

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 December 18, 2017 at 5:00 p.m.

TRUSTEE'S PRESENT

Burton Hilton – Chairman
Richard Rowley – Trustee
Wade Robison – Trustee
Julie Gianoli – Secretary

TRUSTEE'S ABSENT

Leslie Martin - Trustee
Michael Mugosa, M.D. – Trustee/
Chief of Staff

STAFF ABSENT

Tracie Gust, RN - CNO

GUESTS PRESENT

Carol McKenzie

STAFF PRESENT

Matthew Walker - Chief Executive Officer
Richard Sears – Attorney
Susan Martin – Administrative Assistant
Edwin Szewczyk, CFO
G. Norman Christensen, M.D.
Nancy Baker, DO
Gary Seigel, M.D.
David Byun, M.D

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: <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</i> | I / D |

*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”.*

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, November 20, 2017 **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) November 30, 2017 - Edwin Szewczyk, CFO **I / D / A**

2) Request for Approval and Presentation of Vouchers – Julie Gianoli

a) Accounts Payable – vouchers #109535 through #109790 **I / D / A**

b) Payroll – vouchers # 32878 through # 32931 **I / D / A**

d) Bad Debt – Self Pay and Medicare **I / D / A**

NEW BUSINESS

A. Open Discussion Hospital Billing, Bad Debt and Collections **I / D**

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

1) Appointments:

a) Tamisha Pena, APRN – Eureka Clinic **I / D / A**

b) Swathi Yethipathi – Speech Language Pathologist **I / D / A**

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

C. Administrators’ Report – Matt Walker, CEO **I / D**

D. Correspondence Received Since Last Meeting: **I / D**

**1) 22nd Annual Western Regional Trustee Symposium
June 6-8 2018 – Omaha, Nebraska**

- E. Set Date and Time for the Next Regular and/or Special Meeting** I / D / A
 1) Next Regular Meeting – Monday, January 22, 2018 at 5:00 pm
- G. Board Comments:** I / D
- H. Staff Comments:** I / D
- I. 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 / A
- J. 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 on Monday December 18, 2017 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 – November 20, 2017

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of November 20, 2017 as corrected.

MOTION: Vice-Chairman Rowley moved to approve the minutes for the Regular Board of Trustees Meeting of November 20, 2017 as corrected. The motion was seconded by Trustee Robison and carried.

UNFINISHED BUSINESS

A. Enterprise Safety & Risk Management & Quality Assurance Update

1) Enterprise Safety & Risk Management & Quality Assurance Update -

Matt reported to the Board of Trustees that the Risk Assessment for 2018 is complete and tomorrow the Department Managers will be going over a Mass Casualty exercise. One workers comp claim in November. The Medical Malpractice case dismissed with a prisoner has been appealed, so we will be addressing that. The employee wrongful termination case is still in summary judgement.

Chairman Hilton asked if anyone had questions for Matt, seeing none Chairman Hilton moved to item B.

B. Financial/Statistical Reports

**1) Review and Approve Financial Statements for the period ended:
a) November 30, 2017.**

Edwin Szewczyk, CFO reviewed the November 30, 2017 financial statements with the Board of Trustees:

- Total operating revenue of \$2 million was less than budget and prior year due to lower than expected volumes and corresponding revenues across the board with the exception of Nursery and OB/Gyn. ER visits, outpatient labs, imaging, observation cases all underperformed from budget and prior year with a few slight exceptions. Clinic visits continue to exceed budget and prior year volumes.
- Operating expenses of \$ 901,000.00 were less than budget and prior year. Expense line item variances include Repairs & Maintenance caused by lab equipment repairs.
- As mentioned last month, there is a timing of the expected receipt of tax revenues and previous positive variance is now mitigating.
- The net loss for November is \$ 275,000.00.
- Cash decreased from the prior month by \$ 913,000.00 primarily due to the ramp-up of

the AR conversion, which began on November 1, 2017, and partly due to the poor operating volume-driven performance in the current month.

Edwin reviewed the Statistical Summary with the Board of Trustees; November was a bad volume month for inpatient and outpatient on the hospital side the clinic continues to exceed budget and prior. December is not looking much better. Edwin explained the drop in the cash collection. Edwin is looking at bringing in third party vendors to help for a couple of months. Edwin pointed out the financial statement for Eureka and Crescent Valley is included in the November financial statement. Edwin asked if the Board of Trustees had any questions regarding the financial statements for November 30, 2017 and answered all questions.

Chairman Hilton entertained a motion to approve the Financial Statements for the period ending November 30, 2017.

MOTION: Trustee/Secretary Gianoli moved to approve the Financial Statement for the period ending November 30, 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:

11/16/2017	109535-109679	\$ 509,512.72
11/30/2017	109680-109790	\$ 343,296.08

Chairman Hilton entertained a motion to approve the accounts payable vouchers 109535 through 109790.

MOTION: Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 109535 through voucher 109790. The motion was seconded by Trustee Robison and carried.

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

11/15/2017	32878	\$ 2,123.66
11/24/2017	32879-32902	\$ 483,400.87
11/22/2017	32903-32904	\$ 663.50
12/08/2017	32905-32928	\$ 488,933.59
12/08/2017	Void #32928	\$ - 4,230.76
12/08/2017	32929-32931	\$ 114,693.18

Chairman Hilton entertained a motion to approve the payroll voucher 32878-32931

MOTION: Trustee/Secretary Gianoli moved to approve the payroll vouchers 32878 through voucher 32931. The motion was seconded by Vice-Chairman Rowley and carried unanimously.

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

12/11/2017	Self Pays	November 2017	\$ 27,559.84
12/11/2017	Medicare	November 2017	\$ 7,260.95

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

NEW BUSINESS

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

Edwin Szewczyk, CFO updated the Board of Trustees during the approval of Financial Statements. Edwin reiterated he sees a lot of encouragement and issues that are popping up and MaryKim is fielding many of those issues working directly with the billing department where in the past no one knew those types of issues existed. Trustee/Secretary Gianoli expressed that MaryKim would be very thorough, Edwin agrees. Trustee Robison commented on the bad debt being lower than the last few months, Edwin explained the bad debt might go back to the numbers it was before and explained why.

B. Appointments/re-appointments:

1) Appointments:

a) Tamisha Pena, APRN – Eureka Clinic

Chairman Hilton entertained a motion to appointment Tamisha Pena, APRN to the medical staff.

MOTION: Trustee/Secretary Gianoli made a motion to approve the appointment Tamisha Pena, APRN to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Vice-Chairman Rowley and carried.

b) Swathi Yethipathi – Speech Language Pathologist

Chairman Hilton entertained a motion to appointment Swathi Yethipathi to the medical staff.

MOTION: Trustee/Secretary Gianoli made a motion to approve the appointment of Swathi Yethipathi, Speech Language Pathologist to the Medical Staff of William Bee Ririe Hospital and Rural Health Clinic. The motion was seconded by Vice-Chairman Rowley and carried.

2) Re-appointments: None

C. Administrator's Report:

Matt Walker reported to the Board of Trustees on:

- The Christmas Party was good, lots of fun.
- Compellation of Eureka County Flu shots on December 12, 2017, only 36 shots given. Now that the program is set up, next year will be on schedule with CDC guidelines.
- Tree removed, water pipe moved and the Fire Marshall signed off on the project that had been sitting for over a year; Kudo's to Skip for getting this done.
 - a) Wade and Matt need to get together to discuss possibilities on the front of the building, currently we are planning a parking lot where the tree was removed.
- Looking at bringing neurology services and possible more cardiac services. This is very early in the process but Matt has a few contacts he is working on to bring more services to Ely.
- Matt met with the White Pine County Care Center owner who seems very nice and due to the lack of a viable market, he believes he is here to stay long term.
 - a) We will be working with the Care Center to share their speech therapist which will be nice. As time goes on, we will see what other services we may be able to share, maybe share some psych services.

Chairman Hilton asked about the Emergency room stats, our transfers were almost 6% last month. Matt will have Dr. Mugosa bring specific cases as to why the transfers. Chairman Hilton also asked about the tax reform and removing the mandate for individual healthcare and if NRHP might have information on what affect that may have. Matt has received demographics for White Pine, 30 to 40 individuals that are on the ACA insurance, which isn't many. There is concern but the Medicaid expansion is more of a concern if that went away, because with the Medicaid expansion we saw huge growth.

D. Correspondence Received Since last meeting:

- 1) **22nd Annual Western Regional Trustee Symposium,
June 6-8, 2018 – Omaha, Nebraska.**

Chairman Hilton tried to look up more information on the symposium, but was unable to find anything.

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

- 1) **Next Regular Meeting – Monday January 22, 2018 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 January 22, 2018 at 5:00 p.m. The motion was seconded by Vice-Chairman Rowley and carried.

F. Board Comments: Chairman Hilton wanted to follow up with the Trustee Magazine, Susan explained to the Board of Trustees the options available in receiving the magazine and took names of those Board members wanting to receive magazine. Trustee/Secretary Gianoli commented on the Christmas party being enjoyable, the staff went to a lot of effort to make it fun and entertaining.

G. Staff Comments: Dr. Nancy Baker thanked the Billing Department for their hard work but her concern is some insurance companies like Sierra; if the dictation and bills are not completed in so many days we cannot rebill and we cannot ever get that money back. Dr. Baker understands that currently the billing department is just starting November. She is concerned those bills will not be paid, the providers work hard to get the documentation completed on time and it would be a shame if all that money would just go out the window and not billed because we did not have resources.

H. 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 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 I.

I. 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: 5:48 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

WHITE PINE COUNTY HOSPITAL DISTRICT

**William Bee Ririe Critical Access Hospital Committee
and
Rural Health Clinic Advisory Committee**

**Committee Meeting Minutes
Monday, December 18, 2017**

1. Call to Order

2. Roll Call

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”.*

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| A. Approve Mission Statement with Possible Revisions | I / D / A |
| B. Approve Vision Statement with Possible Revisions | I / D / A |
| C. Review and Approve 2017 New and/or Revised WBR Critical Access Hospital and Rural Health Clinic Departmental Policies and Procedures | I / D / A |
| D. Review Contracted Service Contracts (Services to the Community) | I / D |
| E. Review Ancillary Departments Statistics | I / D |
| F. Review and Approve Annual Infection Control & Utilization Review Plans | I / D / A |
| G. Review and Approve Annual Quality Improvement Plan | I / D / A |
| H. Review and Approve Patient Safety Plan | I / D / A |
| I. Review and Approve Emergency Management Plan | I / D / A |
| J. Review and Approve Credentialing Plan | I / D / A |
| K. Review and Approve Risk Management Plan | I / D / A |
| L. Review System Failures | I / D |

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| M. Review NRS Sentinel Events Reports | I / D |
| N. Review Emergencies | I / D |
| O. Administrators' Report | I / D |
| P. Review of Correspondence Received Since Last Annual Critical Access Hospital Meeting – | I / D |
| Q. Public Comment <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. 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> | I / D |
| R. Adjournment of Annual Critical Access Hospital & Rural Health Clinic Meeting | I / D / A |

I – Information / D – Discussion / A – Action

1. Call to Order

Chairman Hilton called the Special Board of Trustees & William Bee Ririe Critical Access and Rural Health Clinic Committee Meeting to order on Monday December 18, 2017 at 5:50 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 A.

A. Approve Mission Statement with Possible Revisions

Chairman Hilton entertained a motion to approve the Mission Statement as presented.

MOTION: Trustee Robison moved to approve the Mission Statement as presented. Vice-Chairman Rowley seconded the motion and carried.

B. Approve Vision Statement with Possible Revisions

Chairman Hilton entertained a motion to approve the Vision Statement as presented.

MOTION: Trustee/Secretary Gianoli moved to approve the Vision Statement as presented. The motion was seconded by Vice-Chairman Rowley and carried.

C. Review and Approve 2017 New and/or Revised WBR Critical Access Hospital and Rural Health Clinic Departmental Policies and Procedures

The new and/or revised 2017 policies and procedures were presented for the Trustees to review.

Chairman Hilton entertained a motion to approve the 2017 New and/or revised WBR Critical Access Hospital and Rural Health Clinic Department Policies and Procedures.

MOTION: Trustee Robison made a motion to approve the 2017 New and/or revised WBR Critical Access Hospital and Rural Health Clinic Department Policies and Procedures. The motion was seconded by Vice-Chairman Rowley and carried.

D. Review Contracted Service Contracts (Services to the Community)

A list of contracted service contracts was presented to the Board of Trustees as part of the meeting information packet.

E. Review Ancillary Departments Statistics

The ancillary Department Statistics and patient volume comparisons had been presented to the Board of Trustees as part of the meetings information packet. The statistics and comparisons were reviewed and discussed by the Board of Trustees.

F. Review and Approve Annual Infection Control & Utilization Review Plans

Chairman Hilton entertained a motion to approve the Annual Infection Control & Utilization Review Plans, as presented.

MOTION: Trustee/Secretary Gianoli made a motion to approve the Annual Infection Control

and Utilization Review Plans of the William Bee Ririe Critical Access Hospital and Rural Health Clinic as presented. The motion was seconded by Trustee Robison and carried.

G. Review and Approve Annual Quality Improvement Plan

Chairman Hilton entertained a motion to approve the Annual Quality Improvement Plan.

MOTION: Trustee/Secretary Gianoli moved to approve the Annual Quality Improvement Plan of the William Bee Ririe Critical Access Hospital and Rural Health Clinic as presented. The motion was seconded by Vice-Chairman Rowley and carried.

H. Review and Approve Patient Safety Plan

Chairman Hilton entertained a motion to approve the Patient Safety Plan.

MOTION: Trustee Robison moved to approve the Patient Safety Plan of the William Bee Ririe Critical Access Hospital and Rural Health Clinic. The motion was seconded by Vice-Chairman Rowley and carried.

I. Review and Approve Emergency Management Plan

Chairman Hilton entertained a motion to approve the Emergency Management Plan

MOTION: Trustee Robison moved to approve the Emergency Management Plan for the William Bee Ririe Critical Access Hospital and Rural Health Clinic. The motion was seconded by Vice-Chairman Rowley and carried.

J. Review and Approve Credentialing Plan

Chairman Hilton entertained a motion to approve the Credentialing Plan as presented.

MOTION: Trustee/Secretary Gianoli moved to approve the Credentialing Plan for the William Bee Ririe Critical Access Hospital and Rural Health Clinic as presented. The motion was seconded by Trustee Robison and carried.

K. Review and Approve Risk Management Plan

Chairman Hilton entertained a motion to approve the Risk Management Plan.

MOTION: Vice-Chairman Rowley made a motion to approve the Risk Management Plan for the William Bee Ririe Critical Access Hospital and Rural Health Clinic. The motion was seconded by Trustee/Secretary Gianoli and carried.

L. Review System Failures

The system failures had been presented to the Board of Trustees as part of the meetings

information packet. A brief discussion followed.

M. Review NRS Sentinel Events Reports

No sentinel events for the 2017 calendar year were reported.

N. Review Emergencies

The facility emergencies had been presented to the Board of Trustees as part of the meetings information packet. The Board of Trustee reviewed and discussed the facility emergencies.

O. Administrators' Report

Matt had nothing more to report, but asked if anyone had any questions regarding the information provided for the Critical Access Hospital Meeting.

P. Review of Correspondence Received Since Last Annual Critical Access Hospital Meeting – None

Q. 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 R.

R. Adjournment of Annual Critical Access Hospital & Rural Health Clinic Meeting

Chairman Hilton entertained a motion to adjourn the Special Board of Trustees Annual Critical Access Hospital and Rural Health Clinic Meeting.

MOTION: Vice-Chairman Rowley moved to adjourn the meeting. The motion was seconded by Trustee Robison and carried.

The meeting of the Annual Special Board of Trustees and William Bee Ririe Critical Access Hospital and Rural Health Clinic Meeting was adjourned at 6:00 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