

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

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

**Attendees:**

**Board:** Dana Tueller, Joe Pierce, Carolyn Hultgren, Carol Shank, Charlie Safford, Ted Bendure,  
**Staff:** Todd Plimpton, Steve Boline, Patti Speer, Kathryn Harter, Patty Bianchi, Cindy Hixenbaugh, Helen Joubert,  
Kirsten Hertz.  
**Public:**

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:32 p.m.
- 2) **PUBLIC COMMENT** - None
- 3) **CONSENT AGENDA - The Board will consider, for possible action, these items in their entirety, without discussion; For Possible Action**
  - a. Meeting minutes for Regular Board Meeting February 23, 2017.
  - b. Warrants (Check Register)
  - c. Patient Account Write-Offs for February 2017
  - d. Approval of contract for Penny Haas, APRN
  - e. Disposition of Equipment – List to be provided at the meeting
  - f. Approval of Credentialing for Renown telemedicine providers – Dr. Tyler Cheung, Dr. Artin Minaeian, Dr. Yafa Minazad, Dr. Arbi Ohanian, Dr. Madjid Keyvani, Dr. Matthew Butrum

**BOARD TOOK THE FOLLOWING ACTION:** Item e. Disposition of Equipment was removed as listed was not available. This item will be tabled until the next meeting. Motion to approve the Consent Agenda without item e. was offered by Carolyn Hultgren, second by Ted Bendure. Motion carried unanimously.

- 4) **REPORTS**
  - a. **Administrator/CEO: Update**
    - i. Educational Assistance  
CEO Bianchi shared that PGH has been extremely busy. Budget meetings were held with Department Heads this week and the Statement of Deficiencies from the Long Term Care Survey had been received and staff have been working on the Plan of Correction to be submitted via United States mail March 24, 2017.
  - b. **Chief Financial Officer: Update**
    - i. Financial Statements for the period ended February 28, 2017– **For Possible Action**
    - ii. Revenue Cycle Dashboard January & February 2017  
CFO Boline presented the financial statements for the eighth month of the fiscal year ending February 28, 2017. February was profitable, nearly matching budgeted figure. Dashboard was also reviewed for the months of January and February 2017. January's dashboard was once again green, February's indicators were all green with the exception of two targets, which were both off target by less than 1%.

**BOARD TOOK THE FOLLOWING ACTION:** Ted Bendure motioned to approve the financial statements as presented with a second by Carolyn Hultgren. Motion carried unanimously.

- c. **Chief Nursing Officer: Update**  
CNO Harter shared with the board recent nursing activities. In regard to the recent survey, the Statement of Deficiencies has been received with two deficiencies related to nursing. One deficiency dealt with the report of abuse and neglect, citing that the proper actions were followed, however, that the incident reporting should have occurred more quickly. The second deficiency related to the policy regarding dose reduction for specific medicine types. Both items have been dealt with and were more related to documentation rather than deficiencies in patient care. Harter also informed the board that we have hired two Registered Nurse's,

one is a current PGH employee that has accepted a full time position, the second is a new nurse moving to the Rye Patch area from Fallon. One of the agency nurses we have been using to fill the staffing gaps has completed her stay, the second will finish May 3, 2017. Harter and CEO Bianchi met with CareFlight and were informed of a new service available – a Nurse helpline for those trying to determine whether or not to visit the Emergency Room. Harter will be attending a Telemedicine conference in Seattle in April.

d. **Chief Operating Officer: Update**

COO Hixenbaugh shared with the board the activities among the departments she supervises.

**Maintenance:** CT Building roof has been repaired – electrician will be on site soon to evaluate the power box.

**Clinic:** Dr. Qasin, a UNR School of Medicine Resident, is working in the Clinic under the direction of Dr. Van Guilder. Telemedicine will soon be a service available in the Clinic. Training is scheduled for April. The cart to be used for the program was received via a grant through Renown.

**IT:** WiFi access report has been received, indicating we are in need of 16 more access points throughout the facility – 4 in the Clinic Building and the remainder in the main hospital. Staff will be evaluating the high priority points and installing those initially. The server will also be partitioned for guests to use the WiFi connection.

i. **USDA PROJECT UPDATE – For Possible Action**

COO Hixenbaugh indicated that there is no new information related to USDA project.

e. **Chief Procurement Officer: Update**

CPO Joubert shared with the board the activities among the departments she supervises.

**Laundry:** Washers and dryers are up and running again. Staffing is going well.

**Housekeeping:** Deep cleaning is being accomplished on Tuesday, Thursday and Friday weekly when additional staff is available.

**Purchasing:** Rene Maldonado has started as the new Purchasing Clerk and is doing a great job. He is learning the computer system, using electronic purchase orders, cleaning and organizing the storeroom, and learning CPSI. He will also be starting some online learning modules. Parts of the new telemetry system have arrived and Joubert is communicating with the company to ensure all requirements are met. For Acute, considering re-doing rooms with new window coverings, divider curtains, bedspreads and over the bed and bedside tables. Joubert is researching costing and discounts related to volume purchasing. Joubert will not be attending the Purchasing conference in Las Vegas.

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

a. **UNFINISHED BUSINESS**

b. **NEW BUSINESS:**

i. **Review and approval of Smoke Free Policy – For Possible Action**

COO Hixenbaugh presented the final copy of the Smoke Free Policy for PGH. Consensus of opinion was that the policy is positive step. Board was also advised that smoking cessation programs have been offered to smoking staff free of charge.

**BOARD TOOK THE FOLLOWING ACTION:** After some discussion, Carolyn Hultgren presented a motion to approve the final draft of the Tobacco/Smoke Free Hospital policy with a second by Charles Safford. Motion carried unanimously.

6) **PERSHING HEALTHCARE FOUNDATION: UPDATE**

Carolyn Hultgren reported that an anonymous donor has challenged the community to donate to the Foundation. \$10,000.00 has been pledged if the community will donate and additional \$10,000.00. The deadline for donations is June 6, 2017. The Foundation has reserved the Community Center for August 12, 2017 for their annual dinner.

7) **OTHER ITEMS**

a. **CORRESPONDENCE** - None

b. **LEGAL** - None

c. **OTHER** - None

8) **PUBLIC COMMENT** - None

9) **ADJOURN:** Meeting adjourned by Chairperson Joe Pierce at 6:45 p.m.

**Approved by Board of Trustees at regular meeting April 27, 2017.**