

**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
April 26, 2018**

**ENTITY:** Pershing General Hospital  
**DATE:** April 26, 2018  
**TIME:** 5:30pm  
**PLACE:** Pershing General Hospital Conference Room  
855 6<sup>th</sup> Street Suite 103

**ATTENDING:** Dana Tueller, Joe Pierce, Carol Shank, Ted Bendure, Carolyn Hultgren. Absent: Charlie Safford.

**STAFF:** Cindy Hixenbaugh, Todd Plimpton, Helen Joubert, Patti Speer, Patty Bianchi, Kirsten Hertz and Steve Boline (via telephone).

- 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 March 22, 2018
  - b. Warrants (Check Register)
  - c. Patient Account Write-Offs for March 2018

**BOARD TOOK THE FOLLOWING ACTION:** Ted Bendure presented the motion to approve the Consent Agenda as presents. Second to the motion by Carolyn Hultgren. Motion passed unanimously.

**4) REPORTS**

- a. **Risk Management Officer**
  - i. Quarterly Report – Risk Management Officer KayDawn Hughes was unavailable for the meeting, this item will be tabled and moved to the May agenda.
- b. **Administrator/CEO: Update**
  - i. Steve Boline, CFO, has started his new job and was attending the Board meeting at his new facility, which started at 3:00 p.m. He will call in when available.
  - ii. Jon Smith, Regional CFO, will start May 1 and will be reviewing all items, including the pending budget and current financials.
  - iii. CEO Bianchi shared that approximately 27 items are being considered for reduction in the new budget. Staff is thinking outside the box and trying to develop creative ways to cut spending. Todd Plimpton shared with the board that PGH is in a much better position that it was eight years ago and that they should be prepared for special meetings to discuss the cuts required in order to be prepared to approve the budget on schedule.
  - iv. Bianchi indicated that the Ad Valorem taxes are approximately \$100,000 lower than expected. This figure would have to be made up with additional cuts to the budget.
  - v. Bianchi has been busy attending meetings, conference calls, etc. She and COO Hixenbaugh attended a telemedicine conference in Washington D.C. Information gleaned will help in reviewing protocols to save time and increase the utilization of telemed services at PGH.
  - vi. Bianchi attended the National Rural EMS and Care Conference in Tuscon, AZ, as did Trina Pritchard, Clinic CNA. With the changes coming in the healthcare delivery model and changes to legislation, Community Paramedicine will be a hot topic with grant funding targeted for next year to hire an EMT to visit patients in home for chronic care management, with insurance paying for the service.
  - vii. Bianchi feels that community outreach is working well as she has had two people meet with her and report complaints.
  - viii. Renown has visited PGH and will be doing genetic testing locally via the Healthy Nevada project. The program is increasing its participation in rural Nevada. Lovelock event will be on May 16 in conjunction with an open house for PGH.
  - ix. Board member Bendure asked if PGH had received the Long Term Care Survey Statement of Deficiencies, to which Bianchi responded that it had not been received. Bendure also asked if anything had come of the meeting with the Veteran's Administration. Bianchi responded that there

are a list of things required to move the process along, one of which is the completed survey and acceptance of plan of correction.

- x. Board Member Bendure questioned County Commissioner Shank about an arrangement with REMSA for approximately \$4,000 that the hospital and the county could potentially partner on. The service discussed was the use of the Nurse Help Line. Shank indicated that she would follow up with the full commission.
- c. **Chief Financial Officer: Update – For Possible Action**
- i. Financial Statements for the period ended March 31, 2018  
CFO Boline reported that during March, the ninth month of our fiscal. March was a good revenue month. March reflects a net income of approximately \$3,000, with a year to date net loss of approximately \$885,000. Boline reviewed the financial statements as presented in the board materials.  
**BOARD TOOK THE FOLLOWING ACTION:** No vote was taken on the financial statements for the month of March 2018.
  - ii. Revenue Cycle Dashboard – Revenue Cycle Dashboard was unavailable and will be distributed at a later date.
- d. **Chief Nursing Officer:**  
CNO Dickerman is currently in Washington, D.C. for the Youth Mental Health First Aid training with Lola Montes, Social Worker.  
Acute – no patients on the floor currently. Long Term Care census 24, soon to be 23, as a patient will discharged home.
- e. **Chief Operating Officer: Update**
- i. COO Hixenbaugh reported that March was a very busy month which included work with Bianchi to brainstorm budget changes. Hixenbaugh attended Telemed conference in Washington, D.C. She learned that come doctors are stumbling blocks for telemed as they still want to treat patients in person.
  - ii. Hixenbaugh attended POOL/PACT annual board meeting. Nurse Triage for employers, making it easier for employees and employers alike regarding Worker’s Compensation claims. Leadership training is available for different member entities. Human Resource support and grants for training are also available. Group is also looking into providing peer support training – to train people in the field to speak with people in crisis (in response to needs after mass shooting in Las Vegas).
  - iii. Hixenbaugh will be attending credentialing conference in May in Wyoming.
  - iv. IT – working on lab interfaces and partitioning for guest access WiFi.
  - v. Maintenance continues to work on projects and has added landscaping upkeep to their regular tasks.
  - vi. Lab stats are available in the board packet. 55 people attended the first Friday wellness day. Bendure questioned whether a night session had been considered to accommodate shift workers. Hixenbaugh indicated monitoring will be done to determine if there is a need to add availability for wellness services.
  - vii. Clinic EMR is going well and patient visits are increasing as staff becomes more familiar with the system. CPSI is still experiencing some issues that are being addressed.
  - viii. Hixenbaugh, Clinic Manager Schmith and MA Corinne Alcaraz will be interviewing for a new MA position in the Clinic.
  - ix. New hire per diem, Medical Technologist now on staff to assist in Laboratory staffing.
  - x. Zach Pritchard will be completing his internship at Renown for Medical Technologist training.
  - xi. Trina Pritchard, CNA celebrated 10 years at PGH. Veronica Hernandez, CNA and Alice Hutchison, Housekeeping celebrated 5 years with PGH.
  - xii. Celebrated Lab week with activities and barbecue.
- xiii. **USDA PROJECT UPDATE –**
- 1. Hixenbaugh indicated she was finishing up a request for concurrence for Project 1 in the amount of approximately \$25,000. No approval is required. Cooling systems will be purchased for the kitchen as well as the chilled water cooler in the basement.
  - 2. June 22, 2018 is the estimated closing date for the new loan. Hixenbaugh and Bianchi need to finalize the purchase of the steam table.

3. Dube Group has finalized plans for the new project; the cost estimate is currently greater than the amount approved for the loan. Cost saving changes will be made, then plans will be submitted to USDA for approval. Hixenbaugh indicated that we are still looking at an approximate start date for the project of September 2018. Bianchi indicated that we may have to hold a value out meeting if the costs cannot be decreased to fit within the loan amount.
4. Hixenbaugh shared information regarding the sewer smell in the lobby noticed by Bendure. Repair would be extremely expensive due to infrastructure design. Maintenance Manager Bianchi is investigating an odor neutralizing filter to address issue. Additionally, running water down the minimal use toilets, showers etc. may also help to keep smell down.

f. **Chief Procurement Officer: Update**

- i. CPO Joubert has been working on storeroom. Rolling shelves have been installed. Stocking and labeling is now taking place. The new shelving installation and the reorganization of the storeroom includes reviewing and updating the charge master and insuring items and inventory are correct as well as purging items that are no longer used.
- ii. Joubert will be conducting an interview for a housekeeping position. Creative scheduling in this department is required as people go on vacation, etc.
- iii. Lab Manager Eckerfield and Joubert met with McKesson representative regarding new testing to be implemented in the lab.
- iv. Bendure asked how staffing with employee in CNA class is going. Joubert responded that the change in schedule has worked out well to meet class needs as well as task needs.
- v. Bendure also asked how the sterilization issue mentioned at the last meeting had been resolved. Joubert responded that re-training had been conducted. Sterilization staff from the Clinic had not waited long enough to let equipment warm up and complete its cycle. The process has been going better since re-training.
- vi. Dietary has one staff member going out on Medical leave. Dietary Manager is covering shifts as necessary. Part-time Dietary staffer provided verbal resignation, manager has not received written resignation. Currently, not looking to replace this position. One Dietary staff member is also completing the CNA class, which has required the need for creative staffing as well in this department as well.

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

6) **PERSHING HEALTHCARE FOUNDATION: UPDATE**

- a. Carolyn Hultgren indicated that the next meeting will be held May 9, 2018. Bylaws have been amended to allow for scheduling flexibility. Efforts are being devoted to the planning of the August fundraiser.

7) **OTHER ITEMS**

- a. **CORRESPONDENCE - None**
- b. **LEGAL - None**
- c. **OTHER**
  - i. COO Hixenbaugh shared that the lab will be completing Vitamin D and Urine tests in house, which will decrease Quest Diagnostic charges for these items. This service should be available in May. Approximately 800 Vitamin D tests were completed last year. Turnaround time for results will be much quicker.
  - ii. Hixenbaugh also shared that Long Term Care Director Corey Plumb will be teaching another CNA class in the fall which will meet over the weekends.
  - iii. Bendure asked about the Western Regional Trustee Symposium, specifically whether there was past information available to determine the value. Bendure also asked whether virtual access is available.
  - iv. Bianchi indicated that, in the interest of transparency, accounts payable was short approximately \$100,000 at the last check run. The funds were taken from the construction account to cover the shortfall. Upon receipt of taxes and other income, these funds will be replaced.

8) **PUBLIC COMMENT - None**

9) **ADJOURN – by Chairman Pierce at 6:55 p.m.**

**Minutes approved at the May 24, 2018 Board of Trustees meeting.**