

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 28, 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  
Richard Rowley – Trustee

**STAFF PRESENT**

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

**TRUSTEE'S ABSENT**

Mark Bybee – Trustee

**STAFF ABSENT**

Mike Metkovich – CFO

**GUESTS PRESENT - None**

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 - February 22, 2016 I / D / A

**UNFINISHED BUSINESS**

**A. Organizational/Strategic Planning**

- 1) Enterprise Safety & Risk Management Update – MaryKim Piccinini I / D

**B. Financial / Statistical Reports**

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

- a) February 29, 2016 - Mike Metkovich, CFO I / D / A

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

- a) Accounts Payable – vouchers #10418 through #104276 I / D / A  
 b) Refunds – vouchers #5928 through #6018 I / D / A  
 c) Payroll – vouchers #31057 through #31172 I / D / A  
 d) Bad Debt – Self Pay and Medicare I / D / A

- 3) Strategic Plan Update as of March 28, 2016 – Matt Walker, CE I / D

**NEW BUSINESS**

**A. Appointments/Re-appointments – Mike Mugosa, M.D. -**

1) **Appointments: Dalia M. Zaky Dawoud, M.D. Sierra Nevada Nephrology Consultants** I / D / A

2) **Re-appointments:**

a) **Mark VanTassell, D.D.S.** I / D / A

b) **Yun Namkung, M.D. Family Practice/Hospitalist** I / D / A

**B. Administrators' Report – Matt Walker, CEO** 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. Correspondence Received Since Last Meeting:** I / D / A

**E. Set Date and Time for Next Regular and/or Special Meeting**

1) **Next Regular Meeting – Monday, April 25, 2016 at 5:00 pm** I / D / A

**F. Board Comments:** I / D

**G. Public Comment:** *Comments not exceeding five(5) minutes in length will* I / D

*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".*

**H. 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, March 28, 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 – February 22, 2016**

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of February 22, 2016.

**MOTION:** Vice-Chairman Derbidge moved to approve the minutes for the Regular Board of Trustees Meeting minutes of February 22, 2016. The motion was seconded by Trustee/Secretary Gianoli and carried.

**UNFINISHED BUSINESS**

**A. Organizational/Strategic Planning:**

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

MaryKim was not in attendance, Matt reported for her.

- a) One active Nevada State Licensing Board investigation still on going.
- b) One ADA lawsuits just got settled, it had been pending for eight years.
- c) Recent Office of Civil Rights cases was just closed, which was a very recent case.
- d) Two active Nevada State Federal Court cases.
- e) One Medical Malpractice case going to discovery, and one potential new case that was just brought to Matt's attention today.
- f) No workers comp claims for this month.

If anyone wants more details please see Matt or MaryKim.

**B. Financial/Statistical Reports:**

**1) Review and Approve Financial Statements for the period ended:  
February 29, 2016**

Mike was not in attendance, Matt reported for him.

- February was a good cash collection month. We also received a large tax income.
- Clinic is down, a number of physicians were on vacation through that time.
- Donations, the Pink Ladies donated \$5,000.00 to the hospital, for something that will be customer service oriented that the Pink Ladies names can go on.
- 340B net margin is showing a negative \$ 72,000.00, which is an error Matt will correct.
- The allowance for bad debt vs budget, NBF the secondary billing for the hospital had an employee was not doing their job correctly. NBF has hired two new people to catch up.
- Daily average cash collections for February \$ 109,800.00, so again that was another good month for cash collection.

Chairman Hilton entertained a motion to approve the Financial Statement for February 29, 2016 subject to the correction of the error as stated.

**MOTION:** Vice-Chairman Derbidge moved to approve the Financial Statement for February 29, 2016 subject to the correction of the error as stated. The motion was seconded by Trustee Rowley and carried by all.

**2) Approve Vouchers:**

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

02/18/2016	104018	\$ 12,584.00
02/25/2016	104019-104126	\$ 206,731.38
03/07/2016	104127-104128	\$ 3,825.00
03/10/2016	104129-104276	\$ 532,931.15

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

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 104018 through voucher 104276 as presented. The motion was seconded by Trustee Rowley and carried unanimously.

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

02/22/2016	5928-5983	\$ 5,515.59
03/08/2016	5984-6018	\$ 2,884.59
03/17/2016	5998	\$ ( 538.60)

Chairman Hilton entertained a motion to approve the refund vouchers 5928 to 6018 as presented.

**MOTION:** Trustee/Secretary Gianoli moved to approve refund voucher 5928 through voucher 6018 as presented. The motion was seconded by Trustee Rowley and carried unanimously.

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

02/19/2016	31057-31086	\$ 507,518.95
03/04/2016	31089-31119 & 31138	\$ 470,686.23
03/04/2016	31120-31137	\$ 22,457.15
03/08/2016	31139	\$ 4,445.56
03/18/2016	31140-31169	\$ 469,552.14
03/18/2016	31170-31172	\$ 95,939.66

Chairman Hilton entertained a motion to approve the payroll voucher 31057-31172.

**MOTION:** Trustee/Secretary Gianoli moved to approve the payroll vouchers 31057 through voucher 31172. The motion was seconded by Vice-Chairman Derbidge and carried unanimously.

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

03/22/2016	Self Pays	February 2016	\$	60,209.16
03/22/2016	Medicare	February 2016	\$	3,083.49

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 March 22, 2016 as presented. The motion was seconded by Trustee Rowley and carried unanimously.

**3) Strategic Plan Update as of March 28, 2016:** Matt Walker, CEO presented the Strategic Plan for 2015-2016 update; a copy of the plan was included in the board packets, Matt asked if any Board Member had questions.

Chairman Hilton asked about the NHA internet line having an estimated date being the end of the year rather than June as previously projected. Matt explained the hospital is not dependent on the NHA line and it may be quite some time before installation is complete.

The materials department has received the new flooring bids. Once the flooring is selected the furniture and beds can be selected to ensure everything will coordinate color wise. By end of April the furniture, beds and flooring will be ordered.

The first stress test went extremely well. Jason said everything ran smooth with the test.

Chairman Hilton commented on the extended hours for the clinic, he had received a comment from someone who came in at 6:45 p.m. and got turned away, Chairman Hilton thought that there might have been other patients that were already there or the provider was seeing someone else that the last patient could not be seen by the seven o'clock hour, Matt explained that was the reason; the extended hours clinic is on a first come first serve basis and closes at seven o'clock. Two weeks ago the Doctor saw nine patients every day and they could only fit in so many patients in two hours. The Doctors' are trying to see as many patients as possible. The admitters have been told if the Doctor is booked up not to admit more patients so the clinic may be able to finish by seven. It was discussed how comments have been made to the Board that the community likes having the extended hours with positive comments.

The new lights at the nurses' station have been well accepted, the lights seem to be brighter. Maintenance will start installing the new lights in patient rooms first, then other areas.

**NEW BUSINESS:**

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

**1) Appointments: Dalia M. Zaky Dawoud, M.D. - Sierra Nevada Nephrology Consultants**

**MOTION:** Trustee/Chief of Staff Dr. Mugosa made a motion to approve the appointment of Dalia M. Zaky Dawoud 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:**

**a) Marc VanTassell, DDS**

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

**b) Yun Namkung, M.D., Family Practice/Hospitalist**

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

**B. Administrator's Report:**

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

- Nevada Donor Network gave the William Bee Ririe Hospital an award for the most improved hospital in Nevada. Matt showed the Board the two awards he received from the Nevada Donor Network. Matt also thanked Tracie and the nursing staff for their work with the donor network.
- Rick Banis, a Board Member with the Pennington Foundation stopped by, Matt and Tracie showed Mr. Banis and his wife through the hospital showing them the equipment the hospital was able to purchase with the grant money. Mr. Banis seemed pleased and satisfied with all he saw.
- Matt is continuing to work with the U of U. The U of U will be hosting the Administrators and Trustee Symposiums, Matt will be attending the Administrators symposium and feels any board member that would like



to attend the Trustee Symposium, should attend. Matt will forward the information to the Board of Trustees.

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

**1) 1.7 Financial Conditions and Activities**

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

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

**2) 1.8 Emergency CEO Succession**

Chairman Hilton entertained a motion to approve 1.8 Emergency CEO Succession as changed.

**MOTION:** Vice-Chairman Derbidge moved to approve Section 1.8 Emergency CEO Succession as changed, of the Board Governance Policies. The motion was seconded by Trustee/Chief of Staff Dr. Mugosa and carried unanimously.

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

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

**1) Next Regular Meeting - Monday April 25, 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 April 25, 2016, at 5:00 p.m. The motion was seconded by Trustee Rowley and carried.

**F. Board Comments:** Vice-Chairman Derbidge commented on the admitting and scheduling departments in the Clinic. He had a family member call for an appointment that left a message at 8:00 a.m., by 8:25 a.m. the clinic called back with an appointment time for that morning at 9:00 a.m. Vice-Chairman Derbidge praised all the work that Matt and Tracie have done to improve the scheduling and admitting departments. Chairman Hilton reiterated what Vice-Chairman Derbidge said; he too had a family member with the same situation.

Trustee Rowley commented that he wanted to congratulate everyone from the nursing staff, doctors, housekeepers and dietary. Richard felt he was treated extremely well during his recent stay at the hospital. My hat is off to everyone for doing a great job.

Trustee/Chief of Staff Dr. Mugosa added that a new member of the Medical Staff who has worked in many areas both large and small told Dr. Mugosa that the Ely community really does not know how lucky they are to have the hospital.

Chairman Hilton advised the Board that the Pennington Foundation is looking at the School Boards request for grant money. The Western Regional Trustee Symposium is in Phoenix in June, Chairman Hilton felt the symposium he and Vice-Chairman Derbidge attended last year was very beneficial and other board members should consider attending.

**G. 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 comments.

Dr. G. Norman Christensen wanted to comment in regards to Mark VanTassell, he does really try, the problem is the insurance will no longer cover procedures in the hospital. As far as the management succession, traditionally the Chief Nursing Officer has always been the Assistant Administrator and he feels it is the proper sequence. Dr. Christensen wanted to thank everyone

for the wonderful experience they gave his grandson while he was here seeing what his Grandfather does. Everyone was very accommodating as far as demonstrating the administrative department and other aspects of the hospital.

**H. Adjournment:**

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

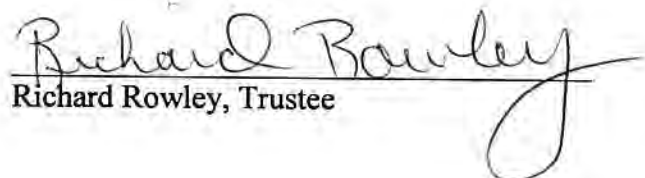
**MOTION:** Vice-Chairman Derbidge moved to approve the adjournment of the White Pine Hospital District Board of Trustees meeting. The motion was seconded by Trustee Rowley and carried.

Adjournment: 5:52 p.m.

  
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Burton Hilton, Chairman

  
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Julie Gianoli, Secretary

  
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Dale Derbidge, Vice Chairman

  
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Richard Rowley, Trustee

  
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Mike Mugosa, MD - Trustee/Chief of Staff

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Mark Bybee, Trustee

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