

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
February 23, 2017**

**ENTITY:** Pershing General Hospital  
**DATE:** February 23, 2017  
**TIME:** 5:30pm  
**PLACE:** Pershing General Hospital Conference Room  
855 6<sup>th</sup> Street Suite 103

**Attendees:**

**Board:** Joe Pierce, Carolyn Hultgren, Carol Shank, Ted Bendure, Charlie Safford  
**Staff:** Steve Boline, Patty Bianchi, Cindy Hixenbaugh, Kirsten Hertz, Patti Speer, Helen Joubert, Kathryn Harter, Debbie Mock, Loren Bianchi.  
**Public:** Clancy Hultgren

- 1) **CALL TO ORDER** – Called to Order by Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** - None
- 3) **CONSENT AGENDA** -
  - a. Meeting minutes for Regular Board Meeting January 25, 2017.
  - b. Warrants (Check Register)
  - c. Patient Account Write-Offs for January 2017
  - d. Re-credentialing for Dr. Navid Ahmadian, Dr. Robert Bannister, Dr. Belinda Murphy-Denmark, Dr. Robert Leckie, Dr. Stanley McCart, Debra Montoya
  - e. Acknowledgement of Long Term Care Donations

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the Consent Agenda as presented by Carolyn Hultgren, second by Ted Bendure. Motion carried unanimously.

4) **REPORTS**

a. **Administrator/CEO:**

- CEO Bianchi gave a brief synopsis of the credentialing process for new member Bendure.
- Bianchi shared she had supplied a draft contract to an interested physician in New Hampshire. A trip to visit the facility may be forthcoming – probably on a weekend as she has limited time off in her current position.
- PGH experienced a generator failure that may result in the purchase of a new system.
- Trustee Bendure attended his orientation session with Bianchi.
- Bianchi and Steve Boline attended the Lovelock City Council Meeting and shared the financial status, nursing home census at 25, as well as requesting the city funds allocated for the facility.
- Bianchi attended the NRHP and LiCon meetings; followed by she, Bendure, Hultgren, Safford and Legal Counsel Plimpton attended the NRHP day at the Legislature. The group also met with Mike Willden, Governor Sandoval's Chief of Staff. They discussed a change in Medicaid that could reduce the amount of funds received for Medicaid due to the change in administration. Impact on PGH should be neutral or positive.
- Maggie Loyan, PGH insurance broker visited the facility to provide an update on the repeal and replace initiative.
- Emergency Room staffing had to be altered this weekend to cover for an ill provider.
- Potential fraudulent claim with AT&T. Someone has attempted to connect a T-1 line to our address and phone. AT&T currently investigating.
- Annual Training was conducted this week to cover the required items. Sessions were very well received by staff.

- b. **Chief Financial Officer: Update**
- i. Financial Statements for the period ended January 31, 2017  
**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the financial statements for the period ended January 31, 2017 as presented by Ted Bendure, second by Charlie Safford. Motion approved unanimously.
  - ii. Revenue Cycle Dashboard – Dashboard was not received complete at the facility with correct information, however, Boline informed the board that the targets were all met and the Dashboard was all green again in January.
- c. **Chief Nursing Officer:**
- CNO Harter shared that the Nevada Donor Network visited PGH. Last year PGH participated in a campaign to disseminate information related to organ donation. PGH received the bronze level of the Workplace Partnership for Life as well as the 2016 Hospital Partner of the Year.
  - Harter distributed thank you notes to those board members that had voted to pay the deductible for PGH employees. This effort was coordinated by staff.
- d. **Chief Operating Officer:**
- COO updated the board on her departments.
  - IT: Completed an evaluation of WiFi access at PGH. Waiting for the report that will indicate if issues exist prior to moving forward with updating the CPSI Clinic package. Also working to complete the HIPAA IT Audit.
  - The Clinic saw 575 patients in January, which is a great number considering there were two holidays during the month. Currently seeing patients with cough, strep and the flu.
  - Human Resources is working with a recruiting firm for the open positions in Nursing and Lab Management. We have received two RN candidates and two Medical Technologist candidates. The per diem Ultrasound Tech has been hired as has the Materials Management Clerk. Both will be starting in the near future. Roughly 77% of staff attended the annual training sessions conducted February 21 and 23.
  - Maintenance: Loren Bianchi, Maintenance Manager, detailed the generator system failure that required a temporary machine to be installed by Nevada Energy Systems. The old system will be evaluated next week to determine if replacement is required. If replacement is required, preliminary research indicates that cost will run approximately \$45,000.00
- i. **USDA PROJECT UPDATE**
- CFO Boline presented to the board information regarding the status of the loan application. Boline, Bianchi, and Hixenbaugh discussed options with Lisa Goodfellow of USDA. There are a good many items that demand upgrade or repair at the facility and the administrative team believes that now is the time to complete these items. Request to the board, based on information supporting the facilities debt services ability, to increase the loan amount from \$2.67 million to \$3.15 million.  
**BOARD TOOK THE FOLLOWING ACTION:** After discussion, motion to increase the USDA loan amount from \$2.67 million to \$3.15 million was presented by Charlie Safford, second by Ted Bendure. Motion approved unanimously.
- COO Hixenbaugh also shared with the Board that there is approximately \$25,000.00 remaining in the Phase I loan, which will be used to retrofit the Long Term Care roll-in shower.
- e. **Chief Procurement Officer**
- CPO Joubert shared that the Materials Management Clerk will start March 8, 2017.
  - The Telemetry unit has been ordered and should be installed within the next 90 days.
  - New copiers for Administration and Financial Services have been ordered and should arrive by the end of next week.
  - Joubert will be out attending NRHP meetings on March 6 & 7.
  - One washer and one dryer are currently out of service in the Laundry Department.
  - A housekeeping employee is currently off due to an on-the-job injury.
  - Joubert is preparing for month end.

5) **CRITICAL ACCESS HOSPITAL (CAH) ITEMS**

a. **UNFINISHED BUSINESS**

b. **NEW BUSINESS:**

i. Review and Approval of Board Policies and Procedures

**BOARD TOOK THE FOLLOWING ACTION:** After notification of minor errors within the policies, motion to approve the policies and procedures with corrections was presented by Carolyn Hultgren, second by Charlie Safford. Motion was approved unanimously.

ii. Review and Approval of Emergency Operations Manual

**BOARD TOOK THE FOLLOWING ACTION:** CEO Bianchi indicated that this approval was an annual update. Motion to approve the Emergency Operations Manual presented by Charlie Safford, second by Carolyn Hultgren. Motion approved with Ted Bendure abstaining.

iii. Appoint Board Representatives to Hospital Committees:

Via consensus the following appointments were made:

1. Patient Safety Committee: Carolyn Hultgren
2. Executive Committee: Joe Pierce & Carolyn Hultgren
3. Joint Conference Committee (Medical Staff): Ted Bendure
4. Wage Committee: Ted Bendure
5. Finance Committee: All Board Members
6. Board Policies and Procedures Committee: Carolyn Hultgren & Dana Tueller
7. Pershing Healthcare Foundation Representative: Charlie Safford

iv. Educational Assistance

CEO Bianchi had mentioned the current Educational Assistance Program in place at PGH. Upon further discussions, there are several employees working on advanced education at the facility. She requested direction from the board after review of the program. This item will be continued on the next agenda.

v. Disposition of retired Long Term Care Beds (6 beds approximate value \$200.00 each) and Conference Room Table (1 each approximate value \$100)

**BOARD TOOK THE FOLLOWING ACTION:** After minimal discussion, motion to dispose of the six long term care beds at a value of \$200.00 and the conference room table at a value of \$100.00 by Charlie Safford, second by Carolyn Hultgren. Motion approved unanimously.

6) **PERSHING HEALTHCARE FOUNDATION:**

Carolyn Hultgren updated the board that the Foundation had been able to conduct their last regular meeting a quorum was present. 13 bricks were sold at the recent Lincoln Day Breakfast, with one being purchased for auction at the event. With new board members, they will be re-scheduling the dates and times of meetings and are looking toward their next fundraiser.

7) **OTHER ITEMS**

- a. **CORRESPONDENCE** - None
- b. **LEGAL** - None
- c. **OPEN SESSION** - None
- d. **OTHER** - None

8) **PUBLIC COMMENT**

Carolyn Hultgren mentioned again that Administration thank staff for the note of appreciation for the payment of employee's deductible.

9) **ADJOURN:** 7:08 p.m. by Chairman Joe Pierce.

**Approved at Board Meeting March 23, 2017**