

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
October 26, 2016**

**ENTITY:** Pershing General Hospital  
**DATE:** October 26, 2016  
**TIME:** 5:30 p.m.  
**PLACE:** Pershing General Hospital Conference Room  
855 6<sup>th</sup> Street Suite 103

**Attendees:**

**Board:** Joe Pierce, Carolyn Hultgren, Charles Safford, Dana Tueller, Todd Plimpton (Legal).

**Staff:** Patty Bianchi, Cindy Hixenbaugh, Patti Speer, Helen Joubert, Steve Boline.

- 1) **CALL TO ORDER** – Called to Order at 5:30 p.m. by Chairman Joe Pierce.
- 2) **PUBLIC COMMENT** - None
- 3) **CONSENT AGENDA**
  - a. Meeting minutes for Special Board Meeting September 12, 2016 and September 28, 2016
  - b. Warrants (Check Register)
  - c. Patient Account Write-Offs for September 2016
  - d. Re-credentialing for Dr. America Oujevolk

**Board took the following action:** Carolyn Hultgren moved to approve the Consent Agenda as presented. Second by Charlie Safford. Motion carried.

4) **REPORTS**

a. **Administrator/CEO: Update**

- i. CEO Bianchi indicated she had given a state of the hospital report to the First Annual All Nursing staff meeting. The focus of the presentation was that the staff no longer has to make do with what is available and may request new equipment to properly perform their jobs.
- ii. Bianchi received her Hazardous Materials Awareness Certification for the Lovelock Volunteer Fire Department.
- iii. PGH has received the loan documents from the USDA and are in the process of completing the application.
- iv. Bianchi discussed her recent trips to Kansas City and Washington D.C. She will have a presentation prepared for the next meeting to discuss all the coming changes with the board.
- v. Nursing crisis in process – one nurse resigned and a second broke her ankle. Neighboring facilities have been contacted and the search continues for coverage.
- vi. Bianchi reported that a new logoed item order will be placed if any of the board members are interested.
- vii. The new sign has been installed at the helicopter pad.
- viii. The Nursing Home lost two stars during the last survey. The rating system has been changed and tags were cited that forced the removal of two stars. The survey is available for review. Citations were made that are detailed in several locations. Next survey may be conducted between January-April 2017. Tags can be misleading; the survey is available at the facility for board review at any time.
- ix. Bianchi also indicated that the facility is operating well and she is proud of the performance of staff, particularly nursing as they have really stepped up to cover the open positions.
- x. Discussion regarding changing date of November board meeting

**Board took the following action:** Joe Pierce indicated that by Chair Authority, the November meeting will be moved to November 30, 2017.

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

- i. Financial Statements for the period ended September 30, 2016

Boline discussed the change in budgeting this fiscal year –Boline and Patti Speer took into account those unique items that are paid in particular months, i.e. the occurrence of three pay periods in a one month period, which demands three payments to PERS in those months. Instead of showing variances

for the months that these items occur, the monthly budget figures account for these unique items. Also, payment for audit has a large impact on budget figures. This is mentioned as there is a budgeted loss for the month of September 2016, however, we do report a net income for the year to date.

**Board took the following action:** Dana Tueller moved to approve the Financial Statements for period ended September 30, 2016. Second by Charlie Safford. Motion Carried.

ii. Revenue Cycle Dashboard – Boline discussed the current dashboard. No action necessary.

c. **Chief Nursing Officer:**

Kathryn Harter unavailable. Bianchi supplied information. As of meeting time, facility is housing one swing patient, which partially precipitated the purchase of the new Hoyer lift. Long term care is full.

d. **Chief Operating Officer:**

Cindy Hixenbaugh indicated that Medifis is the new company we are working with to recruit nursing staff. Hixenbaugh has advertised in all the local newspapers. Also recruiting a Radiology Manager, Maintenance Assistant, Long Term Care Nurse and CNA. Facility has hired a Dietary Aide, Activities Aide, Department Assistant and Ward Clerk.

Customer Service training conducted on October 4 by POOL/PACT. 30 of 87 participants were PGH employees. Participants appreciated content and were pleased by the refresher information in dealing with difficult customers.

Hixenbaugh and Bianchi have joined the 3RNet Recruiting Academy, which may assist with physician recruitment.

PGH employs 114 individuals as of October 17, including full time as well as part time and per diem.

Hixenbaugh attended the Rural Health Works training. Training provided information in regard to economic impact of health care in rural areas.

USDA Phase I will be complete with the installation of ADA compliant doorknobs. Phase II will include the addition of a new phone system. Hixenbaugh is researching digital systems.

Problems with Clinic Air Conditioning will require additional materials. The new grass has contracted a fungus. The landscapers will be back to treat.

Both boilers are running and are working great, with decreased water usage.

Sump pumps are having issues, they have become corroded which will lead to failure. The architect and the plumber are fighting over who will be responsible for repair.

In the IT department, the new CPSI server has been installed. IT is working with Renown to install the Telemed laptop in the Clinic. Eventually, the Clinic will also have a cart similar to the one used in the hospital.

Clinic saw 584 patients in September. This number was down from August, due to the number of providers available to see patients. Clinic staff is being trained by Respiratory Therapist to conduct additional services such as EKG's and stress tests. All three providers are CDL certified. Dr. Van Guilder is also certified to prescribe medications to assist patients with addiction. Dr. Van Guilder was recognized by Project ECHO, where providers from rural areas speak with specialists to discuss cases and receive advice on patients to keep service local.

e. **Materials Management Director:**

Helen Joubert informed the board of the pertinent items in the departments under her supervision. In regard to Housekeeping – she is looking for per diem housekeeper to cover for days off and/or vacation.

Laundry Department is open six of seven days of week. The Department processes between 250-500 pounds of laundry daily. The process involves the sorting, washing, drying and folding. For September 9,030 pounds of laundry processed, highest volume ever completed. Last September roughly 6,000 pounds was processed.

Materials Management – in process of ordering four new beds for Long Term Care. Has ordered new coding books for all departments. Medline visited facility to complete space analysis for new shelving units. Will be going to a color coded two bin system for inventory and ordering. This will be universal across NRHP facilities.

Dietary Department – looking for new computer system to take current menus and break out into a more specific type of therapeutic diets for acute patients. New CMS (Centers for Medicare & Medicaid) guideline requires the process. Department has received new vegetable drawers, waiting to complete transition to new drawers. Department is also considering purchase of new utensil rack. Also investigating replacing wooden shelving in pantry with wire shelving.

5) **CRITICAL ACCESS HOSPITAL (CAH) ITEMS - None**

6) **PERSHING HEALTHCARE FOUNDATION:**

- a. Carolyn Hultgren updated the board. The Foundation has appointed a new member, Russell Fecht appointed Matt Schottel as the School District representative. Schottel has accepted the Chairmanship of the Scholarship Committee. The Foundation also approved policy detailing the types of programs recognized by the Foundation.

7) **OTHER ITEMS**

- a. **CORRESPONDENCE - None**
- b. **LEGAL**
  - i. Plimpton would like to conduct a contract audit and will work with the CEO to complete this project.
  - ii. Plimpton also discussed the USDA packet for Phase II. He will review packet prior to signature.
- c. **OTHER**
  - i. Bianchi indicated that PGH will hold an event in honor of National Rural Health Day on November 15 and will offer free wellness labs and flu shots. Other health related entities have been invited to participate. The Administrative team will participate in the National Rural Health Day celebration in Reno.

8) **PUBLIC COMMENT – None.**

9) **ADJOURN:** Chairman Joe Pierce adjourned the meeting at approximately 6:40 p.m.

**Approved at November 30, 2016 Regular Board Meeting.**