



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES

Regular Board Meeting

MINUTES

Thursday, September 23, 2021

ATTENDING: Board: Vice Chair Ted Bendure, Trustee Phillip Dickerman, Trustee Jayce Montes, Secretary Dana Tueller
Absent: Chair Charles Safford, Board Council Bryce Shields
Others Present: County Liaison Carol Shank
Staff Present: Cynthia Hixenbaugh, Lynn Broyles, Teri Grassau, KayDawn Hughes, Lola Montes, Pam Weeldreyer
Staff by Zoom: Dr. Van Guildler, Debbie Mock

- 1) **CALL TO ORDER** – Vice Chair Ted Bendure called the meeting to order at 5:31 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 the Regular Board Meeting August 26, 2021
 - b. Warrants (Check Register)
 - c. Acknowledge the deactivation of vRad physician Dr. Brian Burgoyne.

ACTION

A motion to approve the Consent Agenda as presented was made by Trustee Dickerman. Second made Trustee Montes. Motion approved unanimously.

4) **REPORTS**

- a. **Risk Manager: Update by KayDawn Hughes**
 - i. NRS 439.875 Patient Safety Committee Update
 - The number of sentinel events (unexpected death) was one (COVID). 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.

Complaints and Quality Indicator Results

- There was one complaint and it was resolved.
- 92% goal for September
- Vital signs within 20 min of discharge: 95% (137 of 144)
- Opioids prescribing in ER (AB 474): 100% (2/2)
- Critical Labs reported to Provider within 60 minutes: 100%
- ED Transfers Communication: 100% (9/9)
- Five admit patients so far this month

- ii. Annual approval of Risk Management Plans, Policies, and Procedures Manual – **For Possible Action**
Civil Rights Non-Discrimination – No changes this year.

ACTION

A motion was made by Trustee Dickerman to approve the Civil Rights Non-Discrimination policy and procedures. Second was made by Secretary Tueller. No discussion. Motion approved unanimously.

EMTALA – Emergency Medical Treatment and Active Labor Act – No changes this year.

ACTION

A motion was made by Secretary Tueller to approve the EMTALA policy and procedures. Second was made by Trustee Montes. No discussion. Motion approved unanimously.

Quality Assurance and Improvement Plan – No changes this year.

ACTION

A motion was made by Secretary Tueller to approve the Quality Assurance and Improvement Plan policy and procedures. Second was made by Trustee Montes. No discussion. Motion approved unanimously.

Risk Management Plan policy and procedures – No changes this year.

ACTION

A motion was made by Trustee Dickerman to approve the Risk Management Plan policy and procedures. Second made by Secretary Tueller.

Critical Access Hospital Corporate Compliance Plan – No changes this year.

ACTION

The policy and procedures will be presented at the next Board meeting for approval.

b. Chief Nursing Officer:

i. Critical Access Hospital (CAH) and Skilled Nursing Facility (SNF) Utilization Report

- Admissions – PGH had four acute admit in August 2021. There were zero swing admits and five observations. There were 176 emergency visits (up from July's count of 110 visits).
- Transfers – There were 11 transfers.
- Acute/E.D. – There were ten "AMA/Left Without Being Seen" and eight "Returns within 72 hours."
- Long-Term Care – The current census is 22: 19 Medicaid, and three Private Pay.
- Referrals – Out of 30 referrals for Long-Term Care (LTC) and Swing, we were able to accept one return. We declined 28 referrals due to no payer source, care exceeds capacity, or no open beds. Care exceeds capacity includes severe behavioral issues or medically complicated.
- Staffing
 - There are five open FTE nurse positions and float positions that are being covered by our current staff.
 - There are ten open FTE CNA positions that equal 30 shifts a week that are being covered by our current staff.
 - We now have a permanent Activities Assistant. Devynn Munsey will join our team in October. Devynn has a passion for geriatric care. Currently, she is pursuing her CNA certification and will follow with activities certification to transition to the role of Activities Director once establishing time at PGH.
 - Sherry Stitch will join our team as the LTC Unit Secretary. She is an M.A. and returning to healthcare after several years of working out in the community. Sherry is also taking our CNA class.
 - Teri thanked Christina Dickerman and Paulie Carson for teaching the state approved course that Christina developed. Upon completion of training and certification, students will be moved to hiring status (approximately November 1, 2021). There has been additional interest in the CNA class and plan to add additional classes and instructors in November.

ii. COVID-19 Update

- The FDA gave emergency use authorization for a third dose of Pfizer's COVID-19 vaccine for certain instances.
- COVID 19 Immunizations continue.
- Due to the increase in community COVID, visitation is CLOSED in LTC. Outside visits and window visits are allowed.
- Mandatory COVID 19 staff testing continues at twice a week.
- We are expecting an interim final rule from CMS in October that will require "staff within all Medicare and Medicaid certified facilities" to be vaccinated against COVID-19.
- Rural Nevada has reached a record high number of hospitalized COVID-19 patients. The majority of these patients are unvaccinated. Rural facilities are experiencing difficulty transferring patients to urban medical centers.
- The CDC recommends that COVID-19 as well as the flu vaccine can be administered without regard to timing.
- CMS – COVID – 19 (RT – PCR) Laboratory 14-day Positivity Rate is at 6.1% (in the yellow status). These numbers influence the frequency of COVID – 19 testing in the Nursing Home staff and residents.
 - The community total of positive COVID-19 cases is 1058.
 - Two known community members have been hospitalized with COVID-19; one in Carson-Tahoe and one in Humboldt.
 - There have been two community deaths in the last two weeks. There has been a total of four community deaths since August 20, 2021.
 - There have been 16 positive children reported since 9-2-21. There is one teacher who tested positive and another suspected positive teacher out.

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

i. Approve Financial Statement for period ending July 31, 2021 – **For Possible Action**

Lynn reviewed the financial statements for July with the Board highlighting that we had a net increase in our equity of about \$36,000.00 which was a welcome relief.

ACTION

A motion to approve the Financial Statements for period ending July 31, 2021 was made by Trustee Dickerman. Second made by Secretary Tueller. Motion approved unanimously.

ii. Approve Financial Statement for period ending August 31, 2021 – **For Possible Action**

Lynn reviewed the financial statements for August with the Board highlighting that we had a loss of about \$87,000.00.

ACTION

A motion to approve the Financial Statement for period ending August 31, 2021 was made by Trustee Dickerman. Second made by Trustee Montes. Motion approved unanimously.

iii. Revenue Cycle Dashboard

Lynn presented the dashboards for July and August.

Discussion was held regarding the availability of financial statements prior to the meetings.

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

i. Approval of the Patient Account Write-Offs for August 2021 – **For Possible Action**

Write-offs were due to not being a medical necessity/no ABN and timely filing follow-up. Debbie also discussed problems that affect the write-offs.

ACTION

A motion to approve the Patient Account Write-Offs for August 2021 was made by Trustee Dickerman. Second made by Secretary Tueller. Motion approved unanimously.

ii. TruBridge Financial Analysis - Debbie presented the TruBridge Financial Analysis to the Board. She

highlighted hospital accounts receivable, private pay percentages, accounts over 120 days from discharge, and the bad debt write-off analysis.

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

i. Rural Health Clinic Utilization Report

- For the month of June, the clinic saw 681 patients. Of the 681 patients, 22 of those were New Patients and 35 were Occupational Health Visits. There were 78 visits outside under the tent and 28 positive cases of COVID-19.
- Appointment slots will continue to be blocked to accommodate any possible COVID patients as well as any other urgent patient needs. We have seen a significant increase in September for potential COVID patient appointments.
- Ninety-nine COVID-19 vaccines were given in August. The Clinic will continue to have scheduled days for vaccines as well as booster mRNA doses. Please call the clinic to schedule an appointment.

ii. Administrator's Report

- Staffing is at a critical level for CNAs. Using staffing agencies. Hourly rate has been increased for certain positions. Creating a combined Ward Clerk / ER tech position is a possibility.
- There are 48,000 open nursing positions available nationwide. The incentive packages and salaries are inflated.
- NHA put out a press release asking Nevadans to stay out of the E.R. if they are well. We have posted signs around the facility encouraging folks to seek asymptomatic testing elsewhere.
- The county flu pod will be held at the community center September 30, 2021 from 3-7 P.M.
- The Helmsley grant is on-track and we will be notified the week of October 4 if we received the \$400,000.00 award for the new 80-slice CT.
- The CNA class is in week three.
- We are back on track with our Fisher and Abbott contract for the IDNow. We received six more machines and we will continue to receive our allotment of test kits.
- Debbie and Cindy are working on the CMS Price Transparency Report.

- OSHA Emergency Temporary Standard – Cindy started the binder and KayDawn and Loren will complete it.
- Supplies are being back-logged by a closure of a shipping port in China as well as a lack of hands to off-load the ships waiting off Long Beach. We have found alternate sources for the time being.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

- a. UNFINISHED BUSINESS – **None**
- b. NEW BUSINESS – **For Possible Action**
 - i. Approval of Locum Tenens Agreement for Veer Babu, M.D.
ACTION
A motion to approve the Locum Tenens Agreement for Veer Babu, M.D. was made by Secretary Tueller. Second made by Trustee Dickerman. Motion approved unanimously.
 - ii. Approval of the Personnel Policy Holiday List Chapter 6 Revision– **For Possible Action**
Lola Montes asked the Board to approve the holiday list revision with the removal of Nevada Day as a designated holiday for PGH. PGH will not be closed on the day of observance.
ACTION
A motion to approve the Personnel Policy Holiday List Chapter 6 Revision for 2021 as presented was made by Secretary Tueller. Second made by Trustee Montes. Motion approved unanimously.
 - iii. Approval of the COVID-19 OSHA Emergency Temporary Standard Manual – **For Possible Action**
ACTION
A motion to approve in the COVID-19 OSHA Emergency Temporary Standard Manual was made by Secretary Tueller. Second made by Trustee Montes. Motion approved unanimously.

6) PERSHING HEALTHCARE FOUNDATION: Update by Lola Montes

- The annual foundation dinner raised a little over \$9,000.00. The foundation board determined that they would keep the dinner as a future fundraiser because people enjoy each other's company, food, and the money goes to a great cause. On behalf of the foundation board, Lola thanked those who donated including Charles Safford, Doctors Ben Harris, Kamin Van Guilder, and Douglas Vacek, Cynthia Hixenbaugh, Teri and Tom Grassau, Rene Childs, Debbie Mock, Masonic Humboldt Lodge #27, and Coeur Rochester.
- At the next meeting, they will review an R.N. candidate who is applying for a scholarship.

7) OTHER ITEMS

- a. CORRESPONDENCE – **For Possible Action**
 - i. Letter of thanks from an E.R. patient
 - ii. CMS Vaccination Requirements for Health Care Settings
- b. LEGAL – **Legal Counsel absent**
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. OTHER – **For Possible Action**

8) PUBLIC COMMENT – None

9) ADJOURN: Vice Chair Ted Bendure adjourned the meeting at 7:09 P.M.

Respectfully submitted,
Pam Weeldreyer, PGH Executive Assistant

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