

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
January 24, 2018**

ENTITY: Pershing General Hospital
DATE: January 24, 2018
TIME: 5:30pm
PLACE: Pershing General Hospital Conference Room
855 6th Street Suite 103

ATTENDING:

BOARD: Joe Pierce, Carolyn Hultgren, Carol Shank, Charlie Safford, Dana Tueller, Ted Bendure.

STAFF: Patty Bianchi, Cindy Hixenbaugh, Christina Dickerman, Patti Speer, Helen Joubert, Steve Boline, KayDawn Hughes, Todd Plimpton, Kirsten Hertz.

GUEST: Clancy Hultgren

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** – None.
- 3) **PERSHING HEALTHCARE FOUNDATION: UPDATE**

Foundation member Charlie Safford discussed the proposed grant submission to the E.L. Cord Foundation. He distributed draft information of the proposed submission. Carolyn Hultgren shared that the Foundation fundraising dinner will be held August 11, 2018 at 5:00 p.m.

- 4) **Risk Management Officer**

- i. Patient Safety, Quality Improvement Projects and Quality Indicators
KayDawn Hughes, Risk Manager, discussed the two sentinel events for the quarter – both falls of Long Term Care residents with no broken bones. There were no house acquired infections. Urinary Tract Infections in Long Term Care residents are not counted as a house acquired infection as the infection is colonized in patients and may be dormant in the resident and then flare up. PGH received 40 complaints in 2016 and 37 in 2017. All complaints for both years have been resolved.
- b. Review and Approval of Quality Assurance and Improvement Plan
Hughes indicated that no changes had been made to the plan; it was simply up for yearly approval.

BOARD TOOK THE FOLLOWING ACTION: Motion to approve the Quality Assurance and Improvement Plan as presented was offered by Ted Bendure, with a second to the motion by Dana Tueller. Motion carried unanimously.

- 5) **CONSENT AGENDA -**

- a. Meeting minutes for Regular Board Meeting December 28, 2017
- b. Warrants (Check Register)
- c. Patient Account Write-Offs for December 2017
- d. Approval of vRad Schedule 1 for 2018 adding Viken Manjikian and Trevor Morrison.

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure offered the motion to approve the Consent Agenda as presented. Carolyn Hultgren supplied the second to the motion. Motion carried unanimously.

- 6) **REPORTS**

- a. **Administrator/CEO: Update**
 - CEO Bianchi reported that the Clinic is seeing an uptick in pain management patients from Winnemucca, which Clinic staff is monitoring closely.
 - Bianchi has met with managers to discuss plans for the new year.
 - A succession team has been formed for the position of CEO, with three current employees participating.
 - Bianchi indicated that she hoped all had enjoyed the annual dinner. An employee committee is being established to accomplish such events.

- Contact has been made with the Veteran's Administration to provide services to Veterans.
- The Air Quality Permit application has been completed.
- The Medical Staff By-Laws are under review for revision.
- Dr. Raven from the Division of Public and Behavioral Health will visit the facility on February 8.
- PGH is collaborating with Humboldt General Hospital, Pershing County Sheriff's Office, Lovelock Police Department and the Lovelock Volunteer Fire Department in sponsoring a car seat checkpoint at the Courthouse Park on February 9. DARE will be serving lunch.
- Bianchi will be attending NRHP/LiCON meetings in Reno on February 13-15.
- Bianchi authorized payment for the county membership in MedEx/AirOne. Services were paid for the first year by the fire department, last year by the county and this year by PGH. She shared with the board a draft of the letter to be distributed to county residents detailing the parameters of the membership.
- Community Outreach to the School District has garnered information that district employees are unable to participate in Wellness Tuesday services, so consideration is being made to offer services one Friday per month as well.

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

- Financial Statements for the period ended December 31, 2017
CFO Boline discussed the financials for December, which indicated an increase in utilization as well as a small net income.

BOARD TOOK THE FOLLOWING ACTION: Carolyn Hultgren presented the motion to approve the December 2017 financial statements as presented, with a second to the motion by Ted Bendure. Motion carried unanimously.

- Revenue Cycle Dashboard
Boline described the events related to the dashboard, two markers are red, however, it has improved over previous months.

c. **Chief Nursing Officer: Update**

CNO Dickerman reported the following:

- Admissions for December: 6 Acute, 3 Swing, 180 Emergency Department visits, average daily census 21.39.
- Current census is at 22, lost 2 residents in January.
- Staff is working on payer sources and Medicaid conversions.
- Community outreach is planned for the first quarter. Highlights of findings thus far include: Imlay would like a sports physical clinic in Imlay as well as a mobile clinic. Repeated topic is the need for more advertising. American Legion discussed some of the issues faced by Veterans.

Chief Operating Officer: Update

COO Hixenbaugh shared happenings in the departments under her supervision:

- IT: Department working on troubleshooting with the Renown Telemed equipment. The IT office will be moving to the old Medical Records room with a training space created. There has been some trouble with the air conditioner in the Server room – staff is working with Maintenance, however, a service call may be required. Weeldreyer, IT Manager, will be in training for CPSI next week. Interfaces will be replaced in the lab in March.
- Maintenance: The main water line to Laundry was leaking and required plumbing repair and replacement via D & D Plumbing. The Medical Records room shelving is being relocated to Purchasing store room, doctor's lounge has been redone to house CNO. Parking chocks have been replaced.
- Clinic: Staff is in the final stages of training for Telemed. Alyssa Reed, Corinne Alcaraz and Emilia Camarena have been trained as host presenters. The go live date is February 5. Training continues for the upgrade to the Electronic Health Record in the Clinic with a go live scheduled for March.
- Laboratory: Kali Ball will be going out on Maternity leave. Per diem staff and Zachary Pritchard will cover during this time. An extern will also be available for coverage.

- Human Resources: Corey Plumb, RN, will be teaching the Great Basin College CNA class beginning in March. 9-10 individuals have expressed interest. Three new employees participated in New Hire Orientation today. All seemed to enjoy the mix of presenters – Department Heads rotated through to discuss pertinent topics. Hixenbaugh mentioned the OSHA Annual report as well as the NHA report she completes. Interviews for Long Term Care Director are in the works. Human Resources and Nursing are monitoring the need for resources to monitor burnout for employees in direct patient care and what we can do to assist them to avoid any potential abuse. Hixenbaugh thanked the Board for their participation in the Appeal Hearing and for sharing their comments. This information has been shared with Managers.

Board Member Tueller asked about the heat issue in the Kitchen. Hixenbaugh shared that Maintenance is researching.

Board Member Bendure requested additional information about patients waiting for outpatient services. Discussion centered on offering appointment times or other options to make best use of patient time.

i. USDA PROJECT UPDATE – For Possible Action

1. Approval of Loan Resolution Documents
COO Hixenbaugh indicated that the ADA survey had been completed; some of the items required will be repaired over the next three years. Hixenbaugh requested that the loan documents be resigned. There had been no changes, an updated copy was required.

d. Chief Procurement Officer: Update

CPO Joubert shared the following about the departments under her supervision:

- Laundry: The new water heater/boiler passed inspection; however, the cold water line requires replacement due to a leak.
- Housekeeping: The Department is short staffed, but has been working on deep cleaning the Long Term Care rooms.
- Materials: Shelving project is in process. Currently half the room has no shelving. The IV fluid shortage could continue for some time, allowances have been made to use outdated items.
- Dietary: In the process of hiring with interviews to be held next week.

7) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

a. UNFINISHED BUSINESS

b. NEW BUSINESS: - For Possible Action

i. Election of Officers to Board of Trustees

1. Chairman, Vice Chairman, Secretary

BOARD TOOK THE FOLLOWING ACTION: Dana Tueller offered the motion to maintain the current slate of officers: Joe Pierce, Chair; Carolyn Hultgren, Vice Chair and Charlie Safford, Secretary. Second to the motion was offered by Ted Bendure. Motion passed unanimously.

ii. Appoint Board Representatives to Hospital Committees

1. Patient Safety Committee
2. Executive Committee
3. Joint Conference Committee
4. Wage Committee
5. Finance Committee
6. Board Policies and Procedures Committee

As the current participants list was unavailable, this item was tabled to the next meeting.

- iii. Purchase of new gurneys due to patient safety issues
CNO Dickerman shared that the gurneys available in the Emergency Rooms no longer have working brakes, which presents a safety issue for staff and patients during emergencies. Request was made to purchase one OB gurney and 2 regular gurneys for approximately \$15,722.00

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure offered the motion to purchase the three necessary gurneys (2 regular and 1 OB) for an amount not to exceed \$16,000.00 with a second to the motion by Dana Tueller. Motion carried unanimously.

8) OTHER ITEMS

- a. **CORRESPONDENCE** - None
- b. **LEGAL** - None – no separate session required.
- c. **OTHER** – CEO Bianchi indicated that there was information distributed regarding certificate training available from the Nevada Hospital Association for Hospital Board members. Chairman Pierce indicated that the 2018 meeting dates had been included in the meeting packet. Changes to meeting dates for later in the year would be discussed closer to the event.

9) PUBLIC COMMENT

Debbie Mock, Lovelock Volunteer Fire Department (LVFD) member indicated that invitations to the Annual Firemen's Ball had been distributed to the Board Members. She shared that currently eight PGH employees were members of the LVFD and the department was grateful for the support shown by the board in allowing employees to respond to calls.

10) ADJOURN – by Chairman Joe Pierce at 7:10 p.m.