

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 28, 2017 at 5:00 p.m.

TRUSTEE'S PRESENT

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

STAFF PRESENT

Matthew Walker - Chief Executive Officer
Tracie Gust, RN - CNO
Richard Sears – Attorney
Susan Martin – Administrative Assistant
Edwin Szewczyk, CFO
Frank Ruvolo – CIO
G. Norman Christensen, M.D.
Maggie Whitehead, HR Manager
Gary Seigel, M.D.
Nancy Baker, DO
Roxanne Jones, APRN
Valerie Miller, M.D.
David Byun, DO

TRUSTEE'S ABSENT

STAFF ABSENT

GUESTS PRESENT

Carol McKenzie

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

- 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 – Monday, July 24, 2017 at 5:00 pm** **I / D / A**

UNFINISHED BUSINESS

- A. Enterprise Safety & Risk Management**
- 1) Enterprise Safety & Risk Management Update** **I / D**
- B. Financial / Statistical Reports**
- 1) Review and Approval of Financial Statements For the Period Ended:**
- a) July 31, 2017 - Edwin Szewczyk, CFO** **I / D / A**
- 2) Request for Approval and Presentation of Vouchers – Julie Gianoli**
- a) Accounts Payable – vouchers #108527 through #108797** **I / D / A**
- b) Refunds – voucher #6973 to #7033** **I / D / A**
- c) Payroll – vouchers # 32479 through # 32575** **I / D / A**
- d) Bad Debt – Self Pay and Medicare** **I / D / A**

NEW BUSINESS

- A. Employee Empowerment Survey Presentation – Maggie Whitehead** **I / D**
- B. Review/Discuss/Approve Purchase of Nurse Call System – Tracie Gust, RN,CNO** **I / D / A**
- C. Review/Discuss/Approve Strategic Plan 2017/2018** **I / D / A**

- D. Open Discussion on Hospital Billing, Bad Debt and Collections** I / D
- E. Review/Revise/Approve Governance Policies – Chairman**
- 1) 2.5 Chairpersons’ Role I / D / A
 - 2) 2.6 Board Members Code of Conduct I / D / A
- F. Appointments/Re-appointments – Mike Mugosa, M.D. -**
- 1) Appointments:
 - a) Deborah Garner, Speech Language Therapist I / D / A
 - b) Adam Gardner, PA – ENT I / D / A
 - c) Patrick Olivieri, M.D. – Emergency Room I / D / A
 - 2) Re-appointments:
 - a) Innocent Ezenwa, M.D. - Sleep Medicine I / D / A
 - b) Kevin Jensen, M.D. – Emergency Room I / D / A
 - c) Milton Lee, M.D. - OB I / D / A
 - d) Stanley McCart, M.D.- ER & Family Practice I / D / A
- G. Administrators’ Report – Matt Walker, CEO** I / D
- H. Correspondence Received Since Last Meeting:** I / D
- 1) Letter from Eureka County Sheriff’s Office
- I. Set Date and Time for the Next Regular and/or Special Meeting**
- 1) Next Regular Meeting – Monday, September 25, 2017 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 Monday, August 28, 2017 at 5:05 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. Seeing none Chairman Hilton moved on to item four.

4. 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 – Monday, July 24, 2017

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of July 24, 2017 as corrected.

MOTION: Vice-Chairman Rowley moved to approve the minutes for the Regular Board of Trustees Meeting minutes of July 24, 2017 as corrected. The motion was seconded by Trustee Martin and carried.

UNFINISHED BUSINESS

A. Enterprise Safety & Risk Management

1) Enterprise Safety & Risk Management Update –

Matt Walker reported for the month of July there was not any workers comp issues. Tracie and

Matt will start to report on a quarterly basis HCAP scores and other data that is gathered from Hospital Compare, which will include infection rates and other topic like that. The results from Hospital Compare will be added to the risk management update.

B. Financial/Statistical Reports

- 1) Review and Approve Financial Statements for the period ended:
a) July 31, 2017.**

Edwin Szewczyk, CFO reviewed the July 31, 2017 financial statements with the Board of Trustees:

- Total operating revenue of \$2.2 million was marginally lower than budget and prior due to lagging Acute and Swing volumes. Outpatient volumes with the exception of ER visits were less than budget and prior. Clinic visits also were less than budget and prior due to higher than expected vacation and charting administrative time.
- Operating expenses of \$854 thousand were less than budget and prior year due to utilization of surgical implant supplies being less than expected. Salaries and benefits were less than budget but greater than prior year. We continue to focus on reducing labor utilization through attrition and staffing efficiencies.
- The net gain for July 2017 was \$2k.
- Cash increased by \$321 thousand from June 2017 due to operational cash flows and efforts to clean up open AR balances offset by changes to cash sensitive balance sheet items (AR increased \$281k- reduces cash, AP increased \$514k- increases cash). Although AR increased, cash collected from aggressively working AR balances may have a net zero impact on overall AR balances there were bad debt reserves in place.

Edwin informed the Board of Trustees that July is the first month of the new fiscal year; so the year to date would be just one month. Edwin also reviewed and explained the statistical summary with the Trustees.

Chairman Hilton entertained a motion to approve the Financial Statements for the period ending July 31, 2017.

MOTION: Trustee/Secretary Gianoli moved to approve the Financial Statement for the period ending July 31, 2017. The motion was seconded by Vice-Chairman Rowley and carried.

2) Request for Approval and Presentation of Vouchers

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

7/27/2017	108527-108652	\$ 324,927.98
8/10//2017	108653-108797	\$ 747,348.39

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

MOTION: Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 108527 through voucher 108797 as presented. The motion was seconded by Vice-Chairman Rowley and carried.

b) Refunds: Trustee/Secretary Gianoli presented refunds:

7/20/2017	6973-6998	\$ 8,018.89
8/10/2017	6999-7033	\$ 15,343.07

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

MOTION: Trustee/Secretary Gianoli moved to approve refund voucher 6973 through voucher 7033 as presented. The motion was seconded by Vice-Chairman Rowley and carried unanimously.

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

7/21/2017	32479-32510	\$ 455,590.07
7/21/2017	32511-32514	\$ 108,786.43
8/04/2017	32515-32545	\$ 480,263.02
8/18/2017	32546-32572	\$ 467,062.64
8/18/2017	32573-32575	\$ 156,961.01

Chairman Hilton entertained a motion to approve the payroll voucher 32479-32575

MOTION: Trustee/Secretary Gianoli moved to approve the payroll vouchers 32479 through voucher 32575. The motion was seconded by Vice-Chairman Rowley and carried unanimously.

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

8/18/2017	Self Pays	July 2017	\$ 308,913.24
8/18/2017	Medicare	July 2017	\$ 24,688.52

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 July 2017 as presented. The motion was seconded by Vice-Chairman Rowley and carried.

NEW BUSINESS

A. Employee Empowerment Survey Presentation

Maggie Whitehead, Human Resources Manager presented a power point presentation to the Board of Trustees on the Employee Empowerment Workshop held on July 27, 2017. An

employee survey was conducted with a primary goal to make sure every employee had the opportunity to attend the workshop. A twelve page report was in the Board packet which contained the comments from the employees. The current number of employees employed by the William Bee Hospital is 179, of that 41 employees participated in the workshop which included Maggie and Co-host Maria Ray. Maggie explained the structure of the workshop, the positive feedback received and the suggestive feedback. Maggie presented her proposed resolutions to the feedback; the board of trustees asked numerous questions in regards to the resolutions and employee feedback. It was suggested that an employee committee be formed to address the employee concerns to bring them to management. Maggie would like to hold an employee empowerment workshop quarterly. Trustee Robison asked if Maggie considered the 75% that did not participate in the survey was because they are completely satisfied; Maggie was not sure why the 75% did not participate. Chairman Hilton felt the employees need to know the role each member of Administration plays as well as the Board of Trustees' role.

B. Review/Discuss/Approve Purchase of Nurse Call System

Tracie Gust, RN, CNO explained to the Board of Trustees that the current nurse call system is approximately 20 years old or older, she has been looking for a new system for quite some time and presented to the Trustees three different quotes from three different manufactures. Tracie explained the features and benefits of each system, recommending the Amplion System. The Board of Trustees asked numerous questions on the Amplion Basic Nurse Call System and the Full System. A discussion followed on the price of the Basic and Full Amplion Systems, installing cabling in house or having Amplion do the cable installation and the manufacture warranty. The Board of Trustees agreed the Amplion Basic Nurse Call System would serve the needs of the hospital and would be the best system.

Chairman Hilton entertained a motion to approve the purchase of the Basic Amplion Nurse Call System not to exceed \$178,519.00.

MOTION: Trustee/Secretary Gianoli moved to approve the purchase of the Basic Amplion Nurse Call System not to exceed \$178,519.00. The motion was seconded by Vice-Chairman Rowley and carried.

C. Review/Discuss/Approve Strategic Plan 2017/2018.

Matt Walker advised the changes that had been made to the Strategic Plan since the last Board of Trustees meeting which included suggestions made from Trustee/Secretary Gianoli and Jason Bath Respiratory manager. Matt asked for questions or concerns and answered the questions directed to him.

Chairman Hilton entertained a motion to approve the Strategic Plan for 2017/2018.

MOTION: Trustee/Secretary Gianoli moved to approve the Strategic Plan for 2017/2018. The motion was seconded by Trustee Robison and carried.

D. Open Discussion on Hospital Billing, Bad Debt and Collections

Edwin Szewczyk, CFO announced the go live date for bringing billing back into house is now November 1, 2017. Hiring the last two employees just today, all of the staff is now hired. Training will be September 18th to 21st on general billing; the instructors will be from HCPro a well-respected revenue group in the industry. The training has been offered to the NRHP hospitals to participate to defer some of the costs.

In October CPSI will be coming here on site to train the billing staff on the CPSI billing process. Perching General Hospital in Locklock, Nevada has promised to help walk us through the billing process the first week of November. Edwin is working with Trubridge and CPSI on terms for the conversion. Self-pay patients will stay with NBF for now, potential the self pays will be brought back in house at a later date.

E. Review/Revise/Approve Governance Policies –

1) 2.5 Chairpersons' Role

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

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

F. Appointments/re-appointments:

1) Appointments:

a) Deborah Garner, Speech Language Therapist

MOTION: Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the appointment of Deborah Garner, Speech Language Therapist to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Vice-Chairman Rowley and carried.

b) Adam Gardner, PA-ENT

MOTION: Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the appointment of Adam Gardner, PA. to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Trustee/Secretary Gianoli and carried.

c) Patrick Olivieri, M.D.

MOTION: Trustee/Chief of Staff Dr. Mike Mugosa made a motion to approve the appointment of Patrick Olivieri, MD to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Trustee Martin and carried.

2) Re-appointments:

a) Innocent Ezenwa, M.D. - Sleep Medicine

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

b) Kevin Jensen, M.D. – Emergency Room

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

c) Milton Lee, M.D. – OB

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

d) Stanley McCart, M.D. - ER & Family Practice

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

G. Administrator's Report:

Matt Walker reported to the Board of Trustees on:

- I. Eureka Clinics:
 - i. Lab inspection by the state was completed and licenses have been received.
 - ii. We are waiting on the state to get the clinic facility licenses, which are dependent on the state fire Marshall Inspection.

- iii. We have an interested APRN looking at moving to Eureka to practice; this is a work in progress at this point.
2. Orthopedic Surgeon coverage is near complete with our own providers.
 - a) We have Dr. Hatton, Dr. Zeluff, Dr. Miller and Dr. Rhodes; all are credentialed and scheduled throughout the year.
 - i. This should get our orthopedic program back up and running.
3. OB/GYN:
 - a) Dr. Lee retires in a few month, we have a few OB/GYN's interested in working.
 - i. Dr. Tanner has been working for a weeks, he enjoys it here. He is from Utah and seems to be well liked.
 - ii. Dr. Benham just came for an interview last week, he is very skilled and works in St. George, he is considering getting out of private practice and moving to us full time.
 - iii. Dr. Torres is very interested in working with us after her military career ends, but that is two years away.
 - iv. Dr. Barulich will continue to work with us as a full time OB/GYN.
4. The High School open house went well; we are excited to have the space for occasional training opportunities.
5. Concerning the points Maggie brought up; we are implementing some changes to meet some of the concerns that were brought up. Communication was the largest concern, tomorrow during the department head meeting we will discuss communication in length and will address each concern one at a time.
6. The BBQ was great; Trustee Robison was the grill master. Chairman Hilton and Dr. Mugosa were right by Trustee Robison's side helping. The BBQ was well attended and a good time.

H. Correspondence Received Since last meeting:

1) Letter from Eureka County Sheriff's Office

The letter from Eureka County Sheriff's Office was included in the Board packets thanking those who participated in the National Night Out 2017. An additional thank you note was handed out during the meeting that appeared on face book, praising the ER doctor and nurses.

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

1) Next Regular Meeting – Monday September 25, 2017 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 September 25, 2017 at 5:00 p.m. The motion was seconded by Vice-Chairman Rowley and carried.

J. Board Comments: Chairman Hilton commented on the BBQ and how well it went; Chairman Hilton had a great time working with Trustee Robison and Dr. Mike Mugosa, Matt and Tracie. The turnout was pretty good and a lot of food was served. Eureka Clinic open house and National Night out also went well. Trustee Martin attended the open house in Eureka and was very impressed with the clinic; the facility is nice.

K. Staff Comments: Dr. Nancy Baker wanted to say thank you again for the BBQ, it was nice to see Gina, Tracie and Matt serving food and it was a very positive experience. Dr. Valerie Miller commented on the Employee Empowerment workshop; some of the comments (she feels) do come from ignorance and lack of education on the issues. Listening and education could help. Dr. Miller feels the Board is awesome and doing a good job. Dr. G. Norman Christensen attended the State Medical Association meeting. Huge discussions on suicide watch and medical marijuana took place during the meeting.

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".*

Chairman Hilton asked for public comments. Seeing none Chairman Hilton moved on to item M.

M. 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: 6:45 p.m.



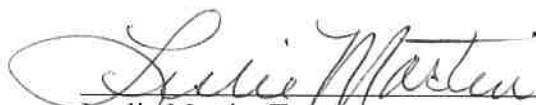
Burton Hilton, Chairman



Julie Gianoli, Secretary



Richard Rowley, Vice-Chairman



Leslie Martin, Trustee



Mike Mugosa, MD –Trustee/Chief of Staff



Wade Robison, Trustee



Matthew Walker, CEO