



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES

Regular Board Meeting

MINUTES

Thursday, February 24, 2022

ATTENDING: Board: Chair Charles Safford, Vice Chair Ted Bendure, Secretary Dana Tueller, Trustee Philip Dickerman, Trustee Jayce Montes
Absent: N/A
Others Present: Commissioner Liaison Carol Shank
Staff Present: Cynthia Hixenbaugh, Lola Montes, Lynn Broyles, Kim Maryniak, KayDawn, Debora Mock
Present by Zoom: Debra Reid and Bryce Shields

- 1) **CALL TO ORDER** – Chair Charles Safford called the meeting to order 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 the Regular Board Meeting December 23, 2021
- b. Meeting minutes for the Special Board Meeting January 13, 2022
- c. Meeting minutes for the Regular Board Meeting January 27, 2022
- d. Warrants (Check Register)
- e. Acceptance by proxy for Renown Telehealth privilege appointments for Michael Medeiros, MD
- f. Acceptance by proxy - deactivation of Renown Telemedicine privileges for Danae Foley, APRN and Fernando Mendez, MD
- g. Acceptance by proxy of Vrad reappointment privileges for Stephanie Runyan, MD and Duane Wilson, MD - Radiology

ACTION

A motion to approve the Consent Agenda was made by Vice Chair Ted Bendure. Second made Secretary Dana Tueller. Motion approved unanimously.

4) **REPORTS**

h. **Risk Manager: Update by KayDawn Hughes**

i. NRS 439.875 Patient Safety Committee Update

- There were no sentinel events to report for the month of January. 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 were no complaints
- 92% goal for January ER Quality Indicators
- Vital signs within 20 min of discharge: 95% (160/168)
- Opioids prescribing in ER (AB 474): 100% (1/1)
- Critical Labs reported to Provider within 60 minutes: 100% (22/22)
- ED Transfers Communication: 100% (6/6)
- December ERs – 168, AMAs – 5, Admissions – 4, Swing – 1
- LTC census is 16 (14 Medicaid, 2 private pay)
- LTC referrals – the Utilization Review Team is reviewing referrals for admission

ii. Staffing Update: Lola Montes, HR Director

- Lola Montes provided a recruitment and retention update to the Board members. The Board Recruitment Committee met with Keith Clark to work on a recruitment plan for Administrator. The next meeting will be held on 3/1/22 and 3/18/22. Lola followed up with staff and managers to have the opportunity to interview the candidate. Open positions to date include: 1 CNO, 1 DON-SNF, 7 CNAs, 1 RN, 1 Radiology Tech, 1 Fiscal Clerk, 1 Part Time Laundry Aide and 1 HR Assistant (14).

i. **Chief Nursing Officer: Update by Kim Maryniak, RN, Interim CNO**

- i. The CAH has one Acute/ER RN vacancy. The Swing unit has one patient on the floor and another patient will be coming in the next day or so. Utilization Review team meets daily and they are trying to bring in Swing patients.

- ii. The UR team has received many referrals, however, some of them are not appropriate due to payment or care level. LTC had their resurvey on site. 95% of the plan of correction was accepted. We will be notified of their response in the next few days. Staffing continues to improve on the LTC unit.
- j. **Financial Officer: Update by Lynn Broyles**
 - i. Approve Financial Statement for period ending January 31, 2022 – **For Possible Action**
Lynn provided a narrative to the Board for review. She reviewed the financial statement for January 2022. Lynn discussed the effect the cost of registry and increased cost of supplies is having on the facility. Lynn also discussed the cost of advertising for the year for position vacancies at \$24k. The December 31, 2021 financial statement was mistakenly omitted from this agenda and will be added to the March agenda for approval.

ACTION

A motion to approve the financial statement for the period ended January 31, 2022 was made by Vice Chair Ted Bendure. Second made by Secretary Dana Tueller. Motion approved unanimously.

- ii. Revenue Cycle Dashboard
Lynn reviewed the dashboard for December 2021 and January 2022 with the Board.
- k. **Revenue Cycle Manager: Update by Debbie Mock**
 - i. Approval of the Patient Account Write-Offs for January 2022 – **For Possible Action**
Debbie reviewed the write offs for January 2022 and December 2021 with the Board of Trustees. In December there was \$8,055.79 in write offs due to follow not being completed timely and the process by which the Business Office has to adhere to with the insurance companies and staffing issues can cause these issues. She let the Board know she is fully staff at this point and we should see better claims review and filing. Debbie requested that the Board approve the Write Offs each month even if she is unable to attend the meeting. She is happy to answer questions at the next Board meeting she attends; however, the Write Offs require action at each meeting presented. January Write Offs were \$967.00 caused by no prior authorization for Physical Therapy (PT). We cannot bill for extra units that they complete on patients unless there is a prior authorization. The January Write Offs include a timely filing and a VA timely filing from 2020.

ACTION

A motion to approve the January 2022 Write Offs as presented was made by Vice Chair Ted Bendure. Second made by Secretary Dana Tueller. Motion approved unanimously.

- ii. TruBridge Financial Analysis – Debbie review the TruBridge Financial Analysis reports with the Board of Trustees for December 2021 and January 2022. In December, total accounts receivable was \$1.9 million. We wrote off \$337,000 to bad debt and recovered \$1,000 of that bad debt. The Legislature passed a law that created extra hoops and notices for collections and it takes much longer to collect on our accounts. January increased to \$2 million and includes our private pay. We allow an annual tax discount for the private pay. This year we are allowing 40% off accounts from 2021 and older if paid in full. We will run the discount through April this year. Many facilities allow discounts during tax season to increase collections. In January we wrote off \$48,000 in bad debt and recovered \$3,400.
- l. **Administrator/CEO: Update by Cynthia Hixenbaugh**
 - i. Rural Health Clinic Utilization Report
January 2022, the clinic saw 748 patients. Of the 748 patients, 22 of those were new patients. There was a total of 203 visits that were potential COVID patients seen outside. In the month of January, we gave 86 Covid Vaccines as well as booster doses. We schedule days weekly for COVID vaccinations and booster doses as well as travel to Coeur offer them on site. Appointment slots will continue to be blocked to accommodate any possible COVID patients as well as any other urgent patient needs. If Laurie notices that we do not need as many COVID appointment slots, she removes them ahead of time to allow any type of visit to be scheduled to avoid any missed opportunities. At Home Test Kits have been ordered through the Health Resources & Services Administration free of charge for Rural Health Clinics to provide these for our community and patients. We will distribute the tests once we receive them and have a policy and procedure in place.
 - ii. Administrator's Report
 - Cindy updated the Board on the progress of the SNF survey response and resurvey stating that we will have more information at the next meeting with regard to the State determining if our responses were approved or if we have more work to do to meet compliance with regard to F700 bedrails and the Infection Preventionist position. Vrad has determined that maintaining small rural facilities as contracted with North Star Radiology is not feasible for them and they have cancelled reading xrays for

several small facilities including PGH. Dr. Robert Leckie of NSR cannot pay the administrative fee that Vrad wants without help from the facilities they serve. An amended agreement will be brought to the next Board meeting for approval that includes a \$30,000 annual fee paid monthly for administrative duties. This is an allowed expense on the cost report as verified by our auditors. Another avenue that would take more time than we have at this moment is to contract with another group. Cindy is working with Steve Mims of Tahoe Carson Radiology. Unfortunately, it will take several months to credential the new radiologists and we could be in a similar situation with an administrative fee. Either way, PGH requires night and weekend reads for our radiology department. Dr. Leckie has agreed to let PGH out of the agreement without the 60 days if we decide to separate from his group. Cindy played a 60 Minutes video Hospitals face a COVID breaking point regarding the effect COVID has had on hospitals and staffing around the country and the difficult task ahead of us. Cindy also discussed the status of recruitment, future staffing, nurse education and nurse apprenticeship programs PGH will need to be a part of to recruit and retain nurses.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

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

i. This item was forgotten from the agenda, but will be added back next meeting.

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

- i. Approve Reappointment Privileges for Sandra Althaus, MD, Northstar Radiology – **For Possible Action**
- ii. Approve Reappointment Privileges for Nicholas Carlevato, MD, Northstar Radiology – **For Possible Action**
- iii. Approve Reappointment Privileges for Cathy Endo, MD, PGH Emergency Medicine – **For Possible Action**
- iv. Approve Reappointment Privileges for Leon Jackson, MD, Northstar Radiology – **For Possible Action**

ACTION

A motion to approve items 5. n. i., ii., iii., iv., was made by Vice Chair Ted Bendure. Second made by Secretary Dana Tueller. Motion approved unanimously.

- v. Approve the Infection Control Plan Policy & Procedures SNF – **For Possible Action**

ACTION

A motion to approve the Infection Control Plan Policy & Procedures SNF was made by Vice Chair Ted Bendure. Second made by Secretary Dana Tueller. Motion approved unanimously.

- vi. Annual approval of the Radiology Department Policy & Procedure Manual – **For Possible Action**

ACTION

A motion to approve the Radiology Department Policy & Procedure Manual was made by Vice Chair Ted Bendure. Second made by Secretary Dana Tueller.

- vii. Recruitment Committee Report – **For Possible Action**

- Lola Montes reported that the Recruitment Committee met with Keith Clark, UNR Med, to discuss how to sell the community for the recruitment of an Administrator. The committee will meet again on 3/1 and 3/18 to complete assignments for the plan that Mr. Clark assigned. The plan will help the Board with the current recruitment as well as future Boards for Administrator recruitment should there be a need. Charles Safford discussed “selling points” for our community that we will include in our advertising for the position. A budget for salary will be set at up to \$200,000 per year. The meeting was productive and Lola will contact Keith for future meeting needs.

6) PERSHING HEALTHCARE FOUNDATION: Update by Lola Montes

- Lola Montes, President of the Foundation, reported there was no meeting for the month of February, but will have an update for next meeting.

7) OTHER ITEMS

a. CORRESPONDENCE – **None**

- i. Note of gratitude to PGH from CJ & Andrea Siwik
- ii. NHA Silver State Hospital News Publication

- The Board acknowledged the note of gratitude and the information provided by NHA.

b. LEGAL – **None**

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c. OTHER – **None**

8) PUBLIC COMMENT – None

9) ADJOURN: Chair Charles Safford adjourned the meeting.

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