



**PERSHING GENERAL HOSPITAL AND NURSING HOME BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING MINUTES**  
**Thursday, February 28, 2019**

**ENTITY:** Pershing General Hospital  
**DATE:** February 28, 2019  
**TIME:** 5:30 P.M.  
**PLACE:** Pershing General Hospital  
Conference Room – 850 6<sup>th</sup> Street, Suite 103

**ATTENDING:** **Board:** Joe Pierce, Carolyn Hultgren, Ted Bendure, Dana Tueller, Carol Shank  
**Staff:** Cindy Hixenbaugh, Patty Bianchi, Loren Bianchi, Christina Dickerman, Patti Speer, Rebecca Yancy, Pam Weeldreyer, Helen Joubert

- 1) **CALL TO ORDER -** By Chairman Joe Pierce at 5:31 P.M.
- 2) **PUBLIC COMMENT -** No Public Comment
- 3) **CONSENT AGENDA**
  - a. Meeting minutes for Regular Board Meeting January 24, 2019
  - b. Meeting minutes for Special Board Meeting February 15, 2019
  - c. Warrants (Check Register)
  - d. Patient Account Write-Offs for January 2019
  - e. Recredentialing for
    1. Robert Grierson Leckie, M.D.
    2. Carol Lynn Scott, M.D.
    3. Douglas Vacek, D.O.
    4. Kamin Beth Van Guilder, M.D.

**BOARD TOOK THE FOLLOWING ACTION:**

Motion to approve the Consent Agenda as presented made by Carolyn Hultgren and second by Ted Bendure. Motion Carried unanimously.

4) **REPORTS**

a. **USDA PROJECT UPDATE:**

Given by: Cindy Hixenbaugh

The project is moving right along. Roofers are putting the first few layers on now. Loren brought examples of the old roof and the new roof. Please take a look at them before you leave tonight.

There is work being done on the abatement in swing hall. The crew will be tearing the floor up and putting new down. They will do the floor and roof together as much as possible until it is done in Long Term Care. The plan is to have the roof completed by June 1st, maybe even sooner. It is loud, but going along well.

Ted Bendure commented that there are reports of garbage being blown out of trucks going to the dump. Law enforcement will be on the lookout for this.

b. **Administrator/CEO:**

Given By: Cindy Hixenbaugh for Patty Bianchi

Annual licensing and permitting with the kitchen, Hazmat and Air Quality has kept us busy.

The new X-ray equipment has been installed and is working well. It looks great and is easy to maneuver. The Board is encouraged to stop by and see it.

We are grateful to be back in our offices.

We are all doing our best during the construction project to keep our customers' needs met.

c. **Chief Financial Officer:**

Given By: Jon Smith

i. **Financial Statements for the period ended January 24, 2019**

Jon presented the January 2019 Financial Statements with a positive bottom line for the month driven by high volumes in both inpatient and swing beds, and continued strong performance in LTC.

Joe expressed concern with number of days cash on hand. Jon replied that even though we are not meeting target, it is really close and is very positive.

**BOARD TOOK THE FOLLOWING ACTION:**

Motion to approve the financials as presented made by Ted Bendure and seconded by Carolyn Hultgren. Motion carried unanimously.

**ii. Revenue Cycle Dashboard January 2019**

Jon reported that he was very pleased with outcomes and explained the findings. He asked if there were any questions or comments. Ted said it looks good. The Board thanked Jon.

**d. Chief Nursing Officer:**

Given by: Christina Dickerman

Our patient satisfaction was at 80%. This represents three complaints during the month and it looks like it is based on a particular provider. Christina will let the Board know more next month.

Our LTC Director has resigned and Christina will be performing those duties while we are recruiting.

Some residents are having difficulty accepting that they will have to move temporarily for the construction project to continue. The issues are being addressed as the needs arise.

Current data was discussed and Christina explained the process of the wait list for Long Term Care. There are currently eight to 12 people on the wait list.

We had our Skilled Nursing Facility Survey on February 4th, they were very helpful. During the exit interview, we found out that we are not meeting a current regulation on side rails, but we are working on correcting the problem. There is no substandard care. We had a zero medication error rate. We are very appreciative to our staff.

Census: Accute-0; Swing-1; Obs-0; LTC-24. LTC was down to 22 residents due to three deaths.

**e. Chief Operating Officer:**

Given by: Cindy Hixenbaugh

Cindy discussed the survey for life safety but has not received the statement of deficiencies, yet. Fixes include putting in an emergency stop button for the generator and removing some power strips.

Medical staff met yesterday and the opioid epidemic was discussed. Cindy gave a brief explanation of the discussion. We are being proactive with our procedures.

Penny resigned and is now gone. Her patients were notified. Dr. Van Guilder is now booking three weeks out and Tyson is booking two weeks out.

Cindy gave the maintenance department a big kudos for being so helpful while we were moving offices.

IT - Jim has been assisting with the move and getting computers relocated.

Also, a pat on the back goes to Jim with IT and to Helen in Purchasing for helping us move all the phone lines around.

There has been lots of cooperation and everyone has been working so well together. We really have great employees at PGH.

Dana asked about the new phone system. Cindy said we bought the new phone system and Jim, IT will be in charge of setting up the VOIP system.

Joe asked about the fire extinguishers. Cindy told the Board we have to lower them because the in-wall cases are too high and not accessible to all.

**f. Chief Procurement Officer:**

Given by: Helen Joubert

With more staff now, we have less complaints from staff and residents. Housekeeping is running really well. It's nice having extra help.

We purchased a new machine to clean the floors. We are waiting for training on it and then we will put it into service.

Supplies have been delayed due to weather.

Dietary is going along well. We ordered a new steam table; it should be here mid-March.

Cleaning is difficult to keep up with due to the construction.

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

**a. UNFINISHED BUSINESS:**

- i. Discuss CEO's authorization and signature authority to approve interest on unpaid invoices due to government shutdown - USDA

Cindy asked if we should take this item off future agendas or does the Board want it to remain on the agenda in case of another government shutdown? Ted expressed that he would like to leave it on. Carolyn agreed because it is listed as "For Possible Action".

**b. NEW BUSINESS:**

Put closed "labor" session on the agenda under Chapter 288. Bryce will assist with language.

**6) PERSHING HEALTHCARE FOUNDATION**

Given By: Carolyn Hultgren

Carolyn reported they will have a fundraiser in August and at their next meeting they will talk about another way they'd like to help our current and future employees with student loans.

**7) OTHER ITEMS**

**a. CORRESPONDENCE**

No correspondence

**b. LEGAL**

Bryce reported he was not aware of any pending legal action at this time.

**c. OPEN SESSION**

**d. OTHER**

Ted gave an update on the meeting with Joe and Cindy on Wednesday, February 26. He read through the entire contract and at the end of the meeting they had a concurrence regarding the contract excluding the salary. Bryce is looking at it now and they will look at salary at their next meeting.

Patti S. asked if the board members would be paid for the extra meetings because she had an inquiry and would like clarification. Joe said that the Bylaws say that they are paid. Bryce added that he needs to look into it because the state regulations would take precedence over our Board Bylaws.

Carolyn asked that a copy of the Bylaws be given to Bryce.

Patti S. introduced Rebecca Yancy (who will be replacing her) to the Board.

**8) PUBLIC COMMENT:** No public comment.

**9) ADJOURN:** By Chairperson Joe Pierce at 6:57 P.M.