

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 27, 2018 at 5:00 p.m.

**TRUSTEE'S PRESENT**

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

**STAFF PRESENT**

Matthew Walker - Chief Executive Officer  
Susan Martin – Administrative Assistant  
Shalayne Manning – Administrative Assistant  
Edwin Szewczyk, CFO  
Bryan Pyle – Attorney  
Tracie Gust, RN – CNO  
Lori Wooden – Radiology Department Manager

**TRUSTEE'S ABSENT**

**STAFF ABSENT**

G. Norman Christensen, M.D.

**GUESTS PRESENT**

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** **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* **I / D**

*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”.*

**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 23, 2018**

**I / D / A**

**UNFINISHED BUSINESS**

**A. Enterprise Safety & Risk Management & Quality Assurance**

**I / D**

**1) Quality Assurance Second Quarter 2018 Update – Jill DeSteunder, RN**

**I / D**

**B. Financial / Statistical Reports**

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

**a) July 31, 2018 - Edwin Szewczyk, CFO**

**I / D / A**

**NEW BUSINESS**

**A. Introduction of New Radiology Manager, Lori Wooden. Department Update.**

**I / D**

**B. Review/Discuss/Approve 2018/2019 Operational Budget - Edwin Szewczyk**

**I / D / A**

**C. Review/Discuss Budgeting Process for the 2019/2020 Fiscal Year**

**I / D**

**D. Review/Revise/Approve Governance Policies – Chairman Hilton**

**1) 2.3 Board Job Description**

**I / D / A**

**2) 2.4 Annual Plan**

**I / D / A**

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

**1) Appointments:**

**a. Daisy Cortes, M.D. Pediatric Hematology**

**I / D / A**

**2) Re-appointments: None**

**I / D**

**F. Administrators’ Report – Matt Walker, CEO**

**I / D**

**G. Correspondence Received Since Last Meeting**

**I / D**

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

1) Next Regular Meeting – Monday September 24, 2018 at 5:00 pm

**I / D / A**

**CONSENT AGENDA**

The following are “action” items that may be considered in one motion/one vote. They are considered routine, non-public items that have no protests. Any Board of Trustee member may remove any item from the Consent Agenda and have it placed as an individual action item.

**1. Request for Approval of Vouchers – Julie Gianoli, Secretary**

**I / D / A**

a) Accounts Payable - vouchers # 111691 through #111917 - \$749,351.81

b) Refunds – voucher # 7305 through # 7334 - \$ 5,221.37

c) Payroll – voucher #33441 through #33578 - \$1,720,215.69

d) Bad Debt – Self Pay and Medicare

**I. Board Comments**

**I / D**

**J. Staff Comments**

**I / D**

**K. 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**

**L. 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.

## Call to Order

Chairman Hilton called the White Pine County Hospital District Board of Trustees Regular Meeting to order on Monday August 27, 2018 at 5:00 pm.

## 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, Matt Walker introduced Shalayne Manning and Lori Wooden. Chairman Hilton moved on to item four seeing no further public comments.

## 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 23, 2018

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of July 23, 2018 as corrected.

**MOTION:** Vice-Chairman Rowley moved to approve the minutes for the Regular Board of Trustees Meeting of July 23, 2018 as corrected. Trustee/Secretary Gianoli seconded the motion and the motion carried.

## UNFINISHED BUSINESS

### A. Enterprise Safety & Risk Management & Quality Assurance Update:

Matt reported to the Board of Trustees and reviewed:

**1) Quality Assurance Second Quarter 2018 Update** – Jill DeSteunder, RN presented to the Board of Trustees the Quality Assurance committee findings for the second quarter of 2018. Jill answered all questions from the Board of Trustees. See attached presentation.

**B. Financial/Statistical Reports:**

**1) Review and Approve Financial Statements for the period ended:  
 a) July 31, 2018**

Edwin reviewed the June 31, 2018 financial statements with the Board of Trustees:

- Total operating revenue of \$2.24 million was better than budget and less than prior year. Volumes statistics impacting total operating revenue materially were:

	<u>Actual</u>	<u>Budget</u>	<u>Prior</u>
Total IP Days	136	104	99
Total Swing Days	48	12	-
ER Visits	444	424	490
OP Labs	867	742	716
OP Imaging	300	272	245
Clinic Visits	2,400	2,440	2,264

- Operating expenses of \$786 thousand were better than budget and prior year. Salaries & benefits expense of \$ 1.5 million were better than budget and worse than prior year. Material expense line item variances include:

	<u>Actual</u>	<u>Budget</u>	<u>Prior</u>	<u>Variance Explanation</u>
Repairs & Maintenance	27,509	34,500	31,983	Timing of expense
Insurance Expense	40,540	32,800	38,642	Timing of expense

- The net gain for July 2018 is \$142 thousand
- Cash decreased by \$718 thousand from the prior month primarily due to payment of capital items during the month. An estimate of total net cash gain YTD for fiscal year 2018 is:

YTD Total Net Gain	142,470
Add Back Depreciation Expense	<u>121,800</u>
Estimated Total YTD Cash Generated	<u><u>264,270</u></u>

Edwin answered all questions asked by the Board of Trustees.

Chairman Hilton entertained a motion to approve the Financial Statements for the period ending July 31, 2018.

**MOTION:** Vice-Chairman Rowley made a motion to approve the Financial Statement for the period ending July 31, 2018. The motion was seconded by Trustee/Secretary Gianoli and carried.

**NEW BUSINESS**

**A. Introduction of New Radiology Manager, Lori Wooden. Department Update** Lori Wooden has been with the William Bee Ririe Hospital for two weeks replacing Pat Kane. Lori gave the Board of Trustees her background information and explained her goals and plans for the radiology department.

**B. Review/Discuss/Approve 2018/2019 Operational Budget** - Edwin Szewczyk, CFO presented the 2018/2019 operational budget to the Board of Trustees, reviewing assumptions and statistics made in preparing the budget. The capital expense budget was also reviewed with the Board of Trustees. Edwin answered all questions from the Board of Trustees.

Chairman Hilton entertained a motion to approve the 2018/2019 Operational Budget.

**MOTION:** Trustee/Secretary Gianoli moved to approve the 2018/2019 Operational Budget. The motion was seconded by Vice-Chairman Rowley and carried.

**C. Review/Discuss Budgeting Process for the 2019/2020 Fiscal Year**

Chairman Hilton feels that the Board of Trustees fiduciary duty would be to dive deeper into the budget planning and would like to have a budget workshop for the next fiscal year. All Board of Trustees agreed they would also like to be involved in the budget planning and be involved in a workshop. Edwin will present to the Board of Trustees, at the next meeting some ideas of how a workshop could be planned and implemented.

**D. Review/Revise/Approve Governance Policies: Chairman Hilton**

**1) 2.5 Chairpersons Role**

Chairman Hilton entertained a motion to approve 2.5 Chairpersons Role

**MOTION:** Trustee Robison moved to approve Section 2.5 Chairpersons Role of the Board Governance Policies. The motion was seconded by Vice-Chairman Rowley 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:** Trustee/Secretary Gianoli moved to approve 2.6 Board Members' Code of Conduct of the Board Governance Policies. The motion was seconded by Vice-Chairman Rowley and carried.

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

**1) Appointments:**

**a. Daisy Cortes, M.D. – Pediatric Hematology**

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

**2) Re-appointments: None**

**F. Administrator's Report:**

Matt Walker reported to the Board of Trustees on:

- Nurse Call system looking at another vendor.
  - a. We can utilize Amplion but they can't install until January and we have concerns about service given the current issues with just installation.
- Cardiology program:
  - a. September 12<sup>th</sup> we will meet to finalize installation timeline and requirements. Install should begin October. Cardiologists will be here in October for the handoff from the U.
- Staff Survey is open and will close Sept. 7<sup>th</sup> 2018.
- Shalayne is shadowing Susan and will be replacing Susan when she retires.
- We have hired a very experienced H.R. director that specializes in reducing turnover and increasing morale. She will be able to give us a good assessment on current operations.
- Eureka Clinic Rural Health Clinic survey was completed by the State, not sure if the Federal inspector will do a second inspection.

A discussion ensued on all the above topics with Matt advising all updates along with answering all questions from the Board of Trustees.

**G. Correspondence Received Since last meeting: None**

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

**1) Next Regular Meeting – Monday September 24, 2018 at 5:00 p.m.**

Chairman Hilton entertained a motion to approve the scheduling of the next Regular Board of Trustees meeting to Monday September 24, 2018 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 24, 2018 at 5:00 p.m. The motion was seconded by Trustee Martin and carried.

## CONSENT AGENDA

The following are “action” items that may be considered in one motion/one vote. They are considered routine, non-public items that have no protests. Any Board of Trustee member may remove any item from the Consent Agenda and have it placed as an individual action item.

### 1. Request for Approval of Vouchers – Julie Gianoli, Secretary

- a) Accounts Payable - vouchers # 111691 through #111917 - \$749,351.81
- b) Refunds – voucher # 7305 through # 7334 - \$ 5,221.37
- c) Payroll – voucher #33441 through #33578 - \$1,720,215.69
- d) Bad Debt – Self Pay and Medicare

Chairman Hilton entertained a motion to remove any item from the consent agenda, hearing none  
Chairman Hilton entertained a motion to approve the consent agenda items.

**MOTION:** Trustee/Secretary Gianoli moved to approve consent agenda, items a,b,c and d.  
The motion was seconded by Trustee Robison and carried.

**I. Board Comments:** Trustee Robison asked to reopen the discussion item A1 under unfinished business in regards to the pharmacy items being dispensed from the emergency room. A discussion ensued on the topic with Chairman Hilton closing the discussion on item A1 under unfinished business.

Trustee Robison opened a discussion on MedX AirOne in regards to the marketing program presented to the White Pine County residents on the new flight coverage. A discussion ensued. Chairman Hilton thanked Wade and administration for participating in the BBQ.  
Trustee Martin thanked Susan for her work with the Board and welcomed Shalayne.

**J. Staff Comments:** Chairman Hilton asked for staff comments, seeing none Chairman Hilton moved on to item K.

**K. PUBLIC COMMENT:** *Comments not exceeding five (5) minutes in length will be accepted from the general public in attendance. 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 L.

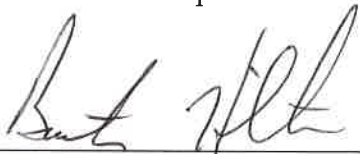


**L. Adjournment:**

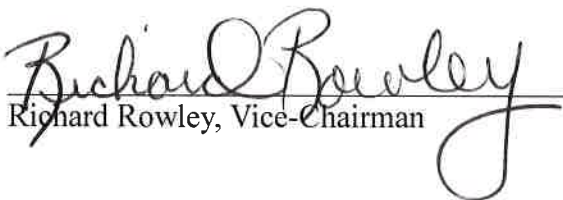
Chairman Hilton entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting.

**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 Robison and carried.

Adjournment: 6:35p.m.

  
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Burton Hilton, Chairman


  
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Julie Gianoli, Secretary

  
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Richard Rowley, Vice-Chairman

  
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Leslie Martin, Trustee

  
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Mike Mugosa, MD –Trustee/Chief of Staff

  
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Wade Robison, Trustee

  
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Matthew Walker, CEO