



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
Regular Board Meeting Minutes
Thursday, November 19, 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
Public: Clancy Hultgren

- 1) **REGULAR MEETING CALL TO ORDER** – Meeting called to order by Chair Hultgren 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 October 22, 2020
 - b. Warrants (Check Register)

ACTION

A motion to approve the Consent Agenda as presented was made by Secretary Bendure. Second was made by Vice Chair Safford. Motion approved unanimously.

4) **REPORTS**

- a. **Risk Manager:** No report
 - i. Patient Safety Committee, Complaints, and Quality Improvement Report
- b. **Chief Nursing Officer: Update by Christina Dickerman**
 - i. Critical Access Hospital and Skilled Nursing Facility Utilization
 - Admissions – PGH had three acute admits in October. There was one swing admit and there were 117 emergency visits.
 - Transfers – Of 13 transfers in October, 11 were medical, one was mental health, and one was trauma.
 - Acute/E.D. – There were two “Return within 72 Hours Same Diagnosis” and two “AMA/Left Without Being Seen.”
 - Long-Term Care – The current census is 25. We are full.
 - Referrals – Out of 17 referrals for Long-Term Care (LTC) and Swing, we accepted one. We declined 16 referrals due to no payer source, care exceeds capacity, or no open beds. Care exceeds capacity includes severe behavioral issues or medically complicated.
 - ii. COVID-19 Update
 - While we received new guidance regarding safely allowing visitations in Long-term Care in September, due to the Governor’s recent stay-at-home orders we have gone back to restricted visits. We could not develop a good safe plan to allow holiday visits, so we will not be able to have large gatherings or allow residents to go home.
 - Since March 2020, we have had a total of 46 positive COVID-19 cases in our community. We currently have 10-12 active cases. There were several large gatherings in the community that affected the number of positive cases.
 - As of November 11, the 14-day positivity rate in Pershing County was still in the green at .8%. Once we get to 5% or greater, we will go into the yellow and will increase screening to weekly. Currently there are 1,079 positive cases statewide.
 - Renown and St. Mary’s are on divert, Banner Churchill is full, Carson is nearly full and struggling. There is a shortage of people who do the jobs that we can do and it is making it difficult to care for the people in our communities. Christina stated that we continue with daily reporting and explained the reporting process. The Cares Act can be used for purchasing in this instance.

- We have secured one dose of the antiviral Remdesivir used for COVID-19 treatment. The physicians will decide when they will use it. Amerisource is the supplier and we have received the one dose as our allotment. The cost is \$500 per vial and a course is 6 vials or \$3,000 per course. Christina answered Board members' questions, responded to their concerns, and explained storage issues. The State of Nevada Pharmacy Board is being diligent in the rationing of the experimental courses according to where the need presents itself.
- c. **Chief Procurement Officer: Update by Helen Joubert**
- i. Pennington Grant Purchase Update
We received the nurses' stations purchased through the grant and are waiting on the autovent.
- d. **Chief Financial Officer: Update by Lynn Broyles**
- Lynn continues to work on the PPP Loan Forgiveness Application.
 - Joe asked when the audit report would be ready and Lynn responded that she hopes to have it by the Board meeting in December.
- i. Approve Revised Financial Statement for September 2020 – **For Possible Action**
Lynn presented and reviewed the need for the revised financial statement presented for Board approval.
ACTION
A motion to approve the Revised Financial Statement for September 2020 was made by Trustee Pierce. Second was made by Secretary Bendure. Motion approved unanimously.
 - ii. Approve Financial Statement for October 2020 – **For Possible Action**
Lynn reviewed and answered questions regarding the October 2020 Financial Statement.
ACTION
A motion to approve the Financial Statement for October 2020 was made by Secretary Bendure. Second was made by Vice Chair Safford. Motion approved unanimously.
 - iii. Revenue Cycle Dashboard October 2020
There was no Dashboard for October. It will be presented with the November Dashboard at the December meeting.
- e. **Revenue Cycle Manager: Update by Debbie Mock**
- i. Patient Account Write-Offs for October 2020 – **For Possible Action**
Debbie provided detail regarding the write-offs for October.
ACTION
A motion to approve the patient account write-offs for October 2020 was made by Trustee Pierce. Second was made by Vice Chair Safford. Motion approved unanimously.
 - ii. Trubridge Financial Analysis for October 2020
Trubridge has not provided the financial analysis for October due to turnover in their departments.
- Debbie said she couldn't praise her staff enough for making sure they get everything right.
- f. **Administrator/CEO: Update by Cynthia Hixenbaugh**
- Cynthia reported that her days are consumed by COVID related issues and she has three managers out sick right now.
 - i. Rural Health Clinic Utilization
 - The clinic manager is out of the office, so reports for October and November will be presented at the December meeting. The Clinic saw 733 patients plus two telemedicine patients in October. From November 1 to present the Clinic saw 70 sick patients outside. There was a total of 46 positive and 20 pending tests with the pending tests taking about seven days to return results. We have seen an increase in patients who have tested positive for COVID and have almost doubled our positive number in just two weeks. There are at least 10 active COVID cases in our area with one hospitalized.
 - ii. HICS COVID-19 2020 Update
 - Renown is changing their lower acuity bed space to higher acuity beds in order to help make room for the surge of patients. Renown states that this surge is different than the last two in that the patients seem to be sicker. We have seen that as well. The first two waves were generally asymptomatic or

with mild symptoms. Renown is working on expanding their critical care capacity and asked us to confirm our ability to take recovering patients back in our facility.

- Fallon is struggling – all four of their ventilators are in use and they have two other patients who need a ventilator. They have asked the facilities that feed into Fallon to be open to take or keep lower acuity patients if the need arises. Other rural facilities have had to transfer patients out to Las Vegas; San Jose and Sutter in California; and Salt Lake City. We have a daily hospital capacity report for reference to help determine who to call if Northern Nevada is on divert.
- We have had two transfers over the last two and a half weeks, both for positive COVID symptomatic – pneumonia. One is at home and the other is still in the hospital.
- Two staff members tested positive, one is sick but tested negative and two are out sick pending tests. All symptomatic.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

- a. UNFINISHED BUSINESS – No unfinished business.
- b. NEW BUSINESS – **For Possible Action.**

- i. Approve the purchase of a 23-foot Health Incident Trailer (Model #HAT-HIT-SL) that includes a public safety platform, health hazard testing package, AC Units, custom graphic package, delivery, and training from JHB Group, Inc. in the amount of \$98,390.10 – **For Possible Action**

Cindy presented information about the COVID-19 purchase of the Health Incident Trailer

ACTION

A motion to approve the purchase of a 23-foot Health Incident Trailer was made by Vice Chair Safford. Second was made by Secretary Bendure. Motion approved unanimously.

- ii. Approve the Communal Activities COVID-19 Pandemic Policy – **For Possible Action**
Christina presented and discussed the Communal activities COVID-19 Pandemic Policy. Secretary Bendure recommended changes in wording of the policy. Christina will replace the appropriate “should” with “will” and provide the policy with the recommended changes at the December meeting.

ACTION

A motion to approve the Communal Activities COVID-19 Pandemic Policy with recommended changes was made by Trustee Pierce. Second was made by Vice Chair Bendure. Motion approved unanimously with recommendations.

- iii. Discussion and action regarding the Administrator’s evaluation process and review – **For Possible Action**
Lola Montes, Human Resources Director provided an overview of the process for the administrator’s evaluation. Bryce Shields provided the Board with NRS regulations that govern the process to evaluate the administrator. The Board decided to have Chair Hultgren prepare an evaluation and bring it to the Board at a special meeting. The Board set a special meeting for December 10, 2020 @ 5:30 P.M. to discuss results of the evaluation.

- iv. Discussion and action to set date and content for a Board retreat – **For Possible Action**

ACTION

Seeing no objection Chair Hultgren acknowledged the Board’s support to set a retreat for Monday, January 11, 2021 at 9:00 A.M. with reports by facility managers and discussions of topics such as financial implications of Board decisions, frequently used acronyms, policy situations, as well as relationships between the Board, the administrator and the facility.

6) PERSHING HEALTHCARE FOUNDATION: UPDATE by Cynthia Hixenbaugh

- Cynthia attended the City Council meeting on behalf of the Northern Nevada EMS Consortium (NNEMSC) and the Healthcare Foundation. The City split their \$1,500.00 donation between NNEMSC and the Foundation. It wasn’t intended, but the information sheet she gave them on the Foundation was actually the donation request letter. The City Council appointed Pat Rowe as their representative on the Foundation and the new City Council member, Jonathan Reynolds, will be her backup.
- The Board will need to appoint another member to the Foundation in the next couple of months. Cynthia expressed her heartfelt sentiments as she expressed the Foundation’s gratitude to Carolyn Hultgren for her leadership in creating the foundation, it’s articles of incorporation, bylaws, policies and procedures, membership, and fundraisers.

Carolyn will be missed as a regular member of the Foundation's Board and they will be asking her to be an honorary member at their next meeting.

7) OTHER ITEMS

a. CORRESPONDENCE – **For Possible Action**

b. LEGAL –**No litigation notice.**

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 – **For Possible Action**

i. Action regarding litigation or potential litigation.

d. OTHER – **For Possible Action**

8) PUBLIC COMMENT – No public comment.

9) ADJOURN: The meeting was adjourned by Chair Hultgren at 7:43 P.M.

Respectfully submitted,
Pam Weeldreyer, PGH Executive Assistant