

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
January 28, 2016**

Attendees:

Joe Pierce, Chairman
Carolyn Hultgren, Vice Chair
Lisa Schwarzenberg, Member
Dana Tueller, Member
Charlie Safford, Secretary
Patrick Irwin, County Commissioners Liaison

Patty Bianchi, CEO
Cindy Hixenbaugh, HR
Kathryn Harter, CNO
Steve Boline, CFO
Debbie Mock, Revenue Cycle Manager
Patti Speer, Financial Manager
Helen Joubert, Purchasing Manager

1) CALL TO ORDER

Joe Pierce called the Pershing General Hospital and Nursing Home Regular Board Meeting to order at 5:30p.m.

2) PUBLIC COMMENT

No Public Comment

3) CONSENT CALENDAR

The Board will consider, for possible action, these items in their entirety, without discussion; For Possible Action

- Meeting minutes for December 30, 2015
- Warrants
- Review and Approval of Contract Renewal for Dr. Belinda Murphy-Denmark
- Approval of the Re-Credentialing for Penny Haas APRN for Family Practice

Board took the following action: Lisa Schwarzenberg moved to postpone the approval of the re-credentialing for Penny Haas APRN until next month's meeting. Carolyn Hultgren moved to approve the amended consent calendar in its entirety. Dana Tueller seconded the motion. All Ayes.

Board took the following action:

4) REPORTS

A) Administrator/CEO: Update

Patty Bianchi, CEO reported that Debra Montoya put in her resignation because of the time it takes to travel. She reported Lola Montes is now the Provisional Social Worker at the Hospital. Patty stated that she is trying a new method of management reporting and will be holding stand-up meetings every day. This will help remain current with issues that need to be addressed in a timely manner. The Hospital will continue to have a full Department Head Meeting once a month.

Charlie Safford reported that the School District is down 50 students resulting in a downfall in the County Tax Base. Just a reminder to budget accordingly and sufficiently in the next month's budget.

B) Chief Financial Officer: Update

- Financial Statements for the period ended December 31, 2015

Steve Boline, CFO presented the Financial Statements for the period ended December 31, 2015.

Board took the following action: Lisa Schwarzenberg moved to approve the Financial Statements for the period ended December 31, 2015. Carolyn Hultgren seconded the motion. All Ayes.

- Patient Account Write-Offs for December 2015;

Carolyn Hultgren expressed concern regarding the Physical Therapy Services and if they are being corrected. Debbie Mock, Revenue Cycle Manager stated that she has trained the Physical Therapy Clerk to prevent this from happening.

Board took the following action: Carolyn Hultgren moved to approve the Patient Account Write-Offs for December 2015. Charlie Safford seconded the motion. All Ayes.

- Revenue Cycle Dashboard

Steve Boline, CFO presented the Revenue Cycle Dashboard to the Board with no questions or concerns from the members.

C) **Chief Nursing Officer: Update**

Kathryn Harter, CNO reported to the Board that the Lay Care Act was in place and cards were being passed out. This card is to help designate a Lay Care Giver to help with your care during an inpatient stay. It was passed in 2015. All inpatients will be asked if they would like to have the card and designate a Care Giver. Board members were all given a card to designate a Care Giver and keep in their wallet.

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

A) **UNFINISHED BUSINESS**

- **USDA Project Update**

Patty reported that we are waiting for the Boiler Inspection and the Hospital will be ready to close the project. The Hospital is looking into doing Phase II with USDA to complete everything for example the flooring, phones, heaters, etc. This would result in a monthly payment increase of \$10,000. Steve Boline states that the architectural work will be limited which will have a huge cost savings to the Facility. Charlie Safford would like to ensure that the Hospital will be capable of adding an additional \$10,000 to their payment.

- **EHR Update**

Patty Bianchi, CEO reported that the EHR project is ok to take off the Agenda. The Hospital is working on Meaningful Use and the T-Systems website is great for the providers.

B) **NEW BUSINESS:**

- Review and Approve Patient Safety Plan;

Board took the following action: Carolyn Hultgren moved to approve the Patient Safety Plan. Charlie Safford seconded the motion. All Ayes.

- Make-up of the Utilization Review Committee;
There is no need for discussion on this.

- Discuss possible ideas for the utilization of donated funds in the amount of \$11,177.69 that were raised for Cardiac Rehabilitation and Mammography Programs in 2008;
It could be the startup funds for the Pershing County Healthcare Foundation. The donations have been made up of private individuals and businesses. An ad in the paper will be placed on opposes need to come to the next Board meeting.

- Annual review and approval of the Safety Policy: Policy book located in Administration;

Board took the following action: Lisa Schwarzenberg moved to approve the Annual Review of the Safety Policy Book. Dana Tueller seconded the motion. All Ayes.

- Annual review of Pershing General Hospital Board of Trustees Bylaws;

Board took the following action: Carolyn Hultgren moved to postpone the Review of the Bylaws so a Bylaw workshop can take place at the next meeting. Dana Tueller seconded the motion. All Ayes.

- Election of Board Officers for 2016; **For Possible Action**

- Chairman
- Vice Chairman
- Secretary

Board took the following action: Carolyn Hultgren moved to retain current state of officers. Lisa Schwarzenberg seconded the motion. All Ayes.

Board representatives to Hospital Committees;

- Patient Safety Committee
- Executive Committee
- Joint Conference Committee

- Wage Committee
- Finance Committee
- Board Policies and Procedures Committee

Board took the following action: Carolyn Hultgren moved to approve the committee assignments as follows: Patient Safety Committee – Carolyn Hultgren, Executive Committee – Joe Pierce and Carolyn Hultgren, Joint Conference Committee – Lisa Schwarzenberg, Wage Committee – Dana Tueller, Finance Committee – All Board Members, Board Policies and Procedures – Lisa Schwarzenberg and Dana Tueller. Lisa Schwarzenberg seconded the motion. All Ayes.

C) OLD BUSINESS

6) PERSHING HEALTHCARE FOUNDATION: UPDATE

Carolyn reported that 3 of 4 policies were approved on re-eligibility. The Foundation is close to filing the Bylaws and AOI with secretary of state, they are currently waiting on two signatures. The next step is going for IRS designation. Steve Boline and Carolyn will meet regarding this. Todd Plimpton is the agent for the Foundation so if someone would want to sue the Foundation it would go to him. A 1:30pm meeting will take place in Patty's office.

7) OTHER ITEMS

A) CORRESPONDENCE

- No Correspondence

B) LEGAL

- No Legal

C) OTHER

8) PUBLIC COMMENT

Patty Bianchi, CEO handed out a PCDEA ad where it shows the Hospital in the photo. There is a candidacy timeline for filing coming up. Patty Bianchi will send the due dates to the Board Members. Lisa likes the zip code demographics on who comes to see our providers.

9) ADJOURN