



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES

**Regular Board Minutes
Thursday, May 28, 2020**

ENTITY: Pershing General Hospital
DATE: May 28, 2020
TIME: 5:30 P.M. – Regular Meeting

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

ATTENDING: **Board Room:** Chair Carolyn Hultgren, Vice Chair Charles Safford, Secretary Ted Bendure, Trustee Joe Pierce, Cynthia Hixenbaugh, Lynn Broyles, KayDawn Hughes, Jim Weeldreyer, Pam Weeldreyer.
Zoom: Trustee Dana Tueller, Bryce Shields (Board Counsel), Carol Shank (County Commissioner-Liaison) Christina Dickerman (CNO), Melissa Washabaugh, Debbie Mock, Phillip Dickerman.

1) **REGULAR MEETING CALL TO ORDER – The meeting was called to order at 5:33 P.M. by Chair Hultgren.**

2) **PUBLIC COMMENT**

Carol Shank reported that the Frontier Community Coalition has grant money and they are willing to help in any way necessary. If anyone needs any assistance, please contact Wendy Nelson. KayDawn Hughes is our point of contact at the hospital if Wendy needs to call PGH.

3) **PUBLIC HEARING - Fiscal year 2020-2021 tentative budget for Pershing General Hospital and Nursing Home – For Possible Action.**

Lynn presented the tentative budget to the Board and answered questions. Upon Board approval, it will become the Final Budget for Pershing General Hospital and Nursing Home.

ACTION

A motion to approve the 2020-2021 Final Budget for Pershing General Hospital and Nursing Home was made by Secretary Bendure. Second by Trustee Pierce. Motion approved unanimously.

4) **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 April 23, 2020.
- b. Warrants (Check Register).
- c. Approve Reappointments of:
 - Leon Jackson, M.D. and Eric Goldberg, M.D both radiologists with Northstar
 - Charles Graham, D.O., Emergency Medicine
 - Scott Chang, M.D. and Cristina Cavazos, M.D. with vRad

ACTION

A motion to approve the Consent Agenda as presented was made by Trustee Bendure. Second by Trustee Pierce. Motion approved unanimously.

5) **REPORTS**

a. **Risk Manager: Update by KayDawn Hughes**

- NRS 439.875 Patient Safety Committee – The number of sentinel events was zero. The number of acquired infections in-house for acute was zero and long-term care was zero. There were no recommendations to reduce the number and severity of sentinel events and infections that occurred.
- There were five complaints for May. Each incident was investigated and resolved.
- Quality Improvement Report
 - COVID-19 – We are all working on COVID-19.
- i. Quarter 1 Report
 - The Quality Indicator Result for E.R. visits is at 92% of goal for the first quarter.
 - Vital signs within 20 minutes of discharge – Qtr. 1 at 97% and this quarter is currently sitting at 98%.
 - Opioid Prescribing in the E.R. (AB474): Qtr. 1 was 100% (three out of three) and this quarter is currently 33% (one out of three).
 - Critical Labs reported to Provider within 60 minutes for Qtr. 1 is 68% and this quarter is currently 88%.
 - Emergency Department Transfers Communication for Qtr. 1 is 89.47% and this quarter is currently 94.44%.

b. **Chief Nursing Officer: Update by Christina Dickerman**

- i. Critical Access Hospital and Skilled Nursing Facility Utilization

- Admissions – There were no acute admits in April. There was one swing admit and there were 81 E.R. admissions.
 - Referrals – Out of 23 referrals for Long-Term Care (LTC) and Swing, we were able to accept one LTC and no Swing. We declined seven and there were six withdrawals due to no payer source, care exceeds capacity, or no open beds. Care exceeds capacity includes severe behavioral issues or medically complicated.
 - Transfers – Of seven transfers in May, five were medical, none were mental health, and two were trauma.
 - Acute/E.D. – There was one “Return within 72 Hours Same Diagnosis” and seven “AMA/Left Without Being Seen.”
 - Long-Term Care – The current census is 22. There were no admissions.
- ii. COVID-19 Update
- Mandatory testing of Long-term Care residents and staff started on May 22, 2020 and was completed on May 27, 2020. The testing is 99% accurate. As a result of the testing, there is only one known positive case at this time in Pershing County. The person is an employee of the hospital and is currently under quarantine at home. The employee did not have contact with any LTC residents.
 - As a result of having an employee test positive for COVID-19, there will be increased reporting to the REDCAP program for epidemiologic purposes.
 - Potentially exposed staff will require secondary testing per the recommendations of HCQC.
 - Christina discussed the required reporting of Daily Symptom Surveillance; PPE; PPE and Bed Occupancy; and NHSN weekly.
 - Christina provided the Board with literature detailing COVID-19 statistical data.
- c. **Chief Procurement Officer: Update by Cynthia Hixenbaugh**
- i. Pennington Grant Purchase Update
- Cindy discussed the expenditures related to the Pennington COVID grant and is awaiting the arrival of the items for preparation of the alternate care site.
 - We had to set aside the expenditures of the first Pennington grant and will get started again purchasing items.
- d. **Chief Financial Officer: Update by Lynn Broyles**
- Lynn has welcomed a new employee to her staff and is excited to train her.
 - i. Financial Statements for the period ended March 31, 2020 – **For Possible Action.**
Lynn reviewed the financial statements for March with the Board.
 - ii. Revenue Cycle Dashboard March 2020 - No Dashboard for March was presented.
 - iii. Financial Statements for the period ended April 30, 2020 – **For Possible Action.**
Lynn did not present a final financial statement for April but gave the Board an overview and asks to defer approval of the April Financial Statements until the next Board meeting.
 - iv. Revenue Cycle Dashboard April 2020 - No Dashboard for April was presented.
- ACTION**
A motion to approve the Financial Statements for the period ended March 31, 2020 and defer the approval of the Financial Statements for the period ended April 30, 2020 was made by Ted Bendure. Second by Vice Chair Safford. Motion approved unanimously.
- e. **Revenue Cycle Manager: Update by Debbie Mock**
- Debbie announced that starting July 1, 2020, we have a contract with the State of Nevada Department of Corrections to do Occupational Health physicals.
 - i. Patient Account Write-Offs for April 2020 – **For Possible Action.**
Debbie explained the Write-off list of patient accounts for the month of April.
ACTION
A motion to approve the Patient Account Write-Offs as presented for April 2020 was made by Trustee Pierce. Second by Vice Chair Safford. Motion approved unanimously.
 - ii. Trubridge Financial Analysis
Debbie reviewed the financial analysis by Trubridge with the Board
- f. **Administrator/CEO: Update by Cynthia Hixenbaugh**
- i. Rural Health Clinic Utilization – no report.
 - ii. HICS COVID-19 2020 Update – **For Possible Action**
 - We had a positive in a staff member who was asymptomatic. They are at home and doing fine.
 - Meetings are held daily between NHA, NRHP, AHA, LiCON, and the State of Nevada as well as internally to discuss current guidance and financial and grant opportunities. Changes are daily.

- Cynthia reported that we have been working with County Emergency Manager Sean Burke to help provide supplies and people for the testing event being held this upcoming Friday and Saturday from 10-6 each day. The NV National Guard will be providing the majority of help here in town. We will let them use our pop-up shades and water cooler. Cindy reviewed the testing procedure with the Board members.
- On June 1st there will be a testing site in Grass Valley.
- The 340B Program started this month. The Lovelock Pharmacy will begin ordering through their med source for qualified medications for the program. Their computer system is set up to show eligibility for the program. We will receive an invoice and then we will see a “rebate” come through the 340B Program. We estimate that it may take up to two months to see the “rebates” come through as the Pharmacist will need to order in replacement stock to be counted through the program.
- Cindy will look into seeing if the time Dr. Van Guilder spends working on County Health Officer duties can be reimbursed through COVID funding because Dr. Van Guilder cannot schedule as many patient appointments as usual.

ACTION

No Action Taken

6) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

- a. UNFINISHED BUSINESS – **For Possible Action** – No unfinished business.
- b. NEW BUSINESS – **For Possible Action.**
 - i. Discussion and approval of the Paycheck Protection Program (PPP) loan application and funds – **For Possible Action.**
Lynn reviewed the details of the Paycheck Protection Program with the Board.
ACTION
A motion to approve the Paycheck Protection Program loan application through Heritage Bank in the amount of \$1,273,980.00 was made by Secretary Bendure. Second by Trustee Pierce. Motion approved unanimously.
 - ii. Discussion and acceptance of the Frontier Community Coalition grant money for the PGH Mental Health Cabinet and approval of the PGH Mental Health Cabinet Donation Policy – **For Possible Action.**
Melissa discussed details of the expenditure of grant monies that will benefit mental health patients in the area with items (art therapy, music therapy, journals, weighted blankets, etc.) that are not otherwise accessible that can help in their treatment of anxiety or other symptoms. We will be requiring a note from a health professional in order for a patient to receive an item.
ACTION
A motion to accept the FCC grant money for the Mental Health Cabinet and the approval of the PGH Mental Health Cabinet Donation Policy was made by Secretary Bendure. Second by Vice Chair Safford. Motion approved unanimously.
 - iii. Discussion and possible action to accept the various distributions of Federal Stimulus money related to COVID-19 – **For Possible Action.**
Lynn provided the Board with details regarding Federal Stimulus money distributions and how the money will be managed. She asked the Board to accept the money and for their approval to use it for the purposes for which it is intended.
ACTION
A motion to accept various distributions of Federal Stimulus money related to COVID-19 was made by Trustee Pierce. Second by Vice Chair Safford. Motion approved unanimously.
 - iv. Discussion and possible action to accept the Coronavirus Ship (C-SHIP) grant from the Nevada State Office of Rural Health through Nevada Rural Hospital Partners Foundation (sub award) in the amount of \$84,028.54 – **For Possible Action.**
ACTION
A motion to accept the Coronavirus SHIP Grant from the Nevada State Office of Rural Health through the Nevada Rural Hospital Partners Foundation in the amount of \$84,028.54 was made by Secretary Bendure. Seconded by Trustee Pierce. Motion approved unanimously.
 - v. Discussion and possible action to accept the ASPR grant from the Assistant Secretary of Preparedness and Response “ASPR” of the U.S. Department of Health and Human Services through the Nevada Hospital Association (sub award) in the amount of \$4,527.00 – **For Possible Action.**
ACTION
A motion to accept the ASPR Grant from the Assistant Secretary of Preparedness and Response of the U.S. Department of Health and Human Services through the Nevada Hospital Association (sub award) in

the amount of \$4,527.00 was made by Secretary Bendure. Second by Vice Chair Safford. Motion approved unanimously.

- vi. Discussion and possible action to accept the Frontier Community Coalition grant to purchase practical items for outpatient mental health patients suffering from depression, anxiety or other mental health issues during the COVID-19 pandemic in the amount of \$2,500.00 – **For Possible Action.**

ACTION

A motion to accept the Frontier Community Coalition grant to purchase practical items for outpatient mental health patients suffering from depression, anxiety or other mental health issues during the COVID-19 pandemic in the amount of \$2,500.00 was made by Secretary Bendure. Second by Trustee Pierce. Motion approved unanimously.

7) PERSHING HEALTHCARE FOUNDATION: UPDATE

- Carolyn reported that the foundation did not meet last month and there have been no applications for scholarships.
- The Foundation Board does not know if the community center will be open in order to hold the fundraising dinner. Carolyn will be checking for availability.
- The Foundation is planning a meeting in June.

8) OTHER ITEMS

a. **CORRESPONDENCE – For Possible Action.**

- i. Acknowledge donations from businesses and individuals in response to the COVID-19 pandemic for patients and staff. See attached document.
 - Meri Woliki donated 24 pairs of LuLaRoe leggings for the front-line staff.
 - Barrett Franklin from ARA USA, LLC in Reno donated two half-mask respirator assemblies, 4 Honeywell Bionic Shield Assemblies, two 3M full-face shields with respirators, and two replacement filters.
 - The Centers for Medicare and Medicaid Services (CMS) donated 450 white masks made from layers of soft t-shirt material.
 - Ford Motor Company / Troy Design & Manufacturing T896B donated 3,000 face shields.

ACTION

The Board requested that thank you letters be sent from the Board.

b. **LEGAL – For Possible Action.**

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 NRS 241.015.

- Bryce reported that there were no legal issues to bring before the Board.

c. **OPEN SESSION – For Possible Action – None.**

- i. Action regarding litigation or potential litigation.

d. **OTHER – For Possible Action – None.**

9) PUBLIC COMMENT – None.

10) ADJOURN: For Possible Action – Business was concluded and the meeting adjourned at 7:57 P.M.

Respectfully submitted,

Pam Weeldreyer,