



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
Thursday, March 26, 2020

ENTITY: Pershing General Hospital
DATE: Thursday, March 26, 2020
TIME: 5:15 pm

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

ATTENDING: **Board:** Chair Carolyn Hultgren, Vice Chair Charles Safford, Secretary Ted Bendure, Trustee Joe Pierce.
Zoom: Trustee Dana Tueller, Bryce Shields (Board Counsel), Carol Shank (County Commissioner-Liaison).
Phone:
Staff: Cynthia Hixenbaugh, Lynn Broyles, Christina Dickerman, Debora Mock, Jim Weeldreyer, Pam Weeldreyer.
Other: Debra Reid (Lovelock Review-Miner)

Unless otherwise noted, items may be taken out of order at the discretion of the chair. Two or more items on this agenda may be combined for consideration; and an item may be removed from the agenda or discussion delayed at any time. Supporting material for items on the public portion of this meeting agenda will be available at the office of the CEO simultaneous with provision of the same to members of the Board of Trustees, as described in NRS 241.020. Unless otherwise, noted, the entire Board of Trustees will act as the Board of Directors.

- 1) **EDUCATION MEETING CALL TO ORDER – Census Bureau Presentation – Chair Hultgren called the education meeting to order at 5:17 P.M.**
 - A presentation of the current census program detailing its use and importance was given by Census Organizer Connie Petritz. Connie provided the board with resources and was very grateful for the member's suggestions.
- 2) **EDUCATION MEETING ADJOURNMENT – Chair Hultgren adjourned the education meeting at 5:38 P.M.**
- 3) **REGULAR MEETING CALL TO ORDER – Chair Hultgren called the regular meeting to order at 5:38 P.M.**
- 4) **PUBLIC COMMENT**
 - Debbie Mock advised the board that she is on-call for EMS/Fire and if there is a call, she may need to excuse herself and apologizes ahead of time for any interruption.
 - Carolyn confirmed that Trustee Tueller and Mr. Shields were in attendance by the Zoom App. Carol Shank also joined.
- 5) **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 February 27, 2020.
 - b. Warrants (Check Register).
 - c. Approval of initial credentialing for Sandra Althaus, MD, Radiologist with NorthStar Imaging
 - d. Approve termination of privileges for Dr. Shihshiang Cheng, MD with Barton & Associates due to non-renewal.
 - e. Approve the Reappointment and Privileges for Nicholas Carlevato, M.D. a radiologist with Northstar, and Cathy Endo, M.D. a doctor in emergency medicine.

A motion to approve the Consent Agenda made by Trustee Pierce. Second by Secretary Bendure. Motion approved.
- 6) **REPORTS**
 - a. **Risk Manager –** No report.
 - b. **Chief Nursing Officer: Update**
 - i. **Critical Access Hospital and Skilled Nursing Facility Utilization**
 - Admissions – There were two acute admits in February. There was one swing admit.
 - Referrals – We were able to accept three LTC. We declined three, due to a full census, care exceeds capacity, or no payer source. Out of six Swing referrals, we accepted one, one withdrew and we declined four.
 - Acute/E.D. – There were nine “Returns within 72 Hours Same Diagnosis” and five “AMA/Left Without Being Seen.”
 - Long-Term Care – The current census is 25.
 - COVID-19 Report – Christina provided the board with detailed information through a PowerPoint presentation regarding the pandemic and its affect on PGH. Our response has been planned and undergoes updates on a nearly daily basis. She also addressed a myriad of questions from the Board members and the representative of the press in attendance. Christina stated that she would never share anyone's protected health information and declined to divulge testing information.

- Mr. Safford asked Cindy if we have a way to ask for masks. Cindy assured the board that we are in constant contact through daily inventories with the state. If the state has supplies, we receive an allocation. Charlie also asked if there is a plan in the works to ask for doctors. Cynthia replied that the State of Nevada has relaxed the regulation of providers practicing across state lines and a practitioner could undergo a quick credentialing process in order to receive emergency privileges.
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- c. **Chief Procurement Officer: Update**
- Cynthia explained to the board that Helen is working on inventorying our PPE supplies to make sure we have correct counts all around the facility.
- d. **Chief Financial Officer: Update**
- i. Financial Statements for the period ended February 29, 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.
 - Lynn and Cynthia also explained the process of documenting expenses throughout the COVID-19 pandemic so, at a later time, we can apply for reimbursement.

A motion to approve the financial statements for the period ended February 29, 2020 made by Secretary Bendure. Second by Trustee Pierce. Motion approved.
 - ii. Revenue Cycle Dashboard February 2020.
 - Debbie reviewed the revenue cycle dashboard with the board.
- e. **Revenue Cycle Manager: Update**
- i. Patient Account Write-Offs for February 2020 – **For Possible Action.**

A motion to approve the Patient Account Write-Offs for February 2020 made by Secretary Bendure. Second by Vice Chair Safford. Motion approved.
 - ii. Trubridge Financial Analysis
 - Included in the board packets is a printout from Trubridge, which is an analysis of our Accounts Receivable financials. Debbie reviewed and explained the pie charts and data contained in the report.
 - Debbie also explained the new process developed for use during the COVID-19 crisis. It should allow for patients to make payments and discuss payment plans without added risk of exposure.
- f. **Administrator/CEO: Update**
- i. Rural Health Clinic Utilization – For month of February
 - There were 686 patients seen and 19 of those were New Patients.
 - The clinic was closed for one day in observance of President's Day.
 - All providers and staff participated in the Annual Orientation and Dementia training.
 - There were 31 patients that have Medicaid, nine with Medicare, 19 with Commercial Insurance and two that were private pay with the PGH uncompensated care benefits.
 - There were 80 patients added to the schedule.
 - There were 61 No-shows.
 - During the COVID-19 outbreak:
 - We are asking that patients call the clinic before visiting in person. If they are experiencing flu-like symptoms, we are asking them to drive to the back of the clinic and to wait for a provider to triage their symptoms.
 - When the patients are presenting in the clinic for an appointment, they are screened and their temperature is taken. If they have any cold symptoms, they are asked to put a mask on.
 - We are limiting visitors to one per patient.
 - Medicaid and other insurance companies are allowing RHC providers to provide telephone encounters to prevent the at-risk patients from having to come into the clinic.

Administrator's report

 - Cynthia reported that in the past month she has attended countless teleconference meetings regarding COVID-19 with NRHP, NHA and LiCON.
 - Wellness Day Labs have been temporarily suspended to try to keep a minimum number of patients in our lobby at one time and to limit the amount of traffic through the ER.
 - Business Office is screening customers prior to coming in their office and are encouraging telephone payments.
 - Cynthia worked with Carol Shank to set up a LEPC meeting to discuss what the hospital is doing to prepare for COVID-19 and to find out what other entities are doing to prepare. Board member Safford asked Administration to be proactive and so we thought this would be the best venue for the information.

- The hospital activated the Hospital Incident Command System as of 3/13/2020. Cynthia is the Incident Commander and assignments are being made to plan and prepare for potential COVID in our community and hospital. The team will meet daily to review the day and needs for the next day including what went right or wrong, supplies update and plan update.
- EMTALA rules have been relaxed so the hospital and Clinic are able to do car screenings and perform rapid flu/strep/RSV testing outside and COVID if indicated.
- Medicaid is allowing telehealth visits via the telephone in the Clinic at this time and we have hopes that they will allow telehealth face to face encounters very soon.
- Our HICS Team met with Carol Shank and Jerry Allen to discuss future needs from the county for the community with Dr. VanGuilder who is our County Health Officer. Our HICS Team consists of Christina Dickerman and Laurie Schmith as Planning Chiefs, Loren Bianchi as Operations Chief, Jim Weeldreyer as Logistics Chief and KayDawn Hughes as Liaison. At this meeting, we discussed the potential need for some form of housing for those who cannot self-isolate in their homes due to too many people, small spaces and/or homeless. An alternate care site for an influx of patients such as the community center or 4H building. Our plans and processes change almost daily based upon the information that is passed down from CDC and State of Nevada.
- In the middle of the outbreak, we were required to answer our Life Safety Survey for SNF which was due 3/13/2020; all items have been repaired.
- Because COVID has been our focus, the auto dialer/reminder has been put on hold, but we did have a demonstration and discussion with a vendor.

7) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

a. UNFINISHED BUSINESS – For Possible Action.

- i. Annual review of Pershing General Hospital Board of Trustees Bylaws – **For Possible Action.**
A motion to accept the bylaws as amended was made by Secretary Bendure. Second by Vice Chair Safford. Motion approved.

b. NEW BUSINESS

- i. Approval of Response to Cyber Attack Policy – **For Possible Action.**
- ii. Approval of Cyber Defense Best Practices Policy – **For Possible Action.**
- iii. Approval of Ransomware Prevention Strategies Policy – **For Possible Action.**
- iv. Approval of Ransomware Prevention Training for End Users Policy – **For Possible Action.**
- v. Approval of Emergency Expansion of Services – Patient Capacity Policy – **For Possible Action.**
- vi. Approval of Emergency Water Supply Policy Revision – **For Possible Action.**
- vii. Approval of the Transplant Safety Policy Specific to the Use of Apligraf® and Dermagraft® – **For Possible Action.**
A motion to approve policies i. through vii. made by Trustee Pierce. Second by Secretary Bendure. Motion approved.
- viii. Authorize CFO Lynn Broyles to close the Wells Fargo Construction Bank Account to mitigate any risk of fraud loss and transfer the remaining balance to the PGH savings account – **For Possible Action.**
A motion to authorize CFO Broyles to close the Wells Fargo Construction Bank Account to mitigate any risk of fraud loss and transfer the remaining balance to the PGH savings account made by Vice Chair Safford. Second by Secretary Bendure. Motion approved.

8) PERSHING HEALTHCARE FOUNDATION: UPDATE

- The foundation is still planning to have a fundraising dinner in August.
- Carolyn will be suggesting that their April meeting will not occur due to the current COVID situation unless they receive an application for a scholarship.

9) OTHER ITEMS

a. CORRESPONDENCE – For Possible Action.

- i. Burning Man Project thanks PGH for the dedicated hard work we do to make our community and the world a better place. Approve acceptance of a \$1,000.00 donation from Burning Man Project to the PGH Activities Program.
 - The board acknowledge the donation from Burning Man. Cynthia sent a thank you note.
- ii. Acknowledgement of donations by C Punch Inn and Cowpoke Café.
 - The board acknowledged the thoughtful donation of toilet paper from C Punch and a case of lettuce from Cowpoke.

b. LEGAL – For Possible Action.

- i. The Pershing General Hospital and Nursing Home Board of Trustees may by law receive information from legal counsel regarding potential or existing litigation involving a matter over which the Pershing General Hospital and

Nursing Home Board of Trustees has supervision, control, jurisdiction or advisory power, and such gathering does not constitute a meeting of the Pershing General Hospital and Nursing Home Board of Trustees pursuant to Nevada Revised Statutes 241.015.

- Bryce provided clarification on purchasing and government work.
- Can someone from the foundation with signing authority come to Bryce's office and amend the Articles of Incorporation and electronically sign the document by March 31, 2020? Carolyn appointed Cynthia to meet with Bryce to complete the filing.

c. **OPEN SESSION – For Possible Action.**

- i. Action regarding litigation or potential litigation – None.

d. **OTHER – For Possible Action**

- Cynthia stated that the employees at Pershing General Hospital are some of the toughest people she has ever worked with and is very proud of them for stepping up on the Emergency Preparedness and Incident Command System; we are well ahead of other places. Kudos to all of them.
- Carolyn expressed the board's best wishes and kudos to the employees.

10) 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.)

- Dana reported that the upcoming Hospital Board Symposium has been canceled but will be rescheduled for next year. She will see if any of the information that would have been presented will be available.

11) ADJOURN: For Possible Action – Chair Hultgren adjourned the regular meeting at 7:30 P.M.