

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 September 24, 2018 at 5:00 p.m.

TRUSTEE'S PRESENT

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

STAFF PRESENT

Matthew Walker - Chief Executive Officer
Shalayne Manning – Administrative Assistant
Edwin Szewczyk – Chief Financial Officer
Bryan Pyle – Attorney
Tracie Gust, RN – Chief Nursing Officer
Cinda Heron – Human Resources Manager
G. Norman Christensen, M.D.- Medical Director

TRUSTEE'S ABSENT

STAFF ABSENT

GUESTS PRESENT

Dorothy Robison –Guest
Donna Sjogren - Guest
Joanne Ambrose – Guest
Susan Sims – Guest
Carol McKenzie – Guest

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 7.05, 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 August 27, 2018** **I / D / A**

UNFINISHED BUSINESS

- A. Enterprise Safety & Risk Management & Quality Assurance:** **I / D**
Matthew Walker, CEO

B. Financial / Statistical Reports

- 1) Review and Approval of Financial Statements For the Period Ended:**
a) August 31, 2018 – Edwin Szewczyk, CFO. **I / D / A**

NEW BUSINESS

- A. Introduction of New Human Resources Manager, Cinda Heron. Department Update.** **I / D**
- B. Review/Revise/Approve Governance Policies – Chairman Hilton**
- 1) 2.7 Board Committee Principles** **I / D / A**
2) 2.8 Cost of Governance **I / D / A**
- C. Appointments/Re-appointments – Mike Mugosa M.D**
- 1) Appointments:** **I / D / A**
a) Randy Edwards, M.D. - OB/GYN
- 2) Re-appointments: None** **I / D**
- D. Administrators’ Report – Matt Walker, CEO** **I / D**

E. Correspondence Received Since Last Meeting: None I / D

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

1) **Next Regular Meeting – Monday October 22, 2018 at 5:00 p.m.** 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 # 111918 through #112135 = \$1,138,397.67**

b) **Refunds – voucher # 7335 through # 7352 = \$ 20,834.10**

c) **Payroll – voucher #33579 through #33658 = \$1,157,165.85**

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* I / D

*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 7.05, 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”.*

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, September 24, 2018 at 5:01 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 7.05, 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.

Dorothy Robison expressed her concerns regarding the new cardiology group and their procedures, the number of patients being flown out, and also employee turnover. Her concerns were addressed by CEO, Matthew Walker, CNO, Tracie Gust, and Trustee/Chief of Staff Michael Mugosa M.D., a discussion ensued. When she asked about certain individual employees, Attorney Bryan Pyle intervened explaining employees personal information is protected.

Joanne Ambrose voiced her concerns on whether Dr. Freedman would continue to come to the Clinic to see patients, and also about the air flights out of the Hospital. CEO, Mathew Walker addressed her concerns.

Chairman Hilton asked if there was any other public comments. 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 – August 27, 2018

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of August 27, 2018 as corrected.

MOTION: Trustee/Secretary Gianoli moved to approve the minutes for the Regular Board of Trustees Meeting of August 27, 2018 as corrected. Vice-Chairman Rowley seconded the motion and the motion carried.

UNFINISHED BUSINESS

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

CEO, Matthew Walker reported to the Board of Trustees and Reviewed:

- 1) WBRH had one Worker’s Compensation claim reported in the month of September 2018.

B. Financial/Statistical Reports:

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

CFO, Edwin Szewczyk reviewed the August 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 | 130 | 101 | 85 |
| Total Swing Days | 7 | 11 | - |
| ER Visits | 491 | 450 | 476 |
| OP Labs | 741 | 789 | 715 |
| OP Imaging | 316 | 289 | 293 |
| Clinic Visits | 2,653 | 2,793 | 2,713 |

- Operating expenses of \$820 thousand were better than budget and prior year. Salaries & benefits expense of \$1.6 million were worse than budget and prior year. Material expense line item variances include:

| | <u>Actual</u> | <u>Budget</u> | <u>Prior</u> | <u>Variance Explanation</u> |
|-----------------|---------------|---------------|--------------|---|
| Supplies | 238,561 | 229,000 | 244,619 | Para medicine expenditures (Offset by Grant Receipts) |
| Utilities | 10,634 | 30,100 | 20,043 | Receipt of Mt. Wheeler rebate of \$10k |
| Misc. Expense | 98,697 | 119,700 | 165,959 | Timing of the expense |
| Pro Fee Expense | 398,965 | 412,200 | 444,318 | Timing of the expense |

- The net gain for August 2018 is \$206 thousand.

- Cash decreased by \$361 thousand from the prior month primarily due to a three payroll month. An estimate of total net cash gain YTD for fiscal year 2018 is:

| | |
|------------------------------------|----------------|
| YTD Total Net Gain | 348,147 |
| Add Back Depreciation Expense | <u>243,600</u> |
| Estimated Total YTD Cash Generated | <u>591,747</u> |

CFO, Edwin Szewczyk answered all questions asked by the Board of Trustees.

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

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

NEW BUSINESS

A. Introduction of New Human Resources Director, Cinda Heron. Cinda provided an overview of her career and related experiences. Cinda stated she has always wanted to get into the medical field, and she is very excited for this opportunity.

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

1) 2.7 Board Committee Principles

Chairman Hilton entertained a motion to approve:

MOTION: Trustee/Secretary Gianoli moved to approve Section 2.7 Board Committee Principles of the Board Governance Policies. The motion was seconded by Vice-Chairman Rowley and carried.

2) 2.8 Cost of Governance

Chairman Hilton entertained a motion to approve 2.8 Cost of Governance:

MOTION: Trustee/Secretary Gianoli moved to approve 2.8 Cost of Governance of the Board Governance Policies. The motion was seconded by Trustee Robison and carried.

C. Appointments/re-appointments:

1) Appointments: Randy Edwards, M.D –OB/GYN

Trustee/Chief of Staff Michael Mugosa M.D. made a motion to approve appointment for Randy Edwards, M.D. The motion was seconded by Trustee Robison and carried.

2) Re-appointments: There were no re-appointments at this time.

D. Administrator's Report:

Matthew Walker, CEO reported to the Board of Trustees on:

- Cardiology is moving forward, installation date will be mid-October. Installation should be completed in December. Cardiologists will be here in October to do a hand off with the University of Utah Cardiologists. They will begin seeing patients in the Clinic in November.
- We are currently still looking into a new EHR system. We are leaning towards Cerner or Athena, both programs are cloud based.
- The Christmas Party is scheduled for December 8, at 6:00 pm.
- Patients are being given information about the patient portal, so that they can access their results quickly and pay their bill online.
- The county wide flu pod clinic will be held on October 10th. It is free service to our community.
- The Veterans Administration van will resume again next week. It will run twice a week to the VA in Salt Lake City.
- Nurse call system, we should have a final price next week when they come out to look at everything.
- The Eureka Clinic passed their state survey, we just need to get billing designation.

E. Correspondence Received Since last meeting: None

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

1) Next Regular Meeting – Monday October 22, 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, October 22, 2018 at 5:00 p.m.

MOTION: Trustee Martin moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday, October 22, 2018 at 5:00 p.m. The motion was seconded by Trustee/Secretary Gianoli and carried.

CONSENT AGENDA

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- b) **Refunds – voucher #7335 through #7352 = \$20,834.10**
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- 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.

G. Board Comments:

H. Staff Comments: Chairman Hilton asked for staff comments, seeing none Chairman Hilton moved on to item I.

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Chairman Hilton asked for public comment.

Joanne Ambrose inquired about how she could get a copy of the meeting minutes. Chairman Hilton explained, once the minutes are approved they are posted on the William Bee Ririe website.

Chairman Hilton asked if there was any other public comments, seeing none Chairman Hilton moved on to item J.

J. 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.

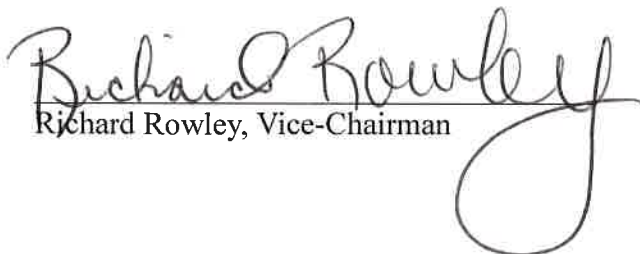
Adjournment: 6:35p.m.



Burton Hilton, Chairman



Julie Gianoli, Trustee/Secretary



Richard Rowley, Vice-Chairman



Leslie Martin, Trustee



Mike Mugosa, MD –Trustee/Chief of Staff



Wade Robison, Trustee



Matthew Walker, CEO