

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

ENTITY: Pershing General Hospital
DATE: January 25, 2017
TIME: 5:30pm
PLACE: Pershing General Hospital Conference Room
855 6th Street Suite 103

Attendees:

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

- 1) **CALL TO ORDER** – Meeting called to order by Board Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** – Chairman Joe Pierce welcomed the new Pershing County Commission Liaison, Carol Shank, to the Board of Trustees. Chairman Pierce also acknowledged potential board member Ted Bendure.
- 3) **CONSENT AGENDA -**
 - a. Meeting minutes for Regular Board Meeting December 28, 2016
 - b. Warrants (Check Register)
 - c. Patient Account Write-Offs for December 2016
 - d. Amended approval of employee deductible waiver for services provided at PGH for the year December 1, 2016-December 31, 2017.

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

4) **REPORTS**

a. **Administrator/CEO: Update**

- CEO Bianchi presented several handouts to the board regarding education and training. Western Regional Flex Conference will be held in Hawaii in June. AHA Annual Membership meeting Washington D.C. in May. Western Trustees Symposium, May in Santa Fe, New Mexico.
- Rural Hospitals Day at the Legislature – February 10, 2017.
- PGH has enrolled in a Hospital Improvement Innovation Network – supposed to assist in survey process, with the goal being to increase our star rating in Long Term Care.
- Considering another agreement to recruitment for Nursing and Lab Manager. Recruitment is expensive.
- Provided to the Board the PGH Employee Assistance Education Application. Currently 3 CNA's in Nursing program, Bianchi would like to offer tuition assistance to these individuals. If we don't start growing our own nursing staff, we will continue to have staffing issues. Start to finish Nursing School approximately \$15,000.00.
- In regard to quality process, Bianchi presented several items indicating a lack of visual quality i.e., wash cloths, scratching off of signage. Additionally, cracks visible in the Clinic building needs attention. Attacking small items that employees see every day that are being over looked.
- We are also running reports regarding the response time to call lights.
- Software training resource library has been purchased which is targeted at quality in addition to passage of survey.

b. **Chief Financial Officer: Update – For Possible Action**

- i. Financial Statements for the period ended December 31, 2016
- ii. Revenue Cycle Dashboard

BOARD TOOK THE FOLLOWING ACTION: CFO Boline presented the financial statements for the period ended December 2016 with additional detail for the new and potential new board members. Motion to accept the financial statements as presented by Carolyn Hultgren, second by Dana Tueller. Motion approved unanimously.

Debbie Mock advised the board that the Business Office is currently offering a discount program from now until April 30, 2017. Discounts range from 25%-75% depending on several variables.

Boline presented the Revenue Cycle Dashboard to those present. This is the first time the dashboard has presented all green, indicating PGH has met all targets related to Revenue Cycle.

c. **Chief Nursing Officer: Update**

- Busy as changing focus in regard to quality and raising the bar. We are working on changing the culture and upgrading equipment. Encouraging staff to stand up and indicate what is necessary and required.
- Looking at buying a new telemetry unit to the cost of approximately \$100,000.
- Two traveling nurses on staff as recruitment has been unproductive thus far. One nurse has extended one week, the other has extended another 13 weeks – through the end of the June. We would like some additional permanent staff members.
- Working diligently to find an Infection Control Nurse. We believe we have a staff member identified, who will then be sent and certified as an infection control nurse. Pharmacist & Lab Manager involved in process.
- CNO Harter and Debbie Mock working on scheduling training with CPSI in Mobile, Alabama.
- Dr. VanGuilder and CNO Harter will be at the LDS Church to present a Women's Health evening.

d. **Chief Operating Officer: Update**

- Plant – Doorknobs being replaced to ADA standards. Hope to complete by January 27, 2017. CT Building roof will be repaired as soon as weather allows. Purchasing two sump pumps that will be installed by Maintenance Staff.
- Clinic – Seeing respiratory issues. December saw just under 500 patients.
- IT – scheduling site evaluation for WiFi, to ensure that we have proper access points for EHR Clinic System. Hospital will be evaluated as well to prepare for Long Term Care digital needs. IT is getting close to segregating WiFi for visitor usage. Bianchi indicated that if WiFi access deemed adequate, purchase of new software at a cost of approximately \$50,000 will be coming before the board.
- HR – still recruiting for RN's. Also looking for CNA's, Materials Management Clerk, Dietary Aide, Lab Manager, and LPN. The current Admissions Clerk accepted the Financial Services Clerk position, so Admissions Clerk is now open. Several employees have expressed interest in learning sterilizing procedures and other infection control actions. Excited by the interest of staff in performing these functions.
- Participated in Nevada Hospital Association Salary Survey. We should receive full report in April.
- OSHA Injury survey due by the end of the month.
- Annual Training scheduled February 21 and 23 – mandatory for all employees.

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

COO Hixenbaugh working with Loren Bianchi, Maintenance Manager in monitoring the USDA Phase II loan process. They are working on the application certification process and have achieved board signatures as required. An updated project cost sheet from the architect has been received. Some of the item costs are higher than anticipated; Hixenbaugh and Bianchi will be discussing the cost changes.

Pershing County Commission Liaison Shank excused herself from the meeting as she had another engagement.

e. **Chief Procurement Officer: Update**

- CPO Joubert indicated that she is down one position in Housekeeping due to vacation which has required a transition of the part time Laundry person working in the Housekeeping role. In December, 8,900 pounds of laundry were processed.
- In Dietary preparing for installation of the new power supply for the new vegetable drawer.
- Materials Management is down a Clerk, creating busy situation in the Department.

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

a. **UNFINISHED BUSINESS** - None

b. **NEW BUSINESS: - For Possible Action**

i. Election of Officers to Board of Trustees

1. Chairman, Vice Chairman, Secretary

BOARD TOOK THE FOLLOWING ACTION: Chairman Pierce opened the floor to nominations or entertain a motion to retain the current slate. Dana Tueller presented a motion to retain the current Board of Trustees Slate of Officers. Charlie Safford seconded the motion. Motion approved unanimously.

ii. Appoint Board Representatives to Hospital Committees

1. Patient Safety Committee

2. Executive Committee

3. Joint Conference Committee

4. Wage Committee

5. Finance Committee

6. Board Policies and Procedures Committee

BOARD TOOK THE FOLLOWING ACTION: Legal Counsel indicated that the Board could review and re-appoint the current slate or to wait for the new board appointee to fill committee seats. As the make-up of the Board has changed, new appointees are required, however, consensus was to wait until new members of the Board had been appointed. Chairman Pierce tabled the appointment of board representatives to Hospital Committees until the next meeting.

iii. Donation to Long Term Care Residents - \$1000.00 from Burning Man, \$600.00 assorted donations for Christmas.

BOARD TOOK THE FOLLOWING ACTION: Legal Counsel Plimpton recommended that any donations be presented and acknowledged as received. Carolyn Hultgren moved to accept donations as presented. Second by Charlie Safford. Motion approved unanimously.

iv. Approval to purchase new Telemetry Unit – not to exceed \$114,159.00

BOARD TOOK THE FOLLOWING ACTION: CEO Bianchi indicated that the machine is currently working, however, it has failed on several occasions and technology has surpassed the current unit. Two quotes were received, in regard to this equipment and are available to the board for review. Boline indicated that this item has been investigated via a Group Purchasing Organization, and therefore was exempt from other purchasing restrictions. For future reference, Plimpton requested that quotes be included in the board packets. Carolyn Hultgren moved to approve the purchase of a new telemetry unit not to exceed \$115,000.00. Second by Dana Tueller. Motion approved unanimously.

6) **PERSHING HEALTHCARE FOUNDATION: UPDATE**

At January meeting, a quorum was not available, therefore no action could be taken. Board members present did casually discuss future fundraising activities. Consensus was to attempt to sell the bricks at the Lincoln Day Breakfast. Legal counsel indicated that there would not be an issue selling the bricks, even though the breakfast is a political event. Breakfast will be held February 12, 9:00 a.m. at C Punch Casino.

Legal Counsel Plimpton requested that the appointment of a representative from the Board of Trustees to the Foundation Board be added to those committees requiring appointment at the next meeting.

7) **OTHER ITEMS**

a. **CORRESPONDENCE** - None

b. **LEGAL** –

Counsel Plimpton indicated he had nothing to report. Plimpton also thanked staff for their service due to a recent family injury.

- 8) **PUBLIC COMMENT:** Dana Tueller informed those present that there is a Rural Mobile Crisis Response team available for families with children under 18 years of age. If family has crisis in home, they can download app and contact a crisis counselor immediately. If inpatient service is necessary, this evaluation will be accepted and get them into West Hills without having to wait for a bed. Brochures and information will be provided to the facility.

- 9) **ADJOURN:** Chairman Pierce adjourned the meeting at 6:49 p.m.

DRAFT