

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
April 27, 2017**

ENTITY: Pershing General Hospital
DATE: April 27, 2017
TIME: 5:30pm
PLACE: Pershing General Hospital Conference Room
855 6th Street Suite 103

Attendees:

Board: Dana Tueller, Joe Pierce, Carolyn Hultgren Charlie Safford, Ted Bendure,
Staff: Patty Bianchi, Todd Plimpton, Steve Boline, Patti Speer, Cindy Hixenbaugh, Helen Joubert, Debbie Mock, Kirsten Hertz.
Public: None.

- 1) **CALL TO ORDER** – Called to order by Chairperson Joe Pierce at 5:30 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 March 23, 2017.
 - b. Warrants (Check Register)
 - c. Patient Account Write-Offs for March 2017
 - d. Approval of contract for Tyson McBride, PA
 - e. Disposition of Equipment – List to be provided at the meeting
 - f. Approval of Credentialing – Telemedicine providers

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:** CEO Patty Bianchi addressed the board with the following items:
 - i. The tentative budget has been submitted.
 - ii. Tyson McBride, PA has accepted the position in the Clinic and will be visiting May 1-3.
 - iii. Two other contracts have been distributed for signature
 - iv. Working with Dr. Barlow DC, to visit once weekly to provide Chiropractic services.
 - v. We have an offer pending with another Physician's Assistant that will also be visiting May 1-3.
 - vi. Quality initiative is going well and improvements are visible. Graphing of the information will commence to track improvements.
 - vii. PGH staff celebrated Medical Laboratory Professional's Week this week with a variety of events.
 - viii. A staff committee has been formed to prepare for Hospital Week May 8-12.
 - ix. The PGH Apparel order has been submitted and is expected within the next 3 weeks or so.
 - x. Gonsalves Yard Service has been hired for yard maintenance and are being considered for snow removal.
 - xi. Celebrated Administrative Professional's Day and recognized Cindy Hixenbaugh, Corrine Alcaraz and Kirsten Hertz.
- b. **Chief Financial Officer: Update**
 - i. Financial Statements for the period ended March 31, 2017– **For Possible Action**
 - ii. Revenue Cycle Dashboard March 2017

CFO Boline presented the financial statements for the ninth month of the fiscal year ending March 31, 2017. March indicated a small loss partly due to three payrolls during the month, the payroll expense was accounted for, however, the additional PERS payment was not. Completion of the Interim cost report

indicates that PGH owes \$150,000.00. Battle Mountain General Hospital will be opening an additional nine long term care beds sometime this year, which may, in turn, present a challenge in keeping our own beds full. The Dashboard was discussed briefly, three indicators are red for the month of March, but very close to target levels.

BOARD TOOK THE FOLLOWING ACTION: Motion to approve the financial statements for the period ending March 31, 2017, by Ted Bendure, second by Charlie Safford. Motion carried unanimously.

c. **Chief Nursing Officer: Update**

CNO Harter was unavailable for the Board meeting, CEO Bianchi presented the nursing update as follows:

- i. The Annual Easter Egg Hunt went well.
- ii. Celebrating Volunteer Appreciation Day April 28, 2017.
- iii. Activities Department continues to be busy with preparations for Mother's Day.
- iv. One open bed available in Long Term Care. Staff is working through the waiting list. The patient first in line declined placement; staff are now working on the second patient.
- v. The Point Click Care electronic health record system will go live May 1. Training has been ongoing in preparation.
- vi. One resident has some legal issues, which has resulted in non-payment to the facility. A meeting has been scheduled for May 8 for all parties to meet and seek resolution.
- vii. The star scores for Long Term Care have been posted and PGH remained at three stars. There are some questions as to the posting and Christina Dickerman, Long Term Care Director and CEO Bianchi, will be communicating with CMS in this regard.
- viii. Dickerman and COO Hixenbaugh will be retraining staff in regard to abuse and neglect reporting.
- ix. Currently, PGH shows one acute patient, one swing patient and, at one point today, had five patients on the floor.
- x. The number of patients seen in the Emergency Room has increased from an average of 5 for March to 6 in April, to date.

d. **Chief Operating Officer: Update –** COO Hixenbaugh shared numerous items with the Board.

- i. Hixenbaugh serves as a Mediation trainer for POOL/PACT and taught two sessions in March, one in Reno and a second in Elko.
- ii. Hixenbaugh and Clinic Manager, Laurie Schmith, attended a meeting in Reno to learn more about the Medical Home/Patient Coordinator position. The Clinic has seen roughly 500 patients in April to date, with the decrease primarily due to patients simply not showing for their appointments.
- iii. Clinic has begun the process to provide specialist Telehealth services. This will require a separate credentialing process for these providers.
- iv. Clinic staff viewed the upgrade to the CPSI Clinic package. There are still some issues that must be addressed prior to purchase.
- v. Clinic has also instituted a policy to only take refill requests until 11:00 a.m. on Friday. As there is only one provider on Fridays, it has become too cumbersome to complete the refill requests and still see scheduled patients.
- vi. Clinic also hosted a UNR Medical School Resident last month and will be hosting two more in July and August.
- vii. The Maintenance Department is working on compiling quotes for the new generator as well as correcting HVAC problems. The CT power panel will be completed next week by Bruce Hudson. The landscape company will return to repair the dead grass portions of the new sod. Work is also progressing on the cooling tower in preparation for warmer weather.
- viii. IT Department is installing new wireless access points and continues to assist staff with forgotten passwords.
- ix. **USDA PROJECT UPDATE – For Possible Action**
The project has been funded and we have received the letter of conditions. Staff will be meeting with USDA staff member Lisa Goodfellow in the near future to establish the next steps. The architect's preliminary schedule has been received and construction is scheduled to begin March 2018.

No Board action was necessary at this time.

e. **Chief Procurement Officer: Update –** CPO Helen Joubert shared the following:

- i. In March, the Laundry Department processed 8,517 pounds of laundry. Staffing was an issue as the lone staffer was out for three weeks.
- ii. Housekeeping is going well.
- iii. Materials Management is doing well with the addition of Clerk, Rene Maldonado.
- iv. Joubert attended a sterilization refresher course with CNA Trina Allen. Some changes will be needed in the PGH processes. There is a two year program to become a certified sterile processor that may be considered.
- v. The Dietary Department had a freezer down for a couple of days. Once defrosted and the coils were cleaned it was back up and running. There is potential for one staff member to be out for a couple of weeks.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

a. **UNFINISHED BUSINESS**

b. **NEW BUSINESS:**

- i. Approval of Purchase of Clinic Electronic Health Record Software – **For Possible Action**
CEO Bianchi reviewed the information provided to the board. No purchase will be made until staff is certain that all bugs in the software have been repaired. Bianchi will be meeting with CPSI staff member to review and a discounted price may be available.

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure presented a motion to approved the purchase of the Clinic software upgrade, not to exceed \$47,000.00. Motion seconded by Carolyn Hultgren. Motion passed unanimously.

- ii. Sponsorship of NRHP 20th Annual Golf Tournament – **For Possible Action.**
CEO Bianchi shared that this event funds educational opportunities for NRHP members and that we have sponsored in the past in the amount of \$1,000.00.

BOARD TOOK THE FOLLOWING ACTION: Carolyn Hultgren presented the motion to sponsor the NRHP Golf Tournament in the amount of \$1,000.00. Second by Ted Bendure. Motion carried unanimously.

6) PERSHING HEALTHCARE FOUNDATION: UPDATE

Carolyn Hultgren shared the following in regard to the Pershing Healthcare Foundation:

- a. Annual Dinner scheduled for August 12, 2017
- b. The Match-it Campaign has received 13 donations totaling \$4,350.00.
 - i. The Lion's Club is interesting in supporting the program, and a grant program is available, however, the process will not meet the June deadline.
 - ii. Five of the donations are as a result of the bulk mailing and range from \$25-\$1,000.00.

7) OTHER ITEMS

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

8) PUBLIC COMMENT - None

9) ADJOURN: Meeting adjourned at 6:55 p.m. by Chairman Joe Pierce.