



MINUTES OF THE NORTHERN NYE COUNTY HOSPITAL DISTRICT BOARD OF TRUSTEES

101 Radar Road, Tonopah, NV 89049

November 15, 2018

6:00 PM

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Chairman Eason opened the meeting at 6:00 p.m.

Present: Chairman Ken Eason
Vice-Chair Cathie Clifford
Secretary / Treasurer Zimmerman
Trustee Karmin Greber
Trustee Roni Link

Item #1, Pledge of Allegiance.

Led by Secretary / Treasurer Zimmerman.

Item #2, Approval of the Agenda for November 15, 2018 (Non-action Item)

Secretary / Treasurer Zimmerman recommended the removal of item 5.

Chairman Eason accepted Justin's recommendation.

Item #3, GENERAL PUBLIC COMMENT (Three-minute time limit per person.) Action will not be taken on the matters considered during this period until specifically included on an agenda as an action item (first).

None.

Item #4, Announcements (first)

Chairman Eason congratulated Secretary / Treasurer Zimmerman and Donald Kaminski on their recent election win. Justin will continue as a Board Member for another four years, and Don will join the Board in January taking Chairman Eason's seat.

Item #5, For Possible Action – Emergency Items

Removed from the agenda.

Item #6, Trustees'/Liaison Comments (This item limited to topics/issues proposed for future workshops/agendas)

None.

GENERAL BUSINESS

Item #7, No Action – 1) Presentation by Renown Health and Regional Emergency Medical Services Authority of their September 2018 reconciliation packages; and 2) update on the progress made regarding the implementation of services pursuant to the professional services agreements entered into on December 20th, 2017.

Jessica Thompson represented Renown Medical Group in Tonopah. She announced that their primary care numbers increased by about 50 patients over October. She also reported a steady increase in their urgent care numbers. Jessica also announced that their Physician's Assistant, Lisa Logan's start date has been set as November 26th, and they have started to schedule patients for her already.

Vice-Chair Clifford asked if Lisa would also handle urgent care patients.

Jessica responded that if Lisa's schedule is open, yes, they will fill Lisa's time before they make use of urgent care telemedicine. Jessica also stated that Dr. Zsikla will be adjusting her schedule to offer half a day on Wednesday, fill in the half of the day on Thursday when Lisa leaves for her commute back to Las Vegas, and also all day on Friday.

Trustee Link asked about a patient that EMS had picked up from the hospital campus.

Jessica responded that they were unaware of this person, they never entered the clinic. As she understood it, police responders told the individual about the clinic, and he did not want to make use of it, he wanted an ambulance. This was a person traveling through town.

Trustee Greber said that she had heard that Renown did not maintain an AED in the clinic.

Jessica responded that that was incorrect, Renown has had an AED on hand since the day they opened.

Kevin Romero represented REMSA. He started his presentation by referring to the patient that had called 911 from the ambulance bay and wouldn't walk into the clinic. He said that he can attest that this sort of thing happens in the city all the time.

He went on to detail the number of community paramedic responses in the month of September. He said they are staying steady between 30 and 40 per month. He said that they would like to see a decrease in the number of hospital transports. He said hitting this goal would mean that we have adequate BLS staffing, which has improved. This would allow the community paramedics to do evaluations and referrals which is the line of work they are supposed to be doing. Decreasing the number of transports will keep a form of BLS or ALS service in the community for secondary emergencies or true emergencies. He said that he is happy with the fact that the number seems to be dipping off a little bit.

Kevin also reported that the calls to the Nurse Health Line are remaining steady as well. He said next month will likely remain the same, but by the time flu season starts we can expect an uptick.

Trustee Link said that there had been a recent incident where a child was concerned for their parent. He called REMSA dispatch in Reno and REMSA was sent to the parent's home. She asked if that was normal, that REMSA could be dispatched without the use of the 911 system.

Kevin reminder Trustee Link that there are two dispatch methods, the traditional 911 system, and also the Nurse Health Line, which can also dispatch the Community Paramedic.

Kevin went on to state that REMSA is getting great returns on the Patient Satisfaction Surveys.

Kevin stated that they were able to train their Community Paramedics on a new medication pump. This is critical for administering medication during transport taking several hours. He said they were also trained on a McGrath Video Laryngoscope, a device used in establishing advanced airways. Kevin said that this is of particular significance because REMSA is not currently using these devices in Reno, the Tonopah Community Paramedics are the first to be using them.

Trustee Link asked what they planned to do during inclement weather as far as a covered place to park the QRV.

Kevin said that he was at NACO yesterday and has a meeting scheduled with Assistant County Manager Dellinger to discuss possible locations. He also talked about things they do in Reno such as window covering and external heating to keep the vehicle defrosted. He said they are currently moving the medication in and out of the vehicle to keep it at a standard temperature.

Trustee Link said there had been some discussion about using the ambulance barn on the hospital campus as living quarters for the Community Paramedics.

Kevin said that is also on the agenda for discussion with Assistant County Manager Dellinger. Kevin also said that they will be reconciling the paramedic assists when the Community Paramedic goes in the back of the Nye County Ambulance. He said he understood that Board has discussed how the billing will work when this happens, because Nye County is then able to charge at the higher rate of Advanced Life Support and reconciling how often the Community Paramedic performs these duties. He assured the board that his report is accurate as to how often this happens, and if he needs to do something different to aid in that reconciliation he can do anything to help achieve that. He said that the presence of the Community Paramedic doesn't necessarily mean that the ALS services were provided, but that it can be billed at the ALS level because an ALS provider is attending the patient. He went on to clarify that if Nye County had a fully staffed ambulance and a Community Paramedic gets in the back of an ambulance, it will always be at an Advanced Life Support level. If Nye County doesn't have a fully staffed ambulance, there will be times when the Community Paramedic is involved in the transport of a BLS or Basic Life Support patient. Those instances may not be billed at the ALS level, but REMSA isn't doing the billing and he can't say for sure.

Chairman Eason asked if the Community Paramedic was doing any work in the clinic.

Jessica answered that they are not doing procedures but have assisted with moving patients around.

Kevin said that they are waiting on the provider to be in place in the clinic. The Community Paramedic can perform Advanced Community Paramedicine under the advisement of a provider.

Item #8, No Action – Update on USDA Community Facilities, Technical Assistance and Training Grant; and 2) update on progress made regarding the professional services agreement entered into on October 25, 2018 presented by Dr. Pillers of Biowerx Consulting, LLC.

Dr. Pillers shared what he proposed to do in the first three months of this project and he said that he has gotten much of it done in the first three weeks. He said that much of what we want to accomplish will happen after a healthcare needs analysis. The needs analysis will drive the facility analysis. He said that he has found a reputable group and gotten a quote from them to perform the healthcare needs analysis, for around \$10,000.00. He also said that he had done some light research into the costs of the facility analysis and that could be anywhere from \$50,000.00 to \$100,000.00. He talked to Cheryl Couch with the USDA, and if the facility assessment is done to USDA standards, and the intent is to approach the USDA for funding for the next steps the USDA will reimburse the cost of the facility assessment.

Dr. Pillers also said that he created a Google Cloud drive with two terabytes of space to house all of the

data the district currently has and anything new that is generated. The cost is \$10.00 per month, which he will pay and include on his monthly invoice to the Board.

Dr. Pillers talked about a recent trip to see JML Holding's facilities in Las Vegas. He visited a site that is under construction. He said he observed an intention and a skillset that is what the Board is looking for. He also stated that JML Holdings has offered to pay for both the needs and the facility assessment. He said that he wants to take their money but wants to make sure that accepting the offer won't create a bias.

Russell detailed his conversation with Cheryl Couch regarding the Community Facility Technical Assistance and Training Grant. He said that the intent of the grant was to create a multi-community end result. This set aside \$40,000.00 in grant funds to be spent in communities other than Tonopah. This didn't leave much to focus on the infrastructure needed in Tonopah. Cheryl told Russell that we could potentially roll all of the monies into a project focused on Tonopah if we submit a proposal showing that the goal is to create a healthcare hub in Tonopah that can serve all of the outlying communities in Northern Nye County.

Dr. Pillers also said that he had a conversation with Michael Lach about the land he offered to donate to the Board and Michael assured him that the land in questions is free and clear of liens. He only wants it used for a hospital, he doesn't want to see it sold by the District after the donation. He is still very eager to make the donation.

Trustee Link asked if Mr. Lach had a contractor's license, as she had heard that he did, and she felt that might be a conflict.

Dr. Pillers said that he also spoke with Clint Quilter, Inyo County Administrator, regarding a relationship of shared medical services as they are in a similar situation to ours, and they are nearby.

Trustee Link talked about the difficulties EMS sees with taking patients to Bishop, and that there is no way to bring them home. This creates a hardship on the patient.

Chairman Eason asked if crossing state lines with a partnership with a California County, would be an issue.

Russell said that he needs to research this. But optimistically said that if successful, it could serve as a model for future endeavors relating to partnerships across state lines.

Trustee Link asked what happened with the employee records of the previous operator of the hospital campus.

Russell did not know but said he would look into it.

Item #9, For Possible Action – Discussion and deliberation of forms and draft employee policy, including discussion about compensation plan in order to approve, amend and approve or deny Administrative Assistant job description and finalize posting to advertise position.

Trustee Greber asked for questions from the Board.

Vice-Chair Clifford said that all the details contained on the forms were not decided by the Board. She wanted to be able for the Board to determine whether or not to pay benefits, PERS, the wage itself.

Trustee Greber said that all of the details were contained in the back up she'd provided.

Vice-Chair Clifford said that those details had not been discussed by the Board and approved.

Trustee Greber asked Secretary / Treasurer Zimmerman if that was accurate.

Secretary / Treasurer Zimmerman stated that the Board had approved hiring a secretary, but the job description, the hourly wage, every single detail was on the table tonight for discussion and possible approval.

Vice-Chair Clifford asked if the amount was also up for approval tonight.

Secretary / Treasurer Zimmerman said that the dollar amount, the number of hours worked, the job description, job duty line items, the employee policy, every line of the backup provided was open for discussion, deliberation, amendment and approval tonight.

Vice-Chair Clifford said that she'd like to see the job title amended from Administrative Assistant to Secretary as that is what the Board had previously approved.

Secretary / Treasurer Zimmerman confirmed that the verbiage in the motion that approved hiring an employee was Secretary not Administrative Assistant.

Vice-Chair Clifford said that she wanted it to be made clear that the employee would not do anything without direction from the Board.

Trustee Greber said these changes could be easily accommodated. She went on to say that the goal of this position was to consolidate communication, take over Secretary / Treasurer Zimmerman's duties with regard to the clerical aspect of the meetings, provide for timely response to inquiries and to encourage public involvement. This would allow for a presence that the public can interact with while the Board Members are busy with their day jobs.

Vice-Chair Clifford said that she wanted the employee to keep accurate and detailed logs of their work, because she is skeptical about the need for a minimum of 19 hours of work per week.

Trustee Link asked if Secretary / Treasurer Zimmerman had ever kept a full accounting of hours spent doing work for the Board.

Secretary / Treasurer Zimmerman said that he had not but speculated that the clerical duties work out to less than 19 hours per meeting. He stated that the employee will be able to log their tasks performed on their timecard through the County's payroll system. He did not think that the benefit the Board would receive from this employee would be worth the cost.

Trustee Greber said that the concept was to model this position around the positions of boards similar to ours. She went on to state that the tasks this person would perform would not be limited to those of a single Trustee or the Chairman, but any Board Member could assign them whatever task they liked. One Board Member would be responsible for administering their workflow as designated by the Board for generally a 12-month period. She asked the Board Members if they felt the employee would provide a benefit for the Board.

Chairman Eason said that he thought the employee would be a benefit to him. He'd like someone to do some research for him. He also stated that the board had just hired Dr. Pillers as a consultant and he will alleviate much of that pressure. He wasn't sure if he was spending as much time working for the Board as Secretary / Treasurer Zimmerman was, but nearly as much.

Secretary / Treasurer Zimmerman echoed the Chairman's comments about Dr. Pillers being able to take over some of this workload and reducing the need for an employee.

Trustee Link asked Dr. Pillers how he felt about taking meeting minutes.

Secretary / Treasurer Zimmerman reminded the board of the low and no cost options he had presented to them previously. The Board had shown no interest in those options and preferred to hire an employee at great expense. He restated that by simply moving the meetings back into the normal hours for conducting business, there would be County staff available to handle all of the clerical work he was having to do. This would be done at no cost to the Board as it was done when the meetings were previously held in the day. He also stated that there were boards that had hired people to perform these clerical tasks for less than \$100.00 per meeting, that was a much more cost-effective option than hiring an employee.

Vice-Chair Clifford expressed that \$19.00 per hour and 19 hours per week minimum with PERS and benefits was too high.

Secretary / Treasurer Zimmerman said that he understood the push for the high wage and the benefits package as a method of incentive to hire the caliber of person the Board needs. But, with these alternatives he had presented, and Dr. Pillers being in place now, he had an issue with the price tag.

Trustee Link said that both sides make good arguments. She said that having someone else to do the minutes and serve as point of contact would be a benefit. She agreed that with having Russell on board, he is already doing much of that work. She agreed that saving money with day time meetings and having County staff attend to these clerical requirements was a good idea but expressed concern over members of the community not being able to attend day time meetings. Roni also said that REMSA and Renown would have greater difficulty attending daytime meetings.

Secretary / Treasurer Zimmerman said that Renown and REMSA could be teleconferenced in if travel became an issue, as they had attended meetings remotely last year.

Trustee Greber asked Secretary / Treasurer Zimmerman how accessible this alleged free support was.

Secretary / Treasurer Zimmerman said that when the Board was holding the meetings at 2:00PM, it was never an issue, the staff was always present. The Board sets their meetings a month in advance, and that is plenty of time to coordinate your calendar.

Trustee Greber asked about additional meetings.

Secretary / Treasurer Zimmerman said that there would always be an exception to the rule. Anything out of the ordinary will have to be dealt with as it comes up. Even an employee is going to take a sick day. If it were to happen that Justin had to deal with the clerical work of a meeting on his own, if it meant saving the District \$50,000.00 a year on an employee, he would gladly do it.

Chairman Eason said that the idea originally was a good idea. He said that Russell coming on board was not something the board had anticipated. He said that his term ends with the calendar year and there will be a new member in his place after that point. He suggested the board table this item and see how Russell's monthly reports are going and review the possibility of hiring an employee in 60 or 90 days.

Trustee Greber said that another aspect that had come up was the aspect of continuity with regard to administrative staff. She said that Commissioner Wichman had previously made a statement that County staff are handling three times the workload they previously were because they were so short staffed, and if the board were able to get the support that Secretary / Treasurer Zimmerman is talking about, she certainly didn't think it would be for free. She went on to state that she is doing about 20 hours of work per week, and much of that is work that she could delegate to a secretary to format that Trustee Greber could then just approve, she said that she could work with that. She said there is a lot of time involved. She didn't like the idea of tabling, she asked if the Chairman would entertain a motion.

Horace Carlyle offered public comment. He stated that he could see 19 hours. But he told the Board that they are in danger. He asked how the Board was to communicate, and how they would get anything done.

He said there are sequential rules unless the Board has a neutral party, someone who is an administrator. He said that the board can't, as a group, talk among themselves out of public domain. He wished the Board luck and said that he would be the first one to file against them.

Trustee Link said that these remarks came as a surprise to her.

Horace responded that she shouldn't be surprised because he documents everything.

Vice-Chair Clifford expressed support for Chairman Eason's idea about waiting and reviewing in 90 days.

Chairman Eason said he thought that the Board does need someone, but there are many details, like a work location, that need to be identified.

Trustee Greber said that all of those resources are moving into place.

Vice-Chair Clifford said that with regard to need for continuity, there are four Board Members continuing on with the Board. She didn't see continuity being an issue.

Secretary / Treasurer Zimmerman said that the work location is something else that is giving him pause. He said he was comfortable with the idea of this person reporting to work in the courthouse and knowing that there would be some sort of oversight provided. But, now hearing that there isn't actually a location for them to work in, obviously this needs to be put on hold until that is determined. He said that just this morning he was approached by an interested party that identified a fellow trustee as telling them point blank this person will work from home. He said that he is not interested in that at all.

Trustee Greber said there are Town owned locations and various other County owned locations, other than the courthouse proper that she is researching with Assistant County Manager Dellinger's assistance.

Chairman Eason asked if the District's bylaws governed employees.

Secretary / Treasurer Zimmerman responded that they didn't.

Trustee Greber responded that this governance is contained in the employee policy.

Secretary / Treasurer Zimmerman reminded the board that this employee policy had not been approved by the Board.

Chairman Eason asked Dr. Pillers how he felt about dealing with the 5 Trustees, or if he would prefer a staff member.

Dr. Pillers responded that when various things come up, he does need a body to talk to. He said that right now he is leaning a lot on Secretary / Treasurer Zimmerman. He said as things progress, and we move forward with the various assessments that we need to have performed, and we go through the process of approving Requests for Proposal and certain associated expenditures there will need to be an official way for him to know that he can step up. He said that he wasn't sure if an administrative assistant was the right entity for that or if it would have to be done in the public meeting forum. He went on to say that having someone on hand at all times during the working week that he can get a hold of would be a benefit to him, but in the three weeks he's been on the job so far, he's been able to get things done.

Secretary / Treasurer Zimmerman said that those things would require a public meeting. No individual Trustee can approve an expenditure or anything along the lines of an RFP.

Trustee Greber asked if the Board would consider approving the staples contained in her backup and consider moving forward with the job posting later down the road.

Vice-Chair Clifford said she wouldn't support the payment terms as they read currently.

Trustee Link expressed that she has a problem providing benefits and PERS to a part time employee, when she herself is a part time employee putting her life on the line every time she gets in an ambulance, and not qualifying for this benefits package. She said that she is opposed to a person working a desk job for 19 hours a week getting full benefits.

Chairman Eason presented the idea of starting the employee off at less than 19 hours and no benefits, seeing how the workload goes, and increasing the pay and adding benefits if the need was there.

Trustee Greber said that the people she had been recruiting for this position won't accept less than full benefits and 19 hours per month minimum, as they are already vested in PERS. She stressed again, that this person wouldn't just perform Secretary / Treasurer Zimmerman's duties but also work of a higher caliber. She suggested that the board consider putting the employee policy, job application and job description into place. They can be edited at any time, withhold the job posting for now, and review at a future meeting.

Trustee Greber moved to accept the job description, job application and employee policy as written, with the provision the Board change the job title from Administrative Assistant to Administrative Secretary.

Trustee Link asked if she needed to say anything about withholding the job posting.

Secretary / Treasurer Zimmerman said that if Trustee Greber excludes any reference to the job posting from her motion, that would be sufficient as her motion clearly identified the documents that were being approved. Secretary / Treasurer Zimmerman then offered his second.

The motion passed 4-1 with Vice-Chair Clifford opposed.

Secretary / Treasurer Zimmerman wanted the Board to be clear on what had just happened. He stated that before this position is posted, before anyone is hired, this item will come back before the Board.

Chairman Eason again said he thought someone needed to be hired.

Secretary / Treasurer Zimmerman said that he also liked the idea of a staff member. He stated that he knows no one wants to acknowledge the budget, but with the three professional service agreements the Board has in place now, their expenditures are outpacing the average annual revenues they are receiving. Justin said that this is fine for now as the District has a bit of a nest egg built up, but it will not last forever.

Item #10, For Possible Action – Discussion and deliberation to approve, amend and approve or deny a Letter of Support to the Nye County Board of County Commissioners suggesting the timeliness of renegotiating the current lease agreement in effect for the hospital campus between Nye County and Renown Medical Group.

Trustee Greber announced this item as having come from Nye County Administration as a direct recommendation, and in response to the care gaps that Renown identified. Opening the lease up to other tenants will allow more services to be offered at the hospital campus. She stated that this renegotiation is not intended to have any effect on the services that Renown is currently offering.

Chairman Eason stated that this renegotiation is not intended to be an affront to Renown.

Trustee Link asked if the County would still maintain ownership of the hospital campus.

Chairman Eason said that renegotiating the lease doesn't change ownership.

Trustee Link motioned to approve the letter of support.

Vice-Chair Clifford offered her second.

Motion passed 5-0.

Item #11, For Possible Action – Approval of invoices for payment.

Vice-Chair Clifford asked why the Board didn't have an invoice from Renown.

Secretary / Treasurer Zimmerman reminded the Board that there were two invoices from Renown last month.

Trustee Greber motioned to approve the invoices.

Vice-Chair Clifford offered her second.

Motion passed 5-0.

Item #12, For Possible Action – Discussion and deliberation of the minutes from the August 16, 2018 meeting and the September 20, 2018 meeting.

Vice – Chair Clifford made a motion to approve both sets of minutes.

Secretary / Treasurer Zimmerman offered his second.

The motion passed 5-0.

Item #13, For Possible Action – Discussion and deliberation to set the next meeting location, time and date.

Secretary / Treasurer Zimmerman said that the next third Thursday is December 20th.

Secretary / Treasurer Zimmerman made a motion to set the next meeting location, time and date as December 20th, 2018 at 6:00PM in the Commissioner's Chambers.

Trustee Link offered her second.

Motion passed 5-0.

Item #14, General Public Comment (second)

Don Kaminski said that he is honored to be voted in as a new Board Member. He said that he hopes to be an asset. He then said that he had just gotten a text message from Sarah Allen and wanted to announce that November 11th through the 17th is National Nurse Practitioner Week.

Trustee Greber thanked Marie Peterson for her service to the community.

Item #15, Announcements (second)

Chairman Eason said that Horace Carlyle is always in attendance at the Board's meetings, and he always contributes. He said that he is always glad to see him, and he keeps the Board on its toes.

Item #16, Adjourn.

Meeting adjourned.

ADJOURN

Approved this 20th day of December 2018.

A handwritten signature in black ink, appearing to read "Ken Egan", written over a horizontal line.

Chair