

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
May 25, 2017**

**ENTITY:** Pershing General Hospital  
**DATE:** May 25, 2017  
**TIME:** 5:30 pm  
**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:** Patty Bianchi, Patti Speer, Cindy Hixenbaugh, Helen Joubert, Kathryn Harter.  
**Public:** Michael Stephens.

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:34 p.m.
- 2) **PUBLIC COMMENT** – Michael Stephens read a statement thanking CNO Kathryn Harter and CEO Patty Bianchi for making it possible for him to receive care at home. (Recording equipment failed). Statement was provided to CEO Bianchi.

**Recording sporadic**

- 3) **PUBLIC HEARING: Fiscal year 2017-2018 proposed budget for Pershing General Hospital and Nursing Home- For Possible Action**

CEO Bianchi reviewed the key points of the proposed budget.

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the 2017-2018 proposed budget by Ted Bendure, second by Charlie Safford. Motion carried unanimously.

- 4) **PUBLIC HEARING: Application was submitted to USDA Rural Development for improvements to PGH (including heating and cooling upgrades, roofing, fire suppression system, flooring and kitchen appliances). The total cost of the project is approximately \$ 3,213,115.00 and the amount of USDA RD loan funding awarded was \$2,999,900.00; Hospital contribution is \$213,215.00. Separately, the Hospital has requested a USDA Rural Development Community Facilities grant for paving and equipment in the amount of \$50,000.00, with Hospital contribution of \$99,000.00, for a total equipment project cost of \$149,000. Building improvements are currently being designed.**

CEO Bianchi indicated that the PGH upfront obligation includes up-front payments. There are two separate projects – the grant and the loan. The paving project will commence as soon as possible.

Some discussion commenced regarding using some of the grindings from another road project to cover the parking lot toward the end of the facility.

As this was a public hearing, there was no action necessary.

- 5) **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 April 27, 2017
  - b. Warrants (Check Register)
  - c. Patient Account Write-Offs for April 2017

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

- 6) **REPORTS**

- a. **Administrator/CEO: Update**

- CEO Bianchi shared large projects that have demanded a good deal of her time:
  - Preparation for the Critical Access Hospital Survey
  - New All Hazard Emergency Operations Plan required
  - USDA Project
  - Impending flood with potential patients from South Lyon Medical Center

- Update of Medical Staff Policy Binder
- EMS ambulance crisis – Providers have expressed concern for patient safety due to inability to transfer to other facilities. Spoken with Louis Mendiola with REMSA, regarding several options for consideration.

b. **Chief Financial Officer: Update**

- i. Financial Statements for the period ended April 30, 2017– **For Possible Action**  
CFO Steve Boline not present. Bianchi presented financial statements.  
**BOARD TOOK THE FOLLOWING ACTION:** Motion by Dana Tueller, second by Charlie Safford to approve financial statements as presented. Motion carried unanimously.
- ii. Revenue Cycle Dashboard April 2017  
Bianchi discussed the dashboard – percentages for those areas not meeting targets are very close. PGH is still operating well financially.

c. **Chief Nursing Officer: Update**

CNO Harter had staff meeting beginning at 4:30 p.m. – Reno Police Department in attendance discussing Human Trafficking.

Harter arrived after above mentioned staff meeting and provided a brief recap.

d. **Chief Operating Officer: Update**

COO Hixenbaugh reported:

- Hixenbaugh and Bianchi met with Lisa Goodfellow, USDA in regard to Letter of Conditions as presented to board. They are working on items that required response. Obligated funds have been transferred to construction account, invoices have been presented for architectural expenses to USDA.
- Has conducted seven interviews, has three more scheduled for tomorrow.
- IT Manager Weeldreyer seeking quotes for telephone system.
- Plant Manager Loren Bianchi seeking quotes for paving.
- USDA needs from CFO Boline needs to contact three banks to seek construction loan and/or interim financing. USDA will compare the bank packages to USDA offer and evaluate interest rates and terms.
- Hixenbaugh shared that the Clinic staff is currently training on the Telemedicine project. Next step will be on site training with providers. Current timeline is six-eight weeks out. IT on-site items are installed and ready to go.
- Chairman Pierce asked the status of the generator. Rental generator is still on site, and seeking one additional quote. Hixenbaugh also indicated that the Board should consider a generator that could run the Clinic Building should it be required.

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

1. Approval of USDA Rural Housing Service Community Facilities Grant Agreement  
Hixenbaugh discussed the grant agreement. In relation to the \$50,000.00 grant for the parking lot paving as well as the kitchen steam table, PGH is required to produce documents that will be signed by Secretary/Treasurer Safford as well as CEO Bianchi. Hixenbaugh explained that this document indicates that PGH will accept the grant as well as provide match funds of \$99,000.
2. Approval of USDA Form RD 1942-47 – Loan Resolution  
Hixenbaugh explained to the board that they are authorizing and providing for the occurrence of indebtedness for the purpose of providing the portion of the cost of acquiring, constructing, enlarging, improving and or extending Phase II Building improvements loan and that we accept the grant not to exceed \$50,000.00. Hixenbaugh indicated that both items will have to be voted on and approved and then will be forwarded to Sherman & Howard, Bond Attorneys – Kendra Follett with Letter of Conditions for further instructions and schedule of legal proceedings as we move forward. We will then have to go to Debt Management Commission for the bond resolution, which may require special meetings to sign documents.

Hixenbaugh also presented document requiring signature by Board of Trustees and Legal Counsel – Legal Services Agreement, which Hospital District agrees upon fees

from Belanger and Plimpton will not exceed the amount of \$200 per hour and invoices will be paid monthly upon approval of USDA. CEO Bianchi indicated that typically legal counsel involvement in USDA process is minimal.

**BOARD TOOK THE FOLLOWING ACTION:** Carolyn Hultgren presented a motion to approve the USDA Rural Housing Service Community Facilities Grant Agreement and Approval of USDA Form RD 1942-47 – Loan Resolution and the Legal Counsel – Legal Services Agreement as presented. Motion seconded by Ted Bendure. Motion carried unanimously.

e. **Chief Procurement Officer: Update**

- i. **Dietary:** New shelving has been ordered to replace the wooden shelving in the pantry. Wire shelving will be installed. Food processor was replaced. Investigating purchase of new steam table. There is also a potential staffing shortage with losing two per diem staffers.
- ii. **Laundry:** All is going well. No staffing issues.
- iii. **Housekeeping:** Also working well, using fill ins for vacation coverage. Staff has been notified that if PGH receives patients from South Lyon Medical Center due to flooding, all vacations will be cancelled and all staff will be required.
- iv. **Materials Management:** Preparing for Inventory. There will be overnight orders required if we do receive patients from South Lyon. Currently could run for approximately a week before additional items required.

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

- a. **UNFINISHED BUSINESS** - None
- b. **NEW BUSINESS** - None

8) **PERSHING HEALTHCARE FOUNDATION: UPDATE**

Carolyn Hultgren indicated that \$8,225.00 has been received in the match-it fundraising program. She is confident that the goal of \$10,000.00 will be reached. August 12 has been reserved for the next Foundation fundraising dinner. She has completed one Mustang afghan has been completed and has started on a second. Hixenbaugh indicated that she has submitted information to Reno area hotels and ski resorts for their donations to the auction/raffle. Carol Shank indicated that Cole Crim has volunteered to perform auctioneering duties for the dinner.

9) **OTHER ITEMS**

- a. **CORRESPONDENCE** - None
- b. **LEGAL** - None
- c. **OTHER**
  - i. CEO Bianchi discussed Hospital Week activities organized and accomplished by Jessica Fowler, Sariah Leavitt and Bradie Vincent. They did an excellent job in organizing and carrying out a fun filled week of activities.
  - ii. Carolyn Hultgren indicated her gratitude in finding Lovelock as a place to retire. She indicated her pride and gratefulness to PGH. The Board responded with thanks to Hultgren for her involvement in the Community as well as the facility.

10) **PUBLIC COMMENT** - None

11) **ADJOURN:** Meeting adjourned at 7:00 p.m. by Chairman Joe Pierce.

**Approved at Board Meeting June 29, 2017.**