

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
October 26, 2017**

ENTITY: Pershing General Hospital
DATE: October 26, 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, Todd Plimpton, Patti Speer, Helen Joubert, Cindy Hixenbaugh, Debbie Mock, Kirsten Hertz

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** - None
- 3) **CONSENT AGENDA**
 - a. Meeting minutes for Regular Board Meeting September 21, 2017
 - b. Meeting minutes for Finance Committee Meeting October 18, 2017
 - c. Warrants (Check Register)
 - d. Patient Account Write-Offs for September 2017
 - e. Approval of Proxy Credentialing for:
 - i. vRad Schedule of Physicians – addition of Robert Miller
 - ii. Renown Telehealth providers Hospitalists: Sansan Cao, MD, Sergey Kuharevic, MD, Neurologists: Paul Gadiant, MD, Dela Amoussou, MD

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

- 4) **REPORTS**
 - a. **Administrator/CEO: Update**
 - i. Board Retreat – Bianchi informed the board that the retreat will be held November 1, 2017 at 10 a.m. in the PGH Conference Room. Joan Hall, NRHP, will serve as facilitator. Topics to be discussed will include succession planning, strategic planning as well as facility finances.
 - ii. Bianchi thanked staff for “holding down the fort” in her absence. She also thanked the Board for their participation in the Finance Committee Meeting held October 18, 2017.
 - iii. Bianchi is working on follow-up presentations from the conferences she attended in late September and early October.
 - iv. NRHP has received a grant, which PGH is a sub-grantee, which will provide approximately \$22,000 to employ an EMT to assist in managing chronic conditions. This individual will visit patients in their home to ensure they are following proper protocols for their condition. The grant is funded for three years.
 - v. CNO interviews were conducted this week. Bianchi will be drafting additional questions and meeting with the candidates individually before making the selection. One of the candidates brought up the need for additional public education as to what services are available at the facility as well as what is meant by a Critical Access Hospital.
 - vi. AirOne has approached PGH in regard to payment for insurance to cover Pershing County residents for AirOne services. This coverage, roughly \$2,000, was covered by Lovelock Volunteer Fire Department previously – Carol Shank indicated that she believes this is a good fit for the service and should be continued in that vein. Legal Counsel Plimpton indicated that in Lander County, the insurance is paid for by the county.
 - vii. The November board meeting will be changed to either November 29 or 30. The Board will be informed once the date is finalized.

b. **Chief Financial Officer: Update**

- i. Financial Statements for the periods ended September 30, 2017

BOARD TOOK THE FOLLOWING ACTION: CFO Boline detailed the first three months of Fiscal Year 2018, which was also the conversation during the Finance Committee Meeting. The facility has experienced a \$231,694.78 loss for the month and \$536,064.48 for the year. The loss is primarily due to lack of utilization of the facility. Boline indicated that the numbers are taking an upturn in October. The talking points presented at the Finance Committee meeting were reviewed as were projections for the next few months.

Motion to approve the financial statements as presented offered by Ted Bendure, second offered by Charlie Safford. Motion carried unanimously.

- ii. Revenue Cycle Dashboard September 2017

Boline reviewed the Dashboard with three red indicators and is indicative of the financial statements presented.

c. **Interim Chief Nursing Officer: Update**

Interim CNO Dickerman is on vacation. CEO Bianchi shared Long Term Care Census is at 21, no acute patients currently on the floor

d. **Chief Operating Officer: Update**

COO Hixenbaugh provided the following updates for her supervised departments:

- Maintenance: Manager Loren Bianchi has been out this week on vacation. Remaining staff have been working on emptying the Derby Field storage that had sustained roof damage. Pershing County had directed the space be vacated and several trips had been made to the dump, with several more to go. Two per diem employees have been hired to assist in the department to free up Manager Bianchi for Safety and Policy activities.
- Information Technology: A glitch has been discovered in the telemetry system – signals are lost between antennae. Manager Weeldreyer is seeking quotes for additional antennae.
- Laboratory: Lisa Eckerfield is officially up to speed. Rhonda Carey has stepped down as manager, her last day is November 8, 2017. Sherry Esmond has been hired to fill the full time Medical Technologist position and will be starting sometime in the next week.
- Human Resources: Recruitment continues for LPN, and CNA positions. One of the current RN's has expressed interest in instructing a CNA course scheduled for January. Both candidates for the CNO position indicated they enjoyed the interview process, particularly the nursing staff input. Hixenbaugh indicated that she and CEO Bianchi will be meeting with Insurance broker Maggie Loyan on November 6, 2017. Thus far, Anthem has submitted a bid with a 30% increase. Hometown Health has also submitted a bid with a 20% increase over the 2017 prices.

i. **USDA PROJECT UPDATE**

Hixenbaugh shared that there was no update on the project.

e. **Chief Procurement Officer: Update**

CPO Joubert provided the following updates for the departments under her supervision:

- Dietary: The new menu cycle, which starts every six weeks has begun.
- Laundry: Some staffing issues have been experienced. The washing machine has been repaired and the new washer has been installed and is working well.
- Housekeeping: Staffing is also an issue with employees on vacation.
- Materials Management: Joubert has vacation scheduled for next week, if she is excused from jury duty. She enjoyed participating in the CNO interviews.

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

- a. **UNFINISHED BUSINESS**
- b. **NEW BUSINESS:**
 - i. Approval of All Hazard Emergency Response
 - ii. Approval of Water Treatment

Both of these items were postponed as they were not available to the board prior to the meeting.

6) PERSHING HEALTHCARE FOUNDATION: UPDATE

Carolyn Hultgren indicated the Foundation had met last month and tentatively decided to keep the fundraising dinner in August. An additional scholarship had been granted to Zach Pritchard who is enrolled in a Laboratory Manager program. The Foundation awarded \$18,000 in scholarships this year. Charlie Safford indicated that he was working on submission to the E.L. Cord Foundation for additional fundion.

7) OTHER ITEMS - None

8) PUBLIC COMMENT - None

9) ADJOURN 6:45 p.m. by Chairman Joe Pierce.:

Approved at Board of Trustees Meeting November 30, 2017.