

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

Monday, August 31, 2020

Members Present: Albert Garza, Terry Franklin, Morgan Cox, John Myrick, Clay Parker, Frances Hernandez

Members Absent:

Hospital Staff Present: Nancy Cooke, Linda Wiebe, Freddy Olivarez, Cynthia Wentworth, Tara Lopez, Rebecca Brandon, Tonya Glisan

Other Attendees: Brian Jackson with Jackson and Carter

Meeting Called to Order at 11:31 AM by Board President Morgan Cox

Agenda Items	Presentation/Discussion	Action Taken
Reading and Approval of Minutes from August 17, 2020.	Minutes Reviewed.	Motion by Terry Franklin, to approve minutes Second by Frances Hernandez. Motion Approved
Public Comment	None	
Medical Staff Report	Dr. Calvin Cargill presented the Medical Staff Report and Physician Credentialing. Dr. Silvestre Ortiz, M.D. and Donald Kash, M.D. requested Consulting Radiology privileges. Julie Davis, CRNA and Dora Howard, P.A. submitted resignation letters. There were 3 delinquent charts. Seven Hospital and four Clinic charts were submitted for peer review with no concerns noted.	Motion by Albert Garza, second by Clay Parker to approve the report as presented. Motion Approved.
Quality Assurance Dashboard	Projects noted were: Business Services review of rejected claims to improve clean claim percentage; decreasing the number of no shows in the Clinic by implementing reminders before appointments and documentation of discharge vitals within 15 minutes of discharge.	Motion by Terry Franklin, to approve minutes Second by Frances Hernandez. Motion Approved
Departmental Reports 1. Martin Family Clinic 2. Compliance	1. Rebecca Brandon presented the Quarterly Report for Martin Family Clinic. There were a total of 2,649 visits. She noted that reimbursement is partially based on FTE productivity. For the fiscal year ended April 30, 2020 the Clinic met both the Physician productivity requirement of 4,200 visits and the mid-level requirement of 2,100 visits. The volume has decreased due to volume. An exception to the productivity rule was submitted to and granted by CMS for the fiscal year ended April 30, 2021. She then presented the Annual Evaluation. The Annual Evaluation meeting was held on July 30. Ms. Patsy Jones joined the staff as the Community Representative. Items reviewed during the meeting included chart reviews, coding deficiencies, efforts to decrease no-shows, chronic care management program, marketing, telemedicine waiver and the current sick clinic. 2. Tara Lopez updated the Board on the Compliance Risk Assessment. She also presented the work plan for the remainder of the year that will focus on education and a revitalization of the Compliance Committee.	Motion by Terry Franklin, second by John Myrick to approve the Martin Family Clinic Report. All Approved. Motion by Terry Franklin, second by Albert Garza to approve the Compliance Annual Work Plan. All Approved.

<p>Discussion and Possible Action on Policies</p>	<p>Administration:</p> <ol style="list-style-type: none"> 1. ADM 028 Purchasing / Bid Policy-Provides guidelines for purchasing for the organization to comply with State laws and codes. Includes delineation of those items that must be advertised per public bid. Sets guidelines for purchasing and/or approval limits for hospital staff. Sets guidelines for issuance of purchase orders and cash expenditures. 2. ADM 017 Contract Management Policy-Specifies the process used to approve or renew a contract. Includes updated Contract Approval Cover Sheet which includes a summary of the contract as well as the approval flow necessary to complete the contract. A form for review and evaluation of existing contracts prior to renewal is also included. 3. ADM 013 Identity Theft Prevention (Red Flag Rules) Revised policy to comply with requirements of the Federal Trade Commission's Red Flag Rule (Rule). This Rule helps guard against identity theft and is mandatory for all businesses that grant credit to customers. In addition to the HIPAA Privacy safeguards, we are required to safeguard credit card and checking account information. <p>Human Resources</p> <ol style="list-style-type: none"> 1. HR 005 Equal Employment Opportunity-Policy ensuring all employees and customers are treated in accordance with the mission and vision of the organization and to ensure compliance with all federal, state and local laws. <p>Trauma Policy Log-Bi-annual review if Trauma Policies. Includes process changes for the Trauma Activation Team and the Roles and Responsibilities of the Trauma Team Members. HIPAA Policy Log-Bi-annual review of all HIPAA Privacy Policies.</p>	<p>Motion by Frances Hernandez, second by Terry Franklin to approve the policies as presented. Motion passed.</p>
<p>Contracts For Approval and/or Renewal</p>	<ol style="list-style-type: none"> 1. Provider Reimbursement Consultants, Inc. - The chargemaster is the application in EHR's that control and direct the charging and billing functions. Medical billing is done via numerical code assignment. These codes are updated annually by CMS and other regulating entities. It is important that the chargemaster be accurate, or billing errors occur. An annual review of this application by an expert is important to ensure we are billing in accordance with regulations. The cost of this review is \$20,500. This also includes education to our staff and ongoing review services for one year. 2. Lamar Billboards - Renewal of existing contract. Annual cost is \$38,682.50. Billboards will be re-designed. 3. Contract Cre8tive - Redesign website. Maximum cost is \$18,550.00 	<p>Motion by John Myrick, Second by Clay Parker to approve the contracts as presented. Motion passed.</p>
<p>Discussion and Vote on 2020 Proposed Tax Rate</p>	<p>Tax rate proposed at \$.19758. M&O is proposed at \$.17859 and I&S is proposed at \$.01899</p>	<p>Motion by Terry Franklin, Second by Clay Parker. Motion passed.</p>

Equipment	<p>1. McKesson Lab Analyzers-Chemistry analyzers are medical laboratory devices used to calculate the concentration of certain substances within samples of serum, plasma, urine and/or other body fluids. Substances analyzed through these instruments include certain metabolites, electrolytes, proteins and/or drugs. The McKesson VITROS 7600 will replace lab analyzers that are older technology. These units run more efficiently and take less tech time and a lower reagent cost. VITROS XT ensures the right result the first time, with an industry leading 96.5% first pass yield.</p> <p>These units run the tests to detect COVID. We are able to purchase these with the COVID grant monies. This has been verified with our auditors. The cost is \$290,000.00</p> <p>2. Signage Proposals-The proposal is to upgrade and refresh signage around the campus. Large signs at the corner of Beaugard and the Access Road and at the entrance to the ED, will receive a refresh and a new, lit topper which spells out "Emergency". An LED sign will be added to the monument sign at the entrance off the access road. All other signage will be refreshed and updated. The cost is \$118,635. Budgeted amount is \$120,000</p> <p>3. Contract Cre8tive-Website development and other digital marketing services. Cost not to exceed \$18,550.</p>	Motion by John Myrick, Second by Clay Parker to approve the contracts as presented. Motion passed.
CFO Report	Financial Statements for the month ended July 31, 2020 were presented. Gross revenue totaled \$2,968,417. Net Revenue was \$1,559,652. Total expenses were \$2,976,831. It was noted that June expenses were not fully accrued due to the absence of the A/P Clerk. This was corrected in July, so year to date numbers are accurate. Cash Disbursements totaled \$1,380,565.68. The Quarterly Investment Report was presented with a detail of where District funds are deposited.	Motion by Frances Hernandez, second by Terry Franklin to approve the report as presented. Motion passed.
Administrative Report	<p>Ms. Cooke notified the Board of the following items:</p> <ol style="list-style-type: none"> 1. Phone tree being developed for Clinic calls. 2. Bid specifications being developed for roof replacements. 3. The Emergency Department patient intake process has been reworked. 4. A marketing plan for the remainder of the year is being developed. 5. Flu Shots will be available for staff and patients by October 1. 	
Other Business	None	
Executive Session	<p>The Board entered Executive Session at 1:00 p.m.</p> <ol style="list-style-type: none"> A. Texas Government Code 551.071: Consultation with Attorney B. Texas Government Code 551.074: Personnel Matters <p>The Board returned to Open Session at 1:22 p.m.</p>	
Adjourn	1:23 p.m.	


 Board of Directors President

9-28-2020
 Date


 Board of Directors Secretary

9/28/20
 Date