



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

Thursday, March 25, 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: Chair Charles Safford, Vice Chair Ted Bendure, Secretary Dana Tueller, Trustee Phillip Dickerman, Trustee Jayce Montes  
Board via Zoom: None  
Absent: No board members were absent.  
Via Zoom: Bryce Shields-Legal Counsel  
Staff Present: Cynthia Hixenbaugh, Lynn Broyles, Christina Dickerman, Debbie Mock, KayDawn Hughes, Lola Montes, Pam Weeldreyer.

- 1) **REGULAR MEETING CALL TO ORDER – Chair Safford called the meeting to order at 5:30 P.M.**
- 2) **PUBLIC COMMENT – No public comment**
- 3) **MARCH CONSENT AGENDA** - The Board will consider, for possible action, these items in their entirety without discussion – **For Possible Action.**
  - a. Meeting minutes for the Regular Board Meeting February 25, 2021
  - b. Warrants (Check Register)
  - c. Approve reappointment credentialing by proxy for telemedicine services of VRad Radiologist Dr. Robert Miller.

**ACTION**

**A motion to accept the March Consent Agenda was made by Vice Chair Bendure. Second made by Secretary Tueller. Motion approved unanimously.**

**4) REPORTS**

- a. **Risk Manager: Update 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 February; one was resolved and the second is in process.
  - ii. Quality Indicator Results for ER visits – February 92% goal
    - Vital signs within 20 min of discharge: 95%
    - Opioids prescribing in ER (AB 474): 100% (2/2)
    - Critical Labs reported to Provider within 60 minutes: 92% (11/12)
    - ED Transfers Communication: 100% (16/16)
  - Other: KayDawn requested an alternate for the QA meeting when Trustee Dickerman cannot attend. A Board Member is required to be in attendance at least quarterly. The next meeting is Thursday, April 8, 2021 at 11:00 A.M. Secretary Tueller is available to fill in for Trustee Dickerman for April’s meeting. Vice Chair Bendure also volunteered to fill in for other meetings.
- b. **Chief Nursing Officer: Update by Christina Dickerman**
  - i. Critical Access Hospital and Skilled Nursing Facility Utilization
    - Admissions – PGH had one acute admit in February. There were zero swing admits and zero observations. There were 106 emergency visits.
    - Transfers – There were sixteen transfers in February. One was admitted.
    - Acute/E.D. – There was one “AMA/Left Without Being Seen” and four “Returns within 72 hours.”
    - Long-Term Care – The current census is 24: 21 Medicaid and 3 Private Pay.  
Referrals – Out of 56 referrals for Long-Term Care (LTC) and Swing we were able to accept two. We declined 54 referrals due to no payer source, care exceeds capacity, or no open beds. Care exceeds capacity includes severe behavioral issues or medically complicated.

We opened for in-person visitation in the LTC per CMS guidance. Our residents are now getting to see their families face-to-face, in the building and outside. It is fantastic for the residents! Visits that take place outside are on the patio and we can accommodate two visits in the LTC dining room. Laura De Los Reyes in LTC assists families in making appointments for visits.

- Staffing
  - There are three open FTE positions for nurses that equal nine shifts a week. These positions are currently being covered by our staff.
  - There are four open FTE positions for CNAs that equal 12 shifts a week. These positions are also currently being covered by our staff.
  - The open social worker position is being covered by our current staff.
  - We are now contracting with an activities director to be in compliance and answer one of the deficiencies on our survey in February.
  - We are working on our deficiencies from the recent survey. We have a heads up from our exit interview and even though we have not received our statement of deficiencies yet, we have already started working ahead.
- Star Rating – Every year when we do our federal recertification we receive a rating and it can be found on Nursing Home Compare. The scale rating is between one and five. Five is the highest rating obtainable. Should you lose stars at any point, it takes three years to earn those stars back. We received a rating of five stars!

ii. COVID-19 Update

Christina has completed her portion of COVID immunizations for staff. We are the point where we are just having stragglers coming in and will try and work them through the clinic or county vaccination pods. Reiterating the information given earlier regarding LTC visitation, Christina added that the previous rule was that as long as your positivity rate was below 10% you could have visitations. Now, the new guidance is that the positivity rate does not matter as long as 70% of our LTC residents are immunized. We have about 24% of our LTC residents immunized. Those who are not immunized have chosen not to be immunized.

Facility wide, we are sitting at about 40% of staff who are immunized. Christina expects that number to go up slightly due to the newcomers going through the clinic and community pods. Vice Chair Bendure expressed his concern that he thought medical staff was high on the list to have immunizations. Christina and Cynthia explained that staff cannot be mandated to receive a vaccine; it is voluntary, though all staff were encouraged to get it.

The current positivity rate is 12.5% in Pershing County; this includes the prison.

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

i. Approve Financial Statement for period ending February 28, 2021 – **For Possible Action**

Lynn presented the financial statements for February 2021 and reviewed the information provided to the Board in the financial narrative document which included:

- February had 28 days, one of those days was a holiday and the total number of working days was 19. We had about 1.5 million in operating cash which did not include the Pennington and other grant counts; the provider relief funds or the PPP loan proceeds; patient trust accounts; or the amount we are required to set aside for our bond convenance.
- The gross patient accounts receivable at the end of the month was \$2.1 which is an increase of \$102,000.00 from January.
- Additionally, as soon as the budget has been completed, we will begin work on the PPE loan forgiveness application. Lynn is working with our auditors and their experts to make sure that we file the application in our best interest.

**ACTION**

**A motion to approve the Financial Statement for the period ending February 28, 2021 was made by Vice Chair Bendure. Second made by Secretary Tueller. Motion approved unanimously.**

ii. Revenue Cycle Dashboard February 2021

Debbie will deliver the Dashboard information in her TruBridge report.

- Lynn explained that April 15 is the deadline to file the tentative budget. Lynn will be analyzing and putting together data for the budget and we will need a special meeting to approve.
- Lynn announced that tomorrow's payroll will be paid out of the operating account and will be an increase in efficiency. As soon as all of the checks have cleared the old payroll account it will be closed and that will reduce some of our bank fees.
- We are in the middle of a Medicare audit being conducted by phone. We pay a professional to prepare a cost report and then Medicaid and Medicare have their own auditors do audits on our Cost Report to make sure that we have not claimed too much money.

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

i. Patient Account Write-Offs for February 2021 – **For Possible Action**

- Debbie presented and discussed the Write-offs with the Board.

**ACTION**

**A motion to approve the Patient Account Write-Offs for February 2021 in the amount of \$2,198.00 was made by Trustee Dickerman. Second made by Vice Chair Bendure. Motion approved unanimously.**

ii. TruBridg Financial Analysis for February 2021

- Debbie spoke to the Board about billing and collecting payments on old accounts. Contacting insurance is taking an inordinate amount of time right now. It is taking about two hours per call.
- A medical records coordinator from in-house has been hired.

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

i. Rural Health Clinic Utilization

- For the month of February, the clinic saw 636 patients. Of the 636 patients, 19 of those were new patients, 15 were telephone visits and 26 were TeleMed visits. There was a total of 85 visits outside under the tent.
- Dr. VanGuilder and staff gave 20 COVID first vaccines. The second vaccines are scheduled for March 18, 2021.
- As of April 15, anyone over the age of 18 will be allowed to receive the vaccine, so our clinic will be scheduling two- ½ days each week for COVID vaccines beginning April 15. These will be scheduled with our MA's as a nurse visit and scheduled in increments of ten to avoid any waste of vaccines.
- Appointment slots continue to be blocked to accommodate any possible COVID patients as well as any other urgent patient needs. Providers and Staff continue to work endlessly to accommodate the community needs.
- Dr. VanGuilder had a fourth year UNR student with her from February 1<sup>st</sup> through February 26<sup>th</sup> and another is scheduled to be with her beginning March 30<sup>th</sup>.

ii. Grants Update

iii. HICS COVID-19 Update

- For the month of March and February Cindy has been working with managers and Pam on renewals of licensure and permits, including our Environmental Protection Air Quality operating permit, Emissions report, Hazmat, Lab, Radiology, and Liability and Property renewals. It is not just a click of a button for these renewals but a lot of information gathering, application completions, and paying renewal fees.
- The NRHP Board approved the GE MRI system and trailer that we received from the Pennington Grant to proceed with the purchase. We will still have the MRI visit us two times per month for half a day. If we see an increase in use, we will be able to have them come more often.
- The County vaccine pod is this Saturday from 10-4 P.M. and plan to administer 700 vaccines. We have ten employees who will be assisting; four nurses to give shots, three MAs for data input in WEBiz, along with several other volunteers who will be scribes or runners.
- Pennington Grant update. The fencing project around the helipad will start soon. Pam put in the order for new lobby furniture recently and Helen will be ordering the cell washer and infant warmer. The largest project left will be the flooring and we will be able to start that as soon as the COVID plastic walls can be taken down.
- 340B – Cynthia had estimated that we would gross \$100,000.00 in a year's time with the program and we are currently at \$127,000.00 and are at less than a year.

- Cynthia agreed with Bryce that bonuses are excluded from COVID reimbursement funds and the item will not be brought before the Board unless the federal government decides that we can do something for our employees. Additionally, hazard pay did not end December 31, 2020 but continues through June 30, 2021.
- A special meeting was set for Tuesday, April 13, 2021 @ 5:30 P.M.

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

- UNFINISHED BUSINESS – **None**
- NEW BUSINESS – **None**

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

There was not a meeting in March; however, the foundation will meet in April to discuss a CNA scholarship application.

**7) OTHER ITEMS**

- CORRESPONDENCE – No action needed.**

Chair Safford sent a letter to PGH staff on behalf of the Board regarding. It was a very nice sentiment and staff appreciated it.

- 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.

- OPEN SESSION – None**

- Action regarding litigation or potential litigation.

- OTHER – None**

**8) PUBLIC COMMENT**

Christina added that we have just completed the fourth week of COVID testing of the football team, cheerleaders, coaches, and announcers. It's going really well and everyone is cooperating. Each week our staff take about two and a half hours away from our jobs. Cynthia added that we are hoping they can get their own CLIA cert, so they can do their own testing. Chair Safford asked how the high school was helping and Christina replied that the high school provides a test roster and stickers, and they are responsible for wrangling those on the roster. Additionally, our staff does not do any testing outside of Thursday afternoons.

**9) ADJOURN: Chair Safford adjourned the meeting at 6:41 P.M.**

Respectfully submitted,

Pam Weeldreyer, PGH Executive Assistant