

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 June 26, 2017 at 5:00 p.m.

TRUSTEE'S PRESENT

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

STAFF PRESENT

Matthew Walker - Chief Executive Officer
Tracie Gust, RN - CNO
Richard Sears – Attorney
Susan Martin – Administrative Assistant
Edwin Szewczyk, CFO
Dr. Valerie Miller
Dr. Nancy Baker
Amy Hemsley, APRN
Dr. Gary Seigel
Frank Ruvolo – CIO

TRUSTEE'S ABSENT

STAFF ABSENT

G. Norman Christensen, M.D.

GUESTS PRESENT

Carol McKenzie
Andy Bath, PharmD

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

WHITE PINE COUNTY HOSPITAL DISTRICT

Regular Board of Trustees Meeting

1. Call to Order

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|---|------------------|
| 2. Roll Call | I |
| 3. Public Comment: <i>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> | 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 – Thursday, May 18, 2017 at 5:00 pm | I / D / A |
| 2) Annual Budget Hearing – Thursday, May 18, 2017 following the Regular Board Meeting | I / D / A |
| 3) Closed Special Board Meeting – Thursday May 25, 2017 | I / D / A |

UNFINISHED BUSINESS

A. Enterprise Safety & Risk Management

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| 1) Enterprise Safety & Risk Management Update | I / D |
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B. Financial / Statistical Reports

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| 1) Review and Approval of Financial Statements For the Period Ended: | |
| a) May 31, 2017 - Edwin Szewczyk, CFO | I / D / A |
| 2) Request for Approval and Presentation of Vouchers – Julie Gianoli | |
| a) Accounts Payable – vouchers #107957 through #108303 | I / D / A |
| b) Refunds – voucher 6914 to 6938 | I / D / A |
| c) Payroll – vouchers # 32350 through # 32419 | I / D / A |
| d) Bad Debt – Self Pay and Medicare | I / D / A |

NEW BUSINESS

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| A. Review/Discuss/Approve possible COLA Increase for 2017/2018 | I / D / A |
| B. Review/Discuss the Annual Western Regional Trustee Symposium | I / D |

- C. Patient Safety Officer: Designation: Duties -
- a. Remove MaryKim Piccinini and add Maria Ray as the Safety Officer for William Bee Ririe Hospital & Rural Health Clinic. I / D / A
- D. Open Discussion on Hospital Billing, Bad Debt and Collections. I / D
- E. Review/Revise/Approve Governance Policies – Chairman
- 1) 2.1 Global Governance Commitment I / D / A
 - 2) 2.2 Governing Style I / D / A
- F. Appointments/Re-appointments – Mike Mugosa, M.D. -
- 1) Appointments:
 - 2) Re-appointments:
 - a) Lawrence Gardner, M.D. – I / D / A
- G. Administrators’ Report – Matt Walker, CEO I / D
- H. Correspondence Received Since Last Meeting: I / D
- 1) Letter from Timothy L. Dotson
 - 2) Letter from Judy McEachern
- I. Set Date and Time for the Next Regular and/or Special Meeting I / D / A
- 1) Next Regular Meeting – Monday, July 24, 2017 at 5:00 pm
- 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

** 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, June 26 2017 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. Seeing none Chairman Hilton moved on to item four.

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 – Thursday, May 18, 2017

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of May 18, 2017 as corrected.

MOTION: Vice-Chairman Rowley moved to approve the minutes for the Regular Board of Trustees Meeting minutes of May 18, 2017 as corrected. The motion was seconded by Trustee/Secretary Gianoli and carried.

2) Annual Budget Hearing – Thursday May 18, 2017

Chairman Hilton entertained a motion to approve the minutes for the Annual Budget Hearing Meeting of May 18, 2017.

MOTION: Trustee/Secretary Gianoli moved to approve the minutes for the Annual Budget Hearing minutes of May 18, 2017. The motion was seconded by Vice-Chairman Rowley and carried.

3) Closed Special Board Meeting – Thursday May 25, 2017

Chairman Hilton entertained a motion to approve the minutes for the Closed Special Board Meeting of May 25, 2017.

MOTION: Trustee Martin moved to approve the minutes for the Closed Special Board Meeting minutes of May 25, 2017. The motion was seconded by Vice-Chairman Rowley and carried.

UNFINISHED BUSINESS

A. Enterprise Safety & Risk Management

1) Enterprise Safety & Risk Management Update –

There is nothing new for Matt to report; everything that is pending is still pending as was discussed in previous meetings. No workers comp cases for this month.

B. Financial/Statistical Reports

**1) Review and Approve Financial Statements for the period ended:
a) May 31, 2017.**

Edwin Szewczyk, CFO reviewed the May 31, 2017 financial statements with the Board of Trustees:

- Total operating revenue of \$2.4m was slightly higher than budget and prior due to higher Outpatient volumes with the exception of ER. Outpatient Lab tests were extraordinarily high due to the Health Fair held in May. In patient volumes continue to lag behind budget and prior.
- Operating expenses of \$850k slightly worse than budget but better than prior year due to higher pro fees expense (partially offset by lower salaries expense) due to a shift from hired employee services to contracted services. Incremental pro fees were paid for an orthopedic locum as well as nursing and lab tech locums. This trend is expected to continue. Total Salaries & Wages and Employee Benefits of \$1.4m was less than budget and prior.

- The net gain for May 2017 was \$339k. The fiscal year-to-date net gain is \$688k.
- Cash increased by \$338k from April 2017 due to operational cash flows and changes to balance sheet line items.

Edwin reviewed the statistical summaries with the Board of Trustees and answered questions presented to him by Chairman Hilton and Trustee Robison.

Chairman Hilton entertained a motion to approve the Financial Statements for the period ending May 31, 2017.

MOTION: Trustee/Secretary Gianoli moved to approve the Financial Statement for the period ending May 31, 2017. The motion was seconded by Vice-Chairman Rowley and carried.

2) Approve Vouchers

Trustee/Secretary Gianoli presented Accounts Payable vouchers 107955 through 107956 to amend the agenda; vouchers omitted in error from the agenda.

5/11/2017	107955-107956	\$ 180,897.20
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MOTION: Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 107955 through voucher 107956 as presented. The motion was seconded by Vice-Chairman Rowley and carried.

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

5/18/2017	107957-108084	\$ 518,596.18
6/01/2017	108085-108181	\$ 228,203.24
6/06/2017	108182	\$ 5822.00
6/14/2017	108183-108303	\$ 539,067.34

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

MOTION: Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 107957 through voucher 108303 as presented. The motion was seconded by Vice-Chairman Rowley and carried.

b) Refunds: Trustee/Secretary Gianoli presented refunds:

5/17/2017	6914-6923	\$ 2,699.49
5/25/2017	6924-6938	\$ 5,962.47

Chairman Hilton entertained a motion to approve the refund vouchers 6914 to 6938 as presented.

MOTION: Trustee/Secretary Gianoli moved to approve refund voucher 6914 through voucher 6938 as presented. The motion was seconded by Vice-Chairman Rowley and carried unanimously.

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

5/10/2017	32350	\$ 957.01
5/26/2017	32351-32353	\$ 4,181.40
5/26/2017	32354-32384	\$ 445,146.05
6/09/2017	32385-32416	\$ 458,614.27
6/09/2017	32417-32419	\$ 99,002.28

Chairman Hilton entertained a motion to approve the payroll voucher 32350-32419.

MOTION: Trustee/Secretary Gianoli moved to approve the payroll vouchers 32350 through voucher 32419. The motion was seconded by Vice-Chairman Rowley and carried unanimously.

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

6/15/2017	Self Pays	May 2017	\$ 326,230.73
6/15/2017	Medicare	May 2017	\$ 18,699.55

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 May 2017 as presented. The motion was seconded by Vice-Chairman Rowley and carried.

NEW BUSINESS

A. Review/Discuss/Approve possible COLA Increase for 2017/2018

Chairman Hilton reviewed with the Board of Trustees the discussions and percentage increase whether the increase was considered merit or COLA, from the previous years. Chairman Hilton feels that the COLA and merit increases have been vastly out pacing inflation over the last several years. If we did nothing across the board tonight we would have gone up 9% over five years for COLA/merit and consumer price index inflation has gone up 6.8%. Each percentage increase relates to about \$100,000.00 in payroll cost. The Board would like to do wage comparisons with other Rural Hospitals. A discussion followed on the pros and cons of authorizing a COLA increase and what other Rural Hospitals are doing for merit and COLA increases. Dr. Mike Mugosa abstained from the conversation.

Chairman Hilton entertained a motion to approve a .05% COLA increase.

MOTION: Trustee Martin moved to approve a 0.5% COLA increase for 2017/2018. The motion did not receive a second; the motion dies.

B. Review/Discuss the Annual Western Regional Trustee Symposium

All Trustees that attended the symposium expressed their appreciation for being able to attend the symposium. A discussion followed on the seminars that the Trustees attended and some of the ideas they would like to implement here. Trustee Martin expressed one of the things the symposium suggested was to receive the Board Packets one week prior to the meeting, a discussion followed and Trustee Martin asked this topic be added to the agenda for the next board meeting. Trustee Martin reported one of the topics was quality of care and safety; she also asked if the Mission Statement for the William Bee Ririe Hospital could be updated. Trustee Robison found the financial seminar he attended was very informative and helpful. Trustee Martin also explained that education of the board was also stressed and would like education for the Board of Trustees be added to the agenda. Trustee Martin asked for more of the ancillary stats be included in the Board packet as well as quality and safety reports. Matt asked Trustee Martin to give him a list of what she would like, or come pick up those items from the hospital; most of the reports she is asking for are already prepared by the ancillary departments. Trustee Martin will discuss this with Matt in his office at a later date.

C. Patient Safety Officer: Designation: Duties -

a. Remove MaryKim Piccinini and add Maria Ray as the Safety Officer for William Bee Ririe Hospital & Rural Health Clinic.

Chairman Hilton entertained a motion to approve the removal of MaryKim Piccinini and add Maria Ray as the Safety Officer for William Bee Ririe Hospital and Rural Health Clinic.

MOTION: Trustee/Secretary Gianoli moved to approve the removal of MaryKim Piccinini and add Maria Ray as the Safety Officer for William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Vice-Chairman Rowley and carried.

D. Open Discussion on the Hospital Billing, Bad Debt and Collections. Open discussion on the hospital billing problems and processes continued. Edwin is in the process of hiring four people for the billing office to bring the billing back in house. Edwin is in the process of drafting the termination letter for the current billing company. September first is a conservative date to bring the billing back. MaryKim and Edwin have spent time in Lovelock and both feel more comfortable with bringing the billing back in house. Edwin would like to have CPSI come to Ely to train the new billing department employees.

E Review/Revise/Approve Governance Policies –

1) 2.1 Global Governance Commitment

Chairman Hilton entertained a motion to approve 2.1 Global Governance Commitment as changed.

MOTION: Vice-Chairman Rowley moved to approve Section 2.1 Global Governance Commitment of the Board Governance Policies as changed. The motion was seconded by

Trustee/Secretary Gianoli and carried.

2) 2.2 Governing Style

Chairman Hilton entertained a motion to approve 2.2 Governing Style.

MOTION: Vice-Chairman Rowley moved to approve Section 2.2 Governing Style of the Board Governance Policies as changed. The motion was seconded by Trustee Robison and carried.

F. Appointments/re-appointments:

1) Appointments: None

2) Re-appointments:

a) Lawrence Gardner, M.D.

MOTION: Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the re-appointment of Lawrence Gardner 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.

G. Administrator's Report:

Matt Walker reported to the Board of Trustees on:

- The William Bee Ririe Hospital was awarded the bid for the Eureka Clinic, Matt is working on getting licensed for the Eureka Clinic and Crescent Valley Clinic.
- An APRN has been hired who will live in Eureka and a second APRN will get back to Matt the last week of July.
- July 10th will be the opening date for Eureka Clinic to be seeing patients. An Open House is scheduled for August 1, 2017 from 2:00 to 4:00 pm at the clinic; after that the Clinic will attend the Night Out in Eureka.
- Eureka is very excited that William Bee Ririe Hospital will be coming to the clinic.
- The ENT will be licensed July 1, 2017. Dr. Porter will provide a schedule to Matt soon. Dr. Porter will still need to be credentialed and privileged, hopefully by August or September there will be ENT service here.
- JOINT Commission corrections are underway, a lot has been corrected but we are still waiting for outside entities to finish the remaining corrections.
- 340b Program is back up and running; both Economy and Ridley's have been reinstated by SunRX.
- Matt attended the Flex Conference with a lot of the same topics as the Board Symposium, Quality and Health Care repeal and replace.
- The house across from the clinic:
 - a. Matt, Tracie and the Maintenance crew looked at the house.
 - i. Lots of work to be done such as: plumbing, heat is an old oil furnace,

- roof needs repair and there is water damage in the basement.
- ii. The house has issues and will need work and money to go into it to get it up and running.

The owner has a person wanting to rent the house if the hospital does not buy the property. The Board of Trustees all agreed to make a lower offer than the owner is asking and see if it would be accepted and allow Matt to negotiate on the price.

- As Chairman Hilton pointed out the hospital is operating at a loss, the hospital is subsidized by state taxes and as you know the taxes are continuing to decrease. Matt has been looking at nonproductive hours, the hospital is being more efficient with the employees that have down time in areas that they can be more productive. Matt wanted to share that because Vice-Chairman Rowley brought up nonproductive hours earlier in the meeting.
- RPG Hospitalist update
 - a. We had issues with RPG, they did not correct the issues and were given a year to do so.
 - b. If we have more control over the hospitalist we will have more control over a number of issues that are important to the hospital.
- Health Fair went well, the community was pleased. Doing the lab work in house everyone received their lab results within days.
- Strategic planning for 2017/2018 will be discussed next month. Matt asked the Board members to start thinking about things they would like to put on the strategic plan. Matt will review the 2016/2017 fourth quarter at July's meeting. Matt will email the current year to the Board members tomorrow.

H. Correspondence Received Since last meeting: The two letters as listed on the agenda for June 26, 2017 were included in the Board packets, the Board commented on both letters. In addition Burton Hilton presented a Thank You to the Board on behalf of the Ely Volunteer Fire Department and the community EMT class. Matt also shared a letter of recognition from Lt Col Carla Torres MD, MC USAF – Staff Obstetrician-Gynecologist to the staff at William Bee Ririe Hospital staff for their professional performance and dedication during a lifesaving event.

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

1) Next Regular Meeting – Monday July 24, 2017 at 5:00 p.m.

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

MOTION: Trustee/Secretary Gianoli moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday July 24, 2017 at 5:00 p.m. The motion was seconded by Trustee Martin and carried.

J. Board Comments: Trustee/Secretary Gianoli congratulated the hospital staff on the JOINT Commission inspection. Trustee Martin expressed thanks again for the opportunity to attend the Annual Western Regional Trustee Symposium. Trustee Martin explained one of the items discussed at the symposium was after a board meeting to discuss how well the meeting went and she wondered if that would be allowed. Attorney Richard Sears advised the board of the open meeting law and advised against an open discussion after the meeting is adjourned.

K. Staff Comments: Tracie Gust, RN, CNO advised the Board as of last Friday the hospital went live with Tele-burn program and The University of Utah. Dr. Nancy Baker spoke to the summer BBQ coming up and in the past the Board members cooked so all employees could enjoy the BBQ, the Board agreed it would be fun and all agreed to cook or serve.

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".*

Chairman Hilton asked for public comments.

Carol McKenzie feels the hospital is going in the right direction with bringing the billing back in house.

In regards to the 340b program, Andy Bath, PharmD from Economy wanted to thank Matt and Edwin finally getting the contract pricing adjusted the right way. It took about nine months of working with the previous CFO and Matt. It was a rather lengthy process. Trustee Robison thanked Andy for getting back into the program, it is very positive for the hospital.

M. 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/Secretary Gianoli and carried.

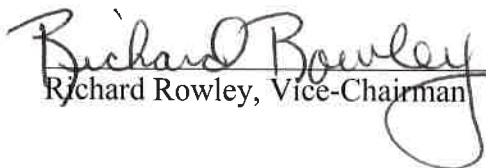
Adjournment: 6:50 p.m.



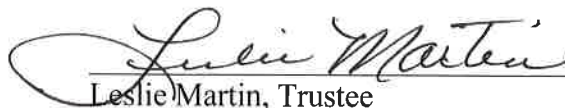
Burton Hilton, Chairman



Julie Gianoli, Secretary



Richard Rowley, Vice-Chairman



Leslie Martin, Trustee



Mike Mugosa, MD –Trustee/Chief of Staff



Wade Robison, Trustee



Matthew Walker, CEO