

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
 REGULAR BOARD MEETING MINUTES
 July 27, 2016**

ENTITY: Pershing General Hospital
DATE: July 27, 2016
TIME: 5:30pm
PLACE: Pershing General Hospital Conference Room
 855 6th Street Suite 103

Attendees:

Board: Joe Pierce, Charlie Safford, Carolyn Hultgren, Dana Tueller, Todd Plimpton – Legal. Absent: Pat Irwin, Lisa Schwarzenberg.
Staff: Patty Bianchi - CEO, Cindy Hixenbaugh - COO, Debbie Mock – Revenue Cycle Manager, Helen Joubert – Support Services Manager, Patti Speer – Fiscal Services Manager, Steve Boline - CFO, Kirsten Hertz – Administrative Assistant

- 1) **CALL TO ORDER** by Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** – No public Comment
- 3) **CONSENT AGENDA**
 - a. Meeting minutes for June 22, 2016
 - b. Warrants (Check Register)
 - c. Approval of Re-Credentialing for Dr. Leon Jackson for Radiology
 - d. Patient Account Write-Offs for June 2016

Board took the following action: Motion to approve Consent Agenda as presented by Charles Safford, second by Carolyn Hultgren. Motion Carried.

4) **REPORTS**

a. **Administrator/CEO: Update**

- Yesterday we recognized 4 employees who go out of their way to do things for PGH and its patients...not in their role. Brooke Martinez, caught pulling weeds in our new landscaping while washing windows. Patti Speer, going above and beyond by visiting residents and helping with outings but most importantly visiting with a resident daily who was passing. Denise Cole, Bobbie mentioned to managers to walk through LTC and get to know the residents. Denise immediately began a daily round and when onboarding a new employee instructed the employee to do the same. Cindy Hixenbaugh, Cindy was recognized for going above and beyond her role as HR Director and in her Administrative role. She is a top notch employee advocate while balancing the needs of the facility. She is known for her fairness and adherence to policy and employment law. I rely on her greatly.
- Organizational Chart – new roles depicted in chart distributed by Bianchi.
- HGH Air One-will be bringing staff lunch tomorrow – July 28, 2016.
- Materials Management
 - Completed Inventory with a small variance that was due to taking discontinued items out of inventory after the count vs prior to the count.
 - Purchase Order process has been evaluated and improved, reducing the amount of items ordered without prior approval.
 - Housekeeping: Training new housekeeping staff due to a vacancy (passed her CNA certification and will now be full time in LTC)
 - Laundry: Has moved to 6 days vs 5 to better meet the needs of the residents
- Human Resources
 - Is ready for her new role. We have added the clinic to her for supervision and she will manage projects for PGH such as the FCHIP Demonstration and the next USDA loan/construction process.
 - She has completed a new evaluation form for employees and managers this will be very helpful with keeping us current as it is a better tool for evaluation.
- Nursing Services

- With the arrival of the new LTC director, Kathryn is re-grouping and focusing on ER/Acute as well as getting Christina settled and comfortable in her new role as Long Term Care Director.
- Fiscal Services Report
 - CFO: completing year end financials, audit preparation
 - Financial: reconciliation of accounts plus general ledger
 - Accounts Payable and Payroll: are processed every other week and takes up the majority of the week to complete.
 - Audit: Prep is yearly but concentrated 6-8 weeks before the actual audit
 - Monthly/Quarterly Reporting: Quarterly-8, Monthly PERS, LiCON
- Business Services Report
 - Revenue Cycle: Debbie continually evaluates and troubleshoots our issues with Revenue Cycle.
 - Ward Clerks: These individuals are key to the comfort and success of the clerical/business operations for Acute and Emergency Department
 - Medical Records: With the outsourcing of our coding due to the ICD-10 and certifications needed, supervision has been transferred to Debbie Mock in the Business Office.
- Physical Therapy
 - Met with staff and Rehab Services of Nevada to discuss contract renewal and process improvement for the department. Process breakdown has been identified with regard to registration, charges, billing and medical records. We are going to implement a process for when the assistant is out of the office to ensure tasks are completed daily.
- Frontier Day's booth
 - Staff have volunteered to man the booth on Saturday from 10-4
 - Staff would like to have a float in the parade
- August 1st go live with Telemedicine project
- Strategic plan
 - Will be setting meetings for this project
 - Culture
 - Values
 - Mission
 - Recruitment
 - Succession planning
- I attended the Risk Manager Work Group and spent a week with my family for the birth of my 5th grandchild.
- LiCON/NRHP will be in August and NHA Annual meeting will be in September. I will also be attending a conference through the FCHIP project in Kansas City in September.
- PGH delivered over 75 sports physicals at the school at no charge
- PGH received an appreciation certificate from the Frontier Community Coalition for our support of the Cultural Diversity Dinner

b. **Chief Financial Officer: Update**

- i. Financial Statements for the period ended June 30, 2016
- ii. Revenue Cycle Dashboard

Board took the following action: After presentation by CFO Boline, Motion to approve financial statements and as presented by Carolyn Hultgren, second by Dana Tueller. Motion Carried.

Boline continued discussion in regard to Revenue Cycle Dashboard.

- c. **Chief Nursing Officer:** Kathryn Harter was unavailable due to vacation. Bianchi indicated that Long Term Care Census is at 25. Long Term Care will be conducting their annual Carnival tomorrow, July 28, 2016.

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

- a. **UNFINISHED BUSINESS**
 - i. None
- b. **NEW BUSINESS:**
 - i. None

6) **PERSHING HEALTHCARE FOUNDATION: UPDATE**

Carolyn Hultgren reported that the foundation is progressing in planning kickoff dinner scheduled for September 10. Charge for dinner will be \$45.00 per person or \$400 per table of 10. Dr. Robin Titus will serve as speaker for the event. Foundation is collecting items for live and silent auction. Dan Murphy will serve as Master of Ceremonies for the dinner. New officers were elected: Carolyn Hultgren – Chair, Cindy Hixenbaugh- Vice Chair, Patty Bianchi- Secretary, Dave Skoglie- Treasurer. Lisa Schwarzenberg’s term will end coinciding with her term on the Hospital Board. The Board will then need to appoint a new representative to the Foundation Board of Directors. Group will have booth at Frontier Days. Foundation has been approved as 501c3 status. Foundation will conduct two meetings in August to prepare for the dinner. Carolyn Hultgren thanked Steve Boline for completing paperwork for IRS submission.

7) **OTHER ITEMS**

- a. **CORRESPONDENCE** None
- b. **LEGAL**
 - i. A closed session may will be held in accordance with the provisions of NRS 241.015 (2)(B)(2), The Pershing General Hospital and Nursing Home Board of Trustees will meet with Legal Counsel to discuss potential or existing litigation.
 - ii. Closed Session requested by Legal Counsel at 6:37 p.m. No Action taken.
- c. **OPEN SESSION**
 - i. Action regarding litigation or potential litigation.
 - ii. Open session returned at 6:43 p.m.
- d. **OTHER**
 - i. Acknowledgement of receipt of \$250.00 from Safeway to the Long Term Care Residents Annual Father’s Day Ribeye Dinner Barbecue.-

Board took the following action: Bianchi informed the board that staff is attempting to do better at informing board of donations. Motion to acknowledge donation by Dana Tueller, second by Charles Safford. Motion carried.

8) **PUBLIC COMMENT**

9) **ADJOURN:**

Joe Pierce adjourned the meeting at 6:47 p.m.

Minutes approved at Board Meeting August 24, 2016.