



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
Regular Board Meeting  
**MINUTES**

Thursday, January 28, 2021 – 5:30 P.M.

**Location:** Pershing General Hospital – 850 6<sup>th</sup> Street, Suite 103 – Conference Rm  
Zoom Phone number: 1-669-900-9128 ID: 7752732621 Password: 775273

ATTENDING: Board: Vice Chair Charles Safford, Secretary Ted Bendure, Trustee Dana Tueller, Trustee Phillip Dickerman, Trustee Jayce Montes  
Board via Zoom: None  
Absent: No board members were absent.  
Staff: Cynthia Hixenbaugh, Lynn Broyles, Christina Dickerman, Debbie Mock, KayDawn Hughes, Pam Weeldreyer.  
By Zoom: Bryce Shields-Legal Counsel, County Liaison Carol Shank  
Public By Zoom: Deborah Gilbertson-Lovelock Review Miner, Donna Mae Huss-WIPFLI, Jeff Johnson-WIPFLI

- 1) **REGULAR MEETING CALL TO ORDER** – Vice Chair Safford called the meeting to order at 5:30 P.M.
- 2) **PUBLIC COMMENT** – Christina introduced current employee Paulette Carson as the new Long-Term Care Director.
- 3) **JANUARY CONSENT AGENDA** - The Board will consider, for possible action, these items in their entirety without discussion – **For Possible Action**
  - a. Meeting minutes for Special Board Meeting December 10, 2020
  - b. Meeting minutes for Regular Board Meeting December 17, 2020
  - c. Warrants (Check Register)

**ACTION**

**A motion to accept the January 2021 Consent Agenda as presented was made by Secretary Bendure. Second by Trustee Dickerman. Motion passed.**

- 4) **The December Consent Agenda** from the December 27, 2020 meeting needs a motion, a second, and a vote to pass or reject.

**DECEMBER 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 November 19, 2020.
- b. Warrants (Check Register).
- c. Acknowledge termination due to withdrawal of reapplication for Arthur Johnson, PA-C, an Emergency Department Locum Tenens, as of October 19, 2020. Termination acknowledged by Medical Staff on December 2, 2020.
- d. Approve reappointments for Dr. Kamin Van Guilder (Clinic Provider) and Dr. Robert Leckie (Northstar Radiologist). Approved at Medical Staff on December 2, 2020.
- e. Acknowledge the reappointment of vRad providers Dr. Jonathan Bold and Dr. Shwan Kim.

**ACTION**

**A motion to accept the December 2020 Consent Agenda as presented was made by Secretary Bendure. Second by Trustee Tueller. Motion passed.**

**REPORTS - The Risk Manager’s report - Taken out of order and heard at this time – Update by KayDawn Hughes**

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 three complaints as of today. Each incident was investigated.
- Quarter 4 2020 Quality Improvement Report – Quality indicators affect our LICON insurance rates.
  - Quality Indicator Results for ER visits: 92% goal (quarter 4)
  - Vital Signs within 20 min of discharge: 94%
  - Opioids prescribing in ER (AB 474): 100% (12 out of 12)
  - Critical Labs Reported to Provider within 60 minutes: 90% (36 out of 40)
  - Emergency Department Transfers Communication: 87.50% (27 out of 30)

**5) Review and Approval of Annual Independent Audit for the year ended June 30, 2020 – Presented by WIPFLI, LLP – For Possible Action**

The Annual Audit was presented by Donna Mae Huss and Jeff Johnson from WIPFLI, LLP via Zoom.

**ACTION**

**A motion to approve the Annual Independent Audit for the year ended June 30, 2020 was made by Secretary Bendure. Second by Trustee Tueller. Motion passed.**

**6) REPORTS**

- a. **Risk Manager: Update by KayDawn Hughes – This item was heard earlier in the meeting.**  
Quarterly Report, Risk Management Plan, and Quality Assurance & Improvement Plan – **For Possible Action – No action needed. This item was approved at the October 2020 meeting.**

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

- i. Critical Access Hospital and Skilled Nursing Facility Utilization
- Admissions – PGH had eleven acute admits in December. This was a very busy month. There were zero swing admits and there were 139 emergency visits. The current census is one Acute and two Swing.
  - Transfers – There were eight transfers in December.
  - Acute/E.D. – There were four “Return within 72 Hours Same Diagnosis” and four “AMA/Left Without Being Seen.” They were not the same patients.
  - Long-Term Care – The current census is 23. We have one pending admit at this time. Christina explained that we require a 14-day quarantine before admitting to the LTC.
  - Referrals – Out of 42 referrals for Long-Term Care (LTC) and Swing, we were unable to accept any. We declined 42 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
- Christina provided pictures of the isolation area in acute so the Board could have a better understanding of what our barrier walls look like. A quick review of how the ultraviolet light is used to disinfect the plastic when needed was provided.
  - The new nurse’s station has been installed.
  - Community Health Nurse Marsha and Emergency Manager Sean held a COVID-19 immunization pod last week. Christina thanked Genea Taylor RN, Laura De los Reyes CNA/Unit Secretary, Lola Montes HR Director and Loren Bianchi Maintenance Manager/Life Safety as EMS for their assistance. Approximately 75 people were immunized in spite of the cold weather.
  - We have not had as much communication with the neighboring institution reported on last week and Christina is assuming that they are seeing a decrease in positive cases.
  - Visitation in the LTC is still restricted due to the high positivity rates in Pershing County. Most of our residents have chosen to be immunized.
  - Christina reported that as of 1-13-21 there have been 851 confirmed cases of COVID-19 and that number may be closer to 1,000 by now. Christina stated that it would be helpful if the county would provide more help for their County Health Officer Dr. Van Guilder.
  - There have been 16 deaths and five hospitalizations in the county as of yesterday. This includes the prison.
  - Our laboratory 14-day positivity rate is at 20.8% and in the red. It would be nice to get below 10% so we can go to once a week testing. This would reduce workload on our lab. Mandatory COVID-19 staff testing continues at twice a week.
  - The required reporting for COVID-19 is labor intensive and includes: Daily LTC Symptom Surveillance; Daily Bed Occupancy and Symptom Count; NHSN weekly; Health Daily needs the number of vaccines on hand; RedCap Aggregate is a weekly vaccination report concentrating on tier testing; and lastly, the WebIZ Weekly Reconciliation.

c. **Chief Financial Officer: Update by Lynn Broyles**

- i. **Approve Financial Statement for period ending December 31, 2020 – For Possible Action**  
Lynn presented the Board with the Financial Statement for the six months ended December 31, 2020. The most important thing to understand about these financial statements is that when the auditors talk about refundable advances, they are referring to the cash money that we have received but not yet

recorded as income. Using the PPE as an example, we must make sure we understand the ramifications of what we are applying the funds to and how it may affect the cost report reimbursement. We have until August to submit the forgiveness application.

Each month Lynn provides the Board with a written narrative on the financials. The Board also receives a Statement of Net Position, which is commonly referred to as the balance sheet. It is what you own, what you receive, and what you owe. Our net position on our financial statement is a deficit and is primarily due to the pension liability. The pension liability is an estimate and based on our share of the amount of money that will be paid to our employees.

**ACTION**

**A motion to approve the Financial Statement for the six months ending December 31, 2020 as presented with the proviso that some required adjustments will be made was made by Secretary Bendure. Second made by Trustee Tueller. Motion passed.**

ii. Revenue Cycle Dashboard December 2020

Lynn reviewed and explained the December 2020 Dashboard to the Board. Debbie and her employees deserve huge kudos for their work. Lynn will provide a written explanation of the parts of the Dashboard for the Board.

- **7) b. v. Taken out of order and heard at this time. Approval to close the District Bank Account and the Payroll Bank Account which are currently unnecessary. Closing the accounts will improve operational efficiency and lower banking and other costs – For Possible Action**

- Lynn can handle the process which may happen as soon as next payroll.

**ACTION**

**A motion to close the District Bank Account and the Payroll Bank Account which are currently unnecessary was made by Secretary Bendure. Second made by Trustee Dickerman. Motion passed.**

d. **Revenue Cycle Manager: Update by Debbie Mock**

- i. The Patient Account Write-Offs for November 2020 from the December 27, 2020 meeting needs a motion, a second, and a vote to pass or reject – **For Possible Action**

**ACTION**

**No action was necessary because there were no write-offs for November 2020.**

- ii. Patient Account Write-Offs for December 2020 – **For Possible Action**

Debbie explained each write-off on the December Patient Account Write-Offs to the Board

**ACTION**

**A motion to approve the Patient Account Write-Offs for December 2020 was made by Trustee Dickerman. Second made by Secretary Bendure. Motion passed.**

- iii. TruBridge Financial Analysis for November 2020

- iv. TruBridge Financial Analysis for December 2020

Debbie presented the TruBridge Financial Analyses for November and December 2020. We were up in December by approximately \$100,000.00 due to 11 inpatients.

e. **Administrator/CEO: Update by Cynthia Hixenbaugh**

- Cindy welcomed Jayce and Phil to their first official Board Meeting.
- The NRHP Board approved the Pennington grant in the amount of \$1.5 million to purchase an MRI machine and trailer. NRHP will issue a request for proposal to Siemens, GE, and Phillips on February 1 with a response deadline of Feb 22. The selection process will be held from February 23 through February 26. Following will be the development of operational procedures, marketing plans, and deployment of the new machine and trailer on July 14 which is right before the current agreement terminates. This is an aggressive timeline. Our cost is going from \$415.00 to \$570.00 per test.
- We are working with Ben Paul Construction for a quote to repair or replace the clinic roof due to leaking that is occurring in the reception area, back pod, and one physician's office. Loren will provide a quote as soon as he receives it from this company. If we don't hear from them by the end of the day tomorrow, he will contact other roofing companies. Ben Paul repaired the roof a few years ago and that is why we had them come back out to assess the roof damage. We can't go into another rainy season with this problem.

- If it is possible to piggy back on the school district’s paving project, we will look at paving the parking lot; however, the roof situation will take precedence.
- i. Rural Health Clinic Utilization
 

In the month of December, the clinic had 589 visits. There were two holidays when the clinic was closed. We had one provider out for well-deserved time off. They had five TeleMed visits and 24 procedures.

Dr. Van Guilder’s time has been reduced due to increased time spent on the County’s vaccination program; this has reduced the number of patients that she can see. Cindy will be talking with Carol Shank to ask the county if they can provide her with some additional office assistance. We have seen a reduction in the number of patients and that has allowed Jake to see walk-ins all day long.
  - ii. Grants Update
    - The COVID-Pennington Grant has been expended.
    - The COVID Ship Grant will be close to expended by next quarter. The grant will finish out with the Bio Fire boxes
    - The million-dollar Pennington Grant is nearly expended and has furniture, helipad fencing, and flooring left to purchase this spring.
    - Cindy has been working with Fisher through our group purchasing organization to purchase a monthly allotment of IDNow tests. Originally, Cindy estimated 1,000 ID Rapid tests could be used in the Clinic and hospital and open up for more rapid testing for community members. This was going to cost over \$700,000 or about \$60,000 per month. Concerned that we would have to give back HHS funding in June, I asked to reduce it to 800 tests used per month which would be about \$455,000 for the year utilizing HHS funds. But now all new contracts have been put on hold through Abbott/Fisher. Battle Mountain let us purchase five kits to perform confirmatory tests for the Binax tests (at a cost of about \$5,000.00). As soon as we can move forward with a contract, Cynthia will provide details to the Board.
    - Pershing County is working to vaccinate residents over the age of 65 and any essential workers in education, community support, county and city government, and transportation. There will be a walk-in COVID vaccination event on February 6 and 7 from 9 A.M. to 5 P.M. at the Community Center. The strike team may give up to 500 doses. People can make an appointment on a website that can be accessed through the Pershing County website. Sean Burke and Marsha Foreman have done a great job scheduling all the different lanes at different times and also scheduling the second doses. Pershing General Hospital is more than willing to help with the vaccination pods that the county sets up.
  - iii. HICS COVID-19 Update – **For Possible Action**

Christina provided the HICS COVID-19 Update during her report under agenda item 6) b. ii. No action needed.

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

- a. UNFINISHED BUSINESS – **No unfinished business.**
- b. NEW BUSINESS – **For Possible Action.**
  - i. Approval of the 2021 Board of Trustees Meeting Calendar from the December 27, 2020 meeting needs a motion, second, and a vote to pass or reject – **For Possible Action**
    - Proposed 2021 Meeting Calendar: January 28, February 25, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, November 18, and December 23.

**ACTION**  
**A motion to approve the 2021 Board of Trustees Meeting Calendar as follows, January 28, February 25, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, November 18, and December 23 was made by Secretary Bendure. Second made by Trustee Tueller. Motion passed.**
  - ii. Annual approval of the Emergency Preparedness & Operations Plan Manual – **For Possible Action**

There were no changes made to the manual and Cynthia recommends annual approval by the Board.

**ACTION**  
**A motion to approve the Emergency Preparedness & Operations Plan Manual was made by Secretary Bendure. Second made by Trustee Tueller. Motion passed.**
  - iii. Annual approval of the Plant Operations Policy and Procedure Manual – **For Possible Action**

Cynthia reviewed the policy and procedure manual with Loren, Plant Operations Manager and seeing no changes Cynthia recommends annual approval by the Board.

**ACTION**

**A motion to approve the Plant Operations Policy and Procedure Manual was made by Secretary Bendure. Second made by Trustee Tueller. Motion passed.**

- iv. Annual approval of the Hazard and Vulnerabilities Assessment 2020-21 – **For Possible Action**  
The Hazard and Vulnerabilities Assessment tool is required by Life Safety as well as through our Emergency Preparedness Plan as a separate item. Loren Bianchi is our representative on the local emergency planning committee. Cynthia increased public health emergency this year and recommends annual approval by the Board.

**ACTION**

**A motion to approve the Hazard and Vulnerabilities Assessment 2020-21 was made by Trustee Dickerman. Second made by Trustee Tueller. Motion passed.**

- v. Approval to close the District Bank Account and the Payroll Bank Account which are currently unnecessary. Closing the accounts will improve operational efficiency and lower banking and other costs – **For Possible Action.**

**Agenda item 7) b. v. was heard earlier in the meeting during Chief Financial Officer Lynn Broyles' reporting item 6) c.**

- vi. Election of Officers to Board of Trustees – **For Possible Action**

1. Chairman, Vice Chairman, and Secretary – **For Possible Action**

**ACTION**

**A motion to elect Charles Safford as Chair on the Board of Trustees was made by Secretary Bendure. Second made by Trustee Tueller. Motion passed.**

**ACTION**

**A motion to elect Ted Bendure as Vice Chair on the Board of Trustees was made by Trustee Dickerman. Second made by Trustee Montes. Motion passed.**

**ACTION**

**A motion to elect Dana Tueller as Secretary on the Board of Trustees was made by Vice Chair Bendure. Second made by Trustee Dickerman. Motion passed.**

- vii. Appoint Board Representatives to Hospital Committees – **For Possible Action**

1. Patient Safety and Compliance Committee – **Trustee Dickerman**
2. Executive Committee – **Chair Safford and Vice Chair Bendure**
3. Joint Conference Committee – **Vice Chair Bendure**
4. Wage Committee – **Secretary Tueller**
5. Finance Committee – **The entire Board**
6. Board Policies and Procedures Committee – **Secretary Tueller and Trustee Montes**
7. Pershing Healthcare Foundation Representative – **Secretary Tueller and Chair Safford**
8. Recruitment Representative (physicians and upper level management positions) – **Vice Chair Bendure with Trustee Dickerman as alternate**

**ACTION**

**A motion to appoint the slate of Board Representatives to the eight Hospital Committees was made by Vice Chair Bendure. Second made by Secretary Tueller. Motion passed.**

- viii. Annual review of Pershing General Hospital Board of Trustees Bylaws – **For Possible Action**

Cynthia explained the process of reviewing the Bylaws. Pam will send the Board Members an electronic copy of the Bylaws for their review.

**ACTION**

**This agenda item was tabled until the February meeting.**

- ix. Approve appointment of audit firm as required by NRS 354.624, for the year ended June 30, 2021. Administration recommends reappointment of WIPFLI CPAs and Consultants – **For Possible Action**

**ACTION**

**A motion to approve the appointment of WIPFLI CPAs and Consultants as Pershing General Hospital's audit firm as required by NRS 354.624, for the year ended June 30, 2021 was made by Vice Chair Bendure. Second made by Secretary Tueller. Motion passed.**

**8) PERSHING HEALTHCARE FOUNDATION: Update by Cynthia Hixenbaugh**

The foundation met for the first time in 2021 this month.

Two scholarships were awarded for a CNA program. One backed out.

The foundation disbursed the second payment to our Bachelor of Science Nursing scholarship recipient.

The foundation is hoping to have a dinner this coming year in August.

**9) OTHER ITEMS**

a. CORRESPONDENCE

Cynthia provided an information sheet regarding two of the medications we have in inventory to use with COVID patients.

b. LEGAL

Bryce stated that we do not need a litigation meeting and has no update or report as legal counsel.

c. OPEN SESSION – **Not needed**

i. Action regarding litigation or potential litigation.

d. OTHER

Secretary Tueller asked if Cynthia received information regarding the virtual board symposium. Cynthia will forward the information to all Board Members

**10) PUBLIC COMMENT – No public comment.**

**11) ADJOURN:** Chair Safford adjourned the meeting at 8:21 P.M.

Respectfully submitted,

Pam Weeldreyer, PGH Executive Assistant