipment may need to be replaced. Frale and Lehman discussed the community health services and the clinics. Pam Wickkiser, Administrative Director, discussed new services and addition of personnel which will benefit approximately 700 patients. Medical scribes are also being looked at, as is reallocation of staff. The residency clinic has some cost increases due to faculty additions, some of which are covered under the grant.

Dietary, housekeeping and maintenance were discussed. Duane Grannis, Maintenance, commented the extra person will allow more work to be done in-house with the potential for savings. Board Chairman Casalez asked about utilities for the rentals. Lehman stated utilities are typically included in the lease. Casalez suggested reviewing the leases to make sure that the expenses are covered by the lease income.

Telemedicine goals, costs and benefits were discussed. Lehman explained quality management, allocation of personnel, patient surveys, medical records, ER coding, administration salaries, membership dues, licensing, employee discounts and benefits, and professional fees. Casalez said she does not want to take benefits away from employees and asked about health saving accounts or other benefits to make up for the loss of the pharmacy and deductible reimbursement. Community education and development, website

maintenance, advertising, and donations were discussed, including how to determine and allocate donations in the future.

The Great Basin College request for assistance was discussed and it was suggested the CEO and CFO put together recommendations. Professional contracts, accounting and the business office budgeting for two new employees were discussed. Patient access personnel have been reduced and travel expenses increased. Mike Bell, IT Manager, explained the IT budget. Materials management, human resources, Ninth Brain, PERS, health insurance, travel, meals and the payroll system were reviewed and discussed. Frable will determine physician recruitment needs. Lehman explained the HERSA grant and there was further discussion regarding medical staff, board members, laser services, non-operating revenue and tax revenue.

No action was taken.

**PUBLIC COMMENT:**

Lewis Trout thanked board member Tipton for remembering the Great Basin College request.

Theresa Bell thanked the board for asking questions and really looking at the budget.

Board chairman Casalez adjourned the March 21, 2018 meeting of the Humboldt County Hospital District Board of Trustees at 8:47 p.m.

**APPROVED:**

**ATTEST:**

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JoAnn Casalez, Board Chairman

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Alicia Wogan, Administrative Assistant