

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, July 18, 2016 at 5:00 p.m.

**TRUSTEE'S PRESENT**

**Burton Hilton – Chairman**  
**Julie Gianoli – Secretary**  
**Dale Derbidge – Vice Chairman**  
**Mark Bybee – Trustee**  
**Richard Rowley – Trustee**  
**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.**  
**Jill DeSteunder, RN/QIC**

**TRUSTEE'S ABSENT - None**

**STAFF ABSENT - None**

**GUESTS PRESENT – Leslie Martin**

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

WHITE PINE COUNTY HOSPITAL DISTRICT

Regular Board of Trustees Meeting

**1. Call to Order**

**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 - June 20, 2016
- 2) Special Meeting – June 24, 2016

**I / D / A**

**I / D / A**

**UNFINISHED BUSINESS**

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

**I / D**

**C. Financial / Statistical Reports**

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

- a) April 30, 2016 – Edwin Szewczyk, CFO
- b) May 31, 2016 – Edwin Szewczyk, CFO
- c) June 30, 2016 – Edwin Szewczyk, CFO

**I / D / A**

**I / D / A**

**I / D / A**

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

- a) Accounts Payable – vouchers #105004 through #105151
- b) Refunds – vouchers # 6360 through # 6487
- c) Payroll – vouchers #31366 through #31436
- d) Bad Debt – Self Pay and Medicare

**I / D / A**

**I / D / A**

**I / D / A**

**I / D / A**

## NEW BUSINESS

- A. Review Quality Improvement Activities Report – Jill DeSteunder, RN/QIC** I / D
- B. Review/Revise/Approve 2016/2017 Annual Organizational Strategic Plan – Matt Walker, CEO** I / D / A
- C. Review/Revise/Approve Governance Policies – Chairman Hilton**
- 1) 2.3 Board Job Description I / D / A
  - 2) 2.4 Annual Plan I / D / A
- C. Appointments/Re-appointments – Mike Mugosa, M.D. -**
- 1) Appointments: None I / D
  - 2) Re-appointments:
    - a) Mathew Armstrong, MD ER I / D / A
    - b) Denis Astarita, MD, ER/General Surgery I / D / A
    - c) David Barnett, MD ER I / D / A
    - d) Matthew Barulich, MD, OB/GYN I / D / A
    - e) Heidi Brown, MD, ER I / D / A
    - f) Jonathon Bernstein, MD, Hematologist I / D / A
    - g) Donald Crum, MD, ER I / D / A
    - h) Stephen Dow, MD, Orthopedics I / D / A
    - i) Amber Fedenizo, APRN (Bernstein APRN) I / D / A
    - j) Amy Hemsley, APRN, Family Practice I / D / A
    - k) Valerie Miller, MD, Internal Medicine/Pediatrics I / D / A
    - l) Jeffery Willis, DC Chiropractic Medicine I / D / A
- D. Administrators' Report – Matt Walker, PharmD/CEO** I / D
- F. Correspondence Received Since Last Meeting: None** I / D
- G. Set Date and Time for Next Regular and/or Special Meeting**
- 1) Next Regular Meeting – Monday August 22, 2016 at 5:00 pm I / D / A
- H. Board Comments:** I / D
- I. Staff Comments:** I / 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”.*

**I / 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 July 18, 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. No public comment at this time.

**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 – June 20, 2016**

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of June 20, 2016.

**MOTION:** Vice Chairman Derbidge moved to approve the minutes for the Regular Board of Trustees Meeting minutes of June 20, 2016. The motion was seconded by Trustee Rowley and carried.

**2) Special Meeting – June 24, 2016**

Chairman Hilton entertained a motion to approve the minutes for the Special Meeting of June 24, 2016.

**MOTION:** Trustee Rowley moved to approve the minutes of the Special Meeting of Trustees Meeting of June 24, 2016. The motion was seconded by Trustee Bybee and carried.

**UNFINISHED BUSINESS**

**A. Enterprise Safety & Risk Management**

**1) Enterprise Safety & Risk Management Update**

Matt updated the Board of Trustees:

- One claim was settled last month.
- No workers comp issues for the month of June.
- All other claims are still pending. See Matt for more information.

**B. Financial/Statistical Reports:**

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

- a) April 30, 2016
- b) May 31, 2016
- c) June 30, 2016

Edwin Szewczyk, CFO gave a brief summary on items he found while completing his review of the financial data. The \$ 505,000.00 grant revenue was obtained in 2015; the revenue was recorded in 2015 with the cash received in 2016. In 2015 the revenue was recorded, the final

journal entry for the audit period was never recorded in the system. The revenue of \$505,000.00 was also recorded this year in 2016; generally single source revenue is not recorded in two different years. Because the revenue was recorded in 2015, Edwin recommends backing it out this year. The income statement previously submitted will be less the \$ 505,000.00. The total cash increase for April was \$ 471,000.00 for the period 12.2 million. The cash for May basically stayed the same; June had a slight up take in cash of \$ 184,000.00. The year ending balance of cash was 12.3 million dollars. April had a net gain for the month of \$ 81,000.00 dollars. May and June had a loss of 259 and 248 thousand dollars. Yearend total net gain for the 12 month period is 1.1 million dollars. The last page of the financials included in the handouts shows the average cash collection per day; the trend for the year looks like an average of \$111,000.00 per business day. Edwin asked for questions. A discussion followed on various items on the financial statements. Edwin would like to present an operating budget to be approved at the next Board Meeting.

With no further questions, Chairman Hilton entertained a motion to approve the Financial Statement for the period ending April 30, 2016.

**MOTION:** Vice-Chairman Derbidge moved to approve the Financial Statement for the period ending April 30, 2016. The motion was seconded by Trustee Rowley and carried.

Chairman Hilton entertained a motion to approve the Financial Statement for the period ending May 31, 2016.

**MOTION:** Trustee/Secretary Gianoli moved to approve the Financial Statement for the period ending May 31, 2016. The motion was seconded by Trustee Rowley and carried.

Chairman Hilton entertained a motion to approve the Financial Statement for the period ending June 30, 2016.

**MOTION:** Vice-Chairman Derbidge moved to approve the Financial Statement for the period ending June 30, 2016. The motion was seconded by Trustee/Secretary Gianoli and carried

## 2) Approve Vouchers:

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

06/16/2016	105004-105150	\$ 481,800.76
06/16/2016	105151	\$ 32,159.02

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

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 105004 through voucher 105151 as presented. The motion was seconded by Trustee Rowley and carried.

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

06/16/2016	6360-6442	\$ 17,979.89
06/29/2016	6443-6463	\$ 1,124.05
07/07/2016	6464-6487	\$ 885.63

Chairman Hilton entertained a motion to approve the refund vouchers 6360 to 6487 as presented.

**MOTION:** Trustee/Secretary Gianoli moved to approve refund voucher 6360 through voucher 6487 as presented. The motion was seconded by Trustee Rowley and carried.

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

06/24/2016	31366-31398	\$ 479,791.83
06/24/2016	31399-31400	\$ 6,247.25
07/08/2016	31401-31432	\$ 476,067.71
07/08/2016	31433-31436	\$ 127,622.41

Chairman Hilton entertained a motion to approve the payroll voucher 31366 to 31436 as presented.

**MOTION:** Trustee/Secretary Gianoli moved to approve the payroll vouchers 31366 through voucher 31436 as presented. The motion was seconded by Trustee Rowley and carried.

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

07/14/2016	Self Pays	June 2016	\$ 142,674.92
07/14/2016	Medicare	June 2016	\$ 17,235.49

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 July 14, 2016 as presented. The motion was seconded by Trustee Rowley and carried.

**NEW BUSINESS:**

**A. Review Quality Improvement Activities**

Jill DeSteunder RN/QIC advised the Board of Trustees of the changes in the Quality Improvement program. Jill is now requiring the Department Heads to select a concern/problem off the HCAP survey to study, set a goal and plan how to improve the HCAP scores. The QI meeting is next week, which will be the first meeting with the new study results. Jill will report results to the Board of Trustees.

**B. Review/Revise/Approve 2016/2017 Annual Organizational Strategic Plan**

Matt Walker reviewed the 2016/2017 Strategic Plan (see strategic plan); each item on the plan was discussed with the Board of Trustees. Vice-Chairman Derbidge asked if Palliative Care could be added to the Strategic Plan and was discussed.

Chairman Hilton entertained a motion to approve the 2016/2017 Annual Organizational Strategic Plan.

**MOTION:** Vice-Chairman Derbidge moved to approve the 2016/2017 Annual Organizational Strategic Plan. The motion was seconded by Trustee Rowley and carried.

**C. Review/Revise/Approve Governance Policies:**

**1) 2.3 Board Job Description**

Chairman Hilton entertained a motion to approve 2.3 Board Job Description as corrected.

**MOTION:** Vice-Chairman Derbidge moved to approve Section 2.3 Board Job Description of the Board Governance Policies as corrected. The motion was seconded by Trustee/Secretary Gianoli and carried.



**2) 2.4 Annual Plan**

Chairman Hilton entertained a motion to approve 2.4 Annual Plan.

**MOTION:** Vice Chairman Derbidge moved to approve Section 2.4 Annual Plan of the Board Governance Policies. The motion was seconded by Trustee Rowley and carried.

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

**1) Appointments: None**

**2) Re-appointments:**

**a) Mathew Armstrong, MD ER**

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

**b) Denis Astarita, MD, ER/General Surgery**

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

**c) David Barnett, MD, ER**

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the re-appointment of David Barnett, 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.

**d) Matthew Barulich, MD, OB/GYN**

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

**e) Heidi Brown, MD, ER**

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

**f) Jonathon Bernstein, MD, Hematologist**

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the re-appointment of Jonathon Bernstein, 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.

**g) Donald Crum, MD, ER**

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

**h) Stephen Dow, MD, Orthopedics**

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

**i) Amber Fedenizo, APRN (Bernstein PA)**

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

**j) Amy Hemsley, APRN, Family Practice**

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

**k) Valerie Miller, MD, Internal Medicine/Pediatrics**

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the re-appointment of Valerie Miller, 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.

**l) Jeffery Willis, DC Chiropractic Medicine**

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the re-appointment of Jeffery Willis, DC to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Trustee/Secretary Gianoli and carried.

**E. Administrator's Report:**

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

- Matt had discussions with a Hospice Care Company from Las Vegas that could provide hospice services to White Pine County and will keep the board updated as he learns more.
- Richard Stoltz advised Matt one year has passed since the hospital received the grant money; it is time to finalize and close out all paperwork. All equipment has been purchased and the flooring is being installed. Furniture should arrive in September.
- Matt spoke with a contractor out of Las Vegas who will submit a rough architectural design and cost estimate for the long term care center. As soon as Matt receives the design and estimate the certificate of need will be submitted to the State.
- The Robinson mine will be meeting with Dr. Seigel and Matt on the workers comp issues that they have had, to allow for consistency and correct some of the concerns. Dr. Seigel will be the physician seeing the workers comp injuries.
- The Hospital participated in the 4<sup>th</sup> of July parade for the first time. Dr. Mugosa, Dr. Miller, Amy Hemsley APRN and other employees represented the hospital. Everyone agreed it went really well and pleased the hospital float took first place in the category it was entered in.
- An Orthopedic Physician/Surgeon from Las Vegas is interested in rotating here in Ely; he will set an appointment with Matt to visit the hospital. Dr. Chang is still coming but is waiting on her Nevada License. Hopefully in September she will be able to start rotations.
- The pharmacy in Caliente, Nevada was closed down. Matt spoke with the CEO from

Grover C. Dils Medical Center wanting to implement a Pharmacy to be run by William Bee Ririe Hospital. The CEO from Caliente will be opening a Pharmacy on his own.

- Everyone has probably heard about the bombing in Panaca; Tracie just hired a nurse from Panaca; it was her house that was involved in the bombing. This brought some concern in the facility about safety which is why as a facility we continue to work on our active shooter policy. At the last safety meeting a new policy was reviewed and will be finalized and implemented soon. There is so little that can be done, if someone wants to get into the hospital or clinic and do whatever they are planning, they will. A consultant from NRHP said the best thing to do is to have a strong policy on how to get out and what to do in the event something would happen. Employee awareness is the key.

**F. Correspondence Received since Last Meeting: None**

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

- 1) Next Regular Meeting – Monday, August 22, 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 August 22, 2016, at 5:00 p.m. The motion was seconded by Trustee/Secretary Gianoli and carried.

**H. Board Comments:** Trustee Bybee asked a question of Edwin about the operational budget and the difference between that and the budget that was submitted to the State of Nevada. Edwin explained the difference.

**I. Staff Comments:** Dr. Christensen heard something interesting, one fifth of Americans visit the Emergency Room annually and two thirds of those are between 18 and 64.

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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 Rowley and carried.

Adjournment: 6:20 p.m.


  
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Burton Hilton, Chairman

  
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Julie Gianoli, Secretary

  
\_\_\_\_\_  
Dale Derbidge, Vice Chairman

  
\_\_\_\_\_  
Richard Rowley, Trustee

  
\_\_\_\_\_  
Mike Mugosa, MD -Trustee/Chief of Staff

  
\_\_\_\_\_  
Mark Bybee, Trustee

  
\_\_\_\_\_  
Matthew Walker, CEO