

# **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, April 25, 2022 at 5:00 p.m.

### **TRUSTEE'S PRESENT**

Julie Gianoli – Chairman  
Richard Rowley – Vice Chairman  
Michael Mugosa, M.D. – Trustee/Chief of Staff  
Todd Wilkin – Trustee  
Haley McKay – Secretary – phone call-in\*

### **STAFF PRESENT**

Matthew Walker – Chief Executive Officer  
Joann Musinski – Administrative Assistant  
Mckinzie Hilton – Attorney  
Tracie Gust – Chief Nursing Officer  
Edwin Szewczyk – Chief Financial Officer

### **TRUSTEE'S NOT PRESENT**

Mike Wheable – Trustee

### **GUESTS 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**

Chairman Gianoli called the White Pine County Hospital District Board of Trustees Regular Meeting to order on Monday, April 25, 2022 at 5:01 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 the public if there was any comment at this time; seeing none the board moved on to the next item on the agenda.

**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 Regular Meeting – March 28, 2022**

Chairman Gianoli entertained a motion to approve Board of Trustees Meeting Minutes for March 28, 2022.

**MOTION:** Vice Chairman Richard Rowley moved to approve the minutes for the Board of Trustees Meeting for March 28, 2022; the motion was seconded by Trustee Todd Wilkin and carried unanimously.

**UNFINISHED BUSINESS**

**A. Enterprise Safety & Risk Management & Quality Assurance – Matthew Walker, PharmD/CEO**

- **Enterprise Safety** – Matt reviewed with the Board of Trustees the process for filing an incident report. Matt also explained the process for Enterprise Safety in reviewing all incidents reported and the risk management reviews that are completed.
- **Risk Management** – Joann Musinski is our new Risk Manager and has provided education around the hospital to staff on incident reporting within our new EHR system. Joann completes the reports that are reviewed by the Enterprise Safety committee where risk assessments are discussed. If the board would ever like to review what is discussed during Enterprise Safety we can provide you with that information.
- **Quality Assurance** – One of the handouts is our HCHAPS scores, Matt reviewed the scoring process of HCHAPS and other details noted in the report with the Board of Trustees.

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

**B. Discussion Only-Financial/Statistical Reports:**

- 1) **Review & Approval of attached Financial Statements for the Period Ended December 2021–**  
**Edwin Szewczyk – CFO:** We provided several months for review one for December, January, and February. Net loss for the month of December \$369,000 and that is primarily due to the salaries and wages. Our supplies were running generally high due to usage and volumes as well. Our revenue continues to be on track, our total operating revenue was slightly under which was an estimate based on what we expected to collect from our billing department. The loss is large but again it's a three payroll month and there are some quirks that Meditech is doing that we are working on getting our arms around, the next two reviews you will see the changes.

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 December 2021.

**MOTION:** Vice Chairman Richard Rowley made a motion to approve the Financial Statement for the period ending December 2021. The motion was seconded by Trustee Dr. Mike Mugosa and carried unanimously.

- 2) **Review & Approval of attached Financial Statements for the Period Ended January 2022–**  
**Edwin Szewczyk – CFO:** The gain for January is \$189,000 showing stronger revenues with a slightly conservative deduction estimate to foresee some for the cash and the lagging cash collection over the next couple of months throughout the conversion. Our operating expenses were a bit higher and again a lot of that is due to supplies because supplies due to volumes we are using more supplies to accommodate the volume in certain areas, especially OR and Cardio that are causing some of the variances. We also had a utility variance with the purchase of propane prices and other fuels. Cash loss for the month was \$103 million a big part of it is the clinic construction. Our accounts receivable is climbing we are working two systems right now we are using an outside vendor to help gain some leverage on accounts receivable who will be coming in and helping us over the next 6 months.

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 January 2022.

**MOTION:** Vice Chairman Richard Rowley made a motion to approve the Financial Statement for the period ending January 2022. The motion was seconded by Trustee Todd Wilkin and carried unanimously.

- 3) **Review & Approval of attached Financial Statements for the Period Ended February 2022–**  
**Edwin Szewczyk – CFO:** Net gain for February 2022 is \$297,000 again our revenues still look pretty good. Conservatively, estimating my deductions and my net collections, our expenses look pretty good. Our supplies again I think they are going to trend up throughout the rest of the year. Otherwise everything seems to be coming in. 340B revenues that we are not going to be budgeting this year because eight of the largest pharmaceutical companies have sent letters saying they are not going to participate in the 340B program. So as our hospital pharmacy starts to ramp up, sales do qualify and there's no work around for these drug companies who don't want to participate.

As we start to recapture this, right now, 340B is a lost revenue and will look that way for a while.

- **Matthew Walker** provided further details on the 340 B program to the Board of Trustees. We expect the Accounts Receivable to continue to climb while we work out the different systems. Once everything is worked out and we collect the monies owed we will see that accounts receivable increase to offset what was lost prior. We expect to see 30 to 50% reduction for a period of time, probably 6 months or so.

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 February 2022.

**MOTION:** Vice Chairman Richard Rowley made a motion to approve the Financial Statement for the period ending February 2022. The motion was seconded by Trustee Todd Wilkins and carried unanimously.

**C. Discussion/For Possible Action:** Approval of Strategic Plan 2021/2022 3<sup>rd</sup> Quarter – Matthew Walker, PharmD/ CEO

- Matthew Walker PharmD/CEO asked the Board of Trustees if there are any changes they want to see made to the plan or any updates as he continued to review the plan.
  - Cares Act money that we received under grant funding opportunities specific to COVID a lot of those funds used for things like payroll protection etc. the money we received we did not have to pay back . Then the \$3.6 million stimulus that was the first round of the Cares Act. Based on all the information we have right now we feel very confident that we spent all the money in the areas that everyone said it was okay.
    - The Nevada Hospital Association was a small grant that we got just for PPE and little things like that, again early on in the pandemic, which we also utilized.
  - Charge Master we have not raised our prices in the last five years, we are probably going to have to increase our prices this year due to inflation but won't do it across the board as has been done in the past.
  - Clinic Construction – Matt reviewed a side by side comparison to before and after construction is complete for the nurses' stations in the clinic.
  - Meditech is continuing to improve for our providers, we are not at 100% but we are definitely making good progress.

Matthew Walker continued to review the Strategic Plans with the Board of Trustees answering all questions asked.

Chairman Gianoli entertained a motion to approve the Strategic Plan 2021/2022 3<sup>rd</sup> Quarter.

**MOTION:** Vice Chairman Richard Rowley made a motion to approve the Strategic Plan 2021/2022 3<sup>rd</sup> Quarter. The motion was seconded by Trustee Todd Wilkins and carried unanimously.

**NEW BUSINESS**

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

**1. Approval of Governance Policy – 1.7 Financial Conditions and Activities**

Chairman Gianoli entertained a motion to approve Governance Policy 1.7 Financial Conditions and Activities

**MOTION:** Vice Chairman Rowley made a motion to approve Governance Policy 1.7 Financial Conditions and Activities; the motion was seconded by Trustee Todd Wilkin and carried unanimously.

**2. Approval of Governance Policy - 1.8 Emergency CEO Succession**

**MOTION:** Vice Chairman Rowley made a motion to approve Governance Policy 1.8 Emergency CEO Succession; the motion was seconded by Trustee Dr. Mike Mugosa and carried unanimously.

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

**Appointments**

**1) Discussion/For Possible Action: Appointment of Eric Kraemer, MD – Radiologist**

Chairman Gianoli entertained a motion to approve Appointment Eric Kraemer, MD – Radiologist

**MOTION:** Dr. Mugosa made a motion to approve Appointment Eric Kraemer, MD – Radiologist; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

**2) Discussion/For Possible Action: Appointment of Cade Willes, DC – Chiropractor**

Chairman Gianoli entertained a motion to approve Appointment of Cade Willes, DC – Chiropractor

**MOTION:** Dr. Mugosa made a motion to approve Appointment of Cade Willes, DC – Chiropractor; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

**Re-Appointments**

**3) Discussion/For Possible Action: Re-Appointment of Brady Benham, MD – OB/GYN**

Chairman Gianoli entertained a motion to approve Re-Appointment of Brady Benham, MD – OB/GYN

**MOTION:** Dr. Mugosa made a motion to approve Re-Appointment of Brady Benham, MD – OB/GYN; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

**4) Discussion/For Possible Action: Re-Appointment of Ken Lord, MD – Ophthalmologist**

Chairman Gianoli entertained a motion to approve Re-Appointment of Ken Lord, MD – Ophthalmologist

**MOTION:** Dr. Mugosa made a motion to approve Re-Appointment of Ken Lord, MD – Ophthalmologist; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

**5) Discussion/For Possible Action: Re-Appointment of Shannon Rebiejo, LCSW – Behavioral Health**

Chairman Gianoli entertained a motion to approve Re-Appointment of Shannon Rebiejo, LCSW – Behavioral Health

**MOTION:** Dr. Mugosa made a motion to approve Re-Appointment of Shannon Rebiejo, LCSW – Behavioral Health; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

**6) Discussion/For Possible Action:** Re-Appointment of Jeffrey Willes, DC – Chiropractor

Chairman Gianoli entertained a motion to approve Re-Appointment of Jeffrey Willes, DC – Chiropractor

**MOTION:** Dr. Mugosa made a motion to approve Re-Appointment of Jeffrey Willes, DC – Chiropractor; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

**C. Discussion/For Possible Action:** Approval of the Hospital outdoor digital display sign not to exceed a total of \$58,500 – Matthew Walker, CEO

- o Matthew Walker, CEO reviewed the attached quotes by YESCO and Firefly LED for the Hospital outdoor digital display sign with the Board of Trustees answering all questions asked.

Chairman Gianoli entertained a motion to approve the Hospital outdoor digital display sign not to exceed a total of \$58,500 moving forward with the YESCO quote.

**MOTION:** Trustee Todd Wilkin made a motion to approve the Hospital outdoor digital display sign not to exceed a total of \$58,500 moving forward with the YESCO quote; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously.

**D. Discussion Only: Administrators' Report – Matt Walker, CEO**

1. **Coronavirus update** – There has not been a whole lot going on as far as Covid diagnosis's are related here I believe for the month of March we had a total of 15 positives all outpatient . We did a total of 216 test for the month of March very low numbers which is a good thing.
2. **Clinic Remodel update** – continues to move forward, a lot of work outside has been completed, they had a little hiccup with paving but all that should be done this week. We are still waiting to receive the glass doors due to supply and demand which pushes them back a little but does not change anything they still have the boards up. The last nurse's station should be completed within these next two weeks.
3. **Electronic Health record (EHR) conversion continues to move forward** – this was talked about in the strategic planning. We still are working through some issues but it continues to move forward with positive results.
4. **340b update** – **Matthew Walker, CEO** provided more details associated with the 340b program, because we are a nonprofit Critical Access Hospital we qualify to participate in the program.

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

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

- 1) **Approval to set the Next Regular Meeting – Monday, May 23 2022 at 5:00 p.m.**

Chairman Gianoli entertained a motion to approve the scheduling of the Regular Board of Trustees meeting on Monday, May 23, 2022 at 5:00 p.m.

**MOTION:** Vice Chairman Richard Rowley moved to approve the scheduling of the next Regular Board of Trustees meeting on Monday, May 23, 2022 at 5:00 p.m.; the motion was seconded by Trustee Todd Wilkin and carried unanimously.

#### **F. 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, c, and d – Secretary Haley McKay,**

- a) **Discussion/For Possible Action:** Accounts Payable – vouchers CPSI #121652 - #121671/Meditech, #422 - #604.
- b) **Discussion/For Possible Action:** Payroll – vouchers #8918 - #9482
- c) **Discussion/For Possible Action:** Refunds – #8029 - #8056
- d) **Discussion/For Possible Action:** Bad Debt – Medicare/Self pay

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

**MOTION:** Secretary Haley McKay moved to approve the Consent Agenda vouchers a, b, c, and d; the motion was seconded by Vice Chairman Richard Rowley and carried unanimously

**G. 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- No comment made by public during this time.

#### **H. Adjournment**

Chairman Gianoli entertained a motion to adjourn the White Pine Hospital District Board of Trustees Meeting on April 25, 2022.

**MOTION:** Vice Chairman Richard Rowley moved to approve the adjournment of the White Pine Hospital District Board of Trustees meeting dated April 25, 2022; the motion was seconded by Trustee Dr. Mike Mugosa and carried unanimously.

Adjournment: 6:25 p.m.