



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
January 24, 2019

ENTITY: Pershing General Hospital  
DATE: January 24, 2019  
TIME: 5:30 pm  
PLACE: Pershing County Community Center

**Attending:** **Board:** Carolyn Hultgren, Charlie Safford, Joe Pierce, Dana Tueller, Ted Bendure, Carol Shank  
**Staff:** Patty Bianchi, Cindy Hixenbaugh, Jon Smith, Loren Bianchi, Patti Speer, Christina Dickerman, KayDawn Hughes and Bryce Shields

- 1) **CALL TO ORDER** – by Chairman Joe Pierce at 5:30 p.m.
- 2) **PUBLIC COMMENT** – Wyatt Hughes, of Boy Scouts Troop 99, introduced himself to the Board of Trustees. Wyatt was in attendance for his Citizenship Merit Badge. He had to attend a public meeting and then report back to his Troop.
- 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 December 28, 2018
  - b. Warrants (Check Register)
  - c. Patient Account Write-Offs for December 2018
  - d. Approve proxy credentialing for VRad Radiologist Leelanand Rachakonda

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the Consent Agenda amending the December 28, 2018, Minutes to reflect that there is no recording due to malfunctioning equipment, made by Ted Bendure and seconded by Carolyn Hultgren. Motion carried unanimously.

4) **REPORTS**

- a. **Risk Management:** KayDawn Hughes, Risk Manager, provided the Board of Trustees with the quarterly Risk Management and Quality Assurance and Improvement Plan report. KayDawn reported there were no sentinel events, no hospital acquired infections, and nine customer complaints that were investigated and resolved. KayDawn updated the Board on the last Quality Improvement meeting and projects presented by staff, which included a change in process for meal serve out to patients wishing to stay in their rooms, and LTC test results will be filed by one person so staff can find them easily – one method will be used and a meal survey was created by the Dietary Manager for residents to voice their opinions on their meals.

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the quarterly Risk Management Plan and Quality Assurance and Improvement Plan made by Ted Bendure and seconded by Charles Safford. Motion carried unanimously.

- b. **USDA PROJECT UPDATE:** Loren Bianchi updated the Board as to the status of the USDA project. The roof material manufacturer inspector will be on site on 2/6/19 to inspect the progress of our roofing project and to determine if the subcontractor can move forward with the last two layers of materials to complete the section of roof they have been working on. The carpenters have been working on the soffits on the building, the plumbers have been working underneath the building on the pipes and it has been determined that a majority of the condensate lines will not need to be replaced as there was very little blockage in the lines as was suspected. Q & D Construction will continue to finance the project until the government reopens. There is one pay application pending the USDA's approval. We are grateful for Q & D for continuing the project during the government shut down and to Dan Kintzler for checking on our facility in the evenings and weekends to make sure leaks are addressed immediately in inclement weather.

Patty Bianchi stated she contacted financial institutions to inquire about construction loans during the federal government shutdown. She included an article in the Board packet, which described the plight other facilities are in with no funds being approved during the shutdown. Jon Smith, NRHP Regional CFO, stated that he has a call in to the Q & D accountant to discuss interest options that are in accordance with the Letter of Conditions and the risk the hospital would take continuing the project without USDA approval if Q & D were to continue to fund the project and charge the hospital interest. USDA has the authority to not approve a pay application and the hospital may not be able to recoup any funds expended during the shutdown. Patty stated she reached out to our Senators to encourage an end to the shutdown. Each application will come in the form of a change order to track expenditures.

- i. Discuss CEO's authorization and signature authority to approve interest on unpaid invoices due to government shutdown – USDA; **For Possible Action**

The Board decided to table this item until there is more information regarding how Q & D will fund the project and to ensure we are in line with the Letter of Conditions concerning the interest rate we could incur.

**c. Administrator/CEO: Update**

Patty Bianchi notified the Board members that the Annual employee dinner is on Saturday, January 26, 2019 at the Community Center. Ted Bendure let us know that there is talk in the community that the hospital cannot pay our bills and the construction workers are no longer working. Patty responded with a post on the hospital's Facebook page stating that the hospital is financially stable and we continue to work hard to not disrupt care during the project. The lobby looks beautiful with the new floors, ceiling and paint. We hope to begin moving back to our offices the week of February 11<sup>th</sup>. The transition is coming along, Patty includes Cindy in situations and licensure is coming due so she will gain experience with the renewals. Patti Speer's replacement has been hired; Rebecca Yancy and Pamela Weeldreyer will join us as our new Executive Assistant.

**d. Chief Financial Officer: Update**

- i. Financial Statements for the period ended December 28, 2018

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the December 28, 2018 Financial Statements as presented made by Ted Bendure and seconded by Charlie Safford. Motion carried unanimously.

- ii. Revenue Cycle Dashboard December 2018 – Jon Smith reviewed the Revenue Cycle Dashboard with the Board that was included with the packet.

**e. Chief Nursing Officer: Update**

Christina Dickerman reported the current census: 1 Acute, 1 Swing, 25 LTC patients. The staff has done a terrific job working with our Swing patient. Christina was concerned the patient would not progress, however, the staff worked diligently with the patient and now the patient is up and walking. The LTC payment make-up is 23 Medicaid and two private pay. There were no observation patients for December and two patients returned within 72 hours to the Emergency Room. She will provide the Board a report that shows readmissions within 30 days of discharge in the future once she learns how to run the report.

**f. Chief Operating Officer: Update**

Cindy Hixenbaugh updated the Board on the Clinic, Lab, IT and Maintenance Departments. Cindy reported that Penny Bartel, FNP, has resigned and the Clinic will begin notifying Penny's patients by the end of the month. We will begin recruitment for another provider.

**g. Chief Procurement Officer: Update**

Helen Joubert reported she hired a housekeeper and laundry aide/housekeeper to provide coverage seven days a week. This will help the aides keep up on the amount of laundry and linen that needs cleaned each day. In Materials, she and Rene have been trying to keep ahead of the snow storms to ensure our supplies make it over the pass before they close the roads as most of our items come from California.

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

- a. **UNFINISHED BUSINESS:**
- b. **NEW BUSINESS:**

i. Approve revised Uncompensated Care Policy – **FOR POSSIBLE ACTION**

Debbie Mock, Revenue Cycle Manager, provided the following information: When the Affordable Care Act was implemented, it required all Americans to have health insurance or there would be a fine assessed with their taxes. At that time we, changed the Uncompensated Care Policy to state that everyone would have to have insurance to qualify for the program. Since that time the Affordable Care Act has changed. With the Trump Administration, for the 2019 tax year, the penalty is no longer in effect for individuals who do not have health insurance. With this change, Debbie asked the Board to approve the policy revision stating that the uninsured can qualify for the Uncompensated Care Program.

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve revised Uncompensated Care Policy made by Charles Safford and seconded by Ted Bendure. Motion carried unanimously.

ii. Annual Evaluation of Critical Access Hospital – **For Possible Action**

Patty Bianchi presented the annual CAH evaluation to the Board. Patty notified the Board members that the next evaluation will include more statistics and possibly quality measures.

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve the Annual Evaluation of Critical Access Hospital made by Ted Bendure and seconded by Charles Safford. Motion carried unanimously.

iii. Election of Officers to Board of Trustees– **For Possible Action**

- 1. Chairman, Vice Chairman, Secretary

**BOARD TOOK THE FOLLOWING ACTION:**

**Chairman nomination was called for.** Ted Bendure stated his interest in the Chairman position (self-nomination). Dana Tueller nominated Joe Pierce to continue as Chairman and Carolyn seconded the nomination. The Chairman called for votes for Ted Bendure; Ted voted. The Chairman called for votes for Joe Pierce; Carolyn Hultgren, Charles Safford and Dana Tueller voted. Joe Pierce will remain Chairman.

**Vice Chair nomination was called for.** Charles Safford nominated Carolyn Hultgren and Ted Bendure seconded the nomination. The Chairman called for a vote and the Board unanimously voted for Carolyn Hultgren to remain as Vice Chairperson.

**Secretary nomination was called for.** Ted Bendure nominated Charles Safford and Dana Tueller seconded the nomination. The Chairman called for a vote and the Board unanimously voted for Charles Safford to remain as Secretary.

iv. Appoint Board Representatives to Hospital Committees– **For Possible Action**

- 1. Patient Safety Committee – **Carolyn Hultgren**
- 2. Executive Committee – **Joe Pierce and Carolyn Hultgren**
- 3. Joint Conference Committee – **Ted Bendure**
- 4. Wage Committee – **Ted Bendure**
- 5. Finance Committee – **The entire Board of Trustees**
- 6. Board Policies and Procedures Committee – **Carolyn Hultgren and Dana Tueller**
- 7. Pershing Healthcare Foundation – **Carolyn Hultgren and Charles Safford**

**BOARD TOOK THE FOLLOWING ACTION:** Motion to approve committee appointments made by Ted Bendure and seconded by Charles Safford. Motion carried unanimously.

6) **PERSHING HEALTHCARE FOUNDATION:** Carolyn Hultgren reported that the Foundation is seeking a Registered Agent. Bryce Shields let the Board know that he will help find someone before the Foundation's February 8 meeting.

7) **OTHER ITEMS**

a. **CORRESPONDENCE** – No correspondence.

b. **LEGAL-** No legal issues at this time. Bryce Shields stated he is excited to represent the hospital and looks forward to working and learning from us. Joe Pierce welcomed Bryce as Board Counsel.

i. A closed session may will be held in accordance with the provisions of NRS 241.015 (2)(B)(2), The Pershing General Hospital and Nursing Home Board of Trustees will meet with Legal Counsel to discuss potential or existing litigation.

c. **OPEN SESSION**

i. Action regarding litigation or potential litigation.

d. **OTHER** – Patty Bianchi suggested the Board of Trustees consider a Negotiations Committee or representative to begin negotiations with the new Administrator. The Board decided on February 11 at 4:30 pm for a Special Board meeting to designate a representative or committee members and to set negotiations dates. The Board members requested a copy of Patty's contract to assist in setting a salary and salaries of CEOs across the state in NRHP.

8) **PUBLIC COMMENT** (Public comments and discussion. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Personnel matters will not be heard in public comment. Public comment will generally be limited to 3-5 minutes per person). – No public comment.

9) **ADJOURN:** By Chairman Joe Pierce at 7:19 p.m.