



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES  
Regular Board Meeting  
**MINUTES**  
Thursday, June 23, 2022

ATTENDING: Board: Chair Charles Safford, Vice Chair Ted Bendure, Trustee Jayce Montes  
Absent: None  
Others Present: Legal Counsel Bryce Shields  
Staff Present: Cynthia Hixenbaugh, Raylene Stiehl, Patty Bianchi  
Present by Zoom: Commissioner Liaison Carol Shank, Secretary Dana Tueller, Member Phillip Dickerman, Lynn Broyles, Debra Gilbertson

- 1) **CALL TO ORDER** – Vice Chair Ted Bendure called the meeting to order at 5:35 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 Special Board Meeting May 9, 2022
  - b. Meeting Minutes for the Special Board Meeting May 23, 2022
  - c. Meeting Minutes for the Regular Board Meeting May 26, 2022
  - d. Meeting Minutes for the Special Board Meeting June 1, 2022
  - e. Warrants (Check Register)
  - f. Acceptance by proxy of reappointment privileges for Liat Kaplan, MD

**ACTION**

**A motion to approve the Consent Agenda was made by Vice Chair Ted Bendure. Second made by Trustee Jayce Montes. Motion approved.**

4) **REPORTS**

- g. **Risk Manager: Update by KayDawn Hughes**
  - i. NRS 439.875 Patient Safety Committee Update
    - May 2022: There were no sentinel events to report. The number of acquired infections in-house for acute was zero and long-term care had 12 infections. Recommendations to reduce the number and severity of sentinel events and infections that occurred: continue to promote handwashing, wear masks and follow COVID protocol.
  - Complaints and Quality Indicator Results**
    - There were four complaints in May
    - 92% goal for May 2022 ER Quality Indicators
    - Vital signs within 20 min of discharge: 97% (128/132)
    - Opioids prescribing in ER (AB 474): 100% (2/2)
    - Critical Labs reported to Provider within 60 minutes: 100% (23/23)
    - ED Transfers Communication: 100% (12/12)
    - May ERs – 132, AMAs – 3 (3 seen by provider), Admissions – 1, Swing – 2
    - LTC census is 20 (10-17 Medicaid, 3 private pay, 1 pending Medicaid flip to institutional)
    - LTC referrals – the Utilization Review Team is reviewing referrals for admission
- h. **Chief Nursing Officer: Update by Raylene Stiehl, RN**
  - i. Raylene Stiehl reported on current staffing needs: 2 ER RNs, 5 CNAs, 2 LTC RNs, 6 LTC CNAs, 1 DON. The Long Term Care unit is currently experiencing an outbreak with 14 COVID positive residents with one resident transferred to a higher level of care. Staff are also experiencing positive COVID results and 10 have been out sick to date. We are currently utilizing the Crisis Staffing category due to the high number of staff who have tested positive. Raylene thanked the Clinic staff for seeing hospital staff so quickly. If a staff member is asymptomatic, the staff member can work with the COVID positive residents. The Board discussed how residents are isolated when testing positive. Raylene stated that even if the roommate is not experiencing symptoms, they have been exposed and presumed to be positive. She stated that the curtain will be drawn between the resident beds to mitigate further spread. This variant is much more contagious than previous variants. Symptoms noted have been runny nose, headache, fatigue, and congestion. Residents have been treated with the monoclonal infusion or oral Paxlovid. Raylene expressed her appreciation for the impressive teamwork involved over the past two weeks. The LTC currently has 20

residents and another individual is being referred for eligibility. The Utilization Review Team reviewed 36 referrals, 16 had no pay source, 13 exceeded care, 1 did not have a discharge plan and 1 decided to go home. We had 2 admits to Swing, 2 LTC admits, 2 deaths, and 3 active pending cases on acute that will be transferring to Acute as soon as they are done with their Swing days and rehab. Chair Safford offered the CEO Recruitment Plan as a tool to recruit a DON and he would be happy to help since they were so successful with the CEO candidates. Chair Safford also offered that when Patty Bianchi, Interim CEO, starts on July 1, 2022, she will see where Human Resources is with recruitment for the DON position.

i. **Financial Officer: Update by Lynn Broyles**

i. Approve Financial Statement for period ending May 31, 2022 – **For Possible Action**

Lynn reported that she does not have the May Financial Statement available due to her unplanned absence. She can begin working from home now but cannot drive to Lovelock until the first of the month. She asked the Board for a special meeting the following week to approve the augmented budget for FY 22 to remain in compliance with the state. She will have to present via Zoom. She will prepare the May financials and present them to the Board as soon as possible. The special meeting will be held at 4:30 p.m. on June 30, 2022.

**ACTION**

No action taken.

ii. Revenue Cycle Dashboard

The dashboard was not available for this meeting.

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

i. Approval of the Patient Account Write-Offs for May 2022 – **For Possible Action**

Debbie was unavailable to discuss the write-offs for the meeting. The Board will discuss the write offs presented with Debbie at their next meeting.

**ACTION**

**A motion to approve the May 2022 Write Offs as presented was made by Vice Chair Ted Bendure. Second made by Trustee Jayce Montes. Motion approved.**

ii. TruBridge Financial Analysis – Debbie was unavailable to review the TruBridge Financial Analysis report with the Board of Trustees for May 2022.

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

i. Rural Health Clinic Utilization Report

May 2022 – The Clinic saw 661 patients. Of the 661 patients, 27 of those were new patients. There was a total of 70 visits that were potential COVID patients that were seen outside under the tent. In the month of May, we gave 43 COVID vaccines and will continue to offer the vaccines including boosters for qualifying patients. COVID-19 Home test kits are still available to anyone interested and are free of charge. Beginning June 29<sup>th</sup>, the Clinic will have the newly released vaccines for Moderna for children 6 months to 17 years and Pfizer vaccines for 6 months to 4 years. The FDA approved these on June 17<sup>th</sup>. The first day of free school/sports physicals was Wednesday, June 22<sup>nd</sup>. There was a total of 61 physicals completed. The next free physical day will be Thursday, June 30<sup>th</sup> from 1-5 pm at the high school old gym. After these dates, anyone that missed the free days can schedule a physical at the clinic for a reduced cost of \$25.

ii. Administrator's Report

- Cindy reported that the new transformer is in place and working from NVEnergy. This is the transformer that replaced the three old transformers near the boiler room.
- Cindy gave the Recruitment Committee recognition for their efforts to complete their plan and find candidates for the CEO position within six months. She thanked Mrs. Bendure for her part in the recruiting process by inviting the candidates to hear home for a meal and conversation. Cindy also thanked Dana Tueller for her administrative assistance with the draft employment agreement for the candidate.

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

i. UNFINISHED BUSINESS – **For Possible Action**

m. NEW BUSINESS – **For Possible Action**

i. Review and potential approval of Wage Committee recommendations for Administrator/CEO agreement – **For Possible Action**

ii. Approval of Administrator/CEO Employment Agreement for Brandon Chadock – **For Possible Action**

Vice Chair Ted Bendure reported that the Wage Committee worked with a team including Dana Tueller, Bryce Shields, Ted Bendure and Patty Bianchi to meet with Brandon Chadock to discuss the draft agreement. The draft was a template of the agreement for the previous CEOs. The agreement was finalized this afternoon. It was reviewed by Bryce Shields to make sure the Board will not have bad contractual obligations. A vast majority of the agreement is legalese according to Ted Bendure. The Wage Committee also considered what other hospital employees receive for compensation and benefits. Of note, it was agreed by both parties to extend the length of time for contract renewal or resignation notification to 180 days. Vice Chair Bendure called for discussion from the other Board members. Chair Safford stated he supports the recommendation and is confident in the hard work of the committee and legal counsel. Trustee Dickerman asked for clarification on 200 hours of PTO being available to the CEO immediately and if the CEO would receive another 201 hours on top of that at the one-year mark. Vice Chair Bendure stated that no, the CEO will accumulate time beyond the one-year mark as a regular employee. He is receiving the total one would accumulate over a year's time at the start. Vice Chair Bendure called the Board's attention to the relocation allowance as a one-time amount for relocation from West Virginia to Lovelock, NV. Brandon will also receive up to a \$10,000 performance bonus based on certain items of production over the year. The Board will need a workshop to determine what those parameters will be with goals and aspirations for the hospital. Chair Safford suggested a meeting in July and meet with the incoming CEO so everyone will be on the same page. Trustee Dickerman requested clarification on transitional housing. Vice Chair Bendure informed the Board that the hospital will rent a house or apartment to be used for transitional housing for 90 days. The CEO may request to extend another 90 days if needed and reimburse the facility for rent.

**ACTION**

**A motion to approve the Wage Committee recommendations and the Administrator/CEO Employment Agreement for Brandon Chadock was made by Vice Chair Ted Bendure. Second made by Trustee Jayce Montes. Motion approved.**

**6) PERSHING HEALTHCARE FOUNDATION: Update by Charles Safford**

- The Foundation's Annual Fundraiser-Dinner will be held on August 13, 2022. Acting Chair of the Foundation, Charles Safford, updated the Board of Trustees on the Foundation's Annual Dinner. Safford informed the Board that he will be seeking contributions from businesses outside of Lovelock, Carol Shank will seek contributions from local entities. Nicole Reitz will be cooking the meal this year and Safford is attempting to have high school student volunteers to assist as well as anyone else who is interested in helping. A scholarship for \$4,000 for two semesters was approved for Megan Peterson, who is attending the RN program at Great Basin College in Winnemucca. The Foundation will hold meetings on 6/28, 7/21, and 8/9 to make sure everything is inline for the fundraiser. Vice Chair Bendure offered himself and spouse to help with the fundraiser.

**7) OTHER ITEMS**

- a. CORRESPONDENCE – None
- b. 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.

- c. OTHER – None

**8) PUBLIC COMMENT – None**

**9) ADJOURN:** Chair Charles Safford adjourned the meeting at 6:28 p.m.

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