

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

ENTITY: Pershing General Hospital
DATE: December 28, 2016
TIME: 5:30pm
PLACE: Pershing General Hospital Conference Room
855 6th Street Suite 103

Attendees:

Board: Joe Pierce, Carolyn Hultgren, Dana Tueller, Lisa Schwarzenberg.
Staff: Steve Boline, Patty Bianchi, Cindy Hixenbaugh, Kirsten Hertz, Patti Speer, Helen Joubert.
Public: Jesse Katsaris

- 1) **CALL TO ORDER** – Called to order at 5:30 p.m. by Chairman Joe Pierce.
- 2) **PUBLIC COMMENT** – Patty Bianchi introduced Jesse Katsaris to those present. Jesse is interested in applying for the open seat on the Board of Trustees.

Chairman Joe Pierce also noted that this was Lisa Schwarzenberg's last meeting as a member of the Board of Trustees. Joe thanked Lisa for her service. Patty Bianchi presented Lisa with a gift.

- 3) **CONSENT AGENDA -**
 - a. Meeting minutes for Regular Board Meeting November 30, 2016 and Special Board Meeting December 19, 2016
 - b. Warrants (Check Register)
 - c. Patient Account Write-Offs for November 2016

Board took the following action: Motion to approve Consent Agenda as presented by Carolyn Hultgren, second by Dana Tueller. Motion carried unanimously.

- 4) **REPORTS**

- a. **Administrator/CEO: Update**

CEO Bianchi discussed the following items with the board:

- The earthquake centered in Hawthorne on December 27, did no damage to the main hospital, however, did cause some cosmetic damage in the Clinic building. Repairs will not be covered by insurance as the policy carries a \$25,000 deductible.
- Facility is embarking on a new Performance Improvement Project focused on quality of care. This program will include managers rounding the facility daily to check on patients as well as to observe cleanliness, safety and general state of the facility.
- Staff continues to review software packages for the Clinic.
- Bianchi has discussed the open Clinic position with two PA's. One accepted a position at Renown, the second seems interested and has requested an offer.
- The Annual Dinner was well received by employees.
- Bianchi has met with Chiropractor Dr. Barlow and pain management specialist Dr. DiMuro regarding providing services at PGH. Both are interested in coming to PGH, however, Dr. DiMuro may not be a good fit as his services require a large investment in specialty equipment.
- Revenue Cycle Manager Mock is unavailable for the meeting, however, financials are good.
- Facility intends to be a smoke free campus March 1, 2017. Smoking employees will be offered assistance with cessation programs (patch) for 6-8 weeks.
- PGH has been working on the first high tech audit. Boline noted that there is one remaining issue, however, the impact will likely be minimal.
- Staff is working with the local ambulance services to provide supplies. Ordering via the facility will likely save the department substantially.

b. **Chief Financial Officer: Update**

i. Financial Statements for the period ended November 30, 2016

Board took the following action: Boline noted that November was a very non-controversial month and that the financial status of the facility was good. Motion by Lisa Schwarzenberg to approve the financial statements for the period ended November 30, 2016 as presented, second by Dana Tueller. Motion carried unanimously.

ii. Revenue Cycle Dashboard – Boline presented the dashboard to the board. There were no questions or comments.

c. **Chief Nursing Officer: Update**

CNO Harter discussed the following points:

- Telemetry unit is down and will most likely need to be replaced.
- Harter attended a patient satisfaction conference in Phoenix, which will be beneficial in the implementation of the performance improvement project.
- Two traveling nurses are now in place, which is allowing the cross-training of acute and long term care nurses.
- Harter praised the staff during a recent surge day. A number of patients hit the Emergency Department in close proximity. Staff did an excellent job of pulling together and dealing with the situation.
- The Activities Director was injured and out for Christmas. Staff again band together and took care of all the scheduled activities.

d. **Chief Operating Officer: Update**

COO Hixenbaugh discussed the following points:

- New Maintenance Assistance has started as well as a per diem Dietary employee. The half time laundry position has gone full time with half time spent in Laundry and half time in housekeeping. Jake Montes is now the full-time Radiology Manager. Two employees are out on Workman's Compensation. Recruiting continues for several positions.
- Maintenance: Thompson Doors is to complete the door knob project. Roof quote has been received. Maintenance has also been busy repairing beds and preparing for the USDA project.
- IT is busy moving items, outlets and rewiring equipment.
- Clinic is monitoring processes to determine why there is a problem with charges not dropping correctly for Respiratory services. Staffing has been difficult as illness has hit hard. Clinic staff continues patient education to be on time for appointments and rescheduling those that are not registered by their appointment time. Patient visits were up in November, unsure of what December numbers will look like as there have been a number of variables affecting the Clinic's ability to see patients.

e. **Chief Procurement Officer: Update**

CPO Joubert discussed the following points:

- November laundry weights were down. Department processed 8,127 pounds of laundry operating 7 days per week. Laundry will be operating 5 days per week in January to allow for staff vacation. Department did experience some issue with the washer being down for a couple of days.
- Housekeeping continues to experience staffing issues.
- Purchasing received 4 new beds for Long Term Care in November with an additional 12 received in December.
- With the recent change in warehouse location of one of facilities medical suppliers, issues have been experienced in receiving items in a timely fashion. We are currently having the most difficulty in receiving orthopedic products as well as receiving frozen or slushy liquid products.

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

6) USDA PROJECT UPDATE

USDA has been funded at the federal level; however, we have not been notified as to the status of the PGH loan application.

7) PERSHING HEALTHCARE FOUNDATION: UPDATE

Carolyn Hultgren shared that the Foundation had sold 12 bricks at the recent Christmas Craft Fair. Hultgren also reported that Charlie Safford has volunteered to serve as the PGH Board representative on the Foundation Board. She also indicated that she doesn't expect any other changes in members of the Foundation Board.

8) OTHER ITEMS - None

9) PUBLIC COMMENT

Lisa Schwarzenberg thanked the Board members and staff for their dedication to the facility and that she enjoyed her tenure as a member of the Board.

10) ADJOURN – Adjourned at 6:22 by Chairman Joe Pierce.

Minutes approved at the _____ Regular Board Meeting.