



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
October 24, 2019

ENTITY: Pershing General Hospital
DATE: October 24, 2019
TIME: 5:15 PM – Education Meeting
5:30 PM – Regular Meeting
PLACE: Pershing General Hospital Conference Room
855 6th Street Suite 103

ATTENDING: **Board:** Chairman Joe Pierce, Trustee Carolyn Hultgren, Trustee Ted Bendure, Trustee Dana Tueller
Staff: Cynthia Hixenbaugh, Lynn Broyles, Christina Dickerman, KayDawn Hughes, Debora Mock, Helen Joubert, Bryce Shields, Carol Shank (County Commissioner-Liaison), Lola Montes, Pam Weeldreyer.

- 1) **EDUCATION MEETING CALL TO ORDER - EMTALA Education** - presented by Risk Manager KayDawn Hughes.
 - KayDawn Hughes led EMTALA instruction for the board members.
- 2) **EDUCATION MEETING ADJOURNMENT**
- 3) **REGULAR MEETING CALL TO ORDER**- Call to Order by Chairman Joe Pierce at 5:30 P.M.
- 4) **PUBLIC COMMENT** – No Public Comment.
- 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 September 26, 2019.
 - b. Meeting minutes for Special Board Meeting October 3, 2019.
 - c. Warrants (Check Register).

Motion to approve the September 26, 2019 Regular Board Meeting Minutes as amended and the October 3, 2019 as presented by Trustee Bendure. Seconded by Trustee Hultgren. Motion passed unanimously.

6) **REPORTS**

- a. **Administrator/Chief Executive Officer Cynthia Hixenbaugh: Update.**
 - Melissa Washabaugh and Jacob Lewis have been seeing patients. Trustee Tueller commented that someone she referred to Melissa was seen and was grateful for the short time-frame in getting an appointment. Melissa visited with the school and students. Jacob's numbers are increasing daily.
 - Working on the press release for the newspaper regarding the grant from the Pennington. We do not have a deadline, but Cindy will share the article with the board.
 - Grant account is open and we are entertaining quotes to comply with NRS.
 - Registration of the 340B OPAIS has been completed.
 - CPSI representatives visited and presented their new platform. Their representative will meet with our providers (who are not happy with the program) to discuss problems with the product.
 - In preparation for our CAH survey: signage is being updated around the building; maintenance is touching up minor blemishes; and Cindy is reviewing the CAH policies and procedures and redoing the emergency procedures.
 - Department Managers participated in the Seismic Wave drill in a tabletop format.
 - Medicare for all – Joan Hall said that it was too soon to predict the impact. Until there is a plan, we do not know how to prepare for the situation. Cynthia and Melissa will be going to the Senior Center to introduce Melissa and the services she will be providing at the clinic.
- b. **Chief Financial Officer Lynn Broyles: Update**
 - Lynn Broyles is working diligently on building tools to help with budgeting.
 - Lynn's assistant is being trained to handle more duties.
 - The Depreciation Schedule is being reviewed, as well as, other documents and procedures in need of being evaluated.

- Trustee Ted asked for further explanation on the statistics as presented in the board packet and asked if the targets need to be looked at further when building the budget. Cynthia offered that there has been discussion regarding adjusting the budget and making the numbers even more conservative than they already are.
- i. **Financial Statements for the period ended August 31, 2019.**
- ii. **Financial Statements for the period ended September 30, 2019**
 - CFO Broyles presented the Financial Statement Analysis ending September 30, 2019. PGH had a net loss for the month ending September 30th of \$76,170.00 compared to a budgeted income of \$2,060 for the month.
 - For the three months ending September 30, 2019 PGH had a net loss of \$75,886.00 compared to a budgeted income of \$6,179.00.
 - Total operating expenses for the month were \$892,510.00 compared to a budgeted amount of \$936,426.00.
 - On the balance sheet, as of September 30, 2019, available cash and cash equivalents were \$1,723,869.00 which represented an increase of \$97,529.00 from the prior month; due in part to an Upper Payment Limit cash payment in September.
 - Details are provided in the board packet and if there are any further questions, please contact Lynn.
- iii. **Revenue Cycle Dashboard**
 - CFO Broyles explained the Revenue Cycle Dashboard as presented in the board packet.
 - CFO Broyles helped the board understand how the Upper Payment Limit affects the dashboard.

Motion to accept the financial statements as presented for August 31, 2019 and September 30, 2019 by Trustee Ted Bendure. Second by Trustee Carolyn Hultgren. Motion passed unanimously.

- c. **Chief Nursing Officer Christina Dickerman: Update.**
 - i. **Utilization Review Report**
 - More than 450 patients were seen for the Drive-Thru Flu Clinic within a time-frame of four hours.
 - CNO Dickerman reviewed her report as presented to the board in their board packet.
 - Melissa Washabaugh accompanied Dr. Rubin on rounds in Long Term Care. We have residents who will benefit from Cognitive Behavioral Therapy.
 - The fall rate in the LTC unit was at 0% last month. This is due to the purchase of the Sit-to-Stand to assist with residents.
 - Our new social worker, Shannon Walker has jumped in and gotten to know our residents and is kind, compassionate, and caring.
 - We are still looking for a Long-Term Care Director.
- d. **USDA Project Update – Loren Bianchi: Given by Administrator Hixenbaugh.**
 - Work from water damage is complete.
 - Chairman Pierce asked if all of the USDA funds have been expended. Cynthia replied that there is one more drawdown.
- e. **Risk Management Report – KayDawn Hughes.**
 - There were no Sentinel events.
 - There were ten complaints in the last quarter.
 - KayDawn and Dr. Van Guilder created a form to use for wellness appointments. Dr. Van Guilder has used it already and found it extremely useful for both herself and her patient.
 - “Vital Signs taken within 20 minutes of discharge” were at a 98%. The “Physician 30-minute response” was at 94%. Opiate prescribing at 43%. KayDawn has spoken to the provider to encourage compliance. We would love to have 100% compliance.
 - Risk Manager Hughes attended the ASHRM Conference for Risk Management – The attendees learned about the impact of body language on communication; fifty-five percent of communication is through body language.
 - Quality Improvement, Non-Discrimination policy, and EMTALA have been presented for your approval.
- f. **Chief Procurement Officer Helen Joubert: Update.**
 - Helen has been sitting in on interviews for openings in laundry and housekeeping.
 - Laundry is working hard; we are up to 450 lbs. per day.
 - CPO Joubert will be continuing with deep cleaning the patient rooms.

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

a. **UNFINISHED BUSINESS**

- i. Approve Risk Management Plan – **For Possible Action**
Motion to approve the Risk Management Plan as presented by Vice Chair Carolyn Hultgren. Second by Trustee Ted Bendure. Motion passed unanimously.
- ii. Northern Nevada EMS Consortium sent a letter asking for monetary support to help provide air medical membership for every permanent resident of Pershing County. (\$5,000.00 was donated last year.) – **For Possible Action.**
 - Cynthia provided an explanation of the letter found in the board packet.
 - The board directed Cynthia to contact the City and the County to express the request for donations from NNEMSC.
 - If the board donates, the funds will come out of the Administration budget.
 - This item will be postponed for any action until the next meeting.

b. **NEW BUSINESS**

- i. Approve EMTALA Policy and Procedure – **For Possible Action**
Motion to approve made by Trustee Bendure. Second by Vice Chair Hultgren. Motion passed unanimously.
- ii. Approve Civil Rights Non-Discrimination Policy and Procedure – **For Possible Action**
Motion to approve made by Vice Chair Hultgren. Second by Trustee Bendure. Motion passed unanimously.
- iii. Approve Quality Assurance and Improvement Plan – **For Possible Action**
Motion to approve made by Trustee Bendure. Second by Trustee Dana Tueller. Motion passed unanimously.
- iv. Discussion regarding changing the date for the November Board Meeting – Suggest November 21st. Thanksgiving Day is Thursday, November 28th. – **For Possible Action.**
 - The November board meeting will be on November 21st, 2019.**Motion to approve made by Trustee Bendure. Second by Trustee Tueller. Motion passed unanimously.**
- v. Discussion regarding changing the date for December Board Meeting – Suggest December 19th. Christmas day is Wednesday, December 25th. – **For Possible Action.**
 - The December board meeting will be on December 19, 2019.**Motion to approve made by Trustee Bendure. Second by Trustee Hultgren. Motion passed unanimously.**
- vi. Patient Account Write-Offs for September 2019. – Section 1) c. of the consent agenda was removed from the consent agenda by Chairman Pierce and placed under New Business for further discussion.
 - Chairman Pierce asked for further explanation of the \$9,000.00 write-off. Debbie Mock explained that it was a Medicaid patient in our nursing home who was over-resourced (over \$2,000.00) for the month. It doesn't happen very often, but it does happen.
 - Debbie and Bryce Shields explained new regulations regarding guardianship.
 - Ted asked for an explanation of provider not being credentialed by Medicaid. None of our providers are providers for Medicaid HMO. We cannot bill for these.

8) **PERSHING HEALTHCARE FOUNDATION: UPDATE – given by Carolyn Hultgren.**

- Sylvia Portillo, a Wells Fargo and PGH employee, submitted a grant from Wells Fargo for \$1,000.00. The local Wells Fargo branch has been enthusiastic in supporting our foundation.

9) **OTHER ITEMS**

a. **CORRESPONDENCE**

- RHA Rural Healthcare Conference. Chairman Pierce notified the board that he will leave the information with Pam if any board member is interested.
- Administrator Hixenbaugh provided a letter she sent to employees regarding receiving Pennington Grant funds.

- Cynthia also provided correspondence for the board that she received regarding the 2020 Western Regional Trustee Symposium being held in Reno June 10-12.
 - b. **LEGAL** – no legal.
 - c. **OPEN SESSION**
 - i. **Action regarding litigation or potential litigation** – no action.
 - d. **OTHER**
Cindy mentioned that there was an article about the Air Ambulance in a recent edition of the newspaper.
- 10) **PUBLIC COMMENT**- no public comment.
- 11) **ADJOURN**: Chair Joe Pierce adjourned the meeting at 7:21 P.M.