

**HUMBOLDT GENERAL HOSPITAL  
DISTRICT BOARD OF TRUSTEES  
JULY 29, 2014 MEETING  
SARAH WINNEMUCCA CONFERENCE ROOM**

**BOARD PRESENT:**

Moe Hanzlik, Chairman  
Mel Hummel, Secretary  
Ed Hopfer, Member  
Kevin Chatfield, Member

Kent Maher, Legal Counsel

**BOARD NOT PRESENT:**

Marlene Brissenden, County Comm. Member

**STAFF PRESENT:**

James Parrish, Administrator  
Eddy Davis, Controller  
Rose Green, HR Director  
Mike Bell, IT Director  
Alicia Wogan, Administrative Assistant  
Leonard Perkinson, M.D.  
Robin Gillis, SNF Manager  
Melissa Lopez, Administrative Support  
Rita Clement, ED & Inpatient Director  
Pam Wickkiser, Administrative Director  
Pat Songer, Administrative Director  
Louis Mendiola, Wellness Coordinator  
Jared Oscarson, EMS  
Jackie Gonzalez, OR Manager  
Shauna Barsanti, Business Office Manager  
Lonnie Hammargren, Clinic Manager  
Debbie Whittaker, Community Outreach Coord.  
Ken Whittaker, EMS Education Coordinator  
Fergus Laughridge, EMS

**GUESTS:**

Nicole Maher (Public Relations Director), Mike Sheppard (Owners Representative), Garth Amos, Beverly Mendiola, and Louis Trout.

**CALL TO ORDER:**

Board chairman Hanzlik called the July 29, 2014 board meeting to order at 5:31 p.m.

**PUBLIC COMMENTARY:**

There was no public commentary.

**MEDICAL STAFF REPORT:**

Dr. Perkinson said it's been quiet and busy. Medical Staff is half way through the first year of operating under the new bylaws and they are considering restructure of some committees they utilize to improve quality and monitoring of physicians.

**EMS UPDATE:**

EMS Administrative Director Songer advised in June there were 197 call outs, 27 inter-facility transports, 20 CPR students graduated, 28 students went through trauma combat casualty care, seven car seats installed and two court mandated car seat classes. Board member Hummel asked Songer if the road construction on Hwy 95 is impacting them. Songer advised they have been slowed down, but EMS has worked closely with NDOT to escort them through the construction zone quickly.

**Administration Report:**

Administrator Parrish said in June there were eight charity care program applications and a total write off of \$35,000. The Patient Access Department assisted 22 patients with Medicaid applications, responded to 515 questions in person and 344 by telephone, and there were 12 questions about billing errors.

Parrish: (1) provided a sheet describing the Hospital administration chain of command; (2) presented the Women's Choice Award, and noted that he sits on their board and will be going to their meeting in November; and, (3) discussed and presented a program on leadership development.

**CONSENT AGENDA:**

Motion by board member Hopfer and second by board member Hummel to approve the medical staff appointments-reappointments. Motion carried unanimously.

Motion by board member Chatfield and second by board member Hopfer to approve the June 24, 2014 board meeting minutes as presented. Motion carried unanimously.

Motion by board member Chatfield and second by board member Hummel to approve the May 16, 2014 budget meeting minutes as presented. Motion carried unanimously.

**PRESENTATION REVIEW/ APPROVAL OF FINANCIAL REPORTS:**

Administrator Parrish presented the June 2014 financial report and graphs summarizing the report. Board member Chatfield inquired why the number of outpatient visits is down. Parrish said they are generally down during the summer months. Dr. Perkinson noted people are vacationing. Chatfield advised the PR for the lab price deduction was priceless.

Motion by board member Chatfield and second by board member Hopfer to approve the June 2014 financial reports as presented. Board members Hopfer, Hanzlik, Hummel and Chatfield voted aye, with board member Hummel abstaining from check #230504 payable to him in the amount of \$663.04, and board member Chatfield abstaining from check #230384 payable to him in the amount of \$310.14.

**DISCUSSION / ACTION ON ITEMS OF BUSINESS & OTHER REPORTS:****1. Phillips Fluoroscopy unit revised repair cost approval / Administrator**

Administrator Parrish advised that at the last board meeting the board authorized repair of the fluoroscopy unit in radiology; however, at that time, the exact price of the repair was unknown due to the maintenance agreement. The final cost has now been determined to be \$70,745.68.

Motion by board member Hopfer and second by board member Hummel to authorize repair of fluoroscopy unit in the amount of \$70,745.68. Motion carried unanimously.

**2. Musculoskeletal flex coil package purchase / Administrator**

Administrator Parrish advised that the cost of the Musculoskeletal flex coil package is \$23,100.00. It was budgeted at \$25,000.00. It is used as an add-on to the MRI for small body parts such as wrists, elbows, and shoulders. The estimated yearly cost is about \$3,000.00 and the total revenue generated is about \$261,000.00. Pam Wickkiser, Radiology Manager, explained the usage of the machine to depict soft tissue. Dr. Perkinson advised the coil will give better definition of muscle and tendons.

Motion by board member Hummel and second by board member Hopfer to approve the purchase of Musculoskeletal flex coil package in the amount of \$23,100.00. Motion carried unanimously.

**3. Sharon McIntyre, M.D. employment agreement notice time period waiver / Administrator**

Administrator Parrish read a letter from Dr. McIntyre asking to have the required 180 day advance notice of the termination of her employment agreement waived.

Motion by board member Chatfield and second by board member Hopfer to approve waiver of the 180 day time period for providing notice of termination of the Sharon McIntyre, M.D. physician employment agreement. Motion carried unanimously.

**4. Confirmation of CMAR committee member appointments / Administrator**

Administrator Parrish advised that appointment of five members for the CMAR selection committee is needed to consider the responses to the requests for proposals to provide construction manager services for the upcoming hospital building projects. Board Chairman Hanzlik appointed Mike Sheppard, owners representative, Jim Parrish, administrator, Kent Maher, legal counsel, Kevin Chatfield, board member, and Tom Calla, the building project architect, to the selection committee. Legal counsel Maher gave an update of the process, noting that a request for qualifications was advertised and mailed out, and the list of contractor firms responding was reviewed, rated and narrowed down. A request for proposals will be sent to the contractor firms who are on the short list. Once the process of selecting a contractor is complete, a proposed contract will be presented to the board for approval.

Motion by board member Hopfer and second by board member Chatfield to approve appointment of the CMAR selection committee members by the chairman. Motion carried unanimously.

**5. Physician Recruitment / Administrator**

Administrator Parrish advised Jade Whitesell has decided not to join HGH. Nurse practitioner Jeremy Hurst has signed his contract and is scheduled to join HGH in November. Parrish is speaking with two orthopedic groups that are interested in working fulltime in Winnemucca along with a pediatric dental group that is interested in a visiting program starting in the fall.

**HOSPITAL BOARD OF TRUSTEE COMMENTS / STAFF REPORTS:**

Board member Hopfer asked owners representative Sheppard for an update on the modular site construction project. Sheppard said many of the utilities have been installed, including the electrical power, a fiber optic line and a telephone service for Dr. Stringham. The contractor dug through an unmarked sewer line that was not shown on the utility map. The railroad apparently used the line in the past. The railroad was not willing to abandon the sewer line, so it was repaired and extended.

Board chairman Hanzlik advised that the evaluation of Administrator Parrish was recently completed. The evaluations came back very positive. Hanzlik said he keeps hearing good reports about the EMS and complimented Administrative Director Songer for his efforts.

**PUBLIC COMMENTARY:**

There was no public commentary.

Board chairman Hanzlik adjourned the July 29, 2014 meeting of the Humboldt County Hospital District Board of Trustees at 6:18 p.m.

**APPROVED:**

**ATTEST:**

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Maurice Hanzlik, Chairman

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Alicia Wogan, Administrative Assistant