

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
November 30, 2017**

ENTITY: Pershing General Hospital
DATE: November 30, 2017
TIME: 5:30pm
PLACE: Pershing General Hospital Conference Room
850 6th Street Suite 103

Attendees:

Board: Carolyn Hultgren, Carol Shank, Joe Pierce, Charlie Safford, Dana Tueller, Ted Bendure.
Staff: Patty Bianchi, Steve Boline, Cindy Hixenbaugh, Christina Dickerman, Debbie Mock, Patti Speer, Helen Joubert, Todd Plimpton, Kirsten Hertz
Guest: Donna Mae Huss, Wipfli CPAs and Consultants

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** – None.
- 3) **Review and Approval of Annual Independent Audit for the year ended June 30, 2017.**

Donna Mae Huss of Wipfli CPAs and Consultants presented the performed audit per attached documentation. The audit presented was unmodified, a clean opinion. Huss discussed the two findings in the audit documents, one of which related to Wipfli LLP drafting the footnotes and disclosures included with the financial statement audit reports. "This is a common finding, since many small organizations rely on their audit firms for specialized knowledge of disclosure requirements and accounting standards". (Slide 9 Audit Presentation). The second finding was a violation of Nevada Statute. Statute dictates that actual expenses may not exceed the sum of budgeted operating and non-operating expenses. For the year ended June 30, 2017, "the Hospital had actual operating and non-operating expenses in excess of budgeted appropriations in the amount of \$233,888. The impact of the net pension liability and deferred inflows/outflows balances related to the pension plan, was a net increase in pension expense of \$257,395. As the information from PERS, required to calculate the balances as of June 30, 2017, was not available as of the Hospital's year end, this amount was not able to be incorporated into the Hospital's augmented 2017 budget. Removing this adjustment, the Hospital's actual operating and non-operating expenses were below budgeted appropriations in the amount of \$15,507 for the year ended June 30, 2017." (Slide 10 Audit Presentation)

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure presented the motion to approve the Annual Independent Audit for the year ended June 30, 2017. Charlie Safford offered the second to the motion. Motion carried unanimously.

- 4) **CONSENT AGENDA - The Board will consider, for possible action, these items in their entirety, without discussion**
 - a. Meeting minutes for Regular Board Meeting October 26, 2017
 - b. Meeting minutes for Board Retreat November 1, 2017
 - c. Warrants (Check Register)
 - d. Patient Account Write-Offs for October 2017
 - e. Dr. Belinda Murphy-Denmark resignation effective January 30, 2018.
 - f. Approval of Credentialing for:
 - i. Dr. William Everts, DO; Penny Haas, APRN; Dr. Benjamin Harris, DO; Tyson McBride, PA-C; Dr. Bradley Walker, MD

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure presented the motion to approve the Consent Agenda as presented, Charlie Safford offered the second to the motion. Motion carried unanimously.

5) REPORTS

a. Administrator/CEO: Update

- i. CEO Bianchi introduced newly appointed Chief Nursing Officer Christina Dickerman.
- ii. Bianchi shared with the board that she had been working on preparation for the CAH survey, policies and procedures as well as the All Hazard Emergency Response Plan which will be discussed further in the agenda.
- iii. Other activities include interaction with the EPA and work on the Hazardous Materials permit.

b. Chief Financial Officer: Update

- i. Financial Statements for the periods ended October 31, 2017

CFO Boline discussed the financial statements for the period ended October 31, 2017, the fourth month of the fiscal year. A loss was exhibited in October of roughly \$110,000.00, and a year to date loss of \$645,000.00. Boline shared that we are headed into the flu season, which should increase utilization of the facility. Boline also indicated that the Nursing Home rates will increase by \$10.00 per day beginning in July 2018.

BOARD TOOK THE FOLLOWING ACTION: Carolyn Hultgren offered the motion to approve the financial statements as presented, with a second to the motion by Ted Bendure. The motion carried unanimously.

- ii. Revenue Cycle Dashboard October 2017

Boline discussed the dashboard and its two red indicators for the month of October. This mirrors the financial statements and the low utilization of the facility.

c. Chief Nursing Officer: Update

- i. Dickerman shared that the census of Long Term Care currently at 20 residents. This is below the budgeted number of 24, however, this is an unpredictable environment. The average life expectancy for residents is about two years after admission to a long term care facility. Societal changes dictate the desire for individuals to remain at home for as long as possible, thereby at odds with increasing numbers in these settings. That being said, Dickerman and Social Worker Lola Montes are making contact with surrounding facilities and developing relationships to share referrals and information to increase the resident count.
- ii. Currently, in the Acute department, 1 Swing patient is in place, with no acute or observation patients.
- iii. Dickerman thanked the networking efforts of CPO Helen Joubert, which netted the facility a new vacuum pump for an exceptional price.

d. Chief Operating Officer: Update

- i. COO Hixenbaugh shared that the month of November had been filled with open enrollment for employee health insurance. The new plan year will commence on December 1. After evaluation, the decision was made to maintain Anthem plans, an HMO plan with a \$600 deductible and a second HSA plan with a \$2,500 deductible.
- ii. Hixenbaugh also represented PGH at the PACT Executive Board Meeting and Carson City.

iii. USDA PROJECT UPDATE

1. Hixenbaugh indicated that per the Dube Group, 85% of the preparation work is complete. There are concerns about the roofing and flooring materials that will have to be addressed. The roofing contractor will be on site December 6 to install a mock-up of the proposed roofing material to determine if it will work. The flooring issues relate to the presence of asbestos in the glue of the flooring as well as the number of layers of flooring to be overlaid.

e. Chief Procurement Officer: Update

- i. CPO Joubert shared that she is in the process of training Purchasing Clerk Rene Maldonado on CPSI and he has completed several online classes.
- ii. The Laundry Department is functioning well and the new boiler is a great addition.
- iii. Housekeeping is also running well.
- iv. One per-diem employee in Dietary has resigned, but will not be replaced for the time being. Preparation continues for the completion of the shelving in the pantry.

6) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

a. **UNFINISHED BUSINESS**

b. **NEW BUSINESS:**

- i. Approval of All Hazard Emergency Response Plan
 - 1. CEO Bianchi indicated to the Board that this is a new requirement by the Centers for Medicare and Medicaid Services (CMS). She also shared that this is the first year this document has been required and it will be a fluid document as revisions will be required. Bianchi indicated that the three items listed for approval are all related to this CMS requirement.

BOARD TOOK THE FOLLOWING ACTION: Carolyn Hultgren presented the motion to approve the All Hazard Emergency Response plan as briefed with exceptions as noted. Charlie Safford offered the second to the motion. Motion carried unanimously.

- ii. Approval of Water Treatment Plan
 - 1. CEO Bianchi clarified that legionella was the bacteria itself and Legionaire's disease was the result of contracting the bacteria. She also detailed the testing parameters and indicated to the board that the only place that the facility may see a problem with this particular bacterium would be in shower heads.
- iii. **BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the Water Treatment Plan presented by Ted Bendure, second to the motion offered by Carolyn Hultgren. Motion carried unanimously.
- iv. Approval of Communication Plan
 - BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the Communication Plan as presented offered by Ted Bendure, second to the motion presented by Carolyn Hultgren. Motion carried unanimously.
- v. Review and Approval of Recommendation regarding employee insurance coverage for plan year 2018
 - 1. CEO Bianchi further discussed the employee health plans available. Given the HSA plan is less expensive than the HMO plan, Bianchi asked the Board to consider contributing matching funds to HSA plan holders accounts.

BOARD TOOK THE FOLLOWING ACTION: Motion to approve contributing up to \$48.08 per pay period, matching the employee's contribution up to \$1,250 total, presented by Ted Bendure, second to the motion by Charlie Safford. Motion approved unanimously.

7) PERSHING HEALTHCARE FOUNDATION: UPDATE

Foundation member Hultgren shared that no meeting had been held in November, as there was no quorum. The Foundation will have a booth at the Craft Fair on December 2, 2017. Foundation meetings are held on the second Tuesday of the month at 5:00 p.m.

8) OTHER ITEMS

- a. **CORRESPONDENCE** - None
- b. **LEGAL** – None
- c. **OTHER** - None

9) PUBLIC COMMENT - None

10) ADJOURN: by Chairman Joe Pierce at 7:48 p.m.

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