

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 February 19, 2018 at 5:00 p.m.

**TRUSTEE'S PRESENT**

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

**STAFF PRESENT**

Matthew Walker - Chief Executive Officer  
Susan Martin – Administrative Assistant  
Edwin Szewczyk, CFO  
G. Norman Christensen, M.D.  
Tracie Gust, RN – CNO

**TRUSTEE'S ABSENT**

**STAFF ABSENT**

Richard Sears – Attorney

**GUESTS PRESENT**

Carol McKenzie  
Jeffery M. Johnson, CPA

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* **I / D**

*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”.*

**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 – Monday, January 22, 2018**

**I / D / A**

**UNFINISHED BUSINESS**

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

**I / D**

**B. Financial / Statistical Reports**

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

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

**I / D / A**

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

**a) Accounts Payable – voided check #110192**

**I / D / A**

**voided check # 110143**

**I / D / A**

**vouchers #110145 and 110146**

**I / D / A**

**vouchers #110147 through #110394**

**I / D / A**

**b) Refunds - vouchers # 7186 through # 7212**

**I / D / A**

**c) Payroll – vouchers # 32994 through # 33052**

**I / D / A**

**d) Bad Debt – Self Pay and Medicare**

**I / D / A**

**NEW BUSINESS**

**A. Presentation and Acceptance of Final Audited Financial Statements for the Period Ended June 30, 2017 – Presented by:**

**Jeffrey M. Johnson, CPA | Partner - Health Care Practice | Wipfli LLP**

**I / D**

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

**1) 1.3 Treatment of Patients**

**I / D / A**

**2) 1.4 Treatment of Staff**

**I / D / A**

**3) 1.5 Treatment of Medical Staff**

**I / D / A**

**4) 1.6 Financial Planning and Budgeting**

**I / D / A**

**C. Open Discussion Hospital Billing, Bad Debt and Collections**

**I / D**

- D. Board Compensation Changing from Accounts Payable to Payroll** I / D
- E. Appointments/Re-appointments – Mike Mugosa, M.D. -**
- 1) Appointments: None I / D
- 2) Re-appointments:
- a. James Sullivan, DO - Nephrologist I / D / A
  - b. Robert Quigley, DO - Nephrologist I / D / A
  - c. Soni Dhanireddy, MD – Nephrologist I / D / A
  - d. Michael Murphy, MD – Nephrologist I / D / A
  - e. Sunil Skaria, MD – Nephrologist I / D / A
  - f. Javier Narvate, MD Nephrologist I / D / A
  - g. Sarah Quinn, APRN – Nephrologist I / D / A
  - h. Michelle Marshall Tavener, APRN – Nephrologist I / D / A
- F. Administrators’ Report – Matt Walker, CEO** I / D
- G. Correspondence Received Since Last Meeting:** I / D
- 1) Letter and Donation from Dr. Mark Rhodes
- I Set Date and Time for the Next Regular and/or Special Meeting**
- 1) Next Regular Meeting – Monday, March 26, 2018 at 5:00 pm I / D / A
- 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

**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 on Monday February 19, 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. Seeing none Chairman Hilton moved on to item four.

## 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 – January 22, 2018

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of January 22, 2018 as corrected.

**MOTION:** Vice-Chairman Rowley moved to approve the minutes for the Regular Board of Trustees Meeting of January 22, 2018 as corrected. The motion was seconded by Trustee/Secretary Gianoli and carried.

## UNFINISHED BUSINESS

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

Matt reported to the Board of Trustees; one workers comp case for January. The wrongful termination case in summary judgement was dismissed. In 2016 reported needle sticks for the year totaled six, but in 2017, there was only one, mainly due to education and training of staff from Tracie and Bethann. This flu season the hospital has seen four times the number of positive flu cases from last year. Matt reviewed the Post Op Infections for 2017 comparing 2010 to present.

**B. Financial/Statistical Reports**

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

Edwin Szewczyk, CFO reviewed the January 31, 2018 financial statements with the Board of Trustees:

- Total operating revenue of \$2.3 million was better than budget and slightly worse than prior year. Volumes statistics impacting total operating revenue from various departments was reviewed.
- Operating expenses of \$890 thousand was worse than budget and slightly better than prior year. Salaries and benefits expense of \$ 1.48 million was worse than budget and prior year due to pro fee expenses and recruitment expenses.
- 340b receipts are less than expected due to Ridley's Pharmacy being removed from the program. Currently there is a \$99 thousand balance due from SunRx.
- The net gain for January 2018 is \$29 thousand.
- Cash increased \$628 thousand from the prior month and is expected to continue to increase with continued AR "catch up" while the in house billing conversion continues to improve. YTD losses of \$580 thousand will impact cash directly also. An estimate of total net cash gain YTD for fiscal year 2018 is \$217,947.

Edwin reviewed the graphs added to the financial statements with the Board of Trustees and answered all questions from the Board.

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

**MOTION:** Trustee Robison moved to approve the Financial Statement for the period ending January 31, 2018. The motion was seconded by Trustee Martin and carried.

**2) Request for Approval and Presentation of Vouchers**

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

01/31/2018	voided check # 110192	\$ - 1,189.48
------------	-----------------------	---------------

Chairman Hilton entertained a motion to approve the accounts payable voucher, voided check # 110192.

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable voucher voided check # 110191. The motion was seconded by Trustee Martin and carried.

01/17/2018	voided check # 110143	\$ - 213.21
------------	-----------------------	-------------

Chairman Hilton entertained a motion to approve the accounts payable voucher, voided check # 110143

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable voucher voided check # 110143. The motion was seconded by Vice-Chairman Rowley and carried.

01/17/2018	110145 – 110146	\$ 213.21
------------	-----------------	-----------

Chairman Hilton entertained a motion to approve the accounts payable vouchers 110145 through 110146.

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 110145 through 110146. The motion was seconded by Vice-Chairman Rowley and carried.

01/25/2018	110147 - 110249	\$ 364,475.44
01/30/2018	110250	\$ 766.66
02/08/2018	110251 - 110393	\$ 622,106.98
02/12/2018	110394	\$ 553.50

Chairman Hilton entertained a motion to approve the accounts payable vouchers 110147 through 110394.

**MOTION:** Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 110147 through 110394. The motion was seconded by Vice-Chairman Rowley and carried.

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

02/08/2018	7186 - 7212	\$ 1,258.27
------------	-------------	-------------

Chairman Hilton entertained a motion to approve refund vouchers 7186 through 7212.

**MOTION:** Trustee/Secretary Gianoli moved to approve refund vouchers 7186 through 7212. The motion was seconded by Vice-Chairman Rowley and carried.

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

01/19/2018	32994 - 33018	\$ 452,477.85
01/19/2018	33019 - 33021	\$ 51,352.51
01/23/2018	33022	\$ 174.00
02/02/2018	33023 - 33048	\$ 469,287.16
02/02/2018	33049 - 33051	\$ 15,004.00
02/05/2018	33052	\$ 265.62

Chairman Hilton entertained a motion to approve the payroll voucher 32994 through 33052.

**MOTION:** Trustee/Secretary Gianoli moved to approve the payroll vouchers 32994 through voucher 33052. The motion was seconded by Vice-Chairman Rowley and carried.

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

02/14/2018	Self Pays	January 2018	\$ 359,950.33
02/14/2018	Medicare	January 2018	\$ 20,996.53

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 January 2018 as presented. The motion was seconded by Vice-Chairman Rowley and carried.

**NEW BUSINESS**

**A. Presentation and Approval of Audited Financial Statements for the Period Ended June 30, 2017– resented by: Jeffrey M. Johnson, CPA/Partner -Health Care Practice Wipfli LLP.**

Jeff Johnson present the Audited Financial Statements for the period ended June 30, 2017, reviewing Required Communications, Internal Control Communications, Financial Analysis, Accounting and Auditing Update, Industry Update and Key Financial Indicators. Mr. Johnson reviewed some of the changes in the Law effecting hospitals and clinics passed by Congress within the last couple of weeks and answered all questions from the Board of Trustees.

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

**1) 1.3 Treatment of Patients**

Chairman Hilton entertained a motion to approve 1.3 Treatment of Patients as changed.

**MOTION:** Trustee Martin moved to approve Section 1.3 Treatment of Patients of the Board Governance Policies as changed. The motion was seconded by Trustee Robison and carried.

**2) 1.4 Treatment of Staff**

Chairman Hilton entertained a motion to approve 1.4 Treatment of Staff.

**MOTION:** Trustee/Secretary Gianoli moved to approve 1.4 Treatment of Staff of the Board Governance Policies. The motion was seconded by Vice-Chairman Rowley and carried.

**3) 1.5 Treatment of Medical Staff**

Chairman Hilton entertained a motion to approve 1.5 Treatment Medical Staff.

**MOTION:** Trustee/Secretary Gianoli moved to approve 1.5 Treatment of Medical Staff of the Board Governance Policies. The motion was seconded by Vice-Chairman Rowley and carried.

#### **4) 1.6 Financial Planning and Budgeting**

Chairman Hilton entertained a motion to approve 1.6 Financial Planning and Budgeting.

**MOTION:** Trustee/Secretary Gianoli moved to approve 1.6 Financial Planning and Budgeting of the Board Governance Policies. The motion was seconded by Vice-Chairman Rowley and carried.

#### **C. Open Discussion on Hospital Billing, Bad Debt and Collections**

Edwin Szewczyk, CFO updated the Board of Trustees during the financial presentation. Trustee Robison inquired about the new company hired to collect and clean up old accounts and if the transition to Trubridge for collection of bad debt has taken place. Edwin advised that the new company working on old accounts was off to a slow start, Trubridge to start April 8, 2018 on collections.

#### **D. Board Compensation Changing from Accounts Payable to Payroll**

Chairman Hilton advised the Board of Trustees they would receive a payroll check for the monthly meeting compensation not an accounts payable check. The Trustees are considered employees.

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

##### **1) Appointments: None**

##### **2) Re-appointments:**

##### **a) James Sullivan, DO – Nephrologist**

Chairman Hilton entertained a motion for the re-appointment James Sullivan, DO to the medical staff.

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

##### **b) Robert Quigley, DO - Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Robert Quigley, DO to the medical staff.

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



**c) Soni Dhanireddy, M.D. Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Soni Dhanireddy, M.D. to the medical staff.

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

**d) Michael Murphy, M.D. – Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Michael Murphy, M.D. to the medical staff.

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

**e) Sunil Skaria, M.D. - Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Sunil Skaria, M.D. to the medical staff.

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

**f) Javier Narvate, M.D. - Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Javier Narvate, M.D. to the medical staff.

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

**g) Sarah Quinn, APRN - Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Sarah Quinn, APRN to the medical staff.

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

**h) Michelle Marshall Tavener, APRN. - Nephrologist**

Chairman Hilton entertained a motion for the re-appointment Michele Marshall Tavener, APRN to the medical staff.

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

**F. Administrator's Report:**

Matt Walker reported to the Board of Trustees on:

- Ridley's has signed the contract with a new 340b company, we are moving forward with a new company Cirrus Pharmacy Services from SunRx. Economy Drug will stay with SunRx.
- Posted for the Community Paramedicine position, we hope to have it filled in the next month. This person will help us reach out to the community to patients who could use some extra help but do not qualify for home health. This position will also help to promote our swingbed program.
- Dialysis Clinic synopsis:
  - a. 10 patients currently
  - b. 4 operational stations with a total capacity of 24 patients
    - i. Could open another shift and accommodate 32 patients if need arose
  - c. We pay \$3,000 a month for the service to be available 24X7, plus additional fees when services are used. We average monthly fees of \$3,800 per month.
  - d. We provide cleaning supplies and maintenance
  - e. They pay rent \$2,100 per month

A discussion followed on the Dialysis Clinic and services.

**G. Correspondence Received Since last meeting:** Letter from Dr. Mark Rhodes and his wife, which included a donation to purchase art work for the main lobby. The Board of Trustees expressed their thanks and appreciation for the donation.

Chairman Hilton received a letter from the White Pine County Clerk to notify him the members of the Hospital District Board of Trustees whose terms are expiring December 31, 2018, District 2- Burton Hilton, District 1- Julie Gianoli and District 4 -Richard Rowley. Those members wanting to run for a seat on the Board can do so March 5, 2018 through March 16, 2018 with a \$30.00 filing fee in the County Clerk's office.

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

- 1) Next Regular Meeting – Monday March 26, 2018 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 March 26, 2018 at 5:00 p.m. The motion was seconded by Vice-Chairman Rowley and carried.

**I. Board Comments:** With no Board comments, Chairman Hilton moved on to item J.

**J. Staff Comments:** With no staff comments, 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.

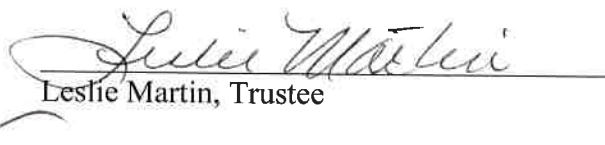
**MOTION:** Vice-Chairman Rowley moved to approve the adjournment of the White Pine Hospital District Board of Trustees meeting. The motion was seconded by Trustee Martin and carried.

Adjournment: 6:40 p.m.

  
\_\_\_\_\_  
Burton Hilton, Chairman

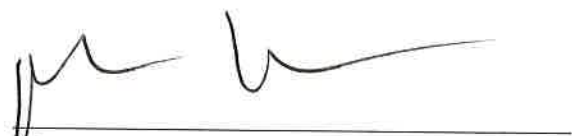
  
\_\_\_\_\_  
Julie Gianoli, Secretary

  
\_\_\_\_\_  
Richard Rowley, Vice-Chairman

  
\_\_\_\_\_  
Leslie Martin, Trustee

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

  
\_\_\_\_\_  
Wade Robison, Trustee

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