



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
Thursday, February 27, 2020

ENTITY: Pershing General Hospital
DATE: February 27, 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 – Meeting called to order by Chair Hultgren @ 5:31 P.M.
2) PUBLIC COMMENT
• Pam provided binders for the trustees, county liaison, and board counsel. She will refill them with current meeting information to ensure they have the required documents in proper order for their meeting.
3) CONSENT AGENDA - The Board will consider, for possible action, these items in their entirety, without discussion.
a. Meeting minutes for Regular Board Meeting January 23, 2020.
b. Warrants (Check Register).
c. Acceptance of the following terminations as of 2-11-2020 due to lack of availability for Andrew Abrass, M.D.; Carol Scott, M.D.; and Ajeet Mahendernath, M.D., accepted at February 26, 2020 Medical Staff meeting.
d. Approval of Reappointment for vRad Radiologists Stephanie Runyan, D.O. and James Turner, M.D. accepted at February 26, 2020 Medical Staff meeting.
e. Approval of Reappointment of David Crutchfield, M.D., AAS with the requirement that ACLS and PALS be renewed and updated cards be provided to Verge or PGH within 90 days.
Motion to approve the consent agenda as presented made by Trustee Pierce. Second by Secretary Bendure. Motion passed unanimously.

- 4) REPORTS
a. Risk Manager: Update by KayDawn Hughes.
• NRS 439.875 Patient Safety Committee – The number of sentinel events was 0. The number of acquired infections in-house for acute was 0 and long-term care was two.
• There were no complaints in January.
• Large-group LGBT training has been completed. There are a few more employees to schedule who were unable to attend the large-group trainings.
• Quality Indicator Results for Emergency Room (E.R.) visits: The goal is 92% for the current quarter. Vital signs taken within 20 minutes of discharge are at 97%, the opioid prescribing in the ER is at 100% (one out of one for the quarter), and the measure for critical labs reported to the provider within 60 minutes is at 40% (two out of five).
• Cindy congratulated KayDawn and announced an all-green reporting dashboard at a LiCON meeting last month.
b. Chief Nursing Officer: Update by Christina Dickerman, R.N., CNO.
i. Critical Access Hospital and Skilled Nursing Facility Utilization
• Admissions – There were three acute admits in January. There were three swing admits and there were 136 E.R. admissions.
• Referrals – Out of 34 referrals for Long-Term Care (LTC) and Swing, we were able to accept one LTC and one Swing. We declined 31 and there was one withdrawal due to no payer source or care exceeds capacity or no open beds. Care exceeds capacity includes severe behavioral issues or medically complicated.
• Transfers – There were 16 transfers in January. Eleven were medical, four were mental health, and one was trauma.
• 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 25.
• Kudos to Beth Knight and Tonya Leonard (a foundation scholarship recipient), because they were mentioned specifically for the great care that they provided patients who were seen in the emergency department.
• The Long-Term Care Survey took place February 9 through 12. The statement of deficiencies came today.
• Melissa Washabaugh, a foundation scholarship recipient, was nominated for the Northern Nevada Achievement Award in community behavioral health.
• COVID19 – The Centers for Disease Control and Prevention (CDC) thinks the risk of an outbreak of Coronavirus (COVID-19) in our community is low, however this does not stop us from planning for it. Paulie Blochowiak and

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KayDawn have been working hard on our plan. We have a verbal plan at this point and our written plan will be completed by the end of the week. We are preparing...hopefully, we never see it.

c. **Chief Procurement Officer: Update by Cynthia Hixenbaugh, Administrator**

- i. Pennington Grant Purchase Update – Due to Helen's recent absences, purchasing has ceased, but will resume upon her return.

d. **Chief Financial Officer: Update by Lynn Broyles, CFO**

- i. Financial Statements for the period ended January 31, 2020 – **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.
- During the month of February, a fraudulent check was presented to the bank for payment. It was discovered the day after it was deposited. The amount was \$80.00 and the bank did reimburse it. We will have to purchase additional fraud protection. Lynn assured the board that they are looking at ways to be efficient, accurate, and safe.

**Motion to approve the financial statements for the period ended January 31, 2020 made by Trustee Pierce. Second by Trustee Tueller. Motion passed unanimously.**

- ii. Revenue Cycle Dashboard January 2020.

- Lynn and Debbie reviewed the revenue cycle dashboard with the board.
- Vice Chair Safford remembers the severe crunch in '08 and sees that potentially a severe crunch could come again. Vice Chair Safford is worried about the financials and understands that it is too early to tell what may happen, but suggests to be aware that the recent losses are worrisome. Administrator Hixenbaugh affirmed that there are weekly meetings, the sole purpose of which is to make sure that financials are at the forefront of all departments.

e. **Revenue Cycle Manager: Update by Debbie Mock**

- The business office billed out 1,632 claims in the month of January. Of those claims, 1,248 were primary claims totaling \$1,149,963.60. Of the primary claims, 1,080 have already paid or been processed for reimbursement totaling \$566,573.30.
- We had one observation, 229 lab patients, 35 physical therapy patients, ten respiratory, 15 special service, 68 occupational health, 42 x-rays, and 28 patients who used multiple outpatient services. These totaled \$222,327.80 in revenue.
- One hundred thirty-six ER visits generated \$408,431.34 in revenue.
- Seven hundred and three patients in the clinic generated \$122,324.60 in revenue.
- Three Swing and two Acute patients generated \$30,414.00 in revenue.
- Twenty-five nursing home patients generated \$240,250.00 in revenue.
- Included in the board packets is a printout from Trubridge, which is an analysis of our AR financials. Debbie reviewed and explained the pie charts and data contained in the report
- Secretary Bendure asked how many open spots we have in a month in the clinic. Cynthia explained that our target was 627 with 30 procedures and our actual was 703, so we exceeded target last month.

- i. Patient Account Write-Offs for December 2019. No action was taken at the last board meeting - **For Possible Action.**

**Motion to approve the Patient Account Write-Offs for December 2019 made by Secretary Bendure. Second by Trustee Pierce. Motion passed unanimously.**

- ii. Patient Account Write-Offs for January 2020 – **For Possible Action.**

- Amount written off for uncompensated care was \$10,725.22.

**Motion to approve the Patient Account Write-Offs for January 2020 made by Secretary Bendure. Second by Vice Chair Safford. Motion passed unanimously.**

f. **Administrator/CEO: Update**

- i. Rural Health Clinic Utilization

- Pam took the lead on reactivating an employee safety committee with Lola as a manager liaison. They met this month and will meet monthly until processes are figured out and then will meet quarterly.
- Annual Orientation Training and Dementia Training was held the week of February 10<sup>th</sup> this year. Lola is the organizer. Topics for the training include abuse & neglect, Fire Safety, Universal Precautions, Hand hygiene, Compliance, HIPAA, and EMTALA. Dementia training is an NRS requirement for Skilled Nursing Facilities. Make-up sessions will be available for those who could not attend.

- While we had Annual Training for staff on Tuesday, the Health and Life Safety Surveyors showed up for their annual Skilled Nursing Facility inspection. An exit interview was held that Thursday. We just received our Statement of Deficiencies for the Federal CAH Life Safety Survey conducted in December. The surveyors have 15 business days to provide their Statement of Deficiencies, but it has been taking at least two months to receive them. We have ten calendar days to complete the Plan of Correction.
- The Life Safety surveyors were pleased with the progress we made on our Emergency Preparedness Manual since the Federal Life Safety Survey. They found that we need to add a Response to Cyber Attack policy to our All-Hazards procedure. It will come to the Board for approval at the March meeting. The Cyber Attack Policy will be driven by Jim Weeldreyer, our IT Director. The Emergency Preparedness Plan training was found to be deficient so Loren, KayDawn, Jim and Cindy will begin training with the March dementia training and new hire orientation.
- We had a survey recap meeting the following Wednesday to discuss the exit interview and to see how many items had already been addressed or in the process of correction. Christina, KayDawn, Loren, Nicole, Lola, Shannon, and Paulie attended the meeting because their departments were affected by the survey and will have corrections.
- We are still expecting a CAH follow-up survey due to the immediate jeopardy they found in November. The surveyors have the right to resurvey any of the items, not just the immediate jeopardy tag.
- The clinic is watching the number of no-shows and Cindy asked that they track the insurance the people have, the number of add-ins in their place each day, as well as the number of no-shows as a percent of total patients seen each month. Cindy receives a daily census from the clinic and reviews the statistics. Jim has scheduled a demo with an appointment reminder service and we will see if it is feasible as well as compatible with our scheduling software. Secretary Bendure thinks people should be more responsible and it may be time to start charging patients when they are a no-show. Cynthia explained that there may be other options before we resort to charging such as the possibility that we could have extended hours to help compete with urgent care and the auto reminders.

## 5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

### a. UNFINISHED BUSINESS

- i. Annual review of Pershing General Hospital Board of Trustees Bylaws – **For Possible Action.**  
**The board discussed and tabled the annual review of Pershing General Hospital Board of Trustees Bylaws until the next meeting.**

### b. NEW BUSINESS

- i. Annual approval of the Dietary Department Policy and Procedure Manual – **For Possible Action.**  
**Motion to approve the Dietary Department Policy and Procedure Manual as presented by Trustee Pierce. Second by Secretary Bendure. Motion passed unanimously.**
- ii. Annual approval of the Radiology Department Policy and Procedure Manual – **For Possible Action.**  
**Motion to approve the Radiology Department Policy and Procedure Manual as presented made by Secretary Bendure. Second by Vice Chair Safford. Motion passed unanimously.**
- iii. Approve and authorize CEO to sign amendment to current Interlocal Contract between State of Nevada and Pershing County Hospital District for the Intergovernmental Transfer/Upper Payment Limit (IGT/UPL) not to exceed \$454,028.00 – **For Possible Action.**  
**Motion to approve and authorize the CEO to sign the amendment to the current Interlocal Contract between the State of Nevada and Pershing County Hospital District for the Intergovernmental Transfer/Upper Payment Limit (IGT/UPL) not to exceed \$454,028.00 made by Vice Chair Safford. Second by Secretary Bendure. Motion passed unanimously.**
- iv. Approve and authorize CEO to sign amendment to current Interlocal Contract between State of Nevada and Pershing County Hospital District for the Voluntary Contribution for the Intergovernmental Transfer/Upper Payment Limit (IGT/UPL) not to exceed \$287,131.00. – **For Possible Action.**  
**Motion to approve and authorize the CEO to sign the amendment to the current Interlocal Contract between State of Nevada and Pershing County Hospital District for the Voluntary Contribution for the Intergovernmental Transfer/Upper Payment Limit (IGT/UPL) not to exceed \$287,131.00 made by Secretary Bendure. Second by Trustee Pierce. Motion passed unanimously.**
- v. Approve and authorize CEO to sign Interlocal Contract between State of Nevada and Pershing County Hospital District for the Inter Government Transfer/Upper Payment Limit (IGT/UPL) for fiscal year 2021 through fiscal year 2024 not to exceed \$879,716 contract total. – **For Possible Action**

**Motion to approve and authorize the CEO to sign the Interlocal Contract between the State of Nevada and Pershing County Hospital District for the Intergovernmental Transfer/Upper Payment Limit (IGT/UPL) for fiscal year 2021 through fiscal year 2024 not to exceed \$879,716 contract total made by Trustee Pierce. Second by Secretary Bendure. Motion passed unanimously.**

- vi. Approve and authorize CEO to sign Interlocal Contract between State of Nevada and Pershing County Hospital District for the Voluntary Contribution for the Intergovernmental Transfer/Upper Payment Limit (IGT/UPL) for fiscal year 2021 through fiscal year 2024 not to exceed \$551,260 contract total. – **For Possible Action.**

**Motion to approve and authorize the CEO to sign the Interlocal Contract between the State of Nevada and Pershing County Hospital District for the Voluntary Contribution for the Intergovernmental Transfer/Upper Payment Limit (IGT/UPL) for fiscal year 2021 through fiscal year 2024 not to exceed \$551,260 contract total made by Secretary Bendure. Second by Trustee Tueller. Motion passed unanimously.**

**6) PERSHING HEALTHCARE FOUNDATION: UPDATE by Carolyn Hultgren**

- They did not have a quorum, so they did not hold an official meeting.
- Carolyn visited with U.S. Representative Dr. Robin Titus and related that Dr. Titus would like to come to the next fundraiser dinner.
- The next meeting is on March 10 @ 5:00 P.M.

**7) OTHER ITEMS**

**a. CORRESPONDENCE – For Possible Action.**

- i. Cynthia provided the board members with a flyer for NRHP's Golf Tournament that is being held June 5 in Reno.

**b. LEGAL – None**

**c. OPEN SESSION – None**

**d. OTHER – For Possible Action.**

- i. The Pershing General Hospital and Nursing Home Board of Trustees may meet in a closed labor session pursuant to 288.220 to discuss contract labor negotiations concerning the position of full time Emergency Room physician – **For Possible Action.**

- Adjourn Closed Session
- Call to Order – at 8:18 P.M.

- e. Contract revision, change or no change concerning the position of full time Emergency Room physician – **For Possible Action**

**Because the previous CEO negotiated the contract in good faith, a motion to uphold the May 1, 2019 contract, as written, between Pershing General Hospital and William Everts, D.O. was made by Secretary Bendure. Second by Vice Chair Safford. Motion passed unanimously.**

**8) PUBLIC COMMENT -No comment.**

**9) ADJOURN: Meeting adjourned by Chair Hultgren at 8:20 P.M.**