



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES

Regular Board Meeting

MINUTES

Thursday, November 28, 2023

ATTENDING: Board: Chair Ted Bendure; Vice Chair Dana Tueller; Secretary Phillip Dickerman; Trustee Jayce Montes; Trustee Sondra Sayles; Commissioner Liaison Shayla Hudson

Present by MS Teams:

Absent: Legal Bryce Shields;

Others Present: Dr. Sam Benson, Aaron Abbot, Renee Gravalin, Jerry Allen, Ritch Wagner, Nicole Reitz, Patty Bianchi, Rodney Wilcox, Sean Burke, Marti Nolan, Jesse Katsaris, Glenn Rose, Sean Luni, Loren Bianchi, Mark Ostman, Dan Murphy, Greg Reitz, Tiffany Rhodes, Bonnie Skoglie

Staff Present: Brandon Chadock, Raylene Stiehl, KayDawn Hughes, Jeff Meyers, Lynn Broyles, Kevin Haggerty, Bobbette Hampton

1) **CALL TO ORDER** – Chair Ted Bendure called the meeting to order at 5:31 p.m.

2) **PUBLIC COMMENT** – No Public Comment

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

- UNFINISHED BUSINESS
- NEW BUSINESS
 - Tech Med EMS – Dr. Sam Benson and Aaron Abbott from Tech Med EMS attended the Board of Trustees meeting to present a proposal to the Board of Trustees for long distance ALS Ambulance Service and a Community Paramedic Program here at Pershing General Hospital and Nursing Home. These programs are 100% Grant Funded and would be a 3 year commitment from Pershing General Hospital and Nursing Home with Education and Career Opportunities for the community. Dr. Sam Benson and Arron Abbott would work with Pershing General Hospital to gain Pennington Foundation or other grant services for the program. Brandon asked the Board members if they recommend he put a proposal together for Pennington Foundation to see about the funding. The Board members have agreed to move forward with pursuing the funding through the Pennington Foundation.
 - Renee Gravalin from Eide Bailly reviewed the Annual Independent Audited Financial Statements distributed to the Board of Trustees. Renee stated that even though the documents have draft printed on them she assured the Board Members that the numbers will remain the same once it is made final. Draft is listed on the documents because they have a second partner review the report for completeness before stating that the documents are final.
 - Approve initial appointment of privileges for Veronica Juarez, MD; Emergency Medicine

ACTION: A motion to approve the Annual Independent Audited Financial Statements was made by Vice Chair Dana Tueller. Secretary Phillip Dickerman seconded the motion. All were in favor with no objections.

ACTION: A motion to approve the initial appointment of Veronica Juarez, MD was made by Secretary Phillip Dickerman. Vice Chair Dana Tueller seconded the motion. All were in favor with no objections.

4) **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, October 26, 2023.
- Warrants (Check Register)
- Acceptance by proxy Renown Telemedicine privilege appointment(s) for: Duval, Dielle MD; Garcia-Rider, Emmanuelle MD; Stewart, Brianna APRN; Somers, Marisa APRN;
- Acceptance by proxy Renown Telemedicine privilege deactivated providers acknowledged – Hollister, Nicholas MD; Flowers, Stephanie APRN
- Acceptance by proxy for reappointment at vRad: Sullivan, Scott MD; Briggs, Lawrence MD

ACTION:

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

5) REPORTS

- **Risk Manager: Update by KayDawn Hughes**
 - Risk Report was reviewed by KayDawn Hughes as presented in the Board packet.
 - KayDawn reviewed Quality Assurance and Performance Improvement (QAPI) measures as presented in the Board packet. The following departments were discussed:
 - Business Office
 - Dietary
 - HR
 - Labs
 - Laundry
 - Risk
- **Chief Nursing Officer: Update by Raylene Stiehl, MSN, RN**
 - Critical Access Hospital (CAH)
 - Working on Critical Access checklist for survey readiness
 - Number of Acute & Swing Patients
 - Outpatient Infusion
 - Skilled Nursing Facility (SNF) Utilization Report
 - Number of residents with waiting list information.
 - The Director of Nursing for LTC has been hired.
 - Staffing update
 - Travel Lab Med Techs are interested in possibly becoming permanent
 - Lab Manager Dawn Seeley is doing well
 - COVID-19 Update
 - One Employee with COVID
 - Infection Prevention
 - Working on annual infection control prevention plan
 - Paps process implemented
 - How clean is clean project?
 - Influenza Vaccine
 - Special Focused Facility
 - Plan of Corrections Submitted
 - One F Tag due to enhanced precautions not in place.
 - Everything put in place for plan of corrections.
 - Federal Surveyors came in on Monday 11/27/23. Federal Surveyors are required to audit 5% of the facilities that state surveyors survey.
 - Crystal Hornby – New Director of Nursing – Long Term Care was introduced to the Board of Trustees. She begins her new position on 12/4/23.
 - Jill Plummer begins her new role as Clinical Specialist Nurse on 12/4/23.
 - Raylene shared a thank you to Katie Garijo for all that she has done in the role of Director of Nursing in Long Term Care.
- **Chief Financial Officer: Update by Lynn Broyles, CPA, CGMA**
 - Review and approve Financial statements ending July 31, 2023; August 31, 2023, September 30, 2023 and October 31, 2023. Lynn requested that the approval of the financial statements be deferred to the December meeting.
 - Update on Cost Report fiscal year ended June 30, 2023 – Lynn shared that they have deferred payment on some of the loan and shared that Pershing General Hospital owes Medicare an additional \$290,000 which will be sent.
 - Cost report was filed with Medicaid on 11/27/23.
 - Cost report for Medicare was filed 11/28/23.
 - Cost Report Medicaid Audit FY - additional information was requested and sent in, so we are now waiting for response.

- **Revenue Cycle Manager: Update by Debbie Mock**
 - Brandon reviewed Uncollectible Accounts Write-Offs for October 2023, as presented in the packet to the Board.
 - Secretary Phillip Dickerman had requested information on the Clinic write-offs be presented at this meeting. Brandon stated that they went back to 2022 on information gathered and found that for CY 2023 there were 9 mistakes resulting in gross charge write-off. Staff have been re-educated on best practices going forward. Clinic Account Write-Offs will continue to be monitored for repeat errors and reported to the Revenue Cycle Committee and QAPI Committee for evaluation and recommendation.
 - The TruBridge Financial Analysis was reviewed as presented in the Board packet.

ACTION:

A motion was made by Vice Chair Dana Tueller to approve the uncollectible account write-offs for October 2023. Trustee Sondra Sayles seconded the motion. All were in favor with no objections.

- **Administrator/CEO: Update by Brandon Chadock**
 - Brandon presented the following information:
 - Rural Health Clinic Utilization Report
 - Operational Statistics
 - Health insurance update shared with the Board members.
- **IT Director: Update by Kevin Haggerty**
 - Kevin shared that we have received additional information from CPSI and they have given us upgraded proposal information. One would be a heavy hardware package adding two additional hardware proposals and a software proposal. The next platform they proposed is called End-trust and with this proposal would handle everything except the _____.
 - MediTech is another vendor that we are looking at. A meeting has been set with a 2 hour system demonstration so we can see what that system looks like.
 - Brandon shared that we do not have a recommendation at this time, as we are doing due diligence on gathering all data in order to an informed decision. Brandon stated that once we have vetted all of the resources the information will be brought back to the Board.

6) PERSHING HEALTHCARE FOUNDATION:

- Jeff shared that the Foundation dinner was not as successful as hoped, so the Foundation is looking at other fund raising opportunities.
- A Cruse opportunity was approved at the last Foundation meeting and they are spreading the word on the cruse.
- The Pershing Healthcare Foundation Bylaws were reviewed and updated.

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 – Sondra Sayles shared that an elderly couple had come into the ER for services after hours, but couldn't find a way to notify staff that they were in the lobby. They did not notice the alert button to call staff and had to knock on the door to gain the attention of the staff. Sondra asked if we couldn't put up some more signage to help show where the alert button is so that it is more noticeable. Brandon shared that we will look at options to notify the acute desk staff on when people enter the lobby after hours.

9) ADJOURN –Chair Ted Bendure adjourned the meeting at 8:12 p.m.

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