

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
MARCH 27, 2018 MEETING
SARAH WINNEMUCCA CONFERENCE ROOM**

BOARD PRESENT:

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

Kent Maher, Legal Counsel

BOARD ABSENT:

None

MEDICAL STAFF PRESENT:

B. Leonard Perkinson, M.D.

STAFF PRESENT:

Arthur Frable, CEO
Darlene Bryan, DON
Sandi Lehman, CFO
Rose Green, HR Director
Sean Burke, EMS Director
Lisa Andre, Quality Director
Mike Bell, IT Director
Theresa Bell, Materials Management Manager
Pam Wickkiser, Clinic Manager
Bryn Echeverria, Radiology Manager
Alicia Wogan, Executive Assistant
Tori Stephen, Materials Management
Fergus Laughridge, EMS
Jeanette Grannis, PAD
Duane Grannis, Maintenance
Gregory Harding, EMS

GUESTS:

Judy Adams (Auxiliary Member), Mike Sheppard (Owners Representative), Ashley Maden (Humboldt Sun), Gene Hunt, Millie Custer, Robin Monchamp, Lewis Trout, and Nicole Maher (Public Relations Director).

CALL TO ORDER:

Board chairman Casalez called the March 27, 2018 board meeting to order at 5:30 p.m.

PUBLIC COMMENT:

Lewis Trout commented about an increase in compensation for board members not being on the agenda and suggested the board could put any item they wanted on the agenda even if they did not have authority to act on the item. Trout noted Pershing General Hospital does their own billing and suggested contracting with Pershing to do hospital billing.

MEDICAL STAFF REPORT:

Dr. Perkinson commented the Medical Staff Bylaws are currently being reviewed.

EMS UPDATE:

EMS Director Burke commented on recent EMS projects and commended Andrew Stephens for his good work. Burke explained the February dashboard, including guideline compliance, cardiac events, readiness, personnel, apparatus and budget.

ADMINISTRATION REPORT:

Quality Manager Andre explained the transfer utilization review process and data. Dr. Perkinson suggested removing specialty cases, such as preemies, from the transfer utilization report because they take

significant time for the transfer team to arrive from larger facilities. Perkinson also commented on pediatrics and inpatient transfers. Board member Miller asked if flight types (fixed wing and rotary) can be broken out. Board chairman Casalez asked about the template presented last month. Andre stated the template will be used in the future and will incorporate the transfer utilization information. Perkinson commented on the dialysis transfers and the problems encountered because there is no local physician for such services.

Mike Sheppard, Owners Representative, said the outcome of the construction speaks for itself. The project finished three months ahead of schedule and a million dollars under budget. There were no disputes and there was good collaboration with all the participants. The board thanked Sheppard.

Administrator Frable presented a draft list of 77 outstanding contracts, noting several have automatic renewal provisions. The EmCare contract coding will be eliminated. It may cost more to do the coding in-house, but it is believed the number of complaints will be reduced. QA department monitored reports from January 2017 to January 2018 and EmCare had 1% of the complaints. The complaints were discussed with EmCare and the responses have been positive. Frable explained some of the problems with HRG, including the need for the hospital to integrate better. It will cost more for the hospital to do billing in-house. Frable said the Medhost program is not repairable and believes the budget must address replacing the program. Frable would like to hire a project manager to start the process. Frable said one of the goals with contracts is to bring more services in-house. The board asked questions and offered comments about triggers for contract renewals, soliciting contracts for services, board review of contracts and having periodic updates on the contracts.

CONSENT AGENDA:

Motion by board member Hammargren and second by board member Cook to approve the consent agenda board meeting minutes for February 24, 2018 and February 27, 2018, and medical staff appointments and reappointments. Motion carried unanimously with board member Hood abstaining from voting on the February 27, 2018 board minutes as she was not present at that meeting.

FINANCIAL REPORTS:

CFO Lehman presented the February 2018 financial reports.

Motion by board member Hood and second by board member Cook to approve the February 2018 financial reports as presented, which includes utilization reports. Motion carried unanimously.

BUSINESS ITEMS-OTHER REPORTS:

1. Hospital Administration-Lab / proposal to purchase two Coag analyzers and upgrade the interface with MedHost / Administrator-Lab Manager

Administrator Frable said Lab Manager Thai explained the need for the machines at the budget workshop, and showed pictures and explained the costs. IT Manager Bell answered questions regarding the Medhost integration. Board chairman Casalez questioned if the hospital waited too long to replace the equipment and whether replacement should have occurred sooner. Bell noted the replacement is a patient care issue.

Motion by board member Miller and second by board member Hammargren to authorize purchase of two Coag analyzers and upgrade the interface with MedHost. Motion carried unanimously.

/////////
/////////

2. Hospital Administration / recommendation from finance committee regarding auditor selection / Administrator-CFO-Finance Committee

Administrator Frable stated he gave a recommendation to the finance committee and asked the committee to make recommendation to the board. The committee recommends Dingus, Zarecor & Associates due to their experience, number of references, size of their firm, their location in Spokane, the yearly education offered for employees, the providing of regular updates, and not charging additional for telephone calls. The additional services (in addition to the audit services) that were purchased from CliftonLarsonAllen were discussed. Board member Cook commended the committee and expressed his opinion that it is bad business to have the same auditor for several years.

Motion by board member Cook and second by board member Hood to authorize administration to enter into agreement with Dingus, Zarecor & Associates for professional services as presented. Motion carried unanimously.

3. Hospital Administration / proposal to change the May board meeting to May 29, 2018 / Administrator CFO Sandi Lehman suggested moving the meeting date back by one week which will allow more time for preparation of the financial information that will be considered.

Motion by board member Hammargren and second by board member Tipton to change the May board meeting date to May 29, 2018. Motion carried unanimously.

4. Hospital Administration / draft strategic plan goals review / Administrator

Administrator Frable said he sent the board information on the draft strategic plan goals to review. Frable explained the process to come up with ideas and attempted to put the goals in a manageable format. Frable noted this is a draft and if there are ideas or revisions to please let him know. Board chairman Casalez would like to see things move forward hopefully by the next board meeting. No action was taken.

TRUSTEE COMMENTS-STAFF REPORTS:

Board chairman Casalez suggested having a special meeting in April to review CEO Frable's performance. April 19, 2019 was agreed by the board members. Casalez noted there was an administrator job description used for recruitment and Board member Miller mentioned there was an administrator review and job description that the former board discussed. Administrator Frable said the current job description needs work. Casalez also suggested a review the board bylaws. Legal Counsel Maher suggested Casalez appoint a committee to review the bylaws. Casalez said she will appoint a committee. Frable will provide some sample board bylaws for the committee. Casalez also suggested that security matters be discussed. Casalez noted that not all departments were at the budget meeting to present their budget. Frable stated the bigger departments were asked to be present. Casalez suggested there be an action plan for next year and if staff has a budget, they should present it.

Board member Hood thanked the community and staff for their support after the recent loss of her husband.

Board member Hammargren said the suggested comparisons to Pershing General Hospital are flawed, noting they are in debt, and they are a much smaller organization that does not offer nearly the range of services offered by HGH. If HGH is to be compared, it should be compared to hospitals that are more like it.

PUBLIC COMMENT:

There were no comments from the public.

Board chairman Casalez adjourned the March 27, 2018 meeting of the Humboldt County Hospital District Board of Trustees at 7:14 p.m.

APPROVED:

ATTEST:

JoAnn Casalez, Board Chairman

Alicia Wogan, Administrative Assistant