

IWHITE 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, August 22, 2016 at 5:00 p.m.

TRUSTEE'S PRESENT

Burton Hilton – Chairman
Julie Gianoli – Secretary
Dale Derbidge – Vice Chairman
**Michael Mugosa, M.D. – Trustee/
Chief of Staff**

STAFF PRESENT

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

TRUSTEE'S ABSENT –

Mark Bybee – Trustee
Richard Rowley – Trustee

STAFF ABSENT - None

GUESTS PRESENT – Leslie Martin, Geraldine Wopschall, Edith Nance, Laurie Carson and Sterling Handley.

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

WHITE PINE COUNTY HOSPITAL DISTRICT

2. Roll Call

I

- 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”.*

I / D

- 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 - July 18, 2016**

I / D / A

UNFINISHED BUSINESS

- A. Enterprise Safety & Risk Management Update –**

- 1) Enterprise Safety & Risk Management Update**

I / D

- B. Financial / Statistical Reports**

- 1) Review and Approval of Financial Statements For the Period Ended:**

- a) July 18, 2016 – Edwin Szewczyk, CFO**

I / D / A

- 2) Request for Approval and Presentation of Vouchers – Julie Gianoli**

- a) Accounts Payable – vouchers #105152 through #105641**

I / D / A

- b) Refunds – vouchers # 6488 through # 6533**

I / D / A

- c) Payroll – vouchers #31437 through #31497**

I / D / A

- d) Bad Debt – Self Pay and Medicare**

I / D / A

NEW BUSINESS

- A. **Presentation from White Pine Care Center – New services available Occupational and Speech Therapy** **I / D**
- B. **Review 2016/2017 Operational Budget – Edwin Szewczyk, CFO** **I / D**
- C. **Review/Revise/Approve Governance Policies – Chairman Hilton**
 - 1) **2.5 Chairpersons Role** **1 / D / A**
 - 2) **2.6 Board Members’ Code of Conduct** **1 / D / A**
- D. **Appointments/Re-appointments – Mike Mugosa, M.D. -**
 - 1) **Appointments:**
 - a) **Ty Erickson, M.D** **1 / D / A**
 - 2) **Re-appointments:** **1 / D**
- E. **Administrators’ Report – Matt Walker, PharmD/CEO** **1 / D**
- F. **Correspondence Received Since Last Meeting:** **1 / D**
- G. **Set Date and Time for Next Regular and/or Special Meeting**
 - 1) **Next Regular Meeting – Monday September 26, 2016 at 5:00 pm** **1 / D / A**
- H. **Board Comments:** **1 / D**
- I. **Staff Comments:** **1 / D**
- J. **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”.* **1 / D**

K. 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 Monday August 22, 2016 at 5:00 p.m.

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.

Edith Nance addressed the Board of Trustees stating she was attending the Board Meeting in behalf of her doctor, Dr. Nancy Baker. Edith feels Dr. Baker has been a great doctor and has taking very good care of her; Dr. Baker has made sure Edith’s health stays in order. As far as Edith is concerned she feels Dr. Baker is a great doctor and takes really good care of her as a patient.

4. Reading of the Minutes of the Last Regular Meeting and of any Special Meetings Which May Have Been Held Since the Last Regular Meeting.

1) Regular Meeting – July 18, 2016

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of July 18, 2016 as corrected.

MOTION: Vice Chairman Derbidge moved to approve the minutes for the Regular Board of Trustees Meeting minutes of July 18, 2016 as corrected. The motion was seconded by Trustee/Secretary Gianoli and carried.

UNFINISHED BUSINESS

A. Enterprise Safety & Risk Management

1) Enterprise Safety & Risk Management Update

Matt updated the Board of Trustees:

- One new workers comp claim since the last meeting.
- Nothing new as far as outstanding issues or cases.
- The hospitals Risk Manager Attorney will be on site in the next week or two to do some onsite training and the workers comp company will be on site in September; this is something they do annually.

B. Financial/Statistical Reports:

1) Review and Approve Financial Statements for the period ended:

a) July 31, 2016

Edwin Szewczyk, CFO referred to the financial statements included in the Board packets and the average cash collection per day handed out at the meeting. Edwin reviewed the July 2016 Financial Statement Highlights:

- Net operating revenue of \$2.3m was \$71k greater than budget but \$37k less than the prior year July, the difference being higher outpatient revenues last year at this time.
- Operating expenses were \$77k greater than budget and \$228k greater than prior year July, the difference primarily being physician pro fee expenses now being accrued on a monthly basis (they were not accrued until year end in FY2016).
- Net gain for July 2016 is \$165k.
- Cash dropped to \$645k from June 2016 primarily due to an increase in net accounts receivable (source of cash) of \$884k partially offset by a net increase in accounts payable & accruals (use of cash) of \$130k.

Chairman Hilton asked about the performance of the billing company the hospital contracts with, a discussion followed. With no further questions Chairman Hilton entertained a motion to approve the Financial Statement for the period ending July 31, 2016.

MOTION: Trustee/Secretary Gianoli moved to approve the Financial Statement for the period ending July 31, 2016. The motion was seconded by Vice-Chairman Derbidge and carried.

2) Approve Vouchers:

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

06/30/2016	105152-105260	\$ 407,789.95
07/14/2016	105261-105388	\$ 398,649.08
07/27/2016	105389-105502	\$ 628,849.03
08/11/2016	105503-105641	\$ 751,036.28

Chairman Hilton entertained a motion to approve the accounts payable vouchers as presented.

MOTION: Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 105152 through voucher 105641 as presented. The motion was seconded by Vice-Chairman Derbidge and carried.

b) Refunds: Trustee/Secretary Gianoli presented refunds:

07/14/2016	6488-6517	\$ 10,097.64
08/03/2016	6518-6533	\$ 1,524.06

Chairman Hilton entertained a motion to approve the refund vouchers 6488 to 6533 as presented.

MOTION: Trustee/Secretary Gianoli moved to approve refund voucher 6488 through voucher 6533 as presented. The motion was seconded by Vice-Chairman Derbidge and carried.

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

07/22/2016	31437-31466	\$ 487,366.33
07/26/2016	31467	\$ 976.40

08/05/2016		\$ 2,174.72
08/05/2016	31468-31497	\$ 492,929.71

Chairman Hilton entertained a motion to approve the payroll voucher 31437 to 31497 as presented.

MOTION: Trustee/Secretary Gianoli moved to approve the payroll vouchers 31437 through voucher 31497 as presented. The motion was seconded by Vice-Chairman Derbidge and carried.

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

08/12/2016	Self Pays	July 2016	\$ 281,386.08
08/12/2016	Medicare	July 2016	\$ 37,168.55

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 August 12, 2016 as presented. The motion was seconded by Vice-Chairman Derbidge and carried.

NEW BUSINESS:

**A. Presentation from White Pine Care Center –New services available
Occupational and Speech Therapy –**

Chairman Hilton decided to skip over this item and go back to the presentation if the White Pine Care Center has a representative in attendance by the end of the meeting.

B. Review 2016/2017 Operational Budget:

Edwin Szewczyk, CFO explained the process he would use in preparing a budget for next year, where this year he completed the budget without the input from the departments. Edwin then reviewed with the Board of Trustees; acute days & discharges, swing bed days and discharges, ER visits, admissions from the ER, OP volumes, clinic visits, capital budget items, salaries, wages & benefits, maintenance & supplies, travel, advertising and dues, utilities and all other

miscellaneous expenses. A discussion followed on the operating budget for fiscal year 2017 as presented to the Board of Trustees by Edwin Szewczyk, CFO. Edwin would like to have the operational budget approved by the Board; the operational budget will be added to the September meeting agenda for approval.

C. Review/Revise/Approve Governance Policies:

1) 2.5 Chairpersons' Role

Chairman Hilton entertained a motion to approve 2.5 Chairpersons Role.

MOTION: Trustee/Secretary Gianoli moved to approve Section 2.5 Chairpersons' Role of the Board Governance Policies. The motion was seconded by Vice-Chairman Derbidge and carried.

2) 2.6 Board Members' Code of Conduct

Chairman Hilton entertained a motion to approve 2.6 Board Members Code of Conduct

MOTION: Vice Chairman Derbidge moved to approve Section 2.6 Board Members' Code of Conduct of the Board Governance Policies. The motion was seconded by Trustee/Chief of Staff Dr. Mike Mugosa and carried.

D. Appointments/re-appointments:

1) Appointments: Ty Erickson, M.D.

MOTION: Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the appointment of Ty Erickson, M.D. to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Vice-Chairman Derbidge and carried.

2) Re-appointments: None

E. Administrator's Report:

Matt Walker, CEO reported to the Board of Trustees on:

- Orthopedic Surgery: we have a Locums orthopedic surgeon who will be covering most of the days left open by Dr. McClish and Dr. Dow retiring. There might be a few days or weekends that the hospital will not have orthopedic coverage.

- The boosters have recognized the hospital for a donation of \$ 12,500.00; the hospital did not donate money. With the free sports physicals that the clinic provides; the boosters calculated the dollar value. A William Bee Ririe banner will be put up in the gym, at one of the home games they will advertise the hospital and have tailgating activities for the hospital to be involved in.
- The Hospital BBQ is at 5:30 not 5:00 at Steptoe Park on Friday.
- The C Arm has had issues on and off, which concerns the surgeons, the unreliability of the machine is concerning for the quality of patient care. Pat came to Matt on Friday and said the C Arm was down again; that is getting worrisome. The Board approved the purchase of a new machine on the capitol budget; Pat has received two bids and will be moving forward to purchase a new C Arm for medical necessity. The orthopedic and pain doctors' are pleased for the patients and the hospital. The old machine will be kept for backup.

F. Correspondence Received since Last Meeting: Chairman Hilton referenced the letter included in the Board packet from Catherine Thompson resigning her position in the laboratory. The Board commented on how well written the letter was.

G. Set Date and Time for the Next Regular and/or Special Meeting:

1) Next Regular Meeting – Monday, September 26, 2016 at 5:00 p.m.

Chairman Hilton entertained a motion to approve the scheduling of the next Regular Board of Trustees meeting.

MOTION: Vice-Chairman Derbidge moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday September 26, 2016, at 5:00 p.m. The motion was seconded by Trustee/Secretary Gianoli and carried.

H. Board Comments:

I. Staff Comments: Dr. Nancy Baker wanted to apologize to Matt for the stress over the last week or so. Dr. Baker also questioned the validity of scribes for Doctors so they can be more efficient and effective with doing referrals, medication and progress notes. The U of U has scribes which will allow another person to be in the exam room; if there is any misconception that a patient could have encountered with the physician there would be a witness to such. Dr. Baker has spoken to Matt about a policy to allow animals for patients assisting with their wellness while in the hospital. Dr. Baker would like the Board to consider hiring a full time

pediatrician for the clinic and taking call at the hospital. The clinic providers rotate call every month about six days each; Dr. Baker feels this is putting added stress on the clinic providers and a full time pediatrician would help.

Vice-Chairman Derbidge spoke to the comment Dr. Baker made about scribes; he explained he recently had an appointment with a physician in Las Vegas, during his exam the physician dictated in front of Vice-Chairman Derbidge. The first part of the visit was the exam and the second portion the physician dictated. The physician explained that he dictates in the room so the patients' know exactly what is going into their chart. A discussion followed.

Dr. Christensen reminded everyone that in addition to the background information Dr. Mugosa gave on Ty Erickson, M.D., Dr. Erickson did his one month mandated student rotation with Dr. Christensen years ago. Dr. Christensen felt it was a shame someone from White Pine Care Center did not attend the meeting, occupational and speech therapy definitely show positive results in the care plan.

J. Public Comments: *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 comments. Seeing none Chairman Hilton moved to item K.

K. Adjournment:

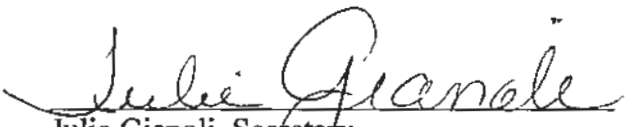
Chairman Hilton entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting.

MOTION: Vice-Chairman Derbidge moved to approve the adjournment of the White Pine Hospital District Board of Trustees meeting. The motion was seconded by Trustee/Chief of Staff Dr. Mike Mugosa and carried.

Adjournment: 5:55 p.m.



Burton Hilton, Chairman



Julie Gianoli, Secretary




Dale Derbidge, Vice Chairman



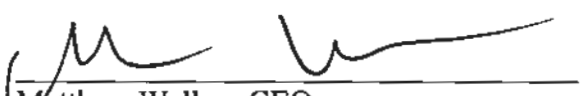
Richard Rowley, Trustee



Mike Mugosa, MD –Trustee/Chief of Staff



Mark Bybee, Trustee



Matthew Walker, CEO