

WHITE PINE COUNTY HOSPITAL DISTRICT

WILLIAM BEE RIRIE HOSPITAL

BOARD OF TRUSTEES

MINUTES

This was a duly noticed Regular Board of Trustees Meeting of the White Pine County Hospital District Board of Trustees held Monday March 26, 2018 at 5:00 p.m.

**TRUSTEE'S PRESENT**

Burton Hilton – Chairman  
Richard Rowley – Trustee  
Wade Robison – Trustee  
Julie Gianoli – Secretary  
Leslie Martin - Trustee  
Michael Mugosa, M.D. – Trustee/  
Chief of Staff

**STAFF PRESENT**

Matthew Walker - Chief Executive Officer  
Susan Martin – Administrative Assistant  
Edwin Szewczyk, CFO  
G. Norman Christensen, M.D.  
Tracie Gust, RN – CNO  
Richard Sears – Attorney  
Nancy Baker, DO  
Valerie Miller, M.D.

**TRUSTEE'S ABSENT**

**STAFF ABSENT**

**GUESTS PRESENT**

Carol McKenzie  
Jonathan Johnson  
Deena Andrade

Attached hereto is the sign-in sheet and by reference incorporated herein.

**WHITE PINE COUNTY HOSPITAL DISTRICT**

**Regular Board of Trustees Meeting**

- |   |              |
|---|--------------|
| <b>1. Call to Order</b>   | <b>I</b>     |
| <b>2. Roll Call</b>   | <b>I</b>     |
| <b>3. Public Comment:</b> <i>Comments not exceeding five (5) minutes in length will be accepted from the general public in attendance. If any are made, there</i> | <b>I / D</b> |

*may be discussion upon these comments. No vote, decision, or action may be taken upon matters raised under this item until it is formally placed on the agenda as an action item. **Comments during Discussion Items will not be accepted from the General public.** “Section 8.05, of the Nevada Open Meeting Law Manual indicates that the Public Body may prohibit comment if the content of the comments is a topic that is not relevant to or within the authority of the Public Body or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers”.*

**4. Approval and reading of minutes of the last regular meeting and of any special meetings, which may have been held since the last Regular meeting.**

- 1) Regular Meeting – February 19, 2018, I / D / A**
- 2) Closed Special Meeting – February 19, 2018 I / D / A**

**UNFINISHED BUSINESS**

- A. Enterprise Safety & Risk Management & Quality Assurance I / D**
- B. Financial / Statistical Reports**
  - 1) Review and Approval of Financial Statements For the Period Ended:**
    - a) February 28, 2018 - Edwin Szewczyk, CFO I / D / A**
  - 2) Request for Approval and Presentation of Vouchers – Julie Gianoli**
    - a) Accounts Payable – vouchers #110395 and 110640 I / D / A**
    - b) Refunds – void voucher # 7108 through # 7109 I / D / A**  
**vouchers # 7213 through # 7233 I / D / A**
    - c) Payroll – vouchers # 33053 through # 33151 I / D / A**  
**void voucher # 33098 I / D / A**
    - d) Bad Debt – Self Pay and Medicare I / D / A**

**NEW BUSINESS**

- A. Presentation from Amy’s Eden Assisted Living I / D**
- B. Review/Discuss/Approve Critical Need Position and Retiree Reemployment Notification for Nevada PERS regarding Thomas E. Blitsch, M.A., M.F.T, employment extension. I / D / A**
- C. Review/Revise/Approve Governance Policies – Chairman Hilton**
  - 1) 1.7 Financial Conditions and Activities I / D / A**
  - 2) 1.8 Emergency CEO Succession I / D / A**
- D. Open Discussion Hospital Billing, Bad Debt and Collections I / D**

- E. Appointments/Re-appointments – Mike Mugosa, M.D. -**
- 1) **Appointments:**
    - a. Gaurav Jain, M.D. - Nephrologist I / D / A
    - b. Jusmin R. Patel, M.D. - Nephrologist I / D / A
  - 2) **Re-appointments:**
    - a. Dalia Zaky Dawoud, M.D. - Nephrologist I / D / A
    - b. Rajeev Prasad, M.D. - Nephrologist I / D / A
- F. Administrators’ Report – Matt Walker, CEO I / D**
- G. Correspondence Received Since Last Meeting:**
- 1) Letter from Judi Bourbeau I / D
  - 2) Thank you card from White Pine Care Center I / D
- I Set Date and Time for the Next Regular and/or Special Meeting**
- 1) Next Regular Meeting – Monday, April 23, 2018 at 5:00 pm I / D / A
- J. Board Comments: I / D**
- K. Staff Comments: I / D**
- L. Public Comment** *Comments not exceeding five (5) minutes in length will be accepted from the general public in attendance. If any are made, there may be discussion upon these comments. No vote, decision, or action may be taken upon matters raised under this item until it is formally placed on the agenda as an action item. **Comments during Discussion Items will not be accepted from the General public.** “Section 8.05, of the Nevada Open Meeting Law Manual indicates that the Public Body may prohibit comment if the content of the comments is a topic that is not relevant to or within the authority of the Public Body or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers”.* I / D
- M. Adjournment I / D / A**

**I – Information / D – Discussion / A – Action**

\*\* Note: The meeting minutes are presented as outlined on the posted agenda. The meeting may have visited agenda items out of order.

## 1. Call to Order

Chairman Hilton called the White Pine County Hospital District Board of Trustees Regular Meeting to order on Monday March 26, 2018 at 5:00 pm.

## 2. Roll Call

Chairman Hilton noted the sign-in sheet reminding everyone to sign in.

- 3. Public Comment:** *Comments not exceeding five (5) minutes in length will be accepted from the general public in attendance. If any are made, there may be discussion upon these comments. No vote, decision, or action may be taken upon matters raised under this item until it is formally placed on the agenda as an action item. **Comments during Discussion Items will not be accepted from the General public.** "Section 8.05, of the Nevada Open Meeting Law Manual indicates that the Public Body may prohibit comment if the content of the comments is a topic that is not relevant to or within the authority of the Public Body or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers".*

Chairman Hilton asked for public comment. Seeing none Chairman Hilton moved on to item four.

## 4. Approval and reading of minutes of the last regular meeting and of any special meetings, which may have been held since the last Regular meeting.

### 1) Regular Meeting – February 19, 2018

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of February 19, 2018 as changed.

**MOTION:** Vice-Chairman Rowley moved to approve the minutes for the Regular Board of Trustees Meeting of February 19, 2018 as changed. The motion was seconded by Trustee/Secretary Gianoli and carried.

### 2) Closed Special Meeting – February 19, 2018

Chairman Hilton entertained a motion to approve the minutes for the Closed Special Board of Trustees Meeting of February 19, 2018.

**MOTION:** Trustee/Secretary Gianoli moved to approve the minutes for the Closed Special Board of Trustees Meeting of February 19, 2018. The motion was seconded Vice-Chairman Rowley by and carried.

**UNFINISHED BUSINESS**

**A. Enterprise Safety & Risk Management & Quality Assurance Update**

Matt reported to the Board of Trustees; one new workers comp case for February.

**B. Financial/Statistical Reports**

**1) Review and Approve Financial Statements for the period ended:  
 a) February 28, 2018**

Edwin Szewczyk, CFO reviewed the February 28, 2018 financial statements with the Board of Trustees:

- Total operating revenue of \$2.3 million was better than budget and prior year. Volumes statistics impacting total operating revenue materially were:

	<u>Actual</u>	<u>Budget</u>	<u>Prior</u>
Total IP Discharges	47	38	43
ER Visits	406	436	478
OP Labs	679	737	699
OP Imaging	270	277	257
Clinic Visits	2,687	2,328	2,455

- Operating expenses of \$719 thousand were better than budget and prior year. Salaries & benefits expense of \$ 1.38 million were better than budget and worse than prior year. Material expense line item variances include:

	<u>Actual</u>	<u>Budget</u>	<u>Prior</u>	<u>Variance Explanation</u>
Supplies	150,153	229,729	187,162	Timing of expense
Repairs & Maintenance	9,745	25,331	31,956	Timing of expense
Misc Expenses	78,890	105,344	111,565	Timing of expense

- 340(b) receipts are less than expected due to Ridley’s being removed from the program. Reinstatement with new plan management in April 2018, is expected to return plan receipts to near prior levels.
- The net gain for February 2018 is \$422 thousand.
- Cash increased \$770 thousand from the prior month and is expected to continue to increase with continued AR “catch-up” while the in-house billing conversion continues to improve. Cash levels are approximately at pre-November first (AR conversion to in house) levels. An estimate of total net cash gain YTD for fiscal year 2018 is:

YTD Total Loss	(158,000)
Add Back Depreciation Expense	<u>912,000</u>
Estimated Total YTD Cash Generated	<u>754,000</u>

- Reconciliation of YTD Net Loss:

YTD Total Loss	(158,000)
Total Operating Revenue Budget Deficit	485,000
Wages & Benefits Budget Deficit	100,000
Operating Expenses Budget Deficit	117,000
Other	<u>34,000</u>
YTD Total Budgeted Gain	<u>578,000</u>

Edwin reviewed all graphs and answered all questions from the Board of Trustees. A goal will be determined for cash on hand, and added to the financial statements, along with the days in A/R.

Chairman Hilton entertained a motion to approve the Financial Statements for the period ending February 28, 2018.

**MOTION:** Vice-Chairman Rowley moved to approve the Financial Statement for the period ending February 28, 2018. The motion was seconded by Trustee Robison and carried.

**2) Request for Approval and Presentation of Vouchers**

**a) Accounts Payable Voucher:** Trustee/Secretary Gianoli presented accounts payable vouchers:

02/22/2018	110395-110528	\$ 299,108.48
03/05/2018	110529-110530	\$ 1,582.83
03/08/2018	110531-110640	\$ 357,895.39

Chairman Hilton entertained a motion to approve the accounts payable vouchers 110395 through 110640.

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 110395 through 110640. The motion was seconded by Vice-Chairman Rowley and carried.

**b) Refunds:** Trustee/Secretary Gianoli presented refunds:

03/06/2018	7108-7109	\$ (229.18)
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Chairman Hilton entertained a motion to approve voided refund vouchers 7108 through 7109.

**MOTION:** Trustee/Secretary Gianoli moved to approve voided refund vouchers 7108 through 7109. The motion was seconded by Vice-Chairman Rowley and carried.

03/15/2018	7213-7233	\$ 1,415.14
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Chairman Hilton entertained a motion to approve refund vouchers 7213 through 7233.

**MOTION:** Trustee/Secretary Gianoli moved to approve refund vouchers 7213 through 7233. The motion was seconded by Vice-Chairman Rowley and carried.

**c) Payroll Vouchers:** Trustee/Secretary Gianoli presented payroll vouchers:

02/16/2018	33053 - 33081	\$ 507,914.49
02/16/2018	33082 - 33084	\$ 74,612.15
02/19/2018	33085	\$ 1,500.00
03/02/2018	33086 - 33110	\$ 482,822.34
02/28//2018	33111 - 33119	\$ 1,437.47
03/16/2018	33120 - 33147	\$ 499,820.61
03/16/2018	33148 - 33150	\$ 129,010.68
03/16/2018	33151	\$ 2,196.50

Chairman Hilton entertained a motion to approve the payroll voucher 33053 through 33151.

**MOTION:** Trustee/Secretary Gianoli moved to approve the payroll vouchers 33053 through voucher 33151. The motion was seconded by Vice-Chairman Rowley and carried.

03/16/2018	void 33098	\$ (11,200.00)
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Chairman Hilton entertained a motion to approve the voided payroll voucher 33098.

**MOTION:** Trustee/Secretary Gianoli moved to approve the voided payroll voucher 33098. The motion was seconded by Vice-Chairman Rowley and carried.

**d) Bad Debt –** Trustee/Secretary Gianoli presented bad debt vouchers:

03/20/2018	Self Pays	February 2018	\$ 273,337.54
03/20/2018	Medicare	February 2018	\$ 24,828.92

Chairman Hilton entertained a motion to approve the bad debt vouchers as presented.

**MOTION:** Trustee/Secretary Gianoli moved to approve the bad debt vouchers dated February 2018 as presented. The motion was seconded by Vice-Chairman Rowley and carried.

**NEW BUSINESS**

**A. Presentation from Amy's Eden Assisted Living**

Deena Andrade and Jonathan Johnson presented to the Board of Trustees the need for

Assisted Living in White Pine County. Deena gave background information on Amy's Eden Assisted Living and Senior Care Homes, confirming she is dedicated to Creating Quality of Life with Love, Respect, Dignity and Compassion. At all Amy Eden Homes' they recognize the importance of independence and dignity by providing the most ideal alternative to nursing homes and large institutions, she feels the homes are warm and flexible to meet individual needs. Deena gave a list of all services provided at the assisted living homes as well as activities. Jonathan Johnson introduced the proposed project for Ely; presenting floor plans and designs for an Assisted Living Home in White Pine County. A discussion followed on the needs for Assisted Living in Ely, as well as ideas on financing options for Amy's Eden and the level of involvement in the project the hospital is willing to provide. The Board of Trustees will discuss the hospital's level of involvement at the next Board of Trustees meeting in April.

**B. Review/Discuss/Approve Critical Need Position and Retiree Reemployment Notification for Nevada PERS regarding Thomas E. Blitsch, M.A., M.F.T, employment extension.**

Matt explained to the Board why PERS is requesting the Critical Need Position Form and Retiree Employment Notification extension. The original critical need position was approved by the Board of Trustees at the May 19, 2016 Board of Trustees meeting. There is a shortage of Behavioral Health providers in the State of Nevada and White Pine County has a need for a behavioral health provider; the position now held by Thomas Blitsch is important to the community. Thomas Blitsch is a valuable asset to the White Pine County community.

Chairman Hilton entertained a motion to approve the extension of employment of Thomas Blitsch, M.A., M.F.T., and the Critical Need Position Designation Form for Nevada PERS.

**MOTION:** Trustee Martin moved to approve the extension of employment of Thomas Blitsch, M.A., M.F.T., of the Critical Need Position Designation Form for Nevada PERS. The motion was seconded by Trustee/Chief of Staff Dr. Mike Mugosa and carried.

**C. Review/Revise/Approve Governance Policies – Chairman Hilton**

**1) 1.7 Financial Conditions and Activities**

Chairman Hilton entertained a motion to approve 1.7 Financial Conditions and Activities.

**MOTION:** Vice-Chairman Rowley moved to approve Section 1.7 Financial Conditions and Activities of the Board Governance Policies. The motion was seconded by Trustee/Secretary Gianoli and carried.

**2) 1.8 Emergency CEO Succession**

Chairman Hilton entertained a motion to approve 1.8 Emergency CEO Succession as changed. Chief Nursing Officer, Chief Financial Officer, Chief of Medical Staff and Chairman of the Board of Trustees



**MOTION:** Trustee Martin moved to approve 1.8 Emergency CEO Succession of the Board Governance Policies as changed. The motion was seconded by Trustee Robison and carried.

**D. Open Discussion on Hospital Billing, Bad Debt and Collections**

Edwin Szewczyk, CFO updated the Board of Trustees, we are in one more month in the billing transition, the team is catching on which you can see in the cash balance and the reduction in days in A/R. On April 8, 2018, the transition for self-pay billing will go to Trubridge as stated earlier. Bad debt will stay with NBF for now. A discussion followed on bad debt and self-pay, eventually the bad debt and self-pay will be done in house. Patients will be able to get a copy of their bill once Trubridge takes over from NBF.

**E. Appointments/re-appointments:**

**1) Appointments:**

**a) Gaurav Jain, M.D. Nephrologist**

Chairman Hilton entertained a motion for the appointment of Gaurav Jain, M.D. to the medical staff.

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the appointment of Gaurav Jain, M.D. to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Trustee Robison and carried.

**b) Jusmin R. Patel, M.D. - Nephrologist**

Chairman Hilton entertained a motion for the appointment of Jusmin R. Patel M.D. to the medical staff.

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the appointment of Jusmin Patel, M.D. to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Trustee Robison and carried.

**2) Re-appointments:**

**a) Dalia Zaky Dawoud, M.D. Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Dalia Zaky Dawoud, M.D. to the medical staff.

**MOTION:** Trustee/Chief of Staff Mugosa made a motion to approve the re-appointment Dalia Zaky Dawoud, M.D. to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Trustee Robison and carried.

**b) Rajeev Prasad, M.D. – Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Rajeev Prasad, M.D. to the medical staff.

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the re-appointment of Rajeev Prasad, M.D. to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Trustee Robison and carried.

#### **F. Administrator's Report:**

Matt Walker reported to the Board of Trustees on:

- Matt feels long term care will not be coming to Ely unless the hospital is involved. Matt explained what Amy's Eden Assisted Living is looking for in a partner.
- We are being told that Ridley's 340b program should be up and running sometime in April. No problems or issues, just time for Ridley's and the new 340b software to get things worked out before going live.
- Working with Cardiology service options.
  - a. Met with cardiologists from Arizona that we would employ to work for us.
  - b. Awaiting a response from U of U cardiology to see if they can offer some service.
  - c. Original cardiology group, NVMC, is almost ready to go if we decide to go that route.
  - d. Everyone is aware of the options that we are considering and understand that we will make a decision based on what is best for the facility.
- Nurse Hotline will be up and operational early April or earlier for Eureka County.
  - a. Because they have no option for 24x7 services, we have partnered with REMSA to provide a nurse hotline for Eureka County citizens.
    - i. The hotline will refer them to the closest area of care for their emergency, or will triage and suggest they wait to be seen in the clinic in Eureka or wherever is appropriate.
- Working with the County to provide additional family planning services. Still trying to work out details to accomplish this.
- The after-hours clinic is still going and is averaging five patients a night.
- The Paramedicine EMT has been hired – Rod Gamble
- The dollar amount owed by SunRX and the 340b program is now down to \$30,000.00 from \$ 90,000.00.

#### **G. Correspondence Received Since last meeting:**

- 1) Letter from Judi Bourbeau
- 2) Thank you card from White Pine Care Center

Matt explained to the Board of Trustees the thank you card from White Pine Care Center and the service the hospital provided to one of their residents. Discussion on the letter from Judi Bourbeau took place; the hospital does have an Ophthalmologist that comes to Ely. Susan called Judi and explained all services to her.

#### **H. Set Date and Time for the Next Regular and/or Special Meeting**

**1) Next Regular Meeting – Monday April 23, 2018 at 5:00 p.m.**

Regular Board of Trustees Meeting

March 26, 2018

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Chairman Hilton entertained a motion to approve the scheduling of the next Regular Board of Trustees meeting changing the time to 12:00 p.m on April 23, 2018.

**MOTION:** Trustee/Secretary Gianoli moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday April 23, 2018 at 12:00 p.m. The motion was seconded by Vice-Chairman Rowley and carried.

**I. Board Comments:** Chairman Hilton reminded the Trustees about the Western Regional Trustee Symposium; Chairman Hilton requested the topic be included on the agenda for April to approve attendance by the Board of Trustees for training.

**J. Staff Comments:** With no staff comments, Chairman Hilton moved on to item K.

**K. PUBLIC COMMENT:** *Comments not exceeding five (5) minutes in length will be accepted from the general public in attendance. any are made, there may be discussion upon these comments. No vote, decision, or action may be taken upon matters raised under this item until it is formally placed on the agenda as an action item. **Comments during Discussion Items will not be accepted from the General public.** “Section 8.05, of the Nevada Open Meeting Law Manual indicates that the Public Body may prohibit comment if the content of the comments is a topic that is not relevant to or within the authority of the Public Body or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers”.*

Chairman Hilton asked for public comment, seeing none Chairman Hilton moved on to Item L.

**L. Adjournment:**

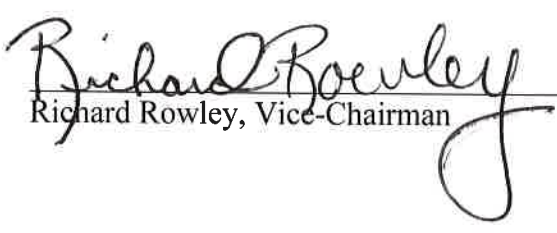
Chairman Hilton entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting.

**MOTION:** Vice-Chairman Rowley moved to approve the adjournment of the White Pine Hospital District Board of Trustees meeting. The motion was seconded by Trustee Martin and carried.


Adjournment: 6:45 p.m.

  
Burton Hilton, Chairman

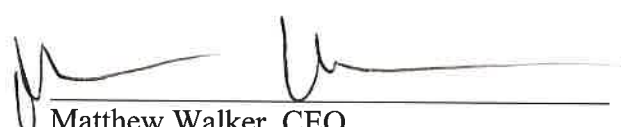
  
Julie Gianoli, Secretary

  
Richard Rowley, Vice-Chairman

  
Leslie Martin, Trustee

  
Mike Mugosa, MD –Trustee/Chief of Staff

  
Wade Robison, Trustee

  
Matthew Walker, CEO