

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, August 24, 2015 at 5:00 p.m.

**TRUSTEE'S PRESENT**

Burton Hilton - Chairman  
Michael Mugosa, M.D. – Trustee /  
Chief of Staff  
Julie Gianoli – Secretary  
Mark Bybee – Trustee  
Richard Rowley – Trustee

**STAFF PRESENT**

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

**TRUSTEE'S ABSENT**

Dale Derbidge – Vice Chairman

**GUESTS PRESENT**

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** I
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* I / D

*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. **Discussion/Review of possible Tree Removal for North Building Entry Construction/Remodel** I / D
5. **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.** I / D / A
- 1) **Regular meeting - July 27, 2015**

### **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:** I / D / A  
a) **July 31, 2015 - Mike Metkovich, CFO**
- 2) **Request for Approval and Presentation of Vouchers – Julie Gianoli**  
a) **Accounts Payable - vouchers #102189 through #102430** I / D / A  
b) **Refunds – vouchers #5312 through #5398** I / D / A  
c) **Payroll – vouchers #30430 through #30500** I / D / A  
d) **Bad Debt – Self Pay and Medicare** I / D / A

### **NEW BUSINESS**

- A. **Opening of Bids for the North Building Entry Remodel with Possible Selection and Awarding of Project Bid.** I / D / A
- B. **Review/Approve purchase of Grant Items over \$ 50,000.00.** I / D / A
- C. **Review/Revise/Approve meals provided at Board of Trustees meetings** I / D / A
- D. **Review/Revise/Approve Governance Policies – Burton Hilton**
- 1) **2.5 Chairpersons’ Role** I / D / A  
2) **2.6 Board Members’ Code of Conduct** I / D / A

- E. Appointments/Re-appointments – Mike Mugosa, M.D. -**
- 1) Appointments: None I / D / A
- 2) Re-appointments: None I / D / A
- F. Administrators’ Report – Matt Walker, CEO**
- 1) Strategic Plan 2015/2016 I / D / A
- G. Correspondence Received Since Last Meeting: None** I
- H. Set Date and Time for Next Regular and/or Special Meeting** I / D / A
- 1) Next Regular Meeting – Monday, September 28, 2015 at 5:00 pm
- I. Board 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, August 24, 2015 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. Discussion/Review of possible Tree Removal for North Building Entry Construction/Remodel.**

Matt Walker explained to the Board and Guests, the contractors submitting bids on the remodel project looked at the trees in question. The only trees needing to be removed are the two pine trees in front of the hospital just north west of the entrance, to allow crane/equipment access. The birch tree is safe and would not need to be removed. Bill Wolf was pleased to find that all the trees did not need to be removed; he hoped that the one or two that did need to be removed would be replaced with a similar type of tree.

**5. 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 27, 2015**

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of July 27, 2015.

**MOTION:** Trustee Rowley moved to approve the minutes for the Regular Board of Trustees Meeting minutes of July 27, 2015 as corrected. 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 present, no report at this time.

**B. Financial/Statistical Reports**

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

**a) July 31, 2015.**

Mike reported the financial statement submitted was an abbreviated packet. Mike will get the finished report to the Board Members by the end of the week. On page one the cash was up \$ 300,000.00 from the prior month. Page three was a strong revenue month. The other revenue signified the check received from the grant for \$ 505,000.00. The grant income will be restricted to the purchase of fixed assets. The year is starting off good with \$ 475,000.00. Actual to Budget items were close. The daily cash per day was \$ 106,000.00. Mike is hoping the daily cash will reach \$ 110,000.00 per day in August.

With no questions for Mike, Chairman Hilton entertained a motion to approve the Financial Statement for July 31, 2015.

**MOTION:** Trustee/Secretary Gianoli moved to approve the Financial Statement for July 31, 2015. The motion was seconded by Trustee Rowley and carried by all.

**2) Approve Vouchers**

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

07/30/2015	102189-102286	\$ 405,471.02
08/13/2015	102287-102430	\$ 670,647.94

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

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 102189 through voucher 102430 as presented. The motion was seconded by Trustee Bybee and carried unanimously.

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

07/23/2015	5312-5385	\$ 2,911.68
08/06/2015	5386-5398	\$ 5,953.58

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

**MOTION:** Trustee/Secretary Gianoli moved to approve the refund vouchers 5312 through voucher 5398 as presented. The motion was seconded by Trustee Bybee and carried unanimously.

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

08/07/2015	30430-30461	\$ 504,766.01
08/07/2015	30462-30465	\$ 198,407.28
08/21/2015	30466-30497	\$ 490,523.37
08/21/2015	30498-30500	\$ 14,770.37

Chairman Hilton entertained a motion to approve the payroll voucher 30430-30500.

**MOTION:** Trustee/Secretary Gianoli moved to approve the payroll vouchers 30430 through voucher 30500 as corrected. The motion was seconded by Trustee Bybee and carried unanimously.

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

07/20/2015	Self Pays	August 2015	\$ 52,918.60
07/20/2015	Medicare	August 2015	\$ 7,837.89

Chairman Hilton questioned the Medicare bad debt small dollar amounts being sent to collections and asked if anyone is calling the patient to collect the money. Matt had questioned Cassie on the subject and her response was that NBF does not aggressively pursue an account of \$ 50.00 or less. Chairman Hilton asked Matt to look into this further.

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 2015 as presented. The motion was seconded by Trustee Bybee and carried unanimously.

**NEW BUSINESS**

**A. Opening of Bids for the North Building Entry Remodel with Possible Selection and Awarding of Project Bid.**

Chairman Hilton announced the hospital received two bids; one from Bison Construction and one from MGM Construction.

Bison Construction from Carson City, Nevada submitted a sealed bid received on August 24<sup>th</sup> 2015 at 2:55 p.m. for the project North Building renovation. Reviewing the bid it was determined that Bison Construction met bid requirements. Bison's bid was submitted in two parts, Labor \$ 339,500.00 and Materials \$ 455,500.00 with the total bid of \$ 795,000.00.

MGM Construction from North Salt Lake City, Utah submitted a sealed bid received on August 24<sup>th</sup> 2015 at 2:48 p.m. for the William Bee Ririe Hospital North side remodel. Reviewing the bid it was determined that MGM Construction met all bid requirements. MGM's total bid included labor and materials with a total of \$ 687,588.00.

Chairman Hilton will have copies made of both bids to be distributed to the Board members and the Architect to review. Thomas Bath the Architect arrived at the meeting during the bid opening.

Chairman Hilton stated he would like to table the awarding of the bid and further discussion on the project until the bids have been reviewed by the Board. A Special Meeting to review the bids will be scheduled at the end of this meeting.

**B. Review/Approve purchase of Grant Items over \$ 50,000.00.**

Chairman Hilton reviewed the equipment list for items over \$ 50,000.00 that had been submitted for the grant money. The total of the equipment list reviewed was \$ 504,047.00 as shown below.

<u>Description</u>	<u>Quantity</u>	<u>Department</u>	<u>Cost per unit</u>	<u>Total Cost</u>
Emergency Generator for Clinic	1	Maintenance	\$ 75,000.00	\$ 75,000.00
Flooring (11,952 square feet)	1	Maintenance	\$ 50,052.00	\$ 50,052.00
Furniture for ER/Clinic/Lobby	1	Maintenance	\$ 63,600.00	\$ 63,600.00
Automate Electronic Surgical Tourniquet	1	OR	\$ 22,000.00	\$ 22,000.00
Beds	16	MedSurg/Floor	\$ 6,000.00	\$ 96,000.00
Fetal Monitor	1	L & D	\$ 35,000.00	\$ 35,000.00
Bassinette	2	Nursery	\$ 2,500.00	\$ 5,000.00
Tropon EPR (disinfecting machine for ultrasound probes)	1	Radiology	\$ 12,500.00	\$ 12,500.00

Carbon monoxide gas measuring machine	1	Respiratory	\$ 5,000.00	\$ 5,000.00
Ventilator/BiPAP	1	Respiratory	\$ 26,000.00	\$ 26,000.00
O2 Tents	2	Respiratory	\$ 4,500.00	\$ 9,000.00
MRI Speaker System for patients	1	Radiology	\$ 4,895.00	\$ 4,895.00
Patient Reclining Chairs	2	MedSurg/Floor	\$ 2,000.00	\$ 4,000.00
Isolette (infant incubator)	1	Nursery	\$ 15,000.00	\$ 15,000.00
Bovie Cautery	1	OR	\$ 40,000.00	\$ 40,000.00
Visitor Sleeper Chair	2	MedSurg/Floor	\$ 2,500.00	\$ 5,000.00
Radiant Warmer	1	Labor & Delivery	\$ 36,000.00	<u>\$ 36,000.00</u>
TOTAL				\$504,047.00

Chairman Hilton entertained a motion to approve the purchase of grant equipment items over \$ 50,000.00 without further Board approval at time of purchase.

**MOTION:** Trustee/Secretary Gianoli moved to approve the purchase of the equipment listed on the grant request over \$ 50,000.00 without further Board approval at the time of purchase. The motion was seconded by Trustee/Chief of Staff Mugosa and carried unanimously.

### **C. Review/Revise/Approve meals provided at Board of Trustees meetings.**

Chairman Hilton had asked for this item to be placed on the Board agenda. Meals at the Board meetings had not been discussed since Burton has sat on the Board; Burton requested the Board's feedback. The cost of the meal is extremely negligible overall, but it can and it has raised some disdain in the community. Surveying some of the other hospitals it was pointed out that the William Bee Ririe Hospital provides the least amount for the Board members during meetings, most hospitals provide a meal valued at \$20.00 or more per plate, the meals provided to the William Bee Ririe board average \$ 2.00 to \$ 3.00 per plate. Burton opened the discussion up to the rest of the Board, all members voiced their opinions. It was determined to leave the meals at Board meetings in place.

Chairman Hilton confirmed there was no need for a motion or vote, nothing changed in providing meals at the Board of Trustees meetings.

### **D. Review/Revise/Approve Governance Policies**

#### **1) 2.5 Chairpersons' Role**

Chairman Hilton entertained a motion to approve 2.5 Chairpersons' Role.



**MOTION:** Trustee Bybee moved to approve Section 2.5 Chairpersons' Role of the Board Governance Policies as presented. The motion was seconded by Trustee Rowley and carried unanimously.

## **2) 2.6 Board Members' Code of Conduct**

Chairman Hilton entertained a motion to approve 2.6 Board Members Code of Conduct with adding fully to 2.6.3 paragraph b. & d. to read fully disclose, and to add a comma to 2.6.5 after conflict.

**MOTION:** Trustee Rowley moved to approve Section 2.6 Board Members' Code of Conduct of the Board Governance Policies correcting 2.6.3 and 2.6.5. The motion was seconded by Trustee/Secretary Gianoli and carried unanimously.

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

- 1) Appointments: None**
- 2) Re-appointments: None**

Trustee/Chief of Staff Dr. Mugosa advised for the month of August; no appointments or re-appointments.

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

Matt Walker reported to the Board of Trustees,

- The new phone system is up and running. AT&T has had some problems that they are still working out. The new system already has more options and will have more advantages once the problems are worked out.
- Swing Bed participation in Medicare has been approved; with an effective date of May 27, 2015; we can now officially be paid for swing bed patients.
- Bandwidth/Fiber Optics, nothing new to report.
- We have made a few purchases with the grant money; Kim in Materials is continuing to work on purchasing of equipment.
- We will be getting a clinic manager soon, which will allow us to do some of the changes listed on the Strategic Plan. This will allow us to make some positive changes in the clinic with hours, appointments and walk in patients.
- Last month the Board talked about the over 90 days insurance claims, Matt spoke with CPSI and explained to them the over 90 was unacceptable. CPSI hired one and one half positions to be able to achieve getting our receivables back to where they should be; hopefully they can stay on top of it. We should see the numbers getting better as time goes on.

### **1) Strategic Plan 2015/2016**

Matt presented to the Board at the last Board meeting his ideas for the Strategic Plan 2015/2016, Matt finalized the Strategic Plan 2015/2016 and gave a copy to the Board, asking them to look the plan over and decide if there is anything they would like to add or remove from the strategic plan.

Chairman Hilton tabled the approval of the Strategic Plan 2015/2016, and asked that the review and approval for the Strategic Plan be placed on September's Board meeting agenda. A discussion followed on some of the goals and objectives Matt presented.

### **G. Correspondence Received Since Last Meeting**

There was no correspondence received since the last meeting.

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

#### **1) Next Regular Meeting – Monday September 28, 2015 at 5:00 p.m.**

**MOTION:** Trustee/Secretary Gianoli moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday September 28, 2015 at 5:00 p.m. The motion was seconded by Trustee/Chief of Staff Dr. Mugosa and carried unanimously.

#### **2) Special Meeting – Monday August 31, 2015 at 5:00 p.m.**

**MOTION:** Trustee/Secretary Gianoli moved to approve the scheduling of the Special Board of Trustees meeting for Monday August 31, 2015 at 5:00 p.m. The motion was seconded by Trustee Rowley and carried unanimously.

### **I. Board Comments**

Chairman Hilton had received an email from State EMS, Nye Regional Hospital in Tonopah is permanently closed. The last day for the Hospital was last Friday and the clinic will be closing in another week to two weeks permanently, our radius of service area just increased. We need to be diligent on making sure we provide care for residents of White Pine County but also for the surrounding regional areas.

Trustee Bybee asked for clarification on the Strategic Plan as to what is included in the updating of furniture. Matt assured Trustee Bybee the Clinic Treatment rooms will be included.

**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".*

Chairman Hilton asked for public comments.

Dr. Christensen wanted to recognize Becky; the Dietary Manager for doing a great job on providing the meals at the Board meetings. All Board members concur Becky does a great job.

With no other public comment Chairman Hilton moved on to item K.

**K. Adjournment:**

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

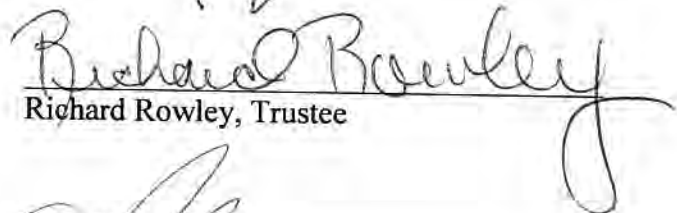
**MOTION:** Trustee Bybee moved to approve the adjournment of the White Pine Hospital District Board of Trustees meeting. The motion was seconded by Trustee/Chief of Staff Dr. Mugosa and carried unanimously.

Adjournment: 6:15 p.m.

  
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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