



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

ENTITY: Pershing General Hospital
DATE: March 28, 2019
TIME: 5:30 P.M.
PLACE: Pershing General Hospital
Conference Room – 850 6th Street, Suite 103

ATTENDING: **Board:** Joe Pierce, Carolyn Hultgren, Charlie Safford, Ted Bendure, Dana Tueller, Carol Shank
Staff: Cindy Hixenbaugh, Loren Bianchi, Rebecca Yancy, Pam Weeldreyer, Helen Joubert, Jon Smith

- 1) **CALL TO ORDER -** By Chairman Joe Pierce at 5:30 P.M.
- 2) **PUBLIC COMMENT -** No Public Comment
- 3) **CONSENT AGENDA**
 - a. Meeting minutes for Regular Board Meeting February 28, 2019
 - b. Warrants (Check Register)
 - c. Patient Account Write-Offs for February 2019 – no write-offs for February

BOARD TOOK THE FOLLOWING ACTION:

Motion to approve Part a., Part b., and Part c. of the Consent Agenda made by Carolyn Hultgren and second by Ted Bendure.
Motion Carried unanimously.

4) **REPORTS**

a. **USDA PROJECT UPDATE:**

Given by: Loren Bianchi

The progress is slow. The roof over the acute wing is 60% complete with the cap sheet. The tear-off, insulation, and re-sheeting over the dining room is complete. Sprinkler heads have started being changed and we are about 30% through that process. Changing the heads will reduce the response time to the head to seconds instead of minutes.

There is some abatement taking place on the acute side, but more abatements have yet to be done.

Ted Bendure asked Loren how we were doing schedule-wise. Loren replied that we are looking at the end of June for completion. USDA signed for the last bit of sprinklers in the attic. The excavation on the pipe will be on Monday.

Ted Bendure expressed a concern regarding the compromised lawn from the construction equipment. Can we do some kind of xeriscaping instead of replacing the grass? It would bring down the water bill. Loren replied the water bill would be reduced, but weed control costs would increase. Loren stated that you cannot use ground sterilizer around the hospital. Loren has looked into xeriscaping costs before and concluded that it is cost prohibitive for us. The cost of the chemicals and labor to apply the product far outweighs the cost of watering and maintaining lawn. Manpower cost is two hours to mow vs eight hours to pull weeds. Loren recommended leaving it as grass. Carolyn added, "Just as long as you mow." Loren stated that there have been no other surprises during the project. The roof is proceeding

The ceiling repair has been postponed until they finish the nursing home side because we only want to move the residents once; that is four to six weeks out. We are still on schedule, we are just using this to our advantage. We were able to get into the kitchen and get the sprinkler heads done. We had the kitchen off-line this week because the roofers were over top of the kitchen and we did not want any of the dirt filtering through the ceiling and into the food. We were also able to get the steam table installed at that time. We will be moving everybody back in today. Staff are happy.

b. **Administrator/CEO:**

Given By: Cindy Hixenbaugh for Patty Bianchi

Patty Bianchi is home ill, and Christina is working the floor tonight, so I will be giving their reports as well as my own.

c. **Chief Financial Officer:**

Given By: Jon Smith

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

Jon is late for the meeting.

Cindy asked if the Board has any questions regarding the statistics.

The lab is waiting on Doctors to orders and that explains why the numbers would be down. People are coming back now that there is not as much construction, so numbers could get better. Carolyn said she could understand why the numbers were down and that the weather may have played a part in peoples' decisions to come. Jon Smith apologized to everyone for being so late. Looking at page three - the month of February – loss of \$66,000. February is a month of fewer days and this could lend to lower numbers. In march we will have an extra paycheck and that will have an impact. Swing bed and inpatient beds was down and the construction has had a short-term effect on us. Cash flow is strong because of accounts receivable practices. The biggest positive impact that we've had is expense management. We are below budget consistently. Concerned that we might not have paid a bill. Jon assured him that was not the case. Operating expenses are down four percent. Imaging took the biggest hit during the monthly for us. We are right in line with where we need to be. Total operating expenses - \$812,000. Cash flow stays strong. We budget \$900,000 so we are running below that amount. Patty, Cindy, and the team do a great job. Statistics – in patient census is down. Swing bed has been very strong. For the nursing home were down - 23.36 for the month. Currently, nursing home cost is \$275 per day. Nursing home rates in Nevada have not been re-based since 2003. The state has been in violation of their own state plan. The state is going to begin re-basing again. It could mean upwards of \$400-500,000 per year for us. Clinic visits were strong, but ER visits were down. In light of the construction work, we still have been able to maintain.

BOARD TOOK THE FOLLOWING ACTION:

Motion to approve the financials as presented made by Ted Bendure. Seconded by Charlie Safford. Motion carried unanimously.

ii. Revenue Cycle Dashboard January 2019

Very positive registration accuracy. Our numbers are in the 90th percentile. Cash flow is high. Overall February is typically a difficult month in healthcare, but we are doing the right thing. He asked if there were any questions or comments. The Board thanked Jon.

d. Chief Nursing Officer:

Given by: Cynthia Hixenbaugh

This was included in the Chief Operating Officer's report.

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

e. Chief Operating Officer:

Given by: Cynthia Hixenbaugh

Cindy and Lola Montes were able to attend the HR Legislative Advocacy Day in Carson City. We represented the Northern Nevada Human Resources Association. We talked to legislators regarding some of the HR bills that are coming into play. For example, the minimum wage. We met with Robin Titus, Lexi Hanson, and Susie Martinez. Lexi Hanson is unable to come to the county celebration, but sends her regards.

Patty B. and Cindy met with Jake from Intermountain Healthcare. They are a group in Salt Lake City who have multiple facilities. They are looking to branch out and form some affiliations in Nevada with some rural hospitals, and we will most likely pursue the opportunity. They will provide us award-winning protocols for our ER Department. They will allow us to do some leadership training; C-Suite and other Management can go to their trainings. And of course, policies and procedures. Eventually, we could look at telemedicine with them. One of the programs with them is hospitalist telemed. Some of the problems with our ER docs is that they don't like to round on the in-patients because they don't see them every day; they just see them on their shift. If we did hospice on telemedicine, they would be seeing the same doctor while they are an inpatient. We do not know costs, yet. They are working with a facility in Wyoming, and want to produce data for us to use in our determination. Intermountain Health we come out again and see if we want to pursue the program. Patty and Cindy concurred that it sounds like a great program. Renown has been a great partnership, but we don't get as much from Renown as we would through Intermountain Healthcare according to their representative Jake Stanker. We participated in budget meetings with department heads on Monday. All of the departments done in one day and we were done by 6:00.

The project is ongoing. There are lots of interruptions throughout the day that we are managing.

We are having Dementia Training this month.

Our IT Director Jim Weeldreyer is working on the new Voice Over Internet (VOIP) phone system

Clinic information – We met the new director of telemedicine for Renown yesterday. They came for a visit to put an update on our carts in the clinic and in the hospital. And he was doing outreach asking questions, like “What do we need, “What kinds of specialists do we need,” and “Are we having a hard time getting in?” Renown is still building their program and we try to use them as much as we can but there is some confusing on Renown’s part when we call in. They acknowledge that they have a lot of things to work on in building their program.

Last month we talked about if we were seeing more Winnemucca customers. Cindy reviewed the data regarding the Winnemucca zip code and it fluctuates between 59 and 63 and Cindy did not see much difference in the numbers. Carolyn expressed that she had heard some rumblings about HGH. Cindy concurred that Humboldt General is going through some difficulties right now. Cindy heard that HGH is using a rotating system in their clinic and people do not like it so come here in order to see the same provider.

We are talking with PA Arthur Johnson about coming to our facility sometime in April. He would work in the hospital with Dr. Vacek and if all goes well, we may consider full time employment beginning sometime in September.

Melissa Washabaugh is becoming an APRN in behavioral health and we are considering starting her at the clinic with a few hours and looking at options. Carolyn Hultgren asked if she would be seeing children at the school. This is not something we know about at this time.

Depending on results of a needs analysis, we are looking at bringing on a full-time ultrasound technologist.

Lab - Every time we have a power bump, our lab machines are affected. We will be purchasing a larger UPS unit for the prevention of equipment failure. Ted inquired as to how many power bumps we have in a month. Cindy replied that it happens frequently when it rains. Lisa is in Carson for Essential Management Skills training.

We received our federal skilled-nursing Medicare survey and it is due tomorrow. Everyone working diligently on completing it. We received deficiencies in nursing, activities, dietary, life safety. There is a total of 11 tags. Ted wondered if these were repeat deficiencies. Cindy replied that they were not and provided an explanation. A copy of the report will be available tomorrow if any of you would like to look at it.

Currently, we have 22 patients in long term care.

Doctor’s Day is Saturday

Dr. Van Guilder is booking about three weeks out and Tyson is at about one and one-half weeks out.

Charles Safford asked about technology usage for submitting the survey and Cindy explained that it is just not possible at this time.

Joe Pierce inquired of about how the transition is going for Cindy and Patty. Cindy explained that it is going well and that she is attending as many meetings as possible and doing my best to take notes and pay attention. She was able to attend the budget meetings

The May meeting will be Patty’s last meeting.

f. Chief Procurement Officer:

Given by: Helen Joubert

Staff are cleaning terminal rooms. This has increased the laundry poundage, but is necessary.

The new steam table has been installed.

Purchasing – I am training Rene to replace me when I retire, so I have sent Rene to CPSI training.

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 – No Action.

b. NEW BUSINESS: No new business.

6) PERSHING HEALTHCARE FOUNDATION

Given By: Carolyn Hultgren

No quorum for last meeting, but Cindy, Patty, and I attended. We will have another meeting next month.

Planning to have the Basque Dinner the 2nd Saturday in August. People have been inquiring about it.

No new applications for scholarship. Carolyn is happy that Melissa Washabaugh is getting close to being done.

7) OTHER ITEMS

a. CORRESPONDENCE

Department of Taxation Annual Review Report FY2017-18 – Cindy explained that every year we have a deficiency in our audit regarding a segregation of duties. Every rural hospital will have this same deficiency if they do not have an in-house CPA. A letter was written to answer it and needs to be signed.

Charles Safford asked Cindy about the letter and how Jon Smith figures in. Cindy explained that Jon is not our employee. Ideally, they would like to see every rural hospital have a CPA on staff, but since we can't do it at this time, this reply letter will suffice.

BOARD TOOK THE FOLLOWING ACTION:

Motion to accept the plan of action to be submitted to the Local Finance Department of Taxation and that each Board Member sign the copy of the letter to be used as a response made by Carolyn Hultgren. Dana Tueller seconded. Motion Carried unanimously.

b. LEGAL

Board members entitled to be paid for board meetings and committee meetings that they attend. There is a cap of \$500 per month. Joe asked for clarification that board members are to be paid for any meetings in connection with a committee. Bryce replied affirmatively.

c. OPEN SESSION

d. OTHER

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

9) **ADJOURN:** By Chairperson Joe Pierce at 7:13 P.M.