



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
Thursday, July 25, 2019

ENTITY: Pershing General Hospital  
DATE: July 25, 2019  
TIME: 5:30 pm  
PLACE: Pershing General Hospital  
Conference Room  
850 6<sup>th</sup> Street, Suite 103

PLACES POSTED: Pershing General Hospital  
Pershing County Courthouse  
US Post Office  
Pershing County Library  
[www.pershinghospital.org](http://www.pershinghospital.org)

ATTENDING: Board: Joe Pierce, Charles Safford, Carolyn Hultgren, Ted Bendure, Dana Tueller  
Staff: Cynthia Hixenbaugh, Lynn Broyles, Patti Speer, Debora Mock, Helen Joubert, Pam Weeldreyer, Bryce Shields.

- 1) CALL TO ORDER – By Chair Joe Pierce at 5:30 P.M.
- 2) PUBLIC COMMENT – Joe Pierce welcomed Lynn Broyles.
- 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 June 27, 2019.
  - b. Warrants (Check Register).
  - c. Patient Account Write-Offs for June 2019.
  - d. Review and Approval of Cooperative Agreement for use of law enforcement personnel between City of Lovelock and Pershing County Hospital District. – Carolyn Hultgren and Ted Bendure expressed that they had questions regarding the contract. Ted's concerns were that 1) the City should send it to us in a timelier manner and 2) he doesn't like how the contract is written because it sounds like we are paying for something we are not getting.  
Cynthia and Patti explained that this is the same contract that the board has approved each year. Law Enforcement has traditionally been here when we needed them; they drive by and/or walk through at shift change. This contract is PGH's part of an agreement set in motion many years ago. The county and the city agreed to apportion the city's rate to the hospital as the hospital benefited from it @ a higher rate; the city benefits from the agreement.
  - e. Approve Delineation of Privileges for Advanced Practice Registered Nurse Mental Health.
  - f. Approve proxy credentialing for Dr. James Balodimas a Radiologist with vRad.
  - g. Approve proxy credentialing for Renown Telehealth Providers:  
Hospitalist –Steven Dalton, DO  
Neuro-Hospitalist – Natasa Dragicevic, MD; Matthew Butrum, MD  
Neurology – Yen-Yi Peng, MD; Jennifer Tay, MD

**Motion to approve the consent agenda as presented by Carolyn Hultgren. Seconded by Charlie Safford. Motion passed unanimously.**

- 4) REPORTS
  - a. Administrator/Chief Executive Officer Cynthia Hixenbaugh: Update
    - The 340b account for prescription medications has been reactivated. Harry Norsworthy is encouraging our local pharmacist to participate and if he agrees, it begins in October. Charlie asked if our local pharmacist was reticent about joining the 340b program. Cindy replied that the pharmacist has not shared his reasons for not joining right away. Harry Norsworthy is working to facilitate the agreement. Financially, it would be good for both parties.
    - We offered a position to a social worker who is in the process of securing her Nevada license.
    - Lori Bell is working with us temporarily while HR Manager Lola Montes is on family medical leave.
    - Cynthia joined NNEMS Consortium as a Board Member.
    - Cynthia discussed that HGH is offering an ambulance to be available at PGH to relieve the over-taxing of LVFD and ensure timely transfers to a higher level of care. Charlie asked for more discussion regarding the HGH ambulance. Cynthia explained that HGH would staff and maintain

an ambulance here. They would house their own staff and take care of their own billing. Paramedics may be onsite for assistance as needed. It would help with the delay in patient care we currently experience due to LVFD being short-staffed.

- Nicole, Helen, and Carolyn manned a PGH booth for the Paiute Health and Wellness Fair last Friday.
- IT Director Jim Weeldreyer has been leading the new phone system project and will oversee the installation. It should be up and working by the end of next week.
- Cynthia met with NRHP to discuss their programs and assistance they provide to their member hospitals.
- PGH has expended all of the grant funds from the USDA \$50,000 grant.
- We had our audit planning meeting with the Wipfli group and they will provide us with the check lists for the audit in August.
- Lynn Broyles will be attending the board meetings now as our on-site CFO. She is working diligently on the financials.
- Bryce asked for further explanation of the law enforcement cooperative agreement. Bryce inquired as to whether we could get these services cheaper elsewhere. Cynthia reiterated that this agreement was made in return for the city's tax rate approved by the county and we are receiving the services.

**b. Chief Financial Officer Lynn Broyles: Update**

- i. Financial Statements for the period ended June 30, 2019
  - Lynn introduced herself and explained her areas of expertise and expressed her goal of learning about healthcare quickly.
  - Lynn explained that she is reviewing the financials and is working diligently to bring accurate numbers to the board.
  - Lynn extolled the work of both Patti Speer and Debora Mock.
  - Charlie asked that the financial team just be truthful when presenting the financial situation to the board.
- ii. Revenue Cycle Dashboard June 2019.
  - Deborah Mock explained the credentialing issues with Medicaid. It takes about six months to correct billing issues. Claims were denied for a practitioner and this has been corrected. We are experiencing difficulties with Anthem Blue Cross Blue Shield in collecting reimbursements. Other insurance companies are easier to work with.
  - Joe asked the board members if they each want to speak with Lynn when she has the financials ready or have a meeting. Charlie offered that he did not mind having two financials in one meeting unless there is something that Lynn thinks they need to know about. June and July financials will be presented at the next board meeting in August.

**c. Chief Nursing Officer Christina Dickerman: Update – Given by CEO Hixenbaugh**

- i. Utilization Review Report
  - Cynthia reviewed Christina's report with the board and included that kudos were given to specific staff for care given.
  - We had one Swing bed and two acute admissions for the month of June. Out of 17 referrals we accepted one LTC, one swing, and also had one withdraw from LTC and two withdraw from swing. Care exceeded the capacity on 12 referrals so we had to decline them.
  - There were 19 transfers. Of those there were 13 medical, four trauma, and two mental health transfers.
  - In Acute/Ed patient satisfaction is reported at 97%. Kudos to Dr. Everts, Dr. Harris, RN David, RN Beth, RN Melissa, and CNA Carol.
  - We had six returns within 72 hours with the same diagnosis and four patients left against medical advice without being seen.
  - In Long Term Care the current census is 23 with no new admissions for the month of June.

**d. USDA Project Update – Loren Bianchi: Given by CEO Hixenbaugh**

- The fire marshal will be coming out August 7<sup>th</sup> to inspect the new fire suppression system.

- The flooring is complete pending the punch list items.
- Q&D is considering fixing the water damaged areas and will be onsite to discuss the scope of work.
- Joe inquired about the Fire suppression system; he wanted to know if they charged the lines. The contractor was on site charging lines and set off the system so, it works. Cindy explained the process. We had a fire drill and all the lights and sirens worked. Joe also asked about the convectors being hooked back up. They should be completed by projects end.

**e. Chief Procurement Officer Helen Joubert: Update**

- Helen has been completing inventory. It is \$52.21 over, but this is explained by merchandise being on back order or coming in differently than ordered.
- Laundry had 102,000 pounds of laundry this year and this is 2000 pounds more than last year.
- Helen and Nicole went to a food show sponsored by the USDA. There were many good ideas at the show. We need to find some way to make water and food more appealing to the residents and there were several products presented that we may be able to order.
- Helen continues to work on the lab inventory and should be done in August.

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

**a. UNFINISHED BUSINESS - None**

**b. NEW BUSINESS**

**i. Review and approve revised Pershing General Hospital Medical Staff Bylaws**

- Cynthia explained that the medical staff (which is all of the providers) have been working on their bylaws to abide by for the past couple of years in order to approve them. It is the PGH Board's responsibility to now approve them because the board is technically over the medical staff. Cynthia has worked with bylaws for years and is very comfortable with the results presented; she recommended approval.
- Bryce asked about the hiring process for providers. Cynthia explained the hiring process and how administration, medical staff, and the board work together in securing a provider. Specifically, Bryce wanted to know what happens if the Board doesn't approve a contract. The answer is that they are not hired. Hiring is contingent upon multiple parts and meeting requirements.
- Charlie asked if the bylaws only deal with the hiring process. Cynthia explained that some of the topics included in the medical staff bylaws are about behavior, medical record charts, processes for proxy credentialing, and discipline.
- Bryce asked about the quorum rules for medical staff meetings. Cynthia explained that although we have many providers on staff, there are usually only two or three in attendance at their meetings. So, a quorum of 2 is appropriate.
- Carolyn added that these are not like bylaws of an organization.

**Motion to approve the PGH Medical Staff Bylaws as presented by Ted Bendure. Seconded by Carolyn Hultgren. Motion passed unanimously.**

- ii. Approval to authorize Lynn Broyles, CFO, as a check signer for Pershing General Hospital accounts.**

**Motion to authorize Lynn Broyles, CFO as a check signer for PGH accounts by Ted Bendure. Seconded by Charlie Safford. Motion passed unanimously.**

Cynthia asked the board what goes on their consent agenda. Bryce answered that it is rare to see contracts and agreements on the consent agenda. He and Cindy agreed that items occurring on a regular basis should be on the consent agenda. Cynthia went further to say that in the past the member of the board who is voted in as secretary (not Pam) is involved in making the agenda as well as the chairperson, and it is then sent to the hospital's assistant to be typed and distributed. The member of the board who is their secretary also takes notes and holds all closed sessions unless otherwise agreed upon by the Board.

- 6) **PERSHING HEALTHCARE FOUNDATION: UPDATE – given by Carolyn Hultgren**
  - The foundation's fundraiser is still on for August 17, 2019 and Carolyn posted the flyers that Carol Shank made. They are working on the menu and planning on having a Basque dancing group from Winnemucca perform. There will be one more meeting before the fundraising dinner.
  
- 7) **OTHER ITEMS**
  - a. **CORRESPONDENCE** -no correspondence.
  - b. **LEGAL** – Bryce Shields said he was not aware of any pending litigation.
  - c. **OPEN SESSION**
    - i. Action regarding litigation or potential litigation.
  - d. **OTHER**

Lynn Broyles encouraged Bryce to purchase a ticket to the foundation fundraising dinner.
  
- 8) **PUBLIC COMMENT**- No public comment.
  
- 9) **ADJOURN**: Chair Joe Pierce adjourned the meeting at 7:04 P.M.