

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 November 26, 2018 at 5:04 p.m.

**TRUSTEE'S PRESENT**

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

**STAFF PRESENT**

Matthew Walker - Chief Executive Officer  
Shalayne Manning – Administrative Assistant  
Edwin Szewczyk – Chief Financial Officer  
Tracie Gust, RN – Chief Nursing Officer  
Cinda Heron – Human Resources Manager  
Bethann Kane, RN - Infection control/Utilization  
Review

**TRUSTEE'S ABSENT**

**STAFF ABSENT**

Bryan Pyle - Attorney  
G. Norman Christensen, M.D.- Medical  
Director

**GUESTS PRESENT**

Alana Wise – Guest Present

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 October 22, 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) October 31, 2018 – Edwin Szewczyk, CFO.**

**NEW BUSINESS**

**A. Review and approval of Financial Statements Audit for the 2018 Year.** **I / D / A**

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

**1) 3.3 Accountability of the CEO** **I / D / A**  
**2) 3.4 Delegation to the CEO**

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

**1) Appointments:**

**a) Mark Mitchell, M.D. – Locums Family Practice** **I / D / A**

**2) Re-appointments:**

**a) Daniel Rollins, M.D. – Emergency Medicine** **I / D / A**

b) Todd Wilkin, D.D.S.

I / D / A

D. Administrators' Report – Matt Walker, CEO

E. Correspondence Received Since Last Meeting:

I / D

F. Annual Performance Review of Matt Walker – CEO, Approval of Performance Evaluation.

I / D / A

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

1) Next Regular Meeting – Monday December 17, 2018 at 4:00 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

a) Accounts Payable - vouchers # 112369 through #112723 = \$1,479,299.67

b) Refunds – voucher #7379 through #7381 = \$9,700.43

c) Payroll – voucher #33748 through #33971 = \$1,097,970.63

d) Bad Debt – Self Pay and Medicare

I / D / A

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”.*

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, November 26, 2018 at 5:03 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.

Alana Wise inquired about protocol for pre-operative testing. Alana stated that Dr. Valerie Miller had ordered DNA testing as part of her pre-operative exam. Chairman Hilton advised Alana that the Board of Trustees is not allowed to give a comment, but let her know that someone would look into this and get back with her.

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 – October 22, 2018**

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

**MOTION:** Trustee Martin moved to approve the minutes for the Regular Board of Trustees Meeting of October 22, 2018. Trustee Robison 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) We had one worker's compensation claim in October 2018.

Bethann Kane reported to the Board of Trustees:

- As a Critical Access Hospital we are required to keep our patient stays around seventy two hours. We noticed that our stays were going up, so we spoke with the Hospitalists about utilizing our swing beds more for patients that need to stay a little longer. Our swing bed stays have been gradually increasing since 2016.
- We have not yet had a reported case of the flu in the community. CMS guidelines required a goal for employee flu vaccinations. We are at 98% and have exceeded our goal of 89%.

**B. Financial/Statistical Reports:**

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

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

- Total operating revenue of \$2.55 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	105	101	73
Total Swing Days	30	11	
ER Visits	442	450	460
OP Labs	905	789	758
OP Imaging	382	289	301
Clinic Visits	2,809	2,793	2,769

- Deductions from revenue were calculated at 45.9% of revenue where the actual rate has been running closer to 44%. A higher reserve is being calculated in anticipation of a higher cost report payback due to the very high inpatient/swing volumes we have been experiencing since the beginning of the fiscal year.
- Operating expenses of \$992 thousand were worse than budget and better than 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	343,591	229,000	253,011	Timing of the expense, or billable supplies (implants, offset in revenue from procedures) Timing. YTD = 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.
Pro Fee Expense	451,201	412,200	429,232	

- The net gain for October 2018 is \$123 thousand.
- Cash increased by \$502 thousand 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	831,687
Add Back Depreciation Expense	<u>487,200</u>
Estimated Total YTD Cash Generated	<u>1,318,887</u>

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

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

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

**NEW BUSINESS**

**A. Review and approval of Financial Statements Audit for the 2018 Fiscal Year**

Chairman Hilton entertained a motion to table the review and approval of Financial Statements Audit until December 17, 2018 Board of Trustees Meeting.

**MOTION:** Trustee/Secretary Gianoli moved to approve to table the review and approval of Financial Statements audit until December 17, 2018 Board of Trustees meeting. The motion was seconded by Trustee Martin and carried.

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

**1) 3.3 Accountability of the CEO**

Chairman Hilton entertained a motion to approve 3.3 Accountability of the CEO:

**MOTION:** Vice Chairman Rowley moved to approve Section 3.3 Accountability of the CEO of the Board of Governance Policies. The motion was seconded by Trustee Robison and carried.

**2) 3.4 Delegation of the CEO**

Chairman Hilton entertained a motion to approve 3.4 Delegation of the CEO:

**MOTION:** Trustee/Secretary Gianoli moved to approve Section 3.4 Delegation of the CEO of the Board Governance Policies. The motion was seconded by Vice Chairman Rowley and carried.

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

**1) Appointments:**

**a) Mark Mitchell, M.D. – Locums Family Practice**

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

**2) Re-appointments:**

**a) Daniel Rollins, M.D. – Emergency Medicine**

**MOTION:** Trustee/Chief of Staff Mike Mugosa, M.D. made a motion to approve the re-appointment of Daniel Rollins, 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) Todd Wilkin, D.D.S**

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

**D. Administrator's Report:**

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

- Dr. Nancy Baker has given her resignation. Dr. Mark Mitchell has been here helping out with family practice. We have him scheduled until December 7<sup>th</sup>, but he is available if we need him longer. Dr. David Byun could potentially be a backup for family practice he has seen some family practice patients to test the waters to see how he liked the office visit versus the hospital.
- The Cath lab is still moving along, we're still planning a January completion time. We are currently a little ahead of schedule.
- Clinic visits with the Cardiologists went well. We have a number of things that we want to improve or change. Scheduling patients to come back for ultrasounds will help with the wait times that some of the patients experienced. Rocky Jones, APRN is currently in Little Rock, Arkansas working with the Cardiologist's to see how they do things and observing the surgeries. The Cardiologist's and Rocky Jones, APRN will be doing a tele-med consult with patients. This will help increase coverage, decrease cost.
- The kids Christmas party was a huge success, we had about forty people. The kids made ornaments and helped decorate the trees with the pink ladies.
- Christmas Party is on December 8<sup>th</sup> at 6:00 p.m. at Mr. Gino's. It is a Masquerade Ball theme, but you do not have to dress up.
- The owner of Amy Eden's for assisted living dropped in and asked if we wanted to entertain another meeting, or possibly have an informal meeting with one or two board members. She recently married someone from McGill, so she is the area more often and would like to consider still bringing the service to the area. If there is an interest in Beehive homes also, we can look into them as well.

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:**

**F. Annual Performance Review of Matt Walker – CEO, Approval of Performance Evaluation.**

Chairman Hilton entertained a motion to approve the CEO, annual approval of performance evaluation.

**MOTION:** Trustee/Secretary Gianoli moved to approve the CEO, annual approval of performance evaluation. The motion was seconded by Vice Chairman Rowley.

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

- 1) **Next Regular Meeting – Monday December 17, 2018 at 4:00 p.m.**



Chairman Hilton entertained a motion to approve the scheduling of the next Regular Board of Trustees meeting to Monday, December 17, 2018 at 4:00 p.m.

**MOTION:** Trustee/Secretary Gianoli moved to approve the scheduling of the next Regular Board of Trustees meeting for Monday, December 17, 2018 at 4:00 p.m. The motion was seconded by Trustee Martin and carried.

### **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**

- a) **Accounts Payable - vouchers # 112369 through #112723 = \$1,479,299.67**
- b) **Refunds – voucher #7379 through #7381 = \$9,700.43**
- c) **Payroll – voucher #33748 through #33971 = \$1,097,970.63**
- d) **Bad Debt – Self Pay and Medicare**

Chairman Hilton entertained a motion to table the approval of the consent agenda items until the December 17, 2018 Board of Trustees Meeting.

**MOTION:** Trustee Martin moved to approve tabling the approval of the consent agenda, items a, b, c, and d until the December 17, 2018 Board of Trustees Meeting. The motion was seconded by Vice Chairman Rowley and carried.

**G. Board Comments:** Chairman Hilton asked for Board comments. Seeing none Chairman Hilton moved on to item H.

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

**I. 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 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.

Chairman Hilton asked if there were any 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: 6:49 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

*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.

Chairman Hilton asked if there were any 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:** 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: 6:49 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