

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 24, 2016 at 5:00 p.m.

TRUSTEE'S PRESENT

Burton Hilton – Chairman
Julie Gianoli – Secretary
Dale Derbidge – Vice Chairman
**Michael Mugosa, M.D. – Trustee/
Chief of Staff**
Mark Bybee – Trustee
Richard Rowley – Trustee

STAFF PRESENT

Matthew Walker - Chief Executive Officer
Richard Sears – Attorney
Susan Martin – Administrative Assistant
Edwin Szewczyk – CFO
Tracie Gust, RN - CNO
G. Norman Christensen, M.D.
Jill DeSteunder, RN/QIC
Valerie Miller, M.D.

TRUSTEE'S ABSENT -

STAFF ABSENT -

GUESTS PRESENT – Todd Brewster

Attached hereto is the sign-in sheet, and by this reference incorporated herein.

WHITE PINE COUNTY HOSPITAL DISTRICT

- | | |
|-------------------------|----------|
| 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 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 – August 22, 2016** **I / D / A**
 - 2) **Closed Special Meeting – September 22, 2016** **I / D / A**
 - 3) **Regular Meeting – September 26, 2016** **I / D / A**

UNFINISHED BUSINESS

- A. Enterprise Safety & Risk Management Update –**
- 1) **Enterprise Safety & Risk Management Update** **I / D**
- B. Financial / Statistical Reports**
- 1) **Review and Approval of Financial Statements For the Period Ended:**
 - a) **September 30, 2016 – Edwin Szewczyk, CFO** **I / D / A**
 - 2) **Request for Approval and Presentation of Vouchers – Julie Gianoli**
 - a) **Accounts Payable – vouchers #105875 through #106110** **I / D / A**
 - b) **Refunds – vouchers # 6580 through # 6611** **I / D / A**
 - c) **Payroll – vouchers #31604 through #31669** **I / D / A**
 - d) **Bad Debt – Self Pay and Medicare** **I / D / A**
 - 3) **Strategic Plan 2016/2017, 1st Quarter Update – Matt Walker, CEO** **I / D**

NEW BUSINESS

- A. Review Quality Improvement Activities Report – Jill DeSteunder RN/QIC I / D
- B. Cost report Education (Cost Report 101) – Edwin Szewczyk, CFO I / D
- C. Review/Revise/Approve Governance Policies – Burton Hilton
 - 1) 3.1 Global Board CEO Linkage I / D / A
 - 2) 3.2 Unity of Control I / D / A
 - 3) 3.3 Accountability of the CEO I / D / A
- D. Appointments/Re-appointments – Mike Mugosa, M.D. -
 - 1) Appointments:
 - a) Timothy Hockenberry, M.D. – Hospitalist I / D / A
 - b) Christopher Igtiben, M.D. – Hospitalist I / D / A
 - 2) Re - Appointments: I / D
- E. Administrators Report – Matt Walker, CEO I / D / A
- F. Correspondence Received Since Last Meeting: I / D
- G. Set Date and Time for Next Regular and/or Special Meeting
 - 1) Next Regular Meeting – Monday, November 28, 2016 at 5:00 pm I / D / A
- H. Board Comments: I / D
- I. Staff Comments: I / D
- J. **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
- K. 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, October 24, 2016 at 5:00 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 number 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 - August 22, 2016

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of August 22, 2016.

MOTION: Vice-Chairman Derbidge moved to approve the minutes for the Regular Board of Trustees Meeting of August 22, 2016. The motion was seconded by Trustee Rowley and carried.

2) Closed Special Meeting - September 22, 2016

Chairman Hilton entertained a motion to approve the minutes for the Closed Special Board of Trustees Meeting of September 22, 2016.

MOTION: Trustee/Secretary Gianoli moved to approve the minutes for the Closed Special Board of Trustees Meeting of September 22, 2016. The motion was seconded by Trustee Rowley and carried. Trustee/Chief of Staff Dr. Mike Mugosa and Vice-Chairman Derbidge abstained from voting.

3) Regular Meeting - September 26, 2016

Chairman Hilton entertained a motion to approve the minutes for the Regular Board of Trustees Meeting of September 26, 2016.

MOTION: Vice-Chairman Derbidge moved to approve the minutes for the Regular of Trustees Meeting of September 26, 2016. The motion was seconded by Trustee/Secretary Gianoli and carried.

UNFINISHED BUSINESS

A. Enterprise Safety & Risk Management

1) Enterprise Safety & Risk Management Update

Matt updated the Board of Trustees on:

- One employee injury for October, which was a needle stick.
- One new wrongful termination case could potentially move forward. We have not received anything official yet.
- A previous wrongful termination case that you are all aware of; the punitive damages have been released. The other portion of the case is moving forward.
- A medical malpractice suit that is also long standing has a court date set for the Spring of 2018 and will move forward.
- Documentation training for the physicians in November. One on one training from a contractor from CPSI, cost will be minimal.

B. Financial/Statistical Reports:

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

a) September 30, 2016

Edwin Szewczyk, CFO reviewed the September 30, 2016 financial statements with the Board:

- Net operating revenue of \$2.3m was less than budget & prior due to lower than expected IP and OP volumes offset by a higher calculated contractual reserve caused by additional Trubridge AR clean-up (adjusted AR off).
- Operating expenses were \$97k greater than budget and \$107k greater than prior year, the difference primarily being pro fees now being accrued on a monthly basis (they were not accrued until year end in FY2016).
- Net gain for September 2016 is \$54k. The three months YTD net gain is \$135k.
- Cash increased by \$26k from August 2016.
- Accounts Payable is up significantly due to quarterly Nevada UPL payments (subsequently paid in October).

Chairman Hilton entertained a motion to approve the Financial Statement for the period ending September 30, 2016.

MOTION: Vice-Chairman Derbidge moved to approve the Financial Statement for the period ending September 30, 2016. The motion was seconded by Trustee Rowley and carried.

2) Approve Vouchers:

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

09/22/2016	105875-105989	\$ 352,111.67
10/5/2016	105990-106110	\$ 742,810.73

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

MOTION: Trustee/Secretary Gianoli moved to approve the accounts payable vouchers 105875 through voucher 106110 as presented. The motion was seconded by Vice-Chairman Derbidge and carried.

b) Refunds: Trustee/Secretary Gianoli presented refunds:

10/13/2016	6580-6611	\$ 1,543.19
------------	-----------	-------------

Chairman Hilton entertained a motion to approve the refund vouchers 6580 to 6611 as presented.

MOTION: Trustee/Secretary Gianoli moved to approve refund voucher 6580 through voucher 6611 as presented. The motion was seconded by Trustee Bybee and carried.

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

09/21/2016	31604	\$ 2,509.44
09/30/2016	31605-31635	\$ 453,193.64
10/14/2016	31636-31666	\$ 478,882.48
10/14/2016	31667-31669	\$ 187,006.99

Chairman Hilton entertained a motion to approve the payroll voucher 31604 to 31669 as presented.

MOTION: Trustee/Secretary Gianoli moved to approve the payroll vouchers 31604 through voucher 31669 as presented. The motion was seconded by Trustee Bybee and carried.

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

10/19/2016	Self Pays	September 2016	\$ 143,557.68
10/19/2016	Medicare	September 2016	\$ 39,613.18

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 October 19, 2016 as presented. The motion was seconded by Vice-Chairman Derbidge and carried.

3) Strategic Plan 2016/2017, 1st Quarter Update

Matt Walker, CEO reviewed the first quarter Strategic Plan for 2016/2017 and updated the Board of Trustees on the completions, progress and updates on the goals and objectives. A discussion followed with Matt and the Board of Trustees regarding the 2016/2017 Strategic Plan. (See attached Strategic Plan).

NEW BUSINESS

A. Review Quality Improvement Activities Report:

Jill DeSteunder RN/OIC reported to the Board of Trustee that each department has to do a quality improvement study every quarter that has to do with the HCAP Surveys. Jill explained that she is not getting a lot of response from the department managers, only 7 out of nineteen departments turned in studies for the last quarter. After talking to a representative from the University of Utah she found that the U of U does a hospital wide study which starting in

January she will be changing the quality improvement studies to be three for the entire hospital; one for the hospital, one for the clinic and one for the emergency room rather than each department doing their own. A committee will be formed for each study and it will be opened up to all employees rather than just department managers, which Jill is hoping for more involvement. The Board agreed that a hospital wide study would be better than departments doing their individual studies.

B. Cost Report Education (Cost Report 101) – Edwin Szewczyk, CFO presented to the Board a slide presentation on the basics of cost reporting; topics he covered included Medicare reimbursement to Critical Access Hospitals, hospital services that are cost reimbursed, Medicare reimbursement methods, allowable costs, disallowable costs and Medicaid and Commercial Payers. Edwin explained all topics and gave examples of how each topic affects the cost report. Edwin answered numerous questions from the Board of Trustees. The Board of Trustees appreciated the presentation and education on the cost report.

C. Review/Revise/Approve Governance Policies:

1) 3.1 Global Board CEO Linkage

Chairman Hilton entertained a motion to approve 3.1 Global Board CEO Linkage.

MOTION: Vice-Chairman Derbidge moved to approve Section 3.1 Global Board CEO Linkage of the Board Governance Policies. The motion was seconded by Trustee/Secretary Gianoli and carried.

2) 3.2 Unity of Control

Chairman Hilton entertained a motion to approve 3.2 Unity of Control

MOTION: Vice-Chairman Derbidge moved to approve Section 3.2 Unity of Control of the Board Governance Policies. The motion was seconded by Trustee Rowley and carried.

3) 3.3 Accountability of the CEO

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

MOTION: Vice-Chairman Derbidge moved to approve Section 3.3 Accountability of the CEO of the Board Governance Policies. The motion was seconded by Trustee/Secretary Gianoli and carried.

D. Appointments/re-appointments:

1) Appointments:

a) Timothy Hockenberry, M.D. - Hospitalist

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

b) Christopher Igtiben, M.D. – Hospitalist

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

2) Re-appointments: None

E. Administrator's Report:

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

- Clinic flooring will be installed next week at night not to interfere with the clinic hours.
- Employee insurance; Matt has received a price quote from Prominence and is waiting on a quote from Cigna. Blue Cross Blue Shield declined to quote stating our loss ratio was too high. Once Cigna responds, Matt will share the quotes with the Board on pricing.

F. Correspondence Received Since Last Meeting: Matt explained that Chairman Hilton and Vice-Chairman Derbidge received a letter from a patient from the emergency room. The letter was also sent to the State of Nevada Medical Board and Medicare, Medicare responded stating they had reviewed the chart and everything was done according to the standard of care, they saw no reason to keep the case open, they closed the case and will process the claim for the care that was given. The State of Nevada Medical Board has not responded, but we have gotten approval from Medicare stating the care given was appropriate.

Trustee Rowley wanted to express his feelings that the billing department has done a very good job, he had a gentlemen come by his house a couple of weeks ago concerning some billing issues, Richard told him to contact MaryKim, Delores and Shelby; they took care of his billing

questions. The gentlemen came back by Richard's house and thanked him and asked that Richard tell everyone thank you, the issue was handled in a professional manner. The billing department did a very good job.

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

1) Next Regular Meeting – Monday, November 28, 2016 at 5:00 p.m.

Vice-Chairman Derbidge asked the meeting be changed to November 21, 2016. Chairman Hilton entertained a motion to approve the scheduling of the next Regular Board of Trustees Meeting.

MOTION: Vice-Chairman Derbidge moved to change the date and approve the scheduling of the next Regular Board of Trustees meeting for Monday, November 21, 2016 and 5:00 p.m. The motion was seconded by Trustee Rowley and carried.

H. Board Comments: Trustee/Secretary Gianoli explained that her husband was in the hospital this week for a procedure and he wanted Julie to convey to the board how pleased he was with his care. Dr. Mugosa, the nurse was Quincy and the entire staff; he was very impressed with the friendliness and professionalism. Julie would also like to say on her behalf that as she sat in the waiting room while her husband had his procedure she witnessed the staff interacting with one another, they were all very friendly and created a nice atmosphere. Everyone said good morning and hello; it was very enjoyable for Julie to watch the interaction.

I. Staff Comments:

Dr. G. Norman Christensen added in regards to Hospice, Bev Cornutt and Pastor Suzanne Calhoun took a three day bereavement course for the hospice group they offer here in Ely. Relative to reading the duties of the CEO, if you have some rogue board members as we have in the past it's nice to have the statement in the Executive Limitations of the Board Governance Policies so the CEO can say no.

J. 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 to item K.

K. Adjournment:

Chairman Hilton entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting.

MOTION: Vice-Chairman Derbidge moved to approve the adjournment of the White Pine Hospital District Board of Trustees meeting. The motion was seconded by Trustee/Chief of Staff Dr. Mike Mugosa and carried.

Adjournment: 5:58 p.m.

Burton Hilton, Chairman

Julie Gianoli, Secretary

Dale Derbidge, Vice Chairman

Richard Rowley, Trustee

Mike Mugosa, MD –Trustee/Chief of Staff

Mark Bybee, Trustee

Matthew Walker, CEO