

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 October 22, 2018 at 5:00 p.m.

TRUSTEE'S PRESENT

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

TRUSTEE'S ABSENT

Richard Rowley – Vice Chairman
Burton Hilton – Chairman

STAFF ABSENT

GUESTS PRESENT

Carol McKenzie – Guest

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
Gary Seigel, M.D.-Clinic Physician

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 September 24, 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: **I / D / A**
a) September 30, 2018 – Edwin Szewczyk, CFO.

NEW BUSINESS

A. Award Nurse Call System to Ideacom as they are the next lowest responsive and responsible bidder pursuant to NRS 332.065(3). Total Amount \$132,097.00 **I / D / A**

B. Ratification of CEO, Mathew Walker’s decision as authorized representative of the Hospital District to approve installation costs associated with Cath-Lab construction as indicated in May, 2018 meeting. Total amount \$195,500.00 **I / D / A**

C. Review/Revise/Approve Governance Policies – Chairman Hilton **I / D / A**
1) 3.1 Global Board CEO Linkage
2) 3.2 Unity of Control

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

1) Appointments: None **I / D**

2) Re-appointments: None **I / D**

E. Administrators' Report – Matt Walker, CEO

F. 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 November 26, 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. I / D / A

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

a) Accounts Payable - vouchers # 112136 through #112368 = \$1,129,660.22

b) Refunds – voucher # 7353 through # 7378 = \$9,134.89

c) Payroll – voucher #33659 through #33747= \$1,126,563.73

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 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

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

Trustee/Secretary Gianoli called the White Pine County Hospital District Board of Trustees Regular Meeting to order on Monday, October 22, 2018 at 5:03 p.m.

2. Roll Call

Trustee/Secretary Gianoli 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”.*

Trustee/Secretary Gianoli asked for public comment.

Trustee/Secretary Gianoli asked if there were no public comments. Seeing none Trustee/Secretary Gianoli 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 – September 24, 2018

Trustee/Secretary Gianoli entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of September 24, 2018 as corrected.

MOTION: Trustee Robison moved to approve the minutes for the Regular Board of Trustees Meeting of September, 2018 as corrected. Trustee/Chief of Staff Michael Mugosa M.D. 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:

- No Workers Compensation to report for the month of September.
- EEOC dropped a claim because the individual decided to take it to a private lawsuit.
- We passed our quarterly 340B audit with 100% compliance.

B. Financial/Statistical Reports:

1) Review and Approve Financial Statements for the period ended:

a) September 30, 2018

CFO, Edwin Szewczyk reviewed the September 30, 2018 financial statements with the Board of Trustees:

- Total operating revenue of \$2.28 million was worse than budget and better than prior year. Volumes statistics impacting total operating revenue materially were:

	<u>Actual</u>	<u>Budget</u>	<u>Prior</u>
Total IP Days	135	101	94
Total Swing Days	145	11	24
ER Visits	447	450	453
OP Labs	660	789	705
OP Imaging	364	289	256
Clinic Visits	2,264	2,793	2,524

- Operating expenses of \$701 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>
Supplies	201,348	229,000	268,518	Timing of the expense
Pro Fee Expense	305,873	412,200	429,232	Changes in provider contracts are Paying certain providers higher base Salaries resulting in lower bonuses Calculated. This variance is expected to not mitigate throughout the year.

- The net gain for September 2018 is \$361 thousand.
- Cash increased by \$1.22 million from the prior month primarily due to a reduction in net AR (cash collections), higher trending operating gains and other changes in balance sheet items. An estimate of total net operating cash gain YTD for fiscal year 2018 is:

YTD Total Net Gain	708,747
Add Back Depreciation Expense	365,400
Estimated Total YTD Cash Generated	<u>1,074,147</u>

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

Trustee/Secretary Gianoli entertained a motion to approve the Financial Statements for the period ending September 30, 2018.

MOTION: Trustee Martin made a motion to approve the Financial Statement for the period ending September 30, 2018. The motion was seconded by Trustee Robison and carried.

NEW BUSINESS

A. Award Nurse Call System to Ideacom as they are the next lowest responsive and responsible bidder pursuant to NRS 332.065(3). Total amount \$132,097.00

Trustee/Secretary Gianoli entertained a motion to approve Nurse Call System to Ideacom.

MOTION: Trustee Robison moved to approve with the clarification or removal of the third bullet point (pricing is based on 2-4 installers to complete the installation, project to complete within 120 days. Additional trips on-site may require a Change Order). The motion was seconded by Trustee Martin and carried.

B. Ratification of CEO, Mathew Walker's decision as authorized representative of the Hospital District to approve installation costs associated with Cath-Lab construction as indicated in May, 2018 meeting. Total amount \$195,500.00

MOTION: Trustee Martin moved to approve Cath-Lab construction. The motion was seconded by Trustee/Chief of Staff Michael Mugosa M.D. and carried.

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

1) 3.1 Global Board CEO Linkage.

Trustee/Secretary Gianoli entertained a motion to approve 3.1 Global Board CEO Linkage:

MOTION: Trustee Robison moved to approve Section 3.1 Global Board CEO Linkage of the Board Governance Policies. The motion was seconded by Trustee Martin and carried.

2) 3.2 Unity of Control

Trustee/Secretary Gianoli entertained a motion to approve 3.2 Unity of Control:

MOTION: Trustee Martin moved to approve 3.2 Unity of Control of the Board Governance Policies. The motion was seconded by Trustee Robison and carried.

C. Appointments/re-appointments: There were no new appointments at this time.

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

D. Administrator's Report:

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

- Statewide Disaster Preparedness Drill on 10/18/2018. Worked in conjunction with EMS.
- Cardiology estimated start date is 10/29/2018. Cardiologists are hosting a dinner 10/23/2018, to meet everyone that is interested or that may have questions.
- GBC nursing program is looking promising for a beta test student for the fall 2019 classes. We have several employees interested in participating in the program. UNLV has opportunities for individuals with a Bachelor's Degree that may want a degree in nursing.
- Eureka Rural Health Clinic was licensed by the state, we have since learned that a federal survey is also required.
- Christmas Party is at 6:00 p.m. on 12/8/2018 at Mr. G's. It is a Masquerade Ball theme.
- Quarterly Strategic Plan.

A discussion ensued on all the above topics with Matthew Walker, CEO advising all updates along with answering all questions from the Board of Trustees.

E. Correspondence Received Since last meeting:

- 1) Letter of appreciation from Connie Hicks
- 2) Letter from Marykim Piccinini

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

1) Next Regular Meeting – Monday November 26, 2018 at 5:00 p.m.

Trustee/Secretary Gianoli entertained a motion to approve the scheduling of the next Regular Board of Trustees meeting to Monday, November 26, 2018 at 5:00 p.m.

MOTION: Trustee Martin moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday, November 26, 2018 at 5:00 p.m. The motion was seconded by Trustee Robison and carried.

CONSENT AGENDA

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

- a) **Accounts Payable - vouchers # 112136 through #112368 = \$1,129,660.22**
- b) **Refunds – voucher #7353 through #7378 = \$9,134.89**
- c) **Payroll – voucher #33659 through #33747 = \$1,126,563.73**
- d) **Bad Debt – Self Pay and Medicare**

Trustee/Secretary Gianoli entertained a motion to remove any item from the consent agenda, hearing none Trustee/Secretary Gianoli entertained a motion to approve the consent agenda items.

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

G. Board Comments: There were no Board Comments.

H. Staff Comments: Trustee/Secretary Gianoli asked for staff comments. Seeing none Trustee/Secretary Gianoli moved on to item I.

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Trustee/Secretary Gianoli asked for public comment.

Trustee/Secretary Gianoli asked if there were any public comments. Seeing none Trustee/Secretary Gianoli moved on to item J.

J. Adjournment:

Trustee/Secretary Gianoli entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting.

MOTION: 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: 6:28 p.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