

PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
March 23, 2016
Minutes

ENTITY: Pershing General Hospital
DATE: March 23, 2016
TIME: 5:30 p.m.
PLACE: Conference Room
850 6th Street, #103, Lovelock, NV 89419

1) CALL TO ORDER

- Joe Pierce, Chairman, called the meeting to order at 5:42 p.m.
- Board Members present included: Joe Pierce, Carolyn Hultgren, Dana Tueller and Lisa Schwarzenberg. Absent was Charles Safford.
- Others in attendance: Patty Bianchi, CEO; Kathryn Harter, CNO; Debbie Mock, Revenue Cycle Manager; Helen Joubert, Materials Management; Steve Boline, CFO; Loren Bianchi, Maintenance Manager and Kirsten Hertz Administrative Assistant.

2) PUBLIC COMMENT

- None

3) CONSENT CALENDAR

- Meeting minutes for February 24, 2016
- Warrants
- Approval of Re-Credentialing for Dr. Leon Jackson for Radiology

Board took the following action: Board was informed that the re-credentialing packet for Dr. Jackson had not been completed so that item would be removed from the consent calendar. This item would be included on the April agenda. Carolyn Hultgren moved to approve the Consent Calendar with the removal of the re-credentialing packet for Dr. Jackson. Motion seconded by Dana Tueller. Motion approved unanimously.

4) REPORTS

A) Administrator/CEO: Update

CEO Patty Bianchi distributed several items of interest to the board. These items included a copy of the CEO job description for review by the board, the proposal for the landscaping project for the front of the hospital as well as reiterating health news that Pershing County is the second healthiest county in the State of Nevada as mentioned by Carolyn Hultgren.

Board members were also presented with both before and after photos of the Long Term Care Activity room floor. This project was completed based on the LTC survey.

Board members also received a "Save the Date" Flyer for the Nevada Hospital Association conference to be held September 7-9, 2016 at Harrah's Lake Tahoe. CEO also detailed that budget talks are in process and the morning stand up meetings with department heads continues.

PGH has been selected as the recipient of the FCHIP demonstration program which will evaluate the feasibility of telemedicine to prevent unnecessary transfers out of the facility. First test of the hardware will be conducted this week.

PGH has attested to Meaningful Use and are locked for payment, however we are unaware when payment will be received.

B) Chief Financial Officer: Update

- Financial Statements for the period ended February 29, 2016; **For Possible Action**
- Patient Account Write-Offs for February 2016; **for Possible Action**
- Revenue Cycle Dashboard

Board took the following action: Steve Boline, CFO, presented the financial statements for the period ended February 29, 2016. Steve noted that the profitability of the Clinic would require continued conversations. Lisa Schwarzenberg moved to approve the financial statements only as the Patient Account Write-offs were not available. Motion was seconded by Dana Tueller. Motion approved unanimously.

C) Chief Nursing Officer: Update

- Kathryn Harter, CNO updated the Board on the Tabletop Ebola training conducted at the Community Center on March 15, 2016, which 18 people attended.
- Kathryn also discussed information provided by the Nevada Donor Network in regard to PGH's performance in 2015.
- In-service training will be conducted on April 25, 2016.
- Long Term Care Survey was completed and the Plan of Correction submitted. Policies were updated and deficiencies noted were minor and corrected.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

A) UNFINISHED BUSINESS

- **USDA Project Update; For Possible Action**
 - Notice of Completion for the USDA Project PE-2014-313

Board took the following action: Loren Bianchi, Maintenance Manager, addressed the Board in regard to the USDA project. The project is essentially completed with the exception of minimal punch list items. Carolyn Hultgren moved to approve the completion of the USDA project, with a second by Lisa Schwarzenberg. Motion approved unanimously.

B) NEW BUSINESS:

- Landscaping Proposal from JK Llamas not to exceed \$49,000.00– **For Possible Action**

Board took the following action: Board reviewed plan submitted by the only bidder, JK Llamas of Fallon, Nevada. CEO Bianchi indicated that there had been some changes to the submitted proposal that would lessen the cost. Carolyn Hultgren moved to approve a proposal from JK Llamas not to exceed \$49,000.00, second by Dana Tueller. Motion approved unanimously.

C) OLD BUSINESS:

- Consideration of reallocation of funds raised for Cardiac Rehabilitation and Mammography Programs at Pershing General Hospital in 2008; **For Possible Action**

Board took the following action: CEO indicated that advertisement had been placed regarding the funds and no one had come forward. Board postponed this item to request legal counsel review and a list of equipment that could be purchased. No action taken.

- Amend By-Laws – **For Possible Action**
 - i) Article IV Section 1 – General Powers and Duties of the Board – First Reading
 - (i) The Board shall: 1. Carry out the spirit and intent of NRS 450.000 in its entirety in maintaining a hospital district.

Board took the following action: Reading of proposed change to the Bylaws of the Pershing General Hospital District Board of Trustees for Critical Access Hospital. Vote on this amendment by substitution will be voted upon at the April, 2016 meeting.

6) PERSHING HEALTHCARE FOUNDATION: UPDATE

Pershing General Hospital and Nursing Home is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. Please notify Administration, as soon as possible at (775) 273-2621 ext. 245. This institution is an equal opportunity provider and employer.

- Carolyn Hultgren updated the Board on the activities of the Foundation. The corrected application to the Secretary of State's Office was faxed today. Carolyn also met with Steve Boline in regard to the IRS submission. No further action may be taken in regard to the 501c3 status until acceptance is received from the Nevada Secretary of State.
- The next on the list of activities for the Foundation will be to complete logo design and a brochure for distribution.
- Matt Schottel, Pershing County High School Counselor, has expressed interested in serving as the proxy for Pershing County School District Superintendent, Russell Fecht.

7) OTHER ITEMS

- **CORRESPONDENCE** – Carolyn Hultgren presented a thank you note from Bobbie Bonta in regard to her receipt of the Board's Letter of Appreciation she had received.
- **LEGAL**
None
- **OPEN SESSION – FOR POSSIBLE ACTION - Legal**
- **OTHER**
 - i) CEO discussed the Notification of receipt of Award – Healthy People 2020 – "Silver Syringe Award"
(a) 90% or higher of Healthcare workforce immunized for influenza
 - ii) Review of Emergency Medical Services Assessment Report – Commissioner Pat Irwin had requested this item placed on the agenda. As he was not in attendance, information was distributed to the Board.
 - iii) CEO reported that PGH would be submitting a Critical Labor Shortage application to PERS. If approved, this designation would allow PGH to employ State of Nevada retirees.
 - iv) CEO requested that the April Board Meeting be moved to April 25, 2016 rather than April 27, 2016 to avoid a conflict with Med Assets Meeting (group purchasing organization).

8) PUBLIC COMMENT

Loren Bianchi, Maintenance Manager, discussed the need to move forward with Phase II of the USDA project, to include steam lines, chilled water lines, condensate lines, roofing, flooring, phone system and the fire suppression system. Bianchi indicated that the initial bones of the facility have been upgraded; however, the remainder now needs to be completed. He also noted that the engineering completed for Phase I would also be used for Phase II, which would ease the process. He also indicated that the Board needed to commence the application process as it is a time sensitive matter.

9) ADJOURN: For Possible Action

Joe Pierce, Chairman, adjourned the meeting at 7:10 p.m.

Approved at April 25, 2016 Regular Board Meeting.