



PERSHING GENERAL HOSPITAL & NURSING HOME BOARD OF TRUSTEES

Regular Board Meeting

MINUTES

Thursday, March 24, 2022

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

- 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 February 24, 2022
 - b. Warrants (Check Register)
 - c. Acceptance by proxy for Renown Telehealth privilege appointments for Matthew Butrum, MD, Alyssa Martinez, CNM, Kennedy Ukadike, MD, Edith Odiwo, APRN, Ryan Toanotti, PAC, Wendy Laton, APRN, Richard Malek, MD
 - d. Acceptance by proxy - deactivation of Renown Telemedicine privileges for Lynn Carver, LCSU

ACTION

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

4) **REPORTS**

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

- i. NRS 439.875 Patient Safety Committee Update
 - There were no sentinel events to report. The number of acquired infections in-house for acute was zero and long-term care had three cases of conjunctivitis. Recommendations to reduce the number and severity of sentimental events and infections that occurred: Education has been completed for staff on hand hygiene and conjunctivitis. There has been no more spread in the last three weeks.

Complaints and Quality Indicator Results

- There was one complaint – regarding a Clinic bill; patient contacted by Risk, but no response as of today.
- 92% goal for February ER Quality Indicators
- Vital signs within 20 min of discharge: 95% (120/126)
- Opioids prescribing in ER (AB 474): 100% (4/4)
- Critical Labs reported to Provider within 60 minutes: 100% (10/10)
- ED Transfers Communication: 100% (9/9)
- February ERs – 126, AMAs – 5 (2 not seen by provider), Admissions – 0, Swing – 2 (March)
- LTC census is 17 (15 Medicaid, 2 private pay) – There will be another admit tomorrow.
- 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. Open positions to date include: 1 DON-SNF, 7 CNAs, 1 RN, 1 Ward Clerk, 1 Fiscal Clerk, 1 Part Time Laundry Aide, 1 Part Time Dietary Aide and 1 HR Assistant. Recent hires include: FT LTC nurse, FT CNO and FT Radiology Tech. Agency staff: 2 CNAs exiting and 2 new coming on. Lola acknowledges the cost of agency, but the goal is stay open to provide healthcare.

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

- i. The new CNO will start on April 4th. Kim will extend through the end of April to help onboard the new CNO. Swing Bed Unit has two patients at this time. We can go up to 3, but shouldn't go beyond that because of staffing. The hospital continues to recruit for a DON SNF. The CAH is in a survey window and OSHA may be back to reinspect based upon the inspection we had in December. We are expecting another resurvey for SNF and are focused on policy and procedures, education and training.
- ii. The UR team has received many referrals, however, some of them are not appropriate due to payment or care level. Kim has reached out to Carson Tahoe and Erik has reached out to Banner. Communication with our neighbor facilities is ongoing regarding referrals.

g. Financial Officer: Update by Lynn Broyles

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

Lynn provided a narrative to the Board for review. She reviewed the financial statement for December 2021. The financial statement includes a little over \$3k in grant items and additional expenses that she was waiting for to close the month.

ACTION

A motion to approve the revised financial statement for the period ended December 31, 2021 was made by Vice Chair Ted Bendure. Second made by Trustee Jayce Montes. Motion approved unanimously.

ii. Approve Financial Statement for period ending February 28, 2022 – For Possible Action

Lynn provided a narrative to the Board for review. She reviewed the financial statement for February 2022. Lynn reviewed with the Board that the COVID testing supplies will show as an expense as they are used. Inventory should go down every month unless shipments arrive to replace them. An Interim Cost Report was completed and the estimated amount earned to the end of January was \$167k. We did not accept the interim rate because it had doubled and we could possibly have to pay CMS back due to admissions resuming. We will have another interim cost report completed before the end of the year to receive the funds sooner. Expenditures were \$400k over budget due to extra expenses such as agency staff. The cash position is good for reserve and we are still meeting our obligations.

ACTION

A motion to approve the financial statement for the period ended February 28, 2022 was made by Vice Chair Ted Bendure. Second made by Trustee Phillip Dickerman. Motion approved unanimously.

iii. Revenue Cycle Dashboard

The dashboard was not available for the meeting.

iv. Review of the FY23 Budget process

Lynn reported that she is working on the FY23 budget. The tentative budget is due to the State of Nevada by April 15, 2022. The budget is based on eight years of prior financial information. Factors that will affect the budget this year will be the emergency declaration for COVID and the information for February and March. She meets with the department heads, reviewing their past annual information and fixing any line item issues. She gathers information from taxation for property tax as well. Lynn stated there will need to be a budget hearing in May and doesn't anticipate a special meeting at this time. Lynn notified the Board that the state reviews the tentative from April 16 until final due date. The Board will approve at their meeting in May and it will be filed with the state by June 1.

h. Revenue Cycle Manager: Update by Debbie Mock

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

Debbie reviewed the write offs for December 2021 and asked for a motion noting that the even if she is not in attendance at the meeting, the Board will need to approve the write offs as they have already occurred.

ACTION

A motion to approve the December 2021 Write Offs as presented was made by Vice Chair Ted Bendure. Second made by Trustee Jayce Montes. Motion approved unanimously.

ii. Approval of the Patient Account Write-Offs for February 2022 – For Possible Action

Debbie reported that the Business Office staff continue to work on older claims to reduce the number of write offs.

ACTION

A motion to approve the February 2022 Write Offs as presented was made by Trustee Phillip Dickerman. Second made by Trustee Jayce Montes. Motion approved unanimously.

- iii. TruBridge Financial Analysis – Debbie review the TruBridge Financial Analysis reports with the Board of Trustees for February 2022. Accounts receivables are currently at \$1.8 million and reducing due to write offs occurring. The NRS for collections has changed and this is causing some issues with collections. This means that we will not have our bad debt reimbursed as much because we cannot collect on it. We allowed a discount for the patient portion for claims in 2021 and older of 40% off, which will expire in April.**

The discount may help with outstanding private pay. Debbie reported her staffing is good in the Business Office. She still needs one Ward Clerk and if coverage is needed, they get pulled to assist Acute/ER.

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

i. Rural Health Clinic Utilization Report

February 2022 – The Clinic saw 684 patients. Of the 684 patients, 28 of those were new patients. There was a total of 144 visits that were potential COVID patients that were seen outside under the tent. In the month of February, we have 42 COVID vaccines and will continue to offer the vaccines weekly. COVID-19 Home test kits were ordered through HRSA (Health Resources and Services Administration) and are now available free of charge for Rural Health Clinics to provide “At-home” test kits for all Nevada residents.

ii. Administrator’s Report

- Cindy updated the Board on the progress of the SNF survey response and resurvey. The Plan of Correction was submitted this day with appropriate corrections for the F700 Bedrail Tag and the F882 Infection Control Tag. CMS denied my first designee for Infection Preventionist based upon education. I designated our Laboratory Manager as the Infection Preventionist with a consultant as Infection Preventionist, Dave Woodard, until the new designee has completed the APIC training. We anticipate another resurvey based upon our submission. It is disappointing that CMS denied the first designee as the employee was first to volunteer and has done a great job learning the role and working on the training. We will ask this employee, Nicole Reitz, to continue her education and assist Lisa Eckerfield and Dave Woodard as she is an asset to our facility and willing to help where she can on a regular basis.

j. **Recruitment Committee: Update by Charles Safford and/or Ted Bendure**

i. Update the Board of Trustees on the progress of the recruitment plan – **For Possible Action**

Charlie Safford updated the Trustees on the current status of the plan noting that Cindy will stay longer anticipating recruitment taking longer than June 1. The Wage Committee will work out a salary beyond June with Cindy. Charlie and Ted are working on interview questions and would like Board input. Phillip Dickerman addressed the Board with his concerns regarding the recruitment process as presented and urged the Board to consider professional recruitment companies to find candidates that fit for our facility. He stated that with the current process, the Board is being irresponsible to put it all on Lola Montes. He states she has way too much responsibility already. Professional recruiters may cost \$100k, but we will get what we pay for. We are going to get a vetted person. He asked who on the Board is qualified to do a background check on a candidate. He feels all the Board is doing is kicking the can down the road. We owe it to the community to get a qualified CEO who is going to come in with new ideas and contacts to bring in personnel we need; new ideas to turn financials around. We are three months in to this and no closer to finding a candidate. He stated the Board is doing a disservice to the hospital and community by putting it off. Phillip stated that the Board should vote on a professional recruiter to take the load off the hospital employees. Jayce Montes agrees with Mr. Dickerman. Dana Tueller understands where Mr. Dickerman is coming from, but part of the Board’s due diligence is to explore possibilities and save money for the hospital as well. Ted Bendure concurs with Ms. Tueller. Mr. Bendure stated they are looking at the possibility of lucking out if we reach out in our area without going with a national firm. Charlie Safford stated that other facilities have gone through national recruiters a few times and it doesn’t always work out. He noted that there are several people on the committee to help create the plan including Keith Clark, UNR Med. Charlie stated he has hired many people and done background checks. We will ask for a Letter of Interest, Resume and three professional references. Charlie acknowledged that Lola might be overworked and everyone is overworked in one way or the other. We have been granted time by Cindy or Patty to have time needed to do this. We haven’t made it onerous on anyone. We are going slow because we were granted time and we are doing well. Keith Clark is a professional and has done this before. Carol Shank stated that as far as the committee, we have worked hard on this and she understands what Phillip Dickerman is saying. Everyone is stressed out and knows how the staff feels due to the last two years. We have the ad and we can get that out and see what results. If it doesn’t work, we can go to the professional company. Phillip asked for a timeline from the Board – what is a reasonable timeline? Charlie stated he plans to have the information in place by April 28th.

ii. Review and discuss recruitment advertising for Administrator position

The recruitment ad was distributed to the Board for review. Charlie Safford stated that if it is acceptable to the Board, it will be posted in various modes of advertising including websites and social media. Carol Shank suggested the use of the word strongly is used too many times in the ad and should be revised. The

Board discussed specifics about the Administrator requirements placed in the ad. Ted Bendure stated some of that information is left out of the ad to be discussed when communication begins with the candidate. Charlie stated that the ad was designed to appeal to someone to reach out to PGH. The webpage is designed to include a job description. He also stated that the length of the ad is shortened due to cost of print advertising. Phillip Dickerman stated that it is very important to have a timeline. It was noted that the Board would like to save money to increase the payroll of the Administrator and the cost of the interview.

5) CRITICAL ACCESS HOSPITAL (CAH) ITEMS

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

- i. Discussion and possible action for the selection of B.E. Smith or Kirby Bates Associates to launch recruitment search for Hospital Administrator/CEO – **For Possible Action**

The Board tabled this

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

- i. Approval of revised contract for North Star Radiology for radiology services – **For Possible Action**
Cindy Hixenbaugh advised the Board on the circumstances relating to the revised contract and recommended approval.

ACTION

A motion to approve the revised contract for North Star Radiology for radiology services was made by Trustee Phillip Dickerman. Second made by Trustee Jayce Montes. Motion approved unanimously.

- ii. Approve appointment of audit firm as required by NRS 354.624, for the year ended June 30, 2022.
Administration recommends reappointment of WIPFLi CPAs and Consultants – **For Possible Action**

ACTION

A motion to approve the appointment of audit firm as required by NRS 354.624, for the year ended June 30, 2022. Administration recommends reappointment of WIPFLi CPAs and Consultants was made by Trustee Jayce Montes. Second made by Trustee Phillip Dickerman. Motion approved unanimously.

- iii. Approval to open an operating checking account at Nevada State Bank for the purpose of, at minimum, depositing cash and procuring change when necessary due to Wells Fargo Bank's withdrawal from Lovelock. – **For Possible Action**

ACTION

A motion to approve opening an operating checking account at Nevada State Bank for the purpose of, at minimum, depositing cash and procuring change when necessary due to Wells Fargo Bank's withdrawal from Lovelock made by Vice Chairman Ted Bendure. Second made by Trustee Phillip Dickerman. Motion approved unanimously.

- iv. Approve recruitment advertisement for Administrator position as revised or presented – **For Possible Action**
Further discussion regarding timelines for advertising and recruitment. Trustee Dickerman would like an update on how well the advertisement is doing at the next meeting.

ACTION

A motion to approve recruitment advertisement with the agreed upon corrected changes to the advertisement and published as soon as possible with the Board being updated at the April 28th meeting was made by Trustee Phillip Dickerman. Second made by Trustee Jayce Montes. Motion approved unanimously.

6) PERSHING HEALTHCARE FOUNDATION: Update by Lola Montes

- No new scholarship applications have been submitted to date.

7) OTHER ITEMS

- a. CORRESPONDENCE – **None**
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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