

**HUMBOLDT GENERAL HOSPITAL
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 22, 2015 MEETING
SARAH WINNEMUCCA CONFERENCE ROOM**

BOARD PRESENT:

Mel Hummel, Chairman
Ed Hopfer, Secretary
Kevin Chatfield, Member
Michelle Miller, Member
Richard Cook, Member

Kent Maher, Legal Counsel

BOARD NOT PRESENT:

Marlene Brissenden, County Comm. Member

STAFF PRESENT:

James Parrish, Administrator
Sandi Lehman, CFO
Eddy Davis, Controller
Darlene Bryan, CNO
Rose Green, HR Director
Mike Bell, IT Director
Pat Songer, Administrative Director
Jana Sperry, Patient Relations Director
Leonard Perkinson, M.D.
Alicia Wogan, Administrative Assistant
Melissa Lopez, Administrative Support
Ken Whittaker, Operation Captain
Debbie Whittaker, Community Paramedic Mgr.
Shauna Barsanti, Business Office Manager
Lonnie Hammargren, Clinic Manager
Shar Pedersen, Quality Manager
Theresa Bell, Purchasing Manager
Bryn Echevarria, Radiology Manager
Gregory Harding, Materials Management
Duane Grannis, Maintenance
Tiffani Nalivka, Dietitian
Jared Oscarson, EMS
Fergus Laughridge, EMS

GUESTS:

Mike Sheppard (Owners Representative), Millie Custer, Joyce Sheen (Humboldt Sun), Nicole Maher (Public Relations Director) and Robin Monchamp.

CALL TO ORDER:

Board chairman Hummel called the September 22, 2015 board meeting to order at 5:30 p.m. and noted that the board is going to tour the building-facilities expansion project construction site and observe and inspect the emergency air medical transport services helicopter before the meeting business begins

PUBLIC COMMENTARY:

There was no public commentary.

MEDICAL STAFF REPORT:

Dr. Perkinson said that as a direct result of board decisions, the hospital is stable and strong, and medical staff is able to address issues and crises that come up. The Elko Hospital recently went without obstetrics coverage for almost a day; however, because of the HGH board, administration and EMS implemented systems, HGH provided coverage and received a patient by air from Elko. The helicopter was called

yesterday to McDermitt to respond to a pregnant patient; upon arrival and assessment of the situation, the crew contacted the patient's local physician and the physician ordered the patient flown directly to Reno, which saved the patient six to eight hours of critical time. Perkinson said the air ambulance is an impressive addition to the community.

EMS UPDATE:

Administrative Director Songer said in August there were 244 call outs, 31 inter-facility transports, ten rescues and one McDermitt transport. EMS took the new HGH ambulance to the EMS World Show in Las Vegas which had 5,000 attendees from approximately 50 countries. The HGH ambulance was one of the top vehicles shown. Songer was informed there were approximately 14 duplicate orders for ambulances using the HGH design. Songer gave an update on the emergency services provided to Orovada and McDermitt.

ADMINISTRATION REPORT:

Administrator Parrish said in August there were eight charity care program applications, and all were approved. \$31,453 was written off. The Patient Access Department assisted 25 patients with Medicaid applications, responded to 809 questions in person and 724 by telephone, and there were seven billing errors handled.

Board member Chatfield asked if HGH will be assisting with the Tonopah hospital. Parrish replied that HGH offered to assist Tonopah with an ALS Ambulance and a physician, but Tonopah chose not to accept the offer. Board Member Miller asked if extra patients from Elko will put a strain on staff or the Patient Access Department. Parrish noted that the majority are Medicaid patients and it is not known what the effect will be, but the biggest concern is with obstetrics patients. Dr. Perkinson said the number of patients not getting prenatal care has increased.

Melissa Lopez, Administrative Support, gave a presentation on the board role in credentialing. Parrish advised that when the board receives the physician file, the credentialing process is complete and Medical Staff has reviewed the file. Board chairman Hummel asked why reappointments had to be credentialed, and questioned if other facilities notify HGH when a claim or incident has occurred. Other facilities do not notify HGH of claims or incidents. Dr. Perkinson advised that there are travelers or specialists who often serve multiple sites, and there is no way of knowing their history without undertaking the credentialing process.

Jana Sperry, Director of Patient Relations, gave a presentation on her recent activities. Board members Miller and Chatfield inquired about the patient portal; Sperry explained. Darlene Bryan, DON, explained the sign up process and what happens after the sign up occurs. Miller asked about an action plan, and Sperry advised it is possible to do some benchmarking.

CONSENT AGENDA:

Board member Cook advised that he would like to change the August 25, 2015 meeting minutes on page 5 under public commentary to read "Whittaker alleged Brissenden informed her...." because Board member Brissenden is not here to refute the comment. Legal Counsel Maher advised that minutes reflect the substance of what occurred at a meeting, and, in this case, the minutes reflect what Whittaker said. The minutes do not verify if the speaker's comments are true or false, they only reflect the comments.

Board member Cook advised that he would like to change the April 28, 2015 meeting minutes under action items number 4 dealing with the agreement for hybrid air medical program to read "...board member Brissenden did not vote." Cook said he believes she did not have an opportunity to vote as it went a little

fast and she abstained. Legal Counsel Maher said that after administration received an email from Brissenden regarding her not voting, several persons listened to the audio recording; there were four audible aye votes (Hummel, Hopfer, Chatfield and Miller) and one audible nay vote (Cook), which means one board member did not vote, which was Brissenden. Accordingly, the minutes should reflect that the motion carried with board members Hummel, Hopfer, Chatfield and Miller voting aye, board member Cook voting nay, and board member Brissenden not voting. Board member Miller said this is frustrating to her as a board member because board members know when to vote and when they vote aye or nay or abstain. Miller said this is not a game, the board is dealing with important issues and as such they must be responsible. Board member Chatfield agreed.

Motion by board member Hopfer and second by board member Miller to approve the consent agenda as presented with a correction on the April 28, 2015 board meeting minutes to revise the vote on action item number 4 to read: "Motion carried with board members Hummel, Hopfer, Chatfield and Miller voting aye, board member Cook voting nay, and board member Brissenden did not vote." Motion carried unanimously.

PRESENTATION REVIEW/ APPROVAL OF FINANCIAL REPORTS:

Motion by board member Chatfield and second by board member Hopfer to approve the August 2015 warrants and disbursements as presented. Motion carried unanimously.

Administrator Parrish presented the August 2015 financial reports. Parrish addressed questions about how the budget compares to this time last year, and how much the budget has grown or changed from last year.

Motion by board member Miller and second by board member Hopfer to approve the August 2015 financial reports as presented. Motion carried unanimously.

DISCUSSION / ACTION ON ITEMS OF BUSINESS & OTHER REPORTS:

1. Administration / tour of emergency air medical transport services helicopter and facilities / Administrator

Board members, staff and the public observed a landing of the emergency air medical transport services helicopter and inspected the helicopter. No action was taken.

2. Administration-Building Planning / tour of building-facilities expansion project construction site / Administrator-Sletten Construction-CTA-Owners Representative

Board members and staff toured the building-facilities expansion project construction site with the Owners Representative and representatives of Sletten Construction, the building project contractor. No action was taken.

3. Administration-Building Planning / update on building-facilities expansion project construction / Administrator-Sletten Construction-CTA-Owners Representative

Mike Sheppard, Owners Representative, gave an update on the construction project and apologized for not being able to take the public on the construction site tour. If any member of the public wants to tour the construction project, they should contact Sheppard or administration and a tour can be set up. Sheppard explained the benefit of combining the project phases. The project Superintendent has been ticketing sub-contractors for parking on the street by the ball field. The only complaint about the project received to date was from a nearby resident when the concrete pouring took place at 4 a.m. Sheppard explained to the resident why they had to start the concrete pour at the early morning time. When the explanation was received, the resident indicated she understood and that she was fine with the interruption which lasted for a couple of days. There is power off the grid to the West Clinic. Sheppard noted the traffic flow around

the project is going well. Sheppard reviewed project costs and answered question about the contingency fund for phase five. No action was taken.

4. Administration / update on accounts receivable / CFO

Sandi Lehman, CFO, gave an update of accounts receivable on what has been completed, implemented and ongoing projects. Lehman answered questions regarding milestones, accountability and management oversight. No action was taken.

5. Administration / ratify agreement for emergency air medical transport services / Administrator

Administrator Parrish commended Administrative Director Songer for putting together the air ambulance program. Parrish said that the air medical services agreement is now in final form and needs to be ratified. Board member Cook said board member Brissenden sent the agreement to Dick Robie who reviewed the documents and expressed concern that the agreement should be with MedEx Air One, not an LLC chain and that the contract was backdated to June 23, 2015, at a time when the company did not exist. Legal Counsel Maher explained that: (i) Jovi Holdings is the legal entity who is entering into the agreement, and they do business under a fictitious name as MedEx Air One, which is a common practice; (ii) the agreement requires that the air medical services provider be licensed with the state; MedEx Air One is licensed with the state; (iii) the contract can be dated whatever date is chosen; the date written on the agreement by the provider is the date that the provider signed the agreement, it is not the date of the agreement because it has not been finally accepted by the Hospital District; and, (iv) there are no liability concerns because the contract services were not being provided or performed because the service was not in operation. Maher reviewed the history of contract, and answered questions about the term of the contract, advising it is for a five year period and noted the company is renting housing from the District for pilot housing.

Motion by board member Chatfield and second by board member Hopfer to accept the air medical five year term agreement effective September 21, 2015 as presented. Motion carried with board members Miller, Hummel, Hopfer and Chatfield voting aye, and board member Cook voting nay.

6. Administration / proposal to offer membership services for emergency air medical transport services for HGH employees at \$39.95 each household / Administrator

Administrator Parrish said that he is removing this item from the agenda, as he is working with the owner of the company on a proposal to provide air ambulance service memberships. Parrish plans to have a proposal for the October meeting. No action was taken.

7. Physician Recruitment / Administrator

Administrator Parrish said recruiting is slow; he has been speaking with a podiatrist who has expressed interest in locating here in 2017, and the numbers are being put together to see if a podiatrist can be supported. Parrish is also working with a nurse practitioner from California. No action was taken.

HOSPITAL BOARD OF TRUSTEE COMMENTS / STAFF REPORTS:

Board member Hopfer said he appreciated the patience of the people in the audience who waited while the building tour took place. Hopfer said he received favorable comments from the family of a person cared for by Dr. Perkinson. Hopfer thanked all the staff for service and efforts.

Board member Miller complemented the staff for the improvements that have been made to the billing systems.

Board member Chatfield thanked the staff teams for making the hospital a better place for patients and employees. Chatfield said he spoke with a person who had a loved one in three different facilities towards

the end of their life, and two of them were horrible experiences. Chatfield said he appreciates employees and staff that have the passion and drive to do such a good job and administer the services in such a way that makes the patient experience amazing. Chatfield complimented all of the staff for doing a great job.

Board member Hummel thanked all the staff for doing a good job.

PUBLIC COMMENTARY:

Fergus Laughridge, EMS, advised that Saturday September 26, 2015 will be the fourth annual drive through flu shot clinic at the Events Center. There is also a service to businesses to have paramedics come to the business and give flu shots to employees.

Board chairman Hummel adjourned the September 22, 2015 meeting of the Humboldt County Hospital District Board of Trustees at 8:15 p.m.

APPROVED:

ATTEST:

Mel Hummel, Chairman

Alicia Wogan, Administrative Assistant