

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
February 22, 2018**

ENTITY: Pershing General Hospital
DATE: February 22, 2018
TIME: 5:30pm
PLACE: Pershing General Hospital Conference Room
855 6th Street Suite 103

Attending:

Board: Dana Tueller, Ted Bendure, Joe Pierce, Carolyn Hultgren, Carol Shank. **Absent:** Charlie Safford
Staff: Patty Bianchi, Cindy Hixenbaugh, Christina Dickerman, Helen Joubert, Debbie Mock, Patti Speer, Steve Boline.
Public: Clancy Hultgren

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** - None
- 3) **CONSENT AGENDA - The Board will consider, for possible action, these items in their entirety, without discussion; For Possible Action**
 - a. Meeting minutes for Regular Board Meeting January 24, 2018
 - b. Disciplinary Hearing Minutes for January 17, 2018
 - c. Warrants (Check Register)
 - d. Patient Account Write-Offs for January 2018
 - e. Disposition of Treadmill and Barbecue.
 - f. Approval of Proxy Credentialing for Renown Neurologists: Dr. Kim Bigley, Dr. Kristen Hudson, Dr. Jaspreet Mann and Dr. Lekhraj Patel.

BOARD TOOK THE FOLLOWING ACTION: Item (e.) was removed from the Consent Agenda to discuss. Motion presented by Carolyn Hultgren to approve the Consent Agenda with the exception of item (e.), with a second to the motion by Ted Bendure. Motion carried unanimously.

CEO Bianchi discussed the items for disposition: The Treadmill is outdated and was replaced for use in the Clinic. It cannot be used in any patient care areas as there is no safety mechanism for turnoff. The barbecue was purchased when thought it could be used for the Foundation. It is mounted on a trailer; however, there is question as to whether it would meet health department standards. There was discussion to donate the treadmill to various local groups. There was also mention of placing items in the county auction.

BOARD TOOK THE FOLLOWING ACTION: Carolyn Hultgren presented the motion to authorize CEO Bianchi to dispose of the treadmill and barbecue according to discussion, second to the motion offered by Ted Bendure. Motion carried unanimously.

- 4) **REPORTS**
 - a. **Administrator/CEO: Update**
 - After the disciplinary hearing, CEO Bianchi and COO Hixenbaugh decided to move forward with addressing the need for professional behavior of PGH employees. All managers have since signed an Unprofessional Behavior Contract. As of today, 89% of employees have signed the same contract during the annual training.
 - After numerous problems with the outsourced coding company, we have posted a position to return this process back in house. We have three internal applicants for the position. This will result in savings to the facility.
 - Corey Plumb, RN has accepted the position of Long Term Care Director.

- Dr. Raven, the statewide Psychiatric Medical Director, visited PGH and presented a plan to share with Medical staff on how to handle behavioral health crises in the ER and Family Practice settings. He provided a packet with information regarding these issues.
- PGH participated in the car seat checkpoint at the Courthouse Park with great success. 28 car seats were checked. The service will be available at the Heart Health Day as well as Frontier Days.
- The Long Term Care State Survey was conducted last week. The Statement of Deficiencies will direct on the plan of action.
- Quotes for the air conditioning in the kitchen run between \$15,000-\$22,000. These are dated, updated information has been requested.
- Coeur Rochester visited with CEO Bianchi regarding their expansion. Bianchi shared information regarding the proposed expansion, which will extend the mine life into 2032.
- Steve Boline, CFO has accepted a new position in California and will be here until the end of March. Patti Speer has also provided her retirement date of June 2019. Positions will be reviewed and job duties detailed.

Board Member Bendure asked the status of the employee committee regarding the Annual Dinner – Bianchi indicated that this group had not yet met. He also asked the status of the Medical Staff ByLaw update – Bianchi responded that it is still in process. Bendure also asked the result of the Air Quality Permit submission – Bianchi indicated that PGH had received no notice of problems.

b. Chief Financial Officer: Update – For Possible Action

- Financial Statements for the period ended January 31, 2018
CFO Boline presented the financial statements detailing a small change. Boline shared that a draft budget will be presented to the Board at the March Board meeting. Currently looking at focusing on whether or not we can make the numbers work with strong outpatient usage, strong use of the Clinic and pretty much full utilization use of the Nursing Home and very little usage of in-patient services. For January PGH posted a loss of just over \$95,000, with year to date loss of \$768,000. Information has been submitted to Wipfli to prepare an interim cost report. Details of all financials are indicated in attached reports.

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure offered the motion to approve the financial statements as presented. Second to the motion presented by Dana Tueller. Motion carried unanimously.

- Revenue Cycle Dashboard
CFO Boline detailed the Dashboard, Four markers are red for the month of January 2018.

c. Chief Nursing Officer: Update

- CNO Dickerman reported census currently 0 acute, 0 observation, 1 Swing with another expected.
- Acute/ED satisfaction survey indicated 95% positive response rate with 108 of 113 patients reached.
- Long Term Care Census is 24 patients.
- The Long Term Care State/Federal Survey was conducted February 12-14, 2018. As mentioned, waiting for the official Statement of Deficiencies. The exit survey cited no substandard care. One complaint was detailed regarding an absence of a discharge letter.
- Dickerman indicated that the outreach has been successful as they are being recognized and generating more questions about the facility.

Bendure asked the status of a Medicaid conversion for a Long Term Care resident. Dickerman indicated that the submission has been submitted to Carson City and are awaiting the conversion decision.

d. Chief Operating Officer: Update

COO Hixenbaugh indicated that Human Resources didn't have any deficiencies during the Long Term Care Survey. One training deficiency was noted in regard to Dementia training. Any employee that works any

part of Long Term Care will required 8 hours of Dementia training within the first 30 days of hire and 3 hours within the first year of hire.

Annual Training was conducted regarding abuse and neglect, patient rights, fire & disaster safety and compliance on the Critical Access Hospital regulations. Multiple managers served as trainers. The topics added included Customer Service, Behavior Expectations, confidentiality and Advance Directives. The response from employees seems to be positive. 89% of employees, physical therapy, volunteers and contract people attended the Annual Training. This is the highest attendance percentage in the 11 years of Hixenbaugh's term as HR Director.

HR: Two new high school students have been hired as Dietary Aides per diem. New per diem Lab Assistant and full time RN in Long Term Care have been hired.

Plant: Maintenance Manager Bianchi continues to repair as needed.

Clinic: Telemed is up and running with two appointments conducted so far. Response has been positive. Advertising will commence and an open house will be scheduled in the near future. Clinic is also in the process of upgrading their CPSI Electronic Health Record with training scheduled for the week of March 12. The go live date for the upgrade is March 19.

Lab: Wellness Days the lobby is full (55 patients were seen at the last Tuesday Wellness Day). Many of these patients indicated they were from Winnemucca. Some discussion occurred regarding wait times for service of these patients. Suggestion was made to track wait times. There was clarification regarding order of service, outpatients and emergency room patients are served prior to wellness patients.

IT: Adding access points updates and the like

i. **USDA PROJECT UPDATE – For Possible Action**

There is a March 1, meeting scheduled with Cheryl Couch and Lisa Goodfellow to discuss the anticipated timing of the construction project, loan closing and the stricter requirements from our National Office on the use of interim financing.

e. **Chief Procurement Officer: Update**

CPO Joubert shared the Housekeeping Department is trying to keep up with illness prevention cleaning. This department is currently short staffed; however, they are trying to get back on schedule. Laundry has been short staffed as well due to illness. There is a limited pool of employees to draw from, which creates issues. Materials Management has been looking for flu kits as our current supplier has items on back order. Dietary Department has hired two new high school students as Dietary Aides. The interview process was quite in-depth, including putting together different diet types, monitoring customer service and the candidates interaction with the mock patients.

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

a. **UNFINISHED BUSINESS** - none

b. **NEW BUSINESS: - For Possible Action**

i. Appoint Board Representatives to Hospital Committees

1. Patient Safety Committee – *Carolyn Hultgren*
2. Executive Committee – *Joe Pierce & Carolyn Hultgren*
3. Joint Conference Committee – *Ted Bendure*
4. Wage Committee – *Ted Bendure*
5. Finance Committee – *All Board Members*
6. Board Policies and Procedures Committee – *Carolyn Hultgren & Dana Tueller*
7. Pershing Healthcare Foundation – *Carolyn Hultgren & Charlie Safford*

BOARD TOOK THE FOLLOWING ACTION: Chairman Pierce discussed the current assignments. Carolyn Hultgren presented the motion to maintain the current committee appointments, with the addition of Carolyn Hultgren to the Pershing Healthcare Foundation. Second to the motion offered by Ted Bendure. Motion carried unanimously.

- ii. Review and Approval of Annual Emergency Operations Plan

This item was moved to the March Board meeting as the binder was not available.

6) PERSHING HEALTHCARE FOUNDATION: UPDATE

Carolyn Hultgren reported that the bylaws had been amended to allow for flexibility in meeting scheduling. Fundraising Dinner has been scheduled for August 11, 2018. Cindy Hixenbaugh has registered the Foundation with Amazon Smile, so shoppers who choose to designate this as their charity of choice, funds will be distributed to the Foundation.

7) OTHER ITEMS

- a. **CORRESPONDENCE** - None
- b. **LEGAL** - None
- c. **OPEN SESSION** - None
- d. **OTHER** – Bendure asked the status of the gurneys to which CPO Joubert responded that their expected date of deliver is approximately March 10, 2018.

8) PUBLIC COMMENT - None

9) ADJOURN – by Chairman Joe Pierce at approximately 7:00 p.m.

Approved at Board of Trustees Regular Meeting – March 22, 2018.