

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
November 30, 2016**

**ENTITY:** Pershing General Hospital  
**DATE:** November 30, 2016  
**TIME:** 5:30pm  
**PLACE:** Pershing General Hospital Conference Room  
855 6<sup>th</sup> Street Suite 103

**Attendees:**

**Board:** Joe Pierce, Carolyn Hultgren, Charlie Safford, Dana Tueller, Todd Plimpton.  
**Staff:** Patty Bianchi, Kirsten Hertz, Cindy Hixenbaugh, Debbie Mock, Steve Boline, Patti Speer, Cindy Hixenbaugh, Helen Joubert.  
**Guest:** Jeff Johnson

1) **CALL TO ORDER** by Chairman Joe Pierce at 5:32 p.m.

2) **Review and Approval of Annual Independent Audit for the year ended June 30, 2016**

**Board took the following action:** Jeff Johnson, WIPFLI, presented the Annual Audit to the Board discussing points presented in available documentation. Motion by Charlie Safford to approve the Annual Independent Audit for the year ended June 30, 2016 as presented, second by Carolyn Hultgren. Motion passed unanimously.

3) **PUBLIC COMMENT**

Carolyn Hultgren shared with those present that the Annual Christmas Craft Fair will be held on December 3, 2016 at the Community Center, 10 a.m. – 3:00 p.m. Event will host 30 booths – the most in the last 10 years.

4) **CONSENT AGENDA -**

- a. Meeting minutes for Regular Board Meeting October 26, 2016
- b. Warrants (Check Register)
- c. Patient Account Write-Offs for October 2016

**Board took the following action:** Motion to accept the Consent Agenda as presented by Charlie Safford, second by Dana Tueller. Motion passed unanimously.

5) **REPORTS**

a. **Administrator/CEO: Update**

Bianchi indicated that staff continues to research the changes coming in healthcare and will continue to attend trainings associated with this topic.

Annual Dinner scheduled for Friday, December 2, 2016 at the Catholic Hall.

National Rural Health Day success – provided 35 flu shots and 57 patients received lab tests.

Met with a Physician Assistant today, in regard to open position.

b. **Chief Financial Officer: Update –**

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

**Board took the following action:** Steve Boline discussed the increase in salary, which was in part due to his becoming an employee, versus being under a purchased service. Boline discussed the summary of the income statement. Motion by Carolyn Hultgren to approve the financial statements for the period ending October 31, 2016, second by Charlie Safford. Motion passed unanimously.

Boline then briefly discussed the Revenue Cycle Dashboard with the board.

c. **Chief Nursing Officer:**

Chief Nursing Officer Harter was unavailable to attend as she was out of town for training. Bianchi indicated National Rural Health Day was successful, as well as that there are currently two swing patients on the floor and that the Long Term Care is full.

d. **Chief Operating Officer:**

IT is experiencing technical difficulty with the telemetry system and after numerous attempts to repair; the entire system will have to be replaced. Cost has not yet been determined. Hixenbaugh and IT Manager Weeldreyer, have been working on the HIPAA high tech security policies and procedures review as well as risk assessment of IT Systems, which is required. Weeldreyer is the Security Officer for Protected Health Information (PHI), Kay Dawn Hughes is HIPAA Compliance Officer.

COO Department Assistant and IT Assistant are conducting inventory of all computer hardware in the facility.

Clinic has been experiencing issues with scheduling for 15 minute sick appointments. Staff collaborated and implemented a test procedure to ensure that patient gets appropriate time with providers. Effectiveness will be evaluated after about a month's testing. 552 patients visited clinic in October, down about 32 patients from September. Clinic staff viewed a demonstration of the CPSI Clinic package and are awaiting demonstrations from other companies in the near future. TruBridge is taking over the coding for the Clinic as of December 1, 2016.

Flu has been diagnosed in the Community. One patient is believed to have received the flu shot, so it may be a strain not covered in the vaccine.

Human Resources is in the process of hiring a per diem Dietary Aide. We have offered a part-time LPN position in Long Term Care, however, have not received word back from offeree. An abuse investigation was conducted that resulted in a termination. Staff are working on the CPSI Human Resources package and entering all applicable data. Once complete, Managers will be able to access information for their employees.

PGH experienced a 33% rate hike for employee insurance renewal. The decision was made to cancel the PPO program and move toward one HMO plan with a \$400 deductible. Hixenbaugh indicated this will affect those on the Cobra plan through PGH.

Two traveling nurses will start within the next couple of weeks. Ads are running for open nursing positions.

In COO role, Hixenbaugh met with USDA folks to determine what is required to move forward with Phase II of the project. She attended the Rural Health Symposium that provided great information. There are multiple active projects that are depicted on a large wipe board in Hixenbaugh's office. Shi invited board members to stop by anytime for a visual update.

Pershing Healthcare Foundation: Hixenbaugh picked up the first bricks for the foundation's fundraiser, which will be available for sale at the Community Craft Fair.

In Maintenance, measurement is taking place for paving for the new USDA project. Prepping for the replacement of the CT roof as well as interviewing for a new maintenance assistant. Doorknob installers will begin installing new knobs to complete first phase of USDA project. Fire suppression company will visit to evaluate system.

e. **Materials Management Director:**

Helen Joubert did not have time to prepare anything for meeting this evening.

**6) CRITICAL ACCESS HOSPITAL (CAH) ITEMS – No items under this item.**

**7) USDA PROJECT UPDATE – For Possible Action**

- a. Notification that that project amount increased to \$2,670,000.00 to include all emergent items requiring attention/repair/replacement for next five years.
- b. Newspaper Notice for USDA Loan/Public Meeting – Special Board Meeting on December 19, 2016.

**Board took the following action:** Bianchi indicated that conversations with Lisa Goodfellow of USDA had resulted in the request to increase the amount of the loan as the interest rates are great at this time. The notice of public comment period had expired, therefore a special meeting must be called for a public comment period to discuss the loan components.

Bianchi also indicated that there was an emergency issue that must be completed now. The CT building roof continues to leak on the electrical panel and must be done now. One company quoted the job, with two options – one to repair and one to replace. Charlie Safford moved to approve the emergency roof replacement in the quoted amount of approximately \$18,511.20. Second to the motion by Carolyn Hultgren. Legal Counsel requested a finding on the record that as the attorney for the board, he had reviewed the statute and feels board is in complete compliance with the Open Meeting Law to approve this tonight due to the nature of the emergency involving the electrical and water hazard to the safety of employees. Motion carried unanimously.

**8) PERSHING HEALTHCARE FOUNDATION: UPDATE**

Carolyn Hultgren reported to the board on activities of the foundation. Lisa Schwarzenberg was the second member of the PGH Board of Trustees serving on the Foundation board, as her term expires at the end of the year, another PGH Board member needs to be appointed. Charlie Safford volunteered to serve on the Foundation.

**9) OTHER ITEMS**

There was brief discussion regarding the open seat on the Board of Trustees after the first of the year.

**10) PUBLIC COMMENT – None.**

**11) ADJOURN** at 7:30 p.m. by Joe Pierce, Chairman.

Minutes approved at the Regular Board of Trustees Meeting December 28, 2016.