



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
Regular Board Meeting Minutes
Thursday, September 24, 2020 - 5:30 P.M.

ATTENDING: Board: Chair Carolyn Hultgren, Vice Chair Charles Safford, Secretary Ted Bendure, Trustee Joe Pierce, Board Member Elect Phillip Dickerman
Board via Zoom: Trustee Dana Tueller, Board Member Elect Jayce Montes
Absent: No board members were absent.
Staff: Cynthia Hixenbaugh, Lynn Broyles, Debbie Mock, Lola Montes, Christina Dickerman, Pam Weeldreyer.
By Zoom: Bryce Shields-Legal Counsel

1. REGULAR MEETING CALL TO ORDER – Meeting called to order by Chair Hultgren at 5:30 P.M.

2. PUBLIC COMMENT

- Debbie Mock announced that tickets may be purchased to win a quilt made by KayDawn Hughes. Proceeds will help support the employee annual dinners.

3. CONSENT AGENDA - The Board will consider, for possible action, these items in their entirety without discussion – For Possible Action.

- Meeting minutes for Regular Board Meeting August 27, 2020
- Warrants (Check Register)
 - Secretary Bendure asked for a discussion regarding repetitive entries and Debbie provided an explanation that the entries were due to a payment by a patient and refund by the state.
- Acknowledge the reappointment of vRad provider Dr. Dennis DeJesus.
- Acknowledge the deactivation of vRad provider Dr. Mark Giovannetti.
- Acknowledge the deactivation of privileges for Dr. Charles Graham.

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

- Risk Manager: Update – No Report**
 - Patient Safety Committee, Complaints, and Quality Improvement Report
- Chief Nursing Officer: Update given by Christina Dickerman**
 - Critical Access Hospital and Skilled Nursing Facility Utilization
 - Admissions – PGH had no acute admits in August. There were no swing admits and there were 118 Emergency visits.
 - Transfers – Of 16 transfers in August, 14 were medical and two were trauma.
 - Acute/E.D. – There were two “Return within 72 Hours Same Diagnosis” and three “AMA/Left Without Being Seen.”
 - Long-Term Care – The current census is 24. We are not expecting any admissions at this time. The open bed is for a female. Secretary Bendure asked for clarification regarding the number of beds so, Christina detailed that we have ten double rooms and five singles.
 - Referrals – Out of 17 referrals for Long-Term Care (LTC) and Swing, we accepted one LTC-short stay and has since been discharged. We declined 16 and there was one withdrawal due to no payer source, care exceeds capacity, or no open beds. Care exceeds capacity includes severe behavioral issues or medically complicated.
 - COVID-19 Update
 - New guidance has been provided from CMS to allow visitation with a significant amount of restrictions in nursing homes. The team is working on a plan to make it as safe as possible and once the plans are in place, resident families will be contacted.
 - Since March 2020, COVID 19 confirmed cases total 21 in the whole county. The population of Pershing County is 6,725.

- CMS – COVID19 (RT – PCR) 14-day positivity rate September 3 through 16, 2020. Pershing County is at 0.0%. These numbers are important because they drive the frequency of COVID-19 testing in the nursing home staff and residents.
- We continue with required reporting that includes Daily LTC Symptom Surveillance, Daily Bed Occupancy and Symptoms, and NHSN.
- After a long search, Shannon Walker, LSW hired Activities Assistant Gala Rose. She seems like a good fit as residents and staff like her.
- A CNA class hosted by PGH is being considered and the Nevada State Board of Nursing requirements were received today.
- The Annual Flu Pod hosted by the State of Nevada was held on September 22, 2020. Several members of the PGH staff assisted Marsha, Community Health Nurse with over 350 vaccines.

c. **Chief Procurement Officer: Update given by Cynthia Hixenbaugh**

i. Pennington Grant Purchase Update

We have expended all of the Pennington COVID grant and are just waiting on an Auto-Vent.

The original Pennington grant had been put on hold while we dealt with the Pennington COVID grant, but we have picked back up on this and have ordered the nurses' stations. Flooring will be the largest project, but is being impacted by COVID by delaying asbestos abatement. The Pennington Foundation has generously given us some extra time to purchase and complete projects.

d. **Chief Financial Officer: Update given by Lynn Broyles**

- The audit is ongoing.
- Lynn has started the Payroll Protection Payment Forgiveness Application and hopes to have it completed by this time next month. This is not a standard forgiveness application, but is particular to the lending institution.
- Lynn provided an explanation for the board detailing the difference between a school district and the hospital. A school district receives a great deal of money from the state to help them operate. Our hospital does not receive a portion of those tax dollars. We do receive money from our county property taxes which are considered stable, so the dollar amount does not fluctuate like state taxes do. Medicaid is a very small reimbursement rate (6%).

i. Approve Financial Statement for August 2020 – **For Possible Action**

CFO Broyles reviewed the Statements of Net Position, and the Statements of Revenues, Expenses, and Changes in Net Position with the Board.

ACTION

A motion to approve the Financial Statement for August 2020 was made by Trustee Pierce. Second by Vice Chair Safford. Motion approved unanimously.

ii. Revenue Cycle Dashboard August 2020 – Lynn and Debbie discussed the dashboard with the Board.

- Lynn reported that the things we can control, we are doing really well with and the things that are out of our control are the payor mix and the procedure mix. We are seeing a decline in in-patients and swing revenue. We saw a strong number of outpatient procedures, but this has a lower per-patient revenue. It makes a difference whether we have in-patients or not.
- Debbie explained the "Denials." Due to COVID, there is a back and forth process that includes an initial denial of a claim, but eventually ends in a payment. Communication from the Veterans Administration is lacking, but Debbie's department eventually figures it all out. The 6% seems high, but we usually run about 3% and it should come back down after the V.A. becomes familiar with their own process.

e. **Revenue Cycle Manager: Update given by Debbie Mock**

- The business office is switching to a new billing software; they have been doing a lot of training and CPSI will be on site Monday to oversee the implementation.
- The business office has welcomed aboard Harley Mobley to help alleviate the heavy workload.

i. Patient Account Write-Offs for August 2020 – **For Possible Action**

Debbie reviewed the write-offs with the Board with the reminder that the write-offs are billable amounts not a final amount.

ACTION

A motion to approve the Patient Account Write-Offs for August 2020 was made by Trustee Pierce. Second by Secretary Bendure.

- ii. Trubridge Financial Analysis for August 2020
Debbie explained the data and reviewed the Trubridge Financial Analysis with the Board.

f. Administrator/CEO: Update given by Cynthia Hixenbaugh

- i. Rural Health Clinic Utilization
 - During August, the clinic saw 667 patients. There were 24 new patients, 12 telephone visits, 24 Telemed visits and 66 potential COVID patients who were seen outside under the tent.
 - Since school has re-opened, the clinic has seen an increase of appointments needed due to symptoms of COVID-19. Appointment times are being reserved to accommodate the need for testing so the students and family members can get back to school and work. The school nurse, Tera is in contact with Dr. Van Guilder for COVID-19 guidance.
 - Cindy explained that the clinic is not seeing as many school-aged patients as near the beginning of school. There were a lot of sore throats and coughs due to the thick smoke. Six appointments are being reserved at the beginning of the day for walk-in appointments.
 - Results on testing takes a week or so before being received. We are reserving the rapid tests for particular instances. We have been lucky, so far that we have not seen an outbreak here. We are as prepared as we can be and we encourage the public to be responsible by wearing their masks, practicing social distancing, and frequent handwashing. We all need to continue with the recommendations put forth from the Center for Disease Control and Prevention (CDC).

ii. HICS COVID-19 2020 Update

Rural hospitals have been asked to assist University Medical Center (UMC) in Las Vegas with COVID testing of teachers. The Teachers Trust out of L.A. is paying for UMC to conduct testing. UMC wanted to expand it to the northern regions, but they also knew that UMC in Vegas could not test all of the teachers across the state of Nevada. They reached out to Joan Hall at Nevada Rural Hospital Partners (NRHP) and Joan asked all of our rural hospitals if we would be willing to help and most of the facilities will help. Some facilities are concerned with word getting out about doing asymptomatic testing. UMC is also contacting the county health nurses to assist as well. Once UMC is ready to go with all of the testing kits, we will work with the school district to test all of their teachers at our facility. M.A.s and EMTs will also be able to help with the testing.

Harry Norsworthy will be here next Tuesday to assist with our 340B Program compliance. He will talk with us about audit requirements, creating a steering committee, and will discuss other opportunities for business with other pharmacies to grow our 340B Program.

We are currently in partnership with NRHP and other rural hospitals for our MRI machine. NRHP bought the MRI, we contract out for the driver and the tech. They start out in Colorado, travel through Utah and across Nevada including Boulder City in Southern Nevada. The machine is getting old and Joan Hall is concerned that the cost of repairs continues to eat away at any profit NRHP makes. Cindy provided an explanation of options available to the hospital. One option is for NRHP to purchase their own machine through a Pennington Grant, but Pennington only serves Northern Nevada and that would leave Boulder City and Utah out. Many options are being researched by our partners.

Cindy expressed her appreciation by publicly thanking Paulie Blochowiak and Laura De Los Reyes for their hard work during Christina's absence.

We would like the Board to all please switch their paycheck option to direct deposit. Lynn's office will help with the process in order to make a smooth transition.

5. CRITICAL ACCESS HOSPITAL (CAH) ITEMS

- a. UNFINISHED BUSINESS – **No unfinished business.**
- b. NEW BUSINESS – **For Possible Action.**
 - i. Approve the reappointment and privileges for Dr. Douglas Erickson, PGH Lab Director. Approved by Medical Staff on September 1, 2020.

ACTION

A motion to approve the reappointment and privileges for Dr. Douglas Erickson, PGH Lab Director was made by Trustee Pierce. Second made by Secretary Bendure. Motion approved unanimously.

- ii. Discuss and Approve updated Catastrophic Leave Program Policy to replace Voluntary PTO Donation Program Policy.

Lola reviewed the difference between the Voluntary PTO Donation Program Policy and the Catastrophic Leave Program Policy with the Board. Changes were made to update vague language to more concrete language, eligibility requirements, proper requests with a tracking system. Secretary Bendure made recommendations to explain acronyms used and use consistent language regarding the words child, dependent, and immediate family throughout document. Lola will make note of recommendations.

ACTION

A motion to tentatively approve the updated Catastrophic Leave Program Policy that replaces the Voluntary PTO Donation Program Policy with the recommended changes and report next month was made by Vice Chair Safford. Second made by Trustee Pierce. Motion approved unanimously.

- iii. Discuss and Approve 340b Policy and Procedure Manual.
The 340b manual is required for the program. The policy is in line with compliance for this federally mandated program. Bryce Shields recommended that the Board approve the policy.

ACTION

A motion to approve the 340b Policy and Procedure Manual was made by Secretary Bendure. Second made by Trustee Pierce. Motion approved unanimously.

- iv. Discuss and Approve Emergency Paid Sick Leave Policy and Application form in accordance with the Emergency Paid Sick Leave Act.
The definition of a healthcare worker changed on September 16, 2020 to include direct care employees only. This policy and application are in accordance with federal law and as such, we must adopt and implement them.

ACTION

A motion to approve the Emergency Paid Sick Leave Policy and Application form in accordance with the Emergency Paid Sick Leave Act was made by Secretary Bendure. Second made by Vice Chair Safford. Motion approved unanimously.

- v. Discuss and Approve Emergency Family Medical Leave Policy in accordance with the Emergency Family and Medical Leave Expansion Act.

ACTION

A motion to approve the Emergency Family Medical Leave Policy in accordance with the Emergency Family and Medical Leave Expansion Act was made by Secretary Bendure. Second made by Vice Chair Safford. Motion approved unanimously.

6. PERSHING HEALTHCARE FOUNDATION: Update given by Cynthia Hixenbaugh

- The Foundation met earlier this month.
- The members thought that Steven Tibbles from the Humboldt Lodge would make it to the meeting, but he said he would stop by another time and give a donation to the foundation.
- Members reviewed a request for donation letter to distribute because the foundation will not be having a fundraising dinner this year.
- There are scholarships to staff members who would like to go to a CNA class in Reno. Those individuals need to apply for the CNA program and can then apply to the Foundation for a scholarship.
- There is a meeting planned for October 13, 2020.

7. OTHER ITEMS

- a. **CORRESPONDENCE – None**

- b. **LEGAL – None – Bryce Shields, Legal Counsel for the Board**

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 commented that the hospital medical staff and administration do a good job and Cindy thanked him.
- c. **OPEN SESSION – None**
 - i. Action regarding litigation or potential litigation.
- d. **OTHER – For Possible Action**

8. PUBLIC COMMENT

Carolyn Hultgren said that she felt good that she was a part of this organization.

9. ADJOURN: Chair Hultgren adjourned the meeting at 6:56 P.M.

Respectfully submitted,

Pam Weeldreyer
PGH Executive Assistant