



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES
Regular Board Meeting
MINUTES
Thursday, February 23, 2023

ATTENDING: Board: Chair Ted Bendure, Vice Chair Dana Tueller, Secretary Carol Shank, Trustee Jayce Montes, Commissioner Liaison Shayla Hudson
Present by Teams: Legal Bryce Shields
Absent: Trustee Phil Dickerman
Others Present: Beth Knight
Staff Present: Brandon Chadock, Raylene Stiehl, Lynn Broyles, Debbie Mock, Bobbette Hampton

- 1) **CALL TO ORDER** –Chair Ted Bendure 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.**

- Meeting Minutes for the Regular Board Meeting, January 26,2023
- Warrants (Check Register)
- Acceptance by proxy Renown Telemedicine privilege appointment(s) for: Marianne Kabour, PhD; Jennifer Brown, APRN; Kenneth Brown, APRN; Evan Fox, APRN; Theresa Ineck, PAC;
- Acceptance by proxy Renown Telemedicine privilege deactivated providers acknowledged– Sarah Hand, MD; Edith Odiwo, APRN; Jesus Romero, APRN; Stephen Baez, MD; Nima Alinejad, MD; Danielle Burian, APRN;

ACTION:

A motion to approve the Consent Agenda was made by Secretary Carol Shank. Vice Chair Dana Tueller seconded the motion. All were in favor with no objections.

4) REPORTS

- **Risk Manager: Update by KayDawn Hughes**
 - Risk Report was reviewed by Brandon Chadock as prepared by KayDawn, which included:
 - NRS 439.875 Patient Safety Committee Events.
 - No Sentinel Events for January.
 - 4 Long Term Care infections acquired in house.
 - No recommendations to reduce the number and severity of sentinel events & infections.
 - Quality Assurance – 0 Complaints were received in January.
 - Quality Indicator Results –
 - Vital signs January 95%
 - Opioids prescribing in ER 100%
 - ED Transfers communication 100%
- **Chief Nursing Officer: Update by Raylene Stiehl, MSN, RN**
 - Chief Nursing Officer report was given by Raylene which included the following:
 - Special Focus Facility (SFF) update – Information included:
 - Flu vaccines have been administered to the residents and we continue to administer pneumonia and COVID vaccines as required.
 - Coordination of departments to address grievances.
 - State Ombudsmen has been making monthly visits to residents in LTC.
 - CAH Update – Swing patients had dropped down to 4, but we are back up to 5.
 - SNF update – LTC now has 25 residents making LTC full.
 - Pershing Leadership visited with Humboldt General Hospital regarding coordination of teams for expertise in sharing rural hospital support.
 - Gary Beck, Director of Rural Health met with Pershing Leadership on making transfers easier between Renown and PGH. Renown has also given Rural hospitals read only access to their electronic patient portal (EPIC) for checking on patients transferred to Renown from rural hospitals.
 - Jake has been working to increase visibility imaging issues to be able to provide needed images quicker for neuro stroke cases.

- ER update – As of March 1, 2023, the ER patients’ entrance will be the main entrance of the hospital. The double door entrance on the side of the building will be for Ambulance only entrance.
- **Chief Financial Officer: Update by Lynn Broyles, CPA, CGMA**
 - Chief Financial Officer report was given by Lynn which included the following:
 - Lynn asked that the following financials be approved by the Board of Trustees before reviewing January 2023 financials as January is still in draft form.
 - July 31, 2022;
 - August 31, 2022;
 - September 30, 2022;
 - October 31, 2022;
 - November 30, 2022;
 - December 31, 2022.
 - Financials ending January 31, 2023, were reviewed with the Board
 - Lynn asked that the Board table the request to approve the appointment of the audit firm as they are considering another company to do the audit and will bring the information to the March meeting.
 - Cost report settlement for year end June 30, 2022, has been filed, but is not the final version as they are waiting on more items. The cost report will be amended.
 - Cost report ending June 30, 2021, PGH will be receiving about \$52,000.00 after the regular audit by Noridan auditors.
 - Have not received the audited financial statement for year end June 30, 2022, from WIPFLi. Should receive the final financial statements any day.

ACTION: A motion was made by Vice Chair Dana Tueller to approve financials ending July 31, 2022; August 31, 2022; September 30, 2022; October 31, 2022; November 30, 2022 and December 31, 2022. Secretary Carol Shank seconded the motion. All were in favor with no objections.

- **Revenue Cycle Manager: Update by Debbie Mock**
 - Revenue Cycle Report was given by Debbie Mock which included the following:
 - Six uncollectable account write-offs for January.
 - TruBridge information reviewed.
 - Nevada has changed the law regarding billing statements and as of March 1, 2023, the billing statements going to patients will be much more detailed.
 - A new employee doing financial counseling began employment 2/21/23.
 - As of 2/27/23, admissions will be working 12-hour shifts. There is currently no night shift, but we are working on hiring more staff so that night shifts will be covered, and we will have 24-hour admissions.
 - Wellness Tuesdays has been changed to Wellness 5 days a week from 7:00 a.m. to 3:30 p.m. Monday – Friday.

ACTION: A motion was made by Secretary Carol Shank to approve the uncollectible account write-offs. Trustee Jayce Montes seconded the motion. All were in favor with no objections.

- **Administrator/CEO: Update by Brandon Chadock**
 - Brandon reviewed the Rural Health Clinic update.
 - Brandon attended a meeting with a Rural Caucus update and NRHP is putting together talking points to share with the Board members who will likely be asked to send in letters and/or visit Carson City for support.
 - Expecting a 13 percent increase for the renewal of LiCON coverage. Liability coverage increases are trending upward nationally, especially in EPL and D&O.
 - Wage increase has been rolled out to staff.
 - Admin is tracking the renovation cost for the laboratory. Leadership will share the compiled cost data in the near future, but there may be a need to call a finance committee meeting related to a purchase request for a replacement chemistry analyzer.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

- UNFINISHED BUSINESS - None
- NEW BUSINESS

- Appoint Board Representatives to Hospital Committees:
 - Patient Safety and Compliance Committee – This committee was no longer being used and information is now being discussed at the Quality Assurance and Performance Improvement Committee (QAPI). It was recommended that the Patient Safety & Compliance Committee be renamed to QAPI.
 - **Action: Secretary Carol Shank motioned to rename the Patient Safety and Compliance Committee to QAPI and Vice Chair Dana Tueller Seconded the motion. All were in favor with no objections.**
 - Executive Committee
 - Joint Conference Committee
 - Wage Committee
 - Finance Committee
 - Board Policies and Procedures Committee
 - Pershing Healthcare Foundation Representative
 - Recruitment Representative
- Governance Binder – Documentation that was updated in the Governance Binder included:
 - Hospital Profile
 - Signed 2023 Confidentiality Agreement for Board Members
 - 2023 Board of Trustees Regular meeting dates
 - PGH Organizational Chart
 - PGH Phone extension listing
 - PGH Board of Trustees contact information
 - Bylaws of the Pershing General Hospital District Board of Trustees for Critical Access Hospital. (NOTE: a second reading will be held during the March Board of Trustees meeting which is required to fully approve the changes to the Bylaws.)
- Brandon requested a Nevada State Bank credit card for \$1,000.00 be issued to the maintenance department so that they can pick up items when needed as Purchasing and Administration credit cards are not always accessible when needed for maintenance repairs and projects.
- Discuss PERS increase from 29.75% to 33.50% effective July 1, 2023.

ACTION:

Appointment of Board Representatives to Hospital Committees –

- **Motion made by Secretary Carol Shank to appoint Chair Ted Bendure to QAPI; Vice chair Dana Tueller & Chair Ted Bendure to Executive Committee; Vice Chair Dana Tueller to Joint Conference; Secretary Carol Shank & Vice Chair Dana Tueller to Wage Committee; Entire Board to Finance Committee; Trustee Jayce Montes & Trustee Phillip Dickerman to Board Policies & Procedures Committee; Secretary Carol Shank & Vice Chair Dana Tueller to Pershing Health Foundation; Chair Ted Bendure & Vice Chair Dana Tueller to Recruitment Representative. Jayce Montes seconded the motion. All were in favor with no objections**

Nevada State Bank credit card – A motion was made by Vice Chair Dana Tueller to approve the \$1,000.00 credit card for maintenance. Secretary Carol Shank seconded the motion. All were in favor with no objections.

Governance Binder – A motion was made by Secretary Carol Shank to approve the changes to the Governance Binder in its entirety (including the Bylaws when second reading approves them fully at the March meeting). Vice Chair Dana Tueller seconded the motion. All were in favor with no objections.

PERS Increase – A motion was made by Vice Chair Dana Tueller to approve in-lieu method for the increase. Trustee Jayce Montes seconded the motion. All were in favor with no objections.

6) PERSHING HEALTHCARE FOUNDATION: Update Carol Shank.

- Secretary Carol Shank shared that the Foundation meeting was held on February 14, 2023, but they did not elect members and they will have this item on the next meeting agenda.
- Brandon Chadock, CEO and Jeff Meyers, HR attend the meeting and had made recommendations on new fund raisers that were very well received by the Foundation members.

7) OTHER ITEMS

- m. CORRESPONDENCE – **No correspondence for review or action.**
- n. LEGAL – **No action taken in executive session.**

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o. OTHER -

8) PUBLIC COMMENT – No public Comment.

- Raylene Stiehl thanked the board for absorbing the entire cost of the PERS increase for employees. She would like to have a notification sent out to employees, so they are aware that the Board has decided to absorb the entire cost of the increase instead of half of the increase coming out of employees' paycheck.

9) ADJOURN – Chair Ted Bendure adjourned the meeting at 7:11 p.m.

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