

William Bee Ririe Critical Access Hospital

**William Bee Ririe Critical Access Hospital
WBRH Conference Room
1500 Avenue H, Ely, Nevada 89301**

Regular Board of Trustees Meeting Minutes

This was a duly noticed Regular Board of Trustees Meeting of the White Pine County Hospital District Board of Trustees held Monday, June 28, 2021 at 5:00 p.m.

TRUSTEE'S PRESENT

Julie Gianoli – Chairman
Richard Rowley – Vice Chairman
Todd Brewster – Trustee/Secretary
Michael Mugosa, M.D. – Trustee/Chief of Staff

TRUSTEE'S NOT PRESENT

Haley McKay – Trustee
Mike Wheable - Trustee

STAFF PRESENT

Matthew Walker - Chief Executive Officer
Edwin Szewczyk – Chief Financial Officer
Tracie Gust, RN – Chief Nursing Officer
Joann Musinski– Administrative Assistant
Mckinzie Hilton – Attorney
Cinda Heron – Human Resource Director

GUESTS PRESENT

Dr. Norman Christensen

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

Chairman Gianoli called the White Pine County Hospital District Board of Trustees Regular Meeting to order on Monday, June 28, 2021 at 5:00 p.m.

2. Roll Call

Chairman 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”.*

Chairman Gianoli, asked for public comment, the public present made no attempt to comment during this time.

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) Board of Trustees Meeting – May 24, 2021

Chairman Gianoli entertained a motion to approve Board of Trustees Meeting Minutes for May 24, 2021.

MOTION: Vice Chairman Richard Rowley moved to approve the minutes for the Board of Trustees Meeting for May 24, 2021. The motion was seconded by Trustee Todd Brewster and carried unanimously.

2) Board of Trustees Special Meeting – June 15, 2021

Chairman Gianoli entertained a motion to approve Board of Trustees Special Meeting Minutes for June 15, 2021.

MOTION: Trustee Todd Brewster moved to approve the minutes for the Board of Trustees Special Meeting for June 15, 2021. The motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

UNFINISHED BUSINESS

A. Enterprise Safety & Risk Management & Quality Assurance:

- **Matthew Walker, PharmD/CEO** provided the Board of Trustees with an update on enterprise safety and risk management.
 - The parking lot is scheduled to be painted so parking spaces will be marked appropriately, that project is still a month out but we are excited for it to be completed. Addressing risk management, we had bio med completed, all the equipment in the hospital was checked to make sure that it was still here, and met compliance standards and we are happy to report we received 100% compliance.
 - We were having some generator challenges as one of the generators kept malfunctioning, after several visits and failed attempts to have it fixed from the vendor over the past 9 months, our maintenance team came through with some corrections and changes that improved the functionality of the generator. As of today we haven't had any more problems. We do have a two generators should any more issues arise from the one that we can also use.
 - Speaking on quality assurance we had a quality meeting two quarters ago where only 4 departments reported quality measures out of 19 departments. So we made some changes with our Quality Director which improved the participation to 15 departments out of the 19 reporting quality measures. Putting us back on track for quality studies.
 - We had no workers comp claims for the month of May.

Matthew Walker PharmD/CEO answered all questions asked by the Board of Trustees.

B. Financial / Statistical Reports:

1) Review and Approval of attached Financial Statements for the Period Ended May 2021:

- **CFO, Edwin Szewczyk** reviewed the attached financial statement for May 2021 with the Board of Trustees. Making note of a net gain of \$90,640 associated statistically with inpatients. A lot of outpatient including ER visits exceeded budget for the first time in over a year. We had a cash increase for the month of May of \$366,000.
 - Quick update on some issues we have had with no shows in our clinic. We are going to begin clinic billing no show fees for those who do not show up for their scheduled appointments. We had 44 no shows last month which has become very disconcerting for our providers and specialist that travel long distances to see patients in our community. The no show fee has started today and went into effect last week as we have been working to inform the community. The fee is \$20 dollars and letters are going to be sent out separately as a heads up with the \$20 bill to follow. The bill will be one that is tracked in our system. The policy is that they have to have their fee paid prior to reregistering to see the provider.
- **Matthew Walker PharmD/CEO** we are asking patients who have scheduled appointments to give us at least 24 hour notice if they are unable to make their appointment.

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

Chairman Gianoli entertained a motion to approve the Financial Statements for the period ending May 2021.

MOTION: Vice Chairman Richard Rowley made a motion to approve the Financial Statement for the period ending May 2021. The motion was seconded by Trustee Todd Brewster and carried unanimously.

C. Approval of Strategic Plan 2021/2022 – Matthew Walker, PharmD/CEO

- **Matthew Walker PharmD/CEO** asked the Board of Trustee members if there are any changes they want to see done to the plan or added. Noting stuff can be added to the plan as time moves forward per their review. Further explanation provided of items currently crossed off on the plan because the tracking is either no longer necessary and/or we moved on to new projects that were more conducive to the hospital's goals.
 - We have providers that want to do some education here as well. Dr. Sherm and some of our new providers would like to do education on the services they offer. So we will see quite a bit of movement this upcoming year in that realm.
 - Joann Musinski is the new coordinator for the NIHAN geriatric education grant project.

Matthew Walker PharmD/CEO answered all questions asked by the Board of Trustees

Chairman Gianoli entertained a motion to approve the strategic plan 2021/2022.

MOTION: Trustee Todd Brewster moved to approve the strategic plan 2021/2022. The motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

NEW BUSINESS

A. Discussion/For Possible Action: Review/Revise/Approve Governance Policies - Chairman Gianoli

1) Approval of Governance Policy – 1.11 Communication and Support to the Board

Chairman Gianoli entertained a motion to approve Governance Policy 1.11 Communication and Support to the Board.

MOTION: Vice Chairman Rowley made a motion to approve Governance Policy 1.11 Communication and Support to the Board the motion was seconded by Trustee Todd Brewster and carried unanimously.

2) Approval of Governance Policy – 1.12 Ends Focus on Grants or Contracts

Chairman Gianoli entertained a motion to approve Governance Policy 1.12 Ends Focus on Grants or Contracts.

MOTION: Vice Chairman Richard Rowley made a motion to approve Governance Policy 1.12 Ends Focus on Grants or Contracts. The motion was seconded by Trustee Todd Brewster and carried unanimously.

3) Approval of Governance Policy – 2.1 Global Governance Commitment

Chairman Gianoli entertained a motion to approve Governance Policy 2.1 Global Governance Commitment

MOTION: Trustee Todd Brewster made a motion to approve Governance Policy 2.1 Global Governance Commitment The motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

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

1) Discussion/For Possible Action: Appointment of Dr. Tanja Scherm, MD – OB/GYN

Chairman Gianoli entertained a motion to approve appointment of Dr. Tanja Scherm, MD – OB/GYN.

MOTION: Dr. Mugosa made a motion to approve appointment of Dr. Tanja Scherm, MD – OB/GYN, the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

2) Discussion/For Possible Action: Appointment of Dr. Mark Mitchell, MD – Family Medicine (Locums)

Chairman Gianoli entertained a motion to approve appointment of Dr. Mark Mitchell, MD – Family Medicine (Locums)

MOTION: Dr. Mugosa made a motion to approve appointment of Dr. Mark Mitchell, MD – Family Medicine (Locums) the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

3) Discussion/For Possible Action: Re-Appointment of Dr. Darin Allred, MD – Orthopedic Surgery

Chairman Gianoli entertained a motion to approve re-appointment Dr. Darin Allred, MD – Orthopedic Surgery

MOTION: Dr. Mugosa made a motion to approve re-appointment of Dr. Darin Allred, MD – Orthopedic Surgery the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

4) Discussion/For Possible Action: Re-Appointment of Adam Gardner, PA-C – ENT

Chairman Gianoli entertained a motion to approve re-appointment Adam Gardner, PA-C – ENT

MOTION: Dr. Mugosa made a motion to approve re-appointment of Adam Gardner, PA-C – ENT the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

5) Discussion/For Possible Action: Re-Appointment of Dr. Gary Seigel, MD – Family Medicine

Chairman Gianoli entertained a motion to approve re-appointment of Dr. Gary Seigel, MD – Family Medicine

MOTION: Dr. Mugosa made a motion to approve re-appointment of Dr. Gary Seigel, MD – Family Medicine the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

6) Discussion/For Possible Action: Re-Appointment of Dr. Gary Seigel, MD – Emergency Medicine

Chairman Gianoli entertained a motion to approve re-appointment of Dr. Gary Seigel, MD – Emergency Medicine

MOTION: Dr. Mugosa made a motion to approve re-appointment of Dr. Gary Seigel, MD – Emergency Medicine the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

7) Discussion/For Possible Action: Re-Appointment of Dr. Nasir Uddin, MD – Internal Medicine

Chairman Gianoli entertained a motion to approve re-appointment of Dr. Nasir Uddin, MD – Internal Medicine

MOTION: Dr. Mugosa made a motion to approve re-appointment of Dr. Nasir Uddin, MD – Internal Medicine the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

C. Discussion Only: Administrators' Report – Matthew Walker, PharmD/CEO

1) Coronavirus update:

a) There are two active cases at this time.

b) Vaccination rate is around the mid 30's the demand for vaccine in the community has gone down and the vaccines that we have in stock had their expiration dates extended; so we have about 20 days or so before we have to discard them if they aren't used. We are now debating if it is worth keeping vaccines in stock because of the decrease in demand. We don't want the product to be wasted because it is not used before it expires, especially when there are other places with a higher demand that are not getting enough vaccines to meet that need. If we choose not to carry the vaccine here we would refer those who request it to places that are still providing the Covid vaccine who also offer more vaccine options such as the Pfizer, Moderna, and J&J they can choose from.

2) Clinic Remodel update: August 12th they will present or have the final numbers associated with the construction cost. Once we get those final numbers we will bring it to the Board for review and approval. Once everything is approved they will begin the construction and provide a timeline.

3) Meditech go live is scheduled for August 16th

4) Hospital Parking lot lines (ER side) scheduled July 20th or 21st

5) PPP loan forgiven and CARES act reporting due in September: The reporting website portal opens July 1st. We received another email notification stating that June 30th is the last day for the Cares Act money to be spent.

Matthew Walker, PharmD/CEO addressed all questions asked by the Board of Trustees

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

1) Approval to set the Next Regular Meeting – Monday, July 26, 2021 at 5:00 p.m.

Chairman Gianoli entertained a motion to approve the scheduling of the Regular Board of Trustees meeting on Monday, July 26, 2021 at 5:00 p.m.

MOTION: Trustee Todd Brewster moved to approve the scheduling of the next Regular Board of Trustees meeting on Monday, July 26, 2021 at 5:00 p.m. The motion was seconded by Vice Chairman Richard Rowley and carried unanimously

E. 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 a, b, and c – Todd Brewster, Secretary

- a) Discussion/For Possible Action: Accounts Payable – vouchers #119924 – #120231**
- b) Discussion/For Possible Action: Payroll – vouchers #1582 – #2441**
- c) Discussion/For Possible Action: Refunds – vouchers #7869 – #7872**

Chairman Gianoli entertained a motion to remove any item from the consent agenda, hearing none.

Chairman Gianoli entertained a motion to approve the consent agenda items.

MOTION: Trustee Todd Brewster moved to approve the Consent Agenda vouchers. The motion was seconded by Vice Chairman Richard Rowley and carried unanimously

F. 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 Gianoli asked for public comment, with one attendee responding to the request.

Cinda Heron – WBRH’s Human Resource Director made public comment expressing thanks to the Board of Trustees for approving the rate increases for employees. “There are a lot of things that make an employee happy and increase morale and pay is certainly one of those things”. Thank you for all your consideration.

G. Adjournment

Chairman Gianoli entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting on June 28, 2021.

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 Todd Brewster and carried unanimously.

Adjournment: 5:33p.m.