



**PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES**  
**Regular Board Meeting Minutes**  
**Thursday, August 27, 2020 - 5:30 P.M.**

**ATTENDING:** Board: Chair Carolyn Hultgren, Vice Chair Charles Safford, Secretary Ted Bendure, Trustee Joe Pierce  
Board via Zoom: Trustee Dana Tueller  
Absent: No board members were absent.  
Staff: Cynthia Hixenbaugh, Lynn Broyles, Lola Montes, KayDawn Hughes, Pam Weeldreyer.  
By Zoom: Helen Joubert - CPO, Carol Shank (County Commissioner-Liaison), Jayce Montes, Debra Reid - Press

- 1) REGULAR MEETING CALL TO ORDER – Chair Hultgren called the meeting to order at 5:30 P.M.**
- 2) PUBLIC COMMENT – No public comment.**
- 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 July 23, 2020.
  - b. Warrants (Check Register).
  - c. Acknowledgement of Renown Telehealth appointed providers Drs. Kline and Atwal.
  - d. Acknowledgement of Renown Telehealth departing providers Drs. Heide, Pavlatos, Dragicevic, Dhindsa, Richeson, Gonda, and Denney; and APRN Bickford.

**ACTION**

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

**4) REPORTS**

- a. **Risk Manager: Update and discussion led by KayDawn Hughes**
  - i. Patient Safety Committee, Complaints, and Quality Improvement Report
    - NRS 439.875 Patient Safety Committee – The number of sentinel events (unexpected death) 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 two complaints for August. Each incident was investigated and resolved.
  - ii. Quality Improvement Report – So far this quarter...
    - Quality Indicator result for E.R. visits – 92%
    - Vital signs within 20 minutes of discharge – 96%
    - Opioid prescribing in the E.R. (AB 474): 67% (six out of nine)
    - Critical Labs reported to Provider within 60 minutes: 91% (10 out of 11)
    - Emergency Department Transfers Communication: 96.55%
- b. **Chief Nursing Officer: Update by Cynthia Hixenbaugh**
  - i. Critical Access Hospital and Skilled Nursing Facility Utilization  
Cynthia is handling personnel issues in the nursing department during Christina’s absence.
  - ii. COVID-19 Update  
Discussion regarding an active case
- c. **Chief Procurement Officer: Update by Cynthia Hixenbaugh**
  - Secretary Bendure inquired about our PPE supplies and Cynthia responded that we have about a 30-day supply on-hand. We have a monthly contract for masks to be assured of a supply and are also purchasing more launderable gowns.
  - We still cannot get PAPR batteries. Cynthia discussed with the Board the usage of PAPR batteries.
  - i. Pennington Grant Purchase Update
    - We continue to receive Pennington Grant purchases.
    - The new chiller has been installed in the basement.

- d. **Chief Financial Officer: Update by Lynn Broyles**
- i. Approve Financial Statement for July 2020 subject to changes in opening balances regarding pending audit adjustments.  
**A motion to approve the Financial statement for July 2020 as presented was made by Secretary Bendure. Second made by Trustee Pierce. Motion approved unanimously.**
  - ii. Revenue Cycle Dashboard July 2020  
The Dashboard for July was not available. Secretary Bendure requested that both June's and July's Dashboards be sent to Board Members as soon as they are available.
- e. **Revenue Cycle Manager: Update given by Cynthia Hixenbaugh**
- During the month of July, the billing office staff have been training weekly with TruBridge as we transition to a new billing software done through CPSI or Evident. We have a plan to go live by October 1, 2020.
  - We billed 1658 claims in the month of July and registered a total of 1351 patient encounters.
- i. Patient Account Write-Offs for July 2020  
**ACTION**  
**A motion to approve the Patient Account Write-Offs for July 2020 was made by Trustee Pierce. Second made by Vice Chair Safford. Motion approved unanimously.**
  - ii. Trubridge Financial Analysis for July 2020  
The report from Trubridge is in your packet for your review.
- f. **Administrator/CEO: Update by Cynthia Hixenbaugh**
- Senate Bill 4. Cynthia reviewed the hold-harmless requirements of the State Senate bill with the Board.
  - LiCON – a brief overview of LiCON was reviewed by Cynthia focusing on TEAM rebates and meeting participations.
- i. Rural Health Clinic Utilization  
There were 643 visits for the month of July, 31 were new patients, 25 were telemed visits, 22 were phone visits, and 128 Potential COVID Patients were seen outside under the tent. The clinic is preparing for the re-opening of school and the possibility of needed appointments for testing. Unfortunately, the clinic is not able to hold the school sports physicals at the high school as in the past. Physicals will be by appointment only in the Clinic.
  - ii. HICS COVID-19 2020 Update – **For Possible Action**  
Cindy presented recent COVID-19 statistics and led a discussion with the Board.
    - There were 18 positive cases in Pershing County.
    - We are required to test our residents weekly. Three residents have refused testing this week.
    - We are still waiting on licensure from the state for the new testing machine and awaiting a state machine that can be used for staff testing. Cynthia explained the process of getting our licensure and how to best apply its use.
    - Weekly staff testing has been added to the Conditions of Participation for Medicare and Medicaid. If we fail to be in compliance, we will be penalized a daily rate of \$400 and/or our Medicare designation will be taken away. We continue to test our staff on a weekly basis per regulations.
    - HICS meetings continue and the discussion consisted of reviewing school guidelines and how the clinic is responding with available appointments.
    - We have been asked by the County Emergency Manager to participate in a county-wide hazmat exercise.

- The Community Health Nurse will have a flu pod on September 22, 2020.
- Staff and residents are required to be immunized with a flu shot by October 31, 2020.
- We should be receiving a COVID vaccine sometime in November or December.

## 5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

### a. UNFINISHED BUSINESS – For Possible Action.

- Approve final Unadjusted and Unaudited Financial Statement for the period ended June 30, 2020.

CFO Broyles reported that the final statement will not be ready until November and would bring it then.

### b. NEW BUSINESS – For Possible Action.

- Discussion and approval of Statement of Work for Complete 340b Solutions for consulting services oversight for compliance and program optimization for Pershing General Hospital's 340B Program.

#### **ACTION**

**A motion to approve the Statement of Work for Complete 240b Solutions for consulting services oversight for compliance and program optimization for Pershing General Hospital's 340B Program was made by Trustee Pierce. Second by Vice Chair Safford. Motion approved unanimously.**

- Discussion and approval of the purchase of the BioFire Torch 2 instrument in the amount of \$45,000 for the Laboratory to perform rapid panel testing and the purchase of verification kits and reagents in the amount of \$21,432.22 with C-SHIP Grant funds.

#### **ACTION**

**A motion to approve the BioFire Torch 2 instrument in the amount of \$45,000 for the Laboratory to perform rapid panel testing and the purchase of verification kits and reagents in the amount of \$21,432.22 with C-SHIP Grant funds.**

- Discussion and approval of the purchase of non-permanent prefabricated Lofted Garage for the purpose of storing alternate care site and PPE supplies due to pandemic with C-SHIP Grant funds or stimulus funds in the amount of \$8,105.

#### **ACTION**

**A motion to approve the purchase of non-permanent prefabricated Lofted Garage for the purpose of storing alternate care site and PPE supplies due to pandemic with C-SHIP Grant funds or stimulus funds in the amount of \$8,105 was made by Trustee Pierce. Second made by Vice Chair Safford. Motion approved unanimously.**

- Discussion and approval of a revision to the Emergency Medicine Delineation of Privileges (DOP) approved at the Medical Staff meeting on August 13, 2020.

#### **ACTION**

**A motion to approve a revision to the Emergency Medicine Delineation of Privileges approved at the Medical Staff meeting on August 13, 2020 was made by Vice Chair Safford. Second made by Trustee Pierce. Motion approved unanimously.**

- Discussion and approval of the Family Medicine privileges for Tyler Peterson, D.O.

#### **ACTION**

**A motion to approve the Family Medicine privileges for Tyler Peterson, D.O. was made by Secretary Bendure. Second made by Vice Chair Safford. Motion approved unanimously.**

## 6) PERSHING HEALTHCARE FOUNDATION: UPDATE given by Cynthia Hixenbaugh

- No meeting last month. A September meeting is planned.
- The annual fundraising dinner has been canceled.
- Tonya Tull Leonard is applying for a Bachelor of Science in Nursing and has received a generous scholarship from the foundation.

**7) OTHER ITEMS**

a. CORRESPONDENCE – **None**

b. LEGAL – **None**

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.

c. OPEN SESSION

i. Action regarding litigation or potential litigation.

d. OTHER – **None**

**8) PUBLIC COMMENT – None**

**9) ADJOURN: Meeting adjourned at 7:09 P.M. by Chair Hultgren**