

**Martin County Hospital District  
Board of Directors Meeting**

Monday, April 27, 2020

Members Present: Bill Pardue, Albert Garza, Terry Franklin, Morgan Cox, John Myrick, Clay Parker

Members Absent:

Hospital Staff Present: Nancy Cooke, Cherri Waites, Linda Wiebe, Freddy Olivarez

Other Attendees:

Meeting Called to Order at 11:29 AM by Board President Bill Pardue

Agenda Items	Presentation/Discussion	Action Taken
<p><b>Reading and Approval of Minutes from March 12, 2020 and March 30, 2020</b></p>	<p>Minutes Reviewed. Location of Board Minutes from March 30th to be corrected to "was held on March 30, 2020 via Teleconference due to the COVID-19 Pandemic"</p>	<p>Motion by Morgan Cox, to accept minutes as corrected Second by Albert Garza. All Approved</p>
<p><b>Public Comment</b></p>	<p>None</p>	<p>No action taken</p>
<p><b>QA Report/Infection Control/Discussion and possible vote on Lab policies- Linda Wiebe</b></p>	<p>Ms. Wiebe presented the QA/Infection Control Report for the quarter ending March 31, 2020. Items noted included:</p> <ol style="list-style-type: none"> <li>1. Business Office goal is to reduce rejected claims to less than 5%. Issues have been noted with the claims being held by Cerner and not passing to the Scrubber. Each department is conducting an analysis to determine why claims are not passing.</li> <li>2. Laboratory is reviewing accuracy of scanned reports in the medical record. For March, only 5 reports were scanned . CDC is now uploading reports at the bedside.</li> <li>3. Radiology is tracking report turn around times by the two radiologists groups, Radiology Associates and Virtual Radiologic.</li> <li>4. Nurse Staffing Committee/Utilization Review noted that while ER census increased over Q4 2019, total admissions and surgical cases declined due to COVID-19. OR staff has been cross-trained to work in the ED and Nursing Unit. Clinic staff is being utilized to screen patients and visitors at the front door. Also reported were the following Press Ganey scores:             <ol style="list-style-type: none"> <li>1. 94.4% for Communication with nurses</li> <li>2. 91.7% for Response of hospital staff</li> </ol> </li> <li>5. Utilization Review evaluated 63% of cases, 98 admissions for the quarter, no denials.</li> <li>6. Infection Control discussed processes for COVID-19 . Each lab test requires it's own policy, Mr. Rios is developing those. Policies are approved through QA and Medical Staff before being presented to Board.</li> </ol>	<p>Motion by Terry Franklin, Second by John Myrick. All Approved</p>

<p><b>Medical Staff Report- Dr. Calvin Cargill</b></p>	<p>Dr. Cargill presented the Medical Staff minutes from April 22, 2020. Items discussed were:</p> <ol style="list-style-type: none"> <li>1. Clinic is now offering a drive up clinic for sick patients. Patients are to remain in their car to avoid exposing others.</li> <li>2. Clinic is now offering telehealth visits via iPad. The telehealth company that is used is HIPAA compliant.</li> <li>3. The Medical Staff group now meets 2-3 times per week for about 15 minutes to give updates on the COVID-19 pandemic.</li> </ol>	<p>Motion by Morgan Cox, Second by Albert Garza. All Approved</p>
<p><b>Contracts for Renewal- Cherri Waites</b></p>	<ol style="list-style-type: none"> <li>1. Change Healthcare Solutions- Provides the bills that are received in the mail. Within about six weeks we will be making the switch over to a new system, because there have been complaints about the way the statements look.</li> <li>2. Multiview- Cerner does not have a financial system, Multiview integrates with Cerner.</li> </ol>	<p>Motion by Morgan Cox, Second by John Myrick. All Approved</p>
<p><b>CFO Report- Cherri Waites</b></p>	<p>Mrs. Waites reported on the check register, financials and gave a brief COVID-19 update for the month of March.</p> <p>Check Register-</p> <ol style="list-style-type: none"> <li>1. Martin County Appraisal District performs all of the tax related functions for us.</li> <li>2. Documation of San Antonio supplies all of our printers and copiers.</li> <li>3. Vandergriff Group Architects update-The CEO contacted Bill Parsons. The schematic phase is 100 percent completed, the design development is 100 percent completed, the construction documents are 40 percent completed. Mr. Parsons does have questions about the retail pharmacy space. The potential release date for the drawings is mid may.</li> <li>4. STAT Biomedical comes in and looks at equipment to ensure that it is running correctly.</li> <li>5. Officewise Furniture &amp; Supply provides general office supplies and furniture.</li> </ol> <p>Balance Sheet-</p> <ol style="list-style-type: none"> <li>1. Total cash is about \$26,000.00. Inventory will take place on April 30th.</li> <li>2. Goodwill is from the purchase of the home health agency.</li> <li>3. There will be another bond payment made on May 1st.</li> </ol> <p>Income Statement-</p> <ol style="list-style-type: none"> <li>1. Comparing March to February revenue did drop because of COVID-19.</li> <li>2. Stopping surgeries has taken an effect on labs, xrays, and clinic visits.</li> <li>3. Total Non-Operating Income correction- Auditors informed us that the amount of money we were going to be receiving next year was going to be \$15,000,000.00. Marsha Graves advised us of two increases due to additional oil wells or reappraised equipment. The corrected total is now \$19,000,000.00.</li> <li>4. Days cash on hand is down slightly from 322 in February to 320 in March.</li> <li>5. AR days have not decreased. Accounting and Business Office are meeting on a weekly basis to resolve that issue.</li> <li>6. Home Health accounts for the largest part of travel.</li> </ol> <p>COVID-19-</p> <ol style="list-style-type: none"> <li>1. The Hospital has received two stimulus checks for \$425,877.00 and for \$84,000.00.</li> <li>2. Mrs. Waites has not applied for any loans, because she does not feel like that is needed at this time.</li> <li>3. Next month's meeting will cover capital budget and departmental budgets.</li> <li>4. THIE will be giving us a refund, it will be about \$15,000.00.</li> <li>5. Freddy and Nancy worked on documentation to receive an additional 3.2 million that will be distributed by THA. We are unsure what our portion of that will be.</li> </ol>	<p>Motion by Morgan Cox, Second by John Myrick. All Approved</p>

<b>Administrative Report- Nancy Cooke</b>	<p>Mrs. Cooke presented the Administrative Report.</p> <ol style="list-style-type: none"> <li>1. The staff has done a great job screening at the front door.</li> <li>2. Elective cases and non urgent cases could resume on May 11th.</li> <li>3. MCHD may implement a similar algorithm to St. David's in Austin.</li> <li>4. Expect revenue to be down next month, due to COVID-19. Clinic visits may be about half of the normal number.</li> <li>5. May 1st is the beginning of our new fiscal year.</li> <li>6. Hospital week is May 11-15 and Mrs. Cooke would like to do something for the staff.</li> <li>7. Meeting minutes and financial statements may be formatted differently next month.</li> <li>8. Any employee reimbursement or any payment to a physician that is non-payroll related will be approved by Mrs. Cooke before being processed.</li> </ol>	Motion by Morgan Cox, Second by John Myrick. All Approved
<b>Other Business</b>	None	No action taken
<b>Executive Session</b>	12:49 PM	No action taken
<b>Return to Open Session and address any other outstanding issues that have been properly posted for consideration</b>	None	No action taken
<b>Adjourn</b>	1:07 PM	

  
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 Board of Directors President

7-14-20  
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 Date

  
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 Board of Directors Secretary

7/14/20  
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