

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 July 23, 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  
Edwin Szewczyk, CFO  
Richard Sears – Attorney  
Tracie Gust, RN – CNO  
G. Norman Christensen, M.D.

**TRUSTEE'S ABSENT**

**STAFF ABSENT**

**GUESTS PRESENT**

Carol McKenzie  
Bryan Pyle - Attorney

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 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 June 18, 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) June 30, 2018 - Edwin Szewczyk, CFO I / D / A
- 2) Strategic Plan 2017/2018, 4th Quarter Update – Matt Walker, CEO I / D

**NEW BUSINESS**

- A. Review/Discuss/Approve Board Attorney – Bryan Pyle** I / D / A
- B. Review/Revise/Approve Governance Policies – Chairman Hilton**
- 1) 2.3 Board Job Description I / D / A
- 2) 2.4 Annual Plan I / D / A
- C. Appointments/Re-appointments – Mike Mugosa M.D**
- 1) Appointments:
- a. Brady Benham, M.D. – OB/GYN I / D / A
- 2) Re-appointments:
- a. Paul Hiss, MD - Ophthalmology I / D / A
- b. David Magnesen, DPM – Podiatry I / D / A
- c. Valerie Miller, M.D. – Internal Medicine & Pediatrics I / D / A
- d. Jeffery Willes, DC – Chiropractor I / D / A

- |   |              |
|---|--------------|
| e. Amber Federizo, NP – Hematology Group                                | I / D / A    |
| f. Roxanne Jones, APRN – Family Practice                                | I / D / A    |
| <b>D. Pharmacy Update – Daren Kunz, PharmD</b>                          | <b>I / D</b> |
| <b>E. Administrators’ Report – Matt Walker, CEO</b>                     | <b>I / D</b> |
| <b>F. Correspondence Received Since Last Meeting</b>                    |              |
| 1) Memories of the Ruth Mining Area Dedication                          | I / D        |
| <b>G. Set Date and Time for the Next Regular and/or Special Meeting</b> |              |
| 1) Next Regular Meeting – Monday August 27, 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 # 111350 through #111690   |                  |
| b) Refunds – voucher # 7264 through # 7304  |                  |
| c) Payroll – voucher # 33364 through #33440   |                  |
| d) Bad Debt – Self Pay and Medicare   |                  |
| <b>H. Board Comments</b>  | <b>I / D</b>     |
| <b>I. Staff Comments</b>  | <b>I / D</b>     |
| <b>J. Public Comment</b> <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. <b>Comments during Discussion Items will not be accepted from the General public.</b> “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> | <b>I / D</b>     |
| <b>K. Adjournment</b>   | <b>I / D / A</b> |

**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 July 23, 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 – June 18, 2018

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of June 18, 2018 as corrected.

**MOTION:** Trustee/Secretary Gianoli moved to approve the minutes for the Regular Board of Trustees Meeting of June 18, 2018 as corrected. Vice-Chairman Rowley 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:

- No workers compensation issues for June 2018
- New EEOC claim that is being worked on.
- Presentation of MBQIP Patient Engagement Quality Report

**B. Financial/Statistical Reports:**

**1) Review and Approve Financial Statements for the period ended:  
 a) June 30, 2018**

Edwin reviewed the June 30, 2018 financial statements with the Board of Trustees:

For the month of June we posted a bottom net gain of \$ 1,007,000.00. The gain is due to mine proceeds we received but not did not appear on the budget.

- Total operating revenue of \$2.3 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 Discharges	47	37	44
Total Swing Discharges	3	1	1
ER Visits	459	436	462
OP Labs	769	737	730
OP Imaging	326	277	276
Clinic Visits	2,474	2,328	2,409

- Operating expenses of \$810 thousand were better than budget and prior year. Salaries & benefits expense of \$ 1.4 million were better than budget and prior year. Material expense line item variances include:

	<u>Actual</u>	<u>Budget</u>	<u>Prior</u>	<u>Variance</u>	<u>Explanation</u>
Supplies	201,794	229,715	222,695		Utilization lower than expected in part due to volume and in part due to cost containment efforts.
Repairs & Maintenance	36,431	25,332	26,115		Unanticipated Radiology repairs to the C-arm an anesthesia equipment
Misc Expenses	84,067	105,366	141,105		Cost containment efforts
Pro Fee Expense	415,328	401,658	588,418		fees higher due to higher Collections and office visits

- 340(b) receipts are less than expected due to Ridley's being removed from the program and ramp-up of subsequent reinstatement through Cirrus (new340b) vendor replacing SunRX.
- Cash increased by \$2.7 million from the prior month including restricted grant funds of \$1.1 million received (to be spent in subsequent months) and mine proceeds not on the budget. Expecting to continue to increase cash with continued AR "catch-up" while the in-house billing conversion continues to progress. An Estimate of total net cash gain YTD for fiscal year is:

YTD Total Net Gain	1,384,000
Add Back Depreciation Expense	1,462,000
Estimated Total YTD Cash Generated	<u>2,846,000</u>

A discussion followed on the in house billing, bad debt and collections, Edwin answered all questions asked by the Board of Trustees. Trustee Robison thanked Edwin for showing him the referrals from Eureka, Edwin will present to the Board of Trustee at the next meeting what he presented to Trustee Robison.

Chairman Hilton entertained a motion to approve the Financial Statements for the period ending June 30, 2018.

**MOTION:** Trustee/Secretary Gianoli made a motion to approve the Financial Statement for the period ending June 30, 2018. The motion was seconded by Vice-Chairman Rowley.

## **2) Strategic Plan 2017/2018, 4<sup>th</sup> Quarter Update**

Matt presented the fourth quarter strategic plan to the Board of Trustee and updated the Trustees on the 2017/2018 year end status.

### **NEW BUSINESS**

#### **A. Review/Discuss/Approve Board Attorney Bryan Pyle**

Trustee/Secretary Gianoli advised the Board of Trustees the decision to recommend Bryan Pyle to replace Richard Sears as the hospital/board attorney was made. All applicants were well qualified. It was a hard decision to make.

Chairman Hilton entertained a motion to approve Bryan Pyle as the Board Attorney.

**MOTION:** Trustee/Secretary Gianoli moved to approve Bryan Pyle as the Board Attorney. The motion was seconded by Trustee Robison and carried.

#### **B. Review/Revise/Approve Governance Policies: Chairman Hilton**

##### **1) 2.3 Board Job Description**

Chairman Hilton entertained a motion to approve 2.3 Board Job Description

**MOTION:** Trustee/Secretary Gianoli moved to approve Section 2.3 Board Job Description of the Board Governance Policies. The motion was seconded by Vice-Chairman Rowley and carried.

**2) 2.4 Annual Plan**

Chairman Hilton entertained a motion to approve 2.4 Annual Plan

**MOTION:** Vice-Chairman Rowley moved to approve 2.4 Annual Plan of the Board Governance Policies. The motion was seconded by Trustee Martin and carried.

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

**1) Appointments:**

**a. Brady Benham, M.D. – OB/GYN**

**MOTION:** Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the appointment of Brady Benham, 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.

**2) Re-appointments:**

**a. Paul Hiss, M.D. – Ophthalmology**

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

**b. David Magnesen, DPM - Podiatry**

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

**c. Valerie Miller M.D. – Internal Medicine & Pediatrics**

**MOTION:** Trustee/Chief of Staff Mugosa made a motion to approve the re-appointment Valerie Miller 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. Jeffery Willes, DC – Chiropractor**

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

**e. Amber Federiao, NP Hematology Group**

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

**f. Roxanne Jones, APRN – Family Practice**

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

**D. Pharmacy Update:**

Daren Kunz, PharmD updated the Board of Trustees on the change of supplier, which will save the hospital money. Concerns of medication shortages in the market place and how he is obtaining medications. Daren explained his role in the Coumadin Clinic, Chemo therapy, the clinic medications and hospital pharmacy. The hospital has opened up a retail pharmacy for the employees and a way to work with Economy Drug to supply IV therapy to the Care Center. A discussion ensued on Ridley's' Pharmacy in the clinic.

**E. Administrator's Report:**

Matt Walker reported to the Board of Trustees on:

- Department Updates to the Board of Trustees
- Ridley's 340b program
- Nurse Call System
- Nurse recruitment
- Cardiology program
- Staff Survey
- Monthly Facility meetings
- EHR demo's
- Sports Physicals – July 31<sup>st</sup>.
- Decorating the front lobby and the emergency room entrance lobby
- Candidate for Congress -Hardy visit
- Thank you to Richard Sears, who is leaving as the hospital/board attorney
- Dr. G. Norman Christensen's 50 years of service in Ely and at WBRH.

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



**F. Correspondence Received Since last meeting:**

- 1) Memories of the Ruth Mining Area Dedication

Chairman Hilton shared the invitation to attend and outlined the program for the dedication with the Board of Trustees.

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

- 1) **Next Regular Meeting – Monday August 27, 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 August 27, 2018 at 5:00 p.m.

**MOTION:** Trustee Martin moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday August 27, 2018 at 5:00 p.m. The motion was seconded by Vice-Chairman Rowley and carried.

**CONSENT AGENDA**

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1. **Request for Approval of Vouchers – Julie Gianoli, Secretary**
  - a) **Accounts Payable – vouchers # 111350 through #111690**
  - b) **Refunds – voucher # 7264 through # 7304**
  - c) **Payroll – voucher # 33364 through #33440**
  - 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 Vice-Chairman Rowley and carried.

**H. Board Comments:** Chairman Hilton congratulated Bryan Pyle and welcome aboard.

**I. Staff Comments:** Dr. G. Norman Christensen shared that the Secretary of Health announced a 20% decrease in the 340b program.

**J. 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*

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Chairman Hilton asked for public comment.

Alexander Jones spoke in regards to a billing and incorrect coding issue. Chairman Hilton asked Mr. Jones to contact Edwin after the meeting to address the issue.

Chairman Hilton asked for additional public comments, seeing none Chairman Hilton moved on to item K.


**K. Adjournment:**

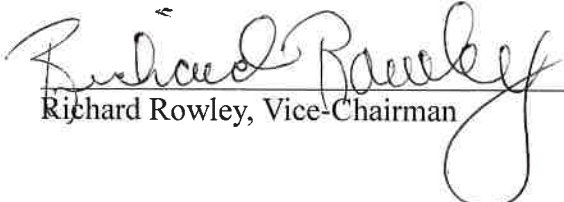
Chairman Hilton entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting.

**MOTION:** 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: 6:55p.m.

  
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Burton Hilton, Chairman


  
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Julie Gianoli, Secretary

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

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

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

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

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