

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

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

Attending: **Board:** Joe Pierce, Carol Shank, Carolyn Hultgren, Charlie Safford, Ted Bendure, Dana Tueller via telephone.
Staff: Patty Bianchi, Patti Speer, Helen Joubert, Bobbie Bonta, Misty Trowbridge, Cindy Hixenbaugh, Kirsten Hertz.
Public: Clancy Hultgren

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** – None.
- 3) **CONSENT AGENDA -**
 - a. Meeting minutes for Regular Board Meeting February 22, 2018
 - b. Warrants (Check Register)
 - c. Patient Account Write-Offs for February 2018
 - d. Approval of Credentialing for Dr. Shishiang Cheng, MD and Dr. David Crutchfield, MD.

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure offered the motion to approve the Consent Agenda as presented. Second to the motion offered by Charlie Safford. Motion carried unanimously.

4) **REPORTS**

- a. **Administrator/CEO:** CEO Bianchi discussed the following items with the Board of Trustees:
 - PGH has not received the Statement of Deficiencies from the surveying agency.
 - Bianchi met with staff of Lovelock Correctional Center to clarify services. Inmate patients are now being seen at PGH.
 - Bianchi met with Gary Beck and Corie Nieto regarding potential partnership opportunities with Renown Regional Medical Center. She also shared the experience of PGH employee Debbie Mock being told that she must have her pre-op lab work completed at Renown.
 - Bianchi has met with Veteran's Administration staff to begin the process of contracting to provide veterans services.
 - Regina Crawford, Commercial Biller attended a meeting in Reno with Indian Health Services to review process and payment time frames.
 - REMSA has offered a contractual option to allow community members access to their nurse help line. There is a cost involved of over \$4,000. Board Member Shank indicated that this may be something that the hospital and the county could partner on the cost.
 - Bobbie Bonta has been working diligently on Dementia training for staff members as mandated by survey.
 - Over 17 budget meetings were conducted to draw up the tentative budget to be discussed this evening.
 - Bianchi and COO Hixenbaugh will be attending a telemedicine conference in Washington D.C. the week of March 26-30. Bianchi has also been invited to attend two other events – one in Tuscon in April and Wyoming in May.
 - April 12, Reno Behavioral Health Hospital will be hosting their Grand Opening celebration.
 - Board Member Bendure asked how many employees had now signed the Unprofessional Behavior Contract. Hixenbaugh replied approximately 96% of all regular staff had signed the agreement.
 - Bendure also asked about the status of the Coding position. Bianchi responded that no decision has been made in regard to the position.
 - Fiscal Year 2018-2019 Operating Budget Discussion

1. CFO Boline discussed the tentative budget as per attached documentation. This information will be submitted as the tentative budget by April 15. No action was required
- b. **Chief Financial Officer: Update – For Possible Action**
- i. Financial Statements for the period ended February 28, 2018
CFO Boline presented the February financial statements included in the board packet.
BOARD TOOK THE FOLLOWING ACTION: Ted Bendure presented the motion to approve the financial statements for the period ended February 28, 2018, with a second to the motion by Charlie Safford. Motion carried unanimously.
 - ii. Revenue Cycle Dashboard – No Dashboard was available this month.
- c. **Chief Nursing Officer: Update**
- i. CNO Dickerman was unavailable for the meeting. CEO Bianchi shared the following in her stead:
 - The current census is zero acute or observation patients and one swing patient.
 - The Long Term Care census is at 25 residents.
 - Community Outreach continues to provide valuable information. A second wellness service day has been added the first Friday of the month as a result of this outreach.
 - The facility complaint form has been revised to allow for simpler submission by patients.
 - Imlay residents have requested a sports physical day, which will be facilitated by staff.
 - PGH is seeing increased utilization by the Lovelock Correctional Center.
 - Patient satisfaction reports 98% positive response for those patients reached.
 - Bianchi introduced PGH staff members Bobbie Bonta and Misty Trowbridge who are interested in assuming leadership roles within the facility and will be attending board meetings to learn more about the administration of the facility.
- d. **Chief Operating Officer: Update**
- i. COO Hixenbaugh shared the following:
 - IT Department has been working on installing additional WiFi access points throughout the facility. WiFi will be sectioned for staff, guests and patients. Rolling passwords will be provided to allow for limited access.
 - Clinic Electronic Health Record has gone live this week and has been fairly smooth. The CPSI trainer will be here through next week which allows for the resolution of issues quickly.
 - Lab Manager Lisa Eckerfield is settling into her position and communicating well with Hixenbaugh.
 - Maintenance Manager Bianchi has lost his full time Maintenance Assistant, however does have two good per diem assistants in place. The crew continues the process of installing the shelving in the Purchasing storeroom. Bianchi also attended active shooter training in Carson City this week.
 - Human Resources continues to recruit for open positions. One of the traveling nurses has relocated to the area and has taken a full time nursing position in Long Term Care.
 - Hixenbaugh is working on updating personnel policies which she should have ready for board presentation in June.
 - Considering the financial condition of the facility, Hixenbaugh is reviewing staffing parameters.
 - ii. **USDA PROJECT UPDATE – For Possible Action**
COO Hixenbaugh reported on the meeting with Lisa Goodfellow and Cheryl Couch of USDA. How the project will progress is all scenario driven at this point. Dube Group, architects, hope to complete the final plans, estimates and specifications by the end of March. Plans will then be submitted to USDA and Pershing County for approval. Preparation of final bid documents should occur mid-April, followed by a 21 day bid period. Should these items be met in this time frame, construction contract award would occur mid-May, with notice to proceed shortly thereafter. Steve Boline has sent the required information for interim financing and has received information back from Nevada State Bank and Wells Fargo. USDA has requested a more formal response from Wells Fargo as well as information from a third bank. Should no interim financing be found, the resolution will then need to be added to the Board agenda when the project is awarded to the lowest bidder. The closing date will be set at this meeting, roughly 30 days after the contractor starts the project. The final bond will go to the Board approximately mid-June. Work would then commence around the beginning of September, with a project life of about 18 months. Schedule is all subject to the performance at each step.

e. **Chief Procurement Officer: Update**

i. CPO Joubert shared the following:

- Laundry/Housekeeping – One staff member is taking the CNA class, this person will go down to part-time, which does cause staffing issues.
- Materials has been busy researching items for the new budget cycle.
- Dietary has changed buying groups, which has caused a problem with delivery times. Dietary Manager will be working at least one shift per week in the kitchen.
- There have been some issues with sterilization that may require additional/retraining of Clinic staff. Joubert attended an in-service sterilization training today.
- The new emergency room gurneys have been received and are in place.

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

a. **UNFINISHED BUSINESS**

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

i. Review and Approval of Annual Emergency Operations Plan

1. Bianchi indicated that there had been no changes for this year. The next version will be much more extensive.

BOARD TOOK THE FOLLOWING ACTION: Ted Bendure offered the motion to approve the Annual Emergency Operations plan with a second presented by Charlie Safford. Motion carried unanimously.

6) **PERSHING HEALTHCARE FOUNDATION: UPDATE**

Carolyn Hultgren shared that the majority of the last foundation meeting centered on plans for the annual fundraiser to be held August 11, 2018.

7) **OTHER ITEMS**

a. **CORRESPONDENCE** - None

b. **LEGAL**

- i. As Legal Counsel Plimpton was not in attendance, there were no legal issues to discuss.

c. **OTHER**

- i. Bendure shared that there will be a Strategic Planning session for all county entities to participate in on April 5, 2018 from 5:30 p.m. – 8:30 p.m. at the Community Center. All businesses and individuals are encouraged to attend.
- ii. Carol Shank indicated that the county is in the process of establishing a temporary committee to organize the celebration of the 100th anniversary of Pershing County.
- iii. Shank also indicated that Pershing County had funded the Lovelock Revitalization Association \$2,000, the amount that had previously been designated for the Pershing County Chamber of Commerce.

8) **PUBLIC COMMENT** - None

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