



**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
Thursday, January 23, 2020**

ENTITY: Pershing General Hospital
DATE: January 23, 2020
TIME: 5:30 pm

PLACE: Pershing General Hospital
Conference Room
850 6th Street, Suite 103

ATTENDING: Board: Chairman Joe Pierce, Vice Chair Carolyn Hultgren, Secretary Charles Safford, Trustee Ted Bendure, Trustee Dana Tueller
Staff: Cynthia Hixenbaugh, Lynn Broyles, Christina Dickerman, KayDawn Hughes, Debora Mock, Helen Joubert, Loren Bianchi, Bryce Shields (Board Counsel), Carol Shank (County Commissioner-Liaison), Pam Weeldreyer.

- 1) **CALL TO ORDER** – Chair Joe Pierce called the meeting to order at 5:31 P.M.
- 2) **PUBLIC COMMENT** – No public comment.
- 3) **CONSENT AGENDA - The Board will consider, for possible action, these items in their entirety, without discussion – For Possible Action**
 - a. Meeting minutes for Special Board Meeting December 11, 2019.
 - b. Meeting minutes for Regular Board Meeting December 19, 2019.
 - c. Warrants (Check Register).
 - d. Acceptance of Cory Meeder, D.O.'s resignation as of 11/28/2019 and Steven Rubin, M.D.'s resignation as of 12/24/2019. Accepted at Medical Staff on January 9, 2020.
 - e. Approval of vRad's "Schedule 1 – List of Physicians" which adds Maryellyn Gilfeather, M.D. Approved at Medical Staff on January 9, 2020.
 - f. Approval of VRad Reappointment of James Balodimas, M.D. via proxy credentialing.

Motion to approve the consent agenda as presented, by Trustee Bendure. Second by Vice Chair Hultgren. Motion carried unanimously.

4) REPORTS

a. Risk Manager: KayDawn Hughes - For Possible Action.

- There were zero sentinel events and zero acquired infections. We had one complaint that there was too much patient information on an envelope and the disc inside. After review, plans are to limit the amount of identifiable information on envelopes and discs.
- Training for LGBT continues.
- Quality Indicator measures were at 92% of goal. Vital signs taken within 20 minutes of discharge were at 95%, the opioid prescribing in the ER was at 100%, physician 30-minute response time has been retired and a measure for critical values has been added.
- The Number of E.R.s for December is 139, Number of Transfers is 12, the Number of AMAs is two, and the Number of Admits to Acute for last month is two.

Chair Pierce entertained a motion to accept KayDawn's report as presented. Trustee Bendure made the motion and Secretary Safford seconded. Motion carried unanimously.

b. Chief Nursing Officer: Christina Dickerman

- Admissions – There were two acute admits in December. There was one swing admit and there were 140 E.R. admissions. Out of 22 referrals, we were not able to accept any.
- Transfers – There were 16 transfers in December. Twelve were medical, two were mental health, and two were traumas.
- Acute/E.D. – There were five "Returns within 72 Hours Same Diagnosis" and four "AMA/Left Without Being Seen."
- Long Term Care – The current census is 24.

c. Chief Procurement Officer: Helen Joubert

- Helen reported not ordering any additional items lately for the grant due to storage space.
- Two machines broke down in laundry but have been fixed. Helen is making sure everyone is cross-trained in her departments.

d. Chief Financial Officer: Lynn Broyles

- Financial Statements for the period ended December 31, 2019 – **For Possible Action.**
CFO Broyles reviewed the Statements of Net Position and the Statements of Revenue, Expenses, and Changes in Net Position as provided to the Board.

A motion to approve the Financial Statements for the period ended December 31, 2019 as presented, made by Trustee Bendure. Second by Secretary Safford. Motion carried unanimously.

e. Revenue Cycle Manager: Debora Mock

- i. Revenue Cycle Dashboard December 2019.
 - Revenue Cycle Manager Mock reviewed the details of the dashboard – no action was necessary.
 - The hospital is looking at bringing in new revenue by contracting with the Department of Corrections to utilize us for employee physicals and tests.
- ii. Patient Account Write-Offs for December 2019. – **For Possible Action.**
 - Amount written off for uncompensated care was \$10,490.10. There will be a credit on the cost report of \$1,553.37.
 - The amount sent to collections was \$33,680.21.
 - The total number of claims billed was 1,531.

No action taken by the board. The Patient Account Write-Offs for December 2019 will be placed on the agenda for possible action at the next board meeting.

f. Administrator/CEO: Cynthia Hixenbaugh

Clinic Manager: Laurie Schmith – Update given by Cynthia Hixenbaugh

- In December, 633 patients were seen; 34 of those were new patients. The clinic was closed for two days in observance of the Christmas Holiday and one provider was on vacation for one week in December.
- A student from Chamberlain University began working with Dr. Van Guilder in the clinic on January 7 and will continue through January 24, 2020 and return at a later date for another rotation. Another student from UNR School of Medicine will be in the clinic beginning January 28 and work through February 22, 2020.
- We continue to look for new ways to increase our patient volume to fill the schedules of our five providers. There has been an increase in the number of No-Show patients which brings down the number of patients the providers see in a day. If time allows, other patients are called to offer earlier appointments, but there are times that those slots are unable to be filled. Trustee Bendure asked for the No-Show problem to be revisited at a future meeting.

CEO: Update

- Cynthia reported that she and Lynn met via teleconference with the Division of Health Care and Financing Policy regarding the increase in IGT. New agreements were sent for approval and Cindy will add them to February's agenda. They have offered to train Lynn.
- The emergency preparedness team meets weekly to review the CMS tags and make sure our plan addresses all the elements and components required. The plan and policies are on this agenda for approval as required by the Conditions of Participation and Life Safety.
- Cynthia and KayDawn attended the Lovelock Correctional Center Pups, Prisoners, & Patriots reception and it was a very nice event. Warden Baker explained that she is doing community outreach and was glad they were able to attend.
- We will not be able to attest for Meaningful Use, because we did not have an electronic exchange of patient information from us to another provider. Cindy will be working with CPSI and Comagine HIE to form a connection. This will help allow us to attest.
- The Utilization Review and Revenue Cycle Committees were tasked with creating new goals for 2020. The goals will help in the creation of a strategic plan. This will create a culture and meaningful values for our staff.
- Thanks to the staff who organized the employee annual dinner; KayDawn (with the help of Quint), Business Office staff (Debbie, Regina, Tammy, Sunshine, and Vanessa), Paulie, Lola, and the managers who brought food to serve to attendees. Melissa created the annual movies and it was evident the staff had a great time making them. The dinner was fun and the food was great!
- We are expecting Skilled Nursing Facility Surveyors at any time now for our annual survey. Our annual training for staff will be held the week of February 10. This training is a staff requirement and a survey item for SNF.
- PA Tyson will conduct community education at the library on February 4 & 7 as part of our PGH Cares community outreach.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

- a. **UNFINISHED BUSINESS** – No unfinished business.
- b. **NEW BUSINESS:**
 - i. Annual Evaluation of Critical Access Hospital – **For Possible Action.**
 - Cynthia Hixenbaugh presented the annual CAH evaluation to the Board.

Motion to approve the Annual Evaluation of Critical Access Hospital was made by Trustee Bendure. Second by Trustee Tueller. Motion passed unanimously.

- ii. Approve policies, procedures and plans related to Emergency Preparedness – **For Possible Action.**
 1. Hazard and Vulnerabilities Assessment 2019-2020 E0006.
 2. Communication Plan During an Emergency/Disaster Policy E0029, E0033.
 3. Medical Documentation for Patients in a Disaster Policy E0023, E0033.
 4. Patient Tracking, Sheltering and Evacuation Protocol E0018, E0020, E0022, E0033.
 5. Emergency Officials Contact Information Policy E0029, E0031.
 6. Emergency Use of Volunteers & Volunteer Tracking Policy & Procedure E0018, E0024.
 7. Master Mutual Aid Agreement and Disaster Transfer Agreements Policy E0025.
 8. Medical and Pharmaceutical Supplies Emergency Preparedness Policy CAH E0015.
 9. Medical and Pharmaceutical Supplies Emergency Preparedness Policy SNF E0015.
 10. Hospital Requesting and Functioning Under an 1135 Waiver Policy E0026.
 11. Hospital Incident Command System Policy E0007
 12. Emergency Preparedness Plan Patient Population Policy E0007
 13. Essential Equipment on Generator Power Policy E0015.
 14. Fire Watch Policy and Log Sheet (NFPA)
- iii. Annual approval of the Emergency Preparedness & Operations Plan Manual E0004 – **For Possible Action.**
Motion to approve (items ii and iii) the Emergency Preparedness policies, procedures and plans as currently composed and modified under the direction of the CEO as well as the approval of the Emergency Preparedness & Operations Plan Manual E0004. Second by Vice Chair Hultgren. Motion passed unanimously.
- iv. Annual approval of Plant Operations Policy and Procedure Manual. – **For Possible Action.**
Motion to approve the Plant Operations Policy and Procedure Manual with definitive timelines added to policies that require logging and tracking made by Trustee Bendure. Second by Secretary Safford. Motion passed unanimously.
- v. Approve Hospital Formulary Policy and Procedure - **For Possible Action.**
- vi. Approve Rapid Sequence Intubation Policy and Procedure - **For Possible Action.**
Motion to approve (items v. and vi.) the Hospital Formulary Policy and Procedure and the Rapid Sequence Intubation Policy and Procedure made by Trustee Bendure. Second by Secretary Safford. Motion passed unanimously.

At this point in the agenda, a change of order was requested by Administrator Hixenbaugh for the board to hear items x. and xi. before proceeding. Chair Pierce accommodated Cynthia's request by taking items x. and xi. out of order.

- vii. Election of Officers to Board of Trustees.
Chair nomination was called for. Trustee Safford nominated Trustee Hultgren.
A motion to elect Carolyn Hultgren to the position of Chair was made by Trustee Safford. Second by Trustee Pierce. Motion carried unanimously.

Vice Chair nomination was called for. Trustee Safford nominated Trustee Pierce. Trustee Pierce declined the nomination. Trustee Tueller nominated Trustee Safford.
A motion to elect Charles Safford to the position of Vice Chair was made by Trustee Tueller. Second by Trustee Pierce. Motion carried unanimously.

Secretary nomination was called for. Trustee Bendure was nominated by Trustee Pierce for the position of Secretary.
A motion to elect Ted Bendure to the position of Secretary was made by Trustee Pierce. Second by Trustee Tueller. Motion carried unanimously.
- viii. Appoint Board Representatives to Hospital Committees – **For Possible Action.**
 1. Patient Safety Committee. Trustee Pierce was agreeable to be appointed to the Patient Safety Committee.
 2. Executive Committee. The trustees appointed to the Executive Committee must be the Chair and Vice Chair of the board. Chair Hultgren and Vice Chair Safford will be appointed.
 3. Joint Conference Committee. Secretary Bendure was agreeable to be appointed to the Joint Conference Committee.
 4. Wage Committee. Secretary Bendure was agreeable to be appointed to the Wage Committee.
 5. Finance Committee. The Finance Committee will consist of all board members.

6. Board Policies and Procedures Committee. Trustees Tueller and Hultgren were agreeable to be appointed to the Board Policies and Procedures Committee.
7. Pershing Healthcare Foundation Representatives. Trustees Hultgren and Safford were agreeable to be appointed as the Pershing Healthcare Foundation Representatives.
8. Recruitment Representative (physicians and upper level management positions). Trustee Bendure was agreeable to be the Recruitment Representative and Trustee Safford was agreeable to be an alternate representative.

A motion to appoint the above slate of representatives to hospital committees made by Trustee Bendure. Second by Trustee Safford. Motion carried unanimously.

- ix. Annual review of Pershing General Hospital Board of Trustees Bylaws – **For Possible Action.**

- Trustee Hultgren asked for Bryce Shields' input regarding the bylaws. Trustee Safford recommended to the board that Carolyn and Bryce meet to discuss the bylaws and report back to the board.

No action taken.

- x. Approve appointment of audit firm as required by NRS 354.624, for the year ended June 30, 2020. Administration recommends reappointment of WIPFLi CPAs and Consultants – **For Possible Action.**

Motion to approve reappointment of the audit firm WIPFLi CPAs and Consultants for the year ended June 30, 2020 as recommended by staff, made by Trustee Bendure. Second by Trustee Safford. Motion carried unanimously.

- xi. Approve Pershing General Hospital's proposed response to Audit Finding #2019.001-Internal Control Over Preparation of the Financial Statements for the year ended June 30, 2019. – **For Possible Action.**

Motion to approve Pershing General Hospital's proposed response to Audit Finding #2919.001 – Internal Control Over Preparation of the Financial Statements for the year ended June 30, 2019 made by Trustee Hultgren. Second by Trustee Bendure. Motion carried unanimously.

6) PERSHING HEALTHCARE FOUNDATION: UPDATE by Carolyn Hultgren.

The foundation had a meeting in January. Carolyn and Cindy reported that the foundation decided the annual dinner will be on August 8, 2020 and will be a Basque theme again because it went over so well last year.

7) OTHER ITEMS

a. CORRESPONDENCE – For Possible Action.

- "What is Diabetes?" flyer. P.A. McBride will be giving an educational discussion on both February 4 and February 7, 2020 at the library.

b. LEGAL – For Possible Action.

- Bryce expressed that he understood he would be legal counsel for the board for a few months. He has been acting as counsel for a year now and if he is to continue, he would like to attend training.

The board took the following position: It was agreed that it is very appropriate for Bryce to attend training.

c. OPEN SESSION – For Possible Action.

- Action regarding litigation or potential litigation.

d. OTHER – For Possible Action.

- Dana Tueller reminded everyone that WRTS is a good conference for trustees and is June 10-12, 2020 in Reno. They are looking for speakers. If you know of any good speakers, please let Dana know.
- Fireman's Ball is on April 4, 2020. You will get invitations for that sometime in March.

8) PUBLIC COMMENT

- Joe expressed his deep appreciation for the work of the Board, Administrator and Department Heads of the hospital.

9) ADJOURN: As his last official act as Board Chair, Trustee Joe Pierce adjourned the meeting at 7:40 P.M.