

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

Monday, June 29, 2020

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

Members Absent: Clay Parker

Hospital Staff Present: Nancy Cooke, Cynthia Wentworth, Linda Wiebe, Rebecca Brandon, Tara Lopez

Other Attendees: Attorney, Brian Jackson; Chief of Staff, Dr. Calvin Cargill

Meeting Called to Order at 11:30AM by Board President Morgan Cox

Agenda Items	Presentation/Discussion	Action Taken
Swearing in of Appointed Board Members	Frances Hernandez was sworn into office for a two year term.	
Board Member completion of Conflict of Interest Statement	Ms. Hernandez signed and completed the Annual Conflict of Interest Statement	
Reading and Approval of the Minutes from May 26, 2020	Minutes reviewed.	Motion to approve by Terry Franklin; Second by John Myrick. Motion Approved
Public Comment	None	No action taken
Medical Staff Report	<p>Dr. Cargill presented the Medical Staff minutes from June 24, 2020. Items discussed were:</p> <ol style="list-style-type: none"> 1. May privileges granted: Nathan Schafer, CRNA Andrew Pande, M.D. -ER 2. May Terminations: Tim Hughes, M.D. 5/27/20 Katherine Tobin, M.D.- Virtual Radiology 5/18/20 Leanne Harshman, M.D. - Virtual Radiology 5/18/20 Jacob Oommen, M.D. - Virtual Radiology 5/15/20 3. 15 peer review cases (11 Hospital, 4 Clinic), all approved. 4 cases outstanding from February and March were reviewed and discussed with no further action required. 4. There were no transfusions in May. 6 reportable lab results to TDSHS. 5. Emergency Department dashboard reviewed. 6. Swing Bed, Nursing Administration and Pharmacy policies were reviewed and approved 	Motion by Terry Franklin to approve Medical Staff report, seconded by Albert Garza. Motion passed unanimously.

<p>Policies</p> <ol style="list-style-type: none"> 1. Public Comment at Board Meetings 2. Martin County Hospital District Organizational Chart 3. Mission, Vision, Values 4. Compliance Plan 5. Code of Conduct 6. Compliance Risk Assessment/Work plan 7. Business Courtesies 8. Americans with Disabilities-Section 504 9. Notice of Non-Discrimination 10. Notice of Program Accessibility 11. Grievance Procedure 12. Communication with Persons with Limited English Proficiency 13. Communicating Information to Persons with Sensory Impairment 14. Accommodating Persons with Service Animals 15. Human Resources-Attendance and Tardies 16. Swing bed Policies 17. Nursing Administration/Administration Policies 18. Pharmacy Policies 	<ol style="list-style-type: none"> 1. Public Comment at Board Meetings-Allows for Citizen Input and/or Comments directly to Board during Board meetings. 2. Organization Chart for District was presented and reviewed. 3. Mission, Vision, and Values. This policy adds the Values of EMPOWER (Encourage, Motivate, Positivity, Ownership, Work together, Effort, and Respect) to the existing Mission and Vision. 4. Compliance Plan-This is a newly revised and updated Legal Compliance Plan. This will serve as a guideline for policies and procedures. It has been formulated to evidence and ensure adherence to the highest standards of business and professional ethics. This Plan is designed to meet the requirements of the Compliance Guidance as promulgated by the Department of Health and Human Services Office of the Inspector General. 5. Code of Conduct - This policy promotes basic awareness of ethical and unethical activities and communicates to employees the responsibility to adhere to ethical principles. Every employee will be required to review and acknowledge that they have reviewed and understand the policy. 6. Compliance Risk Assessment/Work plan- Policy provides for the District to perform an annual risk assessment and develop an annual work plan for Board approval. 7. Business Courtesies-Policy establishes guidelines for providing courtesies to providers. 8. Policies 8-13 (Americans with Disabilities Policies) insure that the District is in compliance with the Federal Guidelines. These have all been reviewed and updated by the Staff. 14. Human Resources-Attendance and Tardies Policy-establishes guidelines for employee attendance 15. Swing bed Policies - annual review. Ms. Wiebe updated Board on changes. 16. Nursing Administration/Administration - Changes to occurrence reporting, policies reviewed per CMS and new policy for rapid response team noted. 17. Pharmacy Policies - All verbiage pertaining to compounding and pca pumps have been removed. 	<p>Motion by Terry Franklin and second by John Myrick to approve all the policies presented. Motion passed unanimously.</p>
<p>Appointment of Compliance Officer and Section 504 Coordinator</p>	<p>Tara Lopez appointed Compliance Officer and Section 504 Coordinator</p>	<p>Motion by John Myrick to approve, seconded by Albert Garza. Motion approved unanimously.</p>
<p>Contracts</p> <ol style="list-style-type: none"> 1. Lighthouse Hotline 2. Emergicon 3. Interlocal Agreement with Big Spring State Hospital 4. Amendment to Concord Contract 5. Omnicell Service Agreement 6. Multiview 	<ol style="list-style-type: none"> 1. Lighthouse Hotline-This contract provides for a 1-800 Number for use by Employees and Community Members to report any items of concern. 2. Emergicon - Billing company for EMS services. Billing rate is \$38 per claim. Claims have not been billed since January 1. Emergicon will go back and bill these accounts. 3. Interlocal Agreement with Big Spring State Hospital - Agreement to perform lab tests on an as needed basis. 4. Amendment to Concord Contract - Increase of \$30 per hour for Emergency Department Coverage by Concord 5. Omnicell - Service Contract. One year agreement to provider service. Cost is \$22,344 6. Multiview - Multiview is the GL and HR Package that integrates with Cerner. Annual contract. Cost is \$108,521. 	<p>Motion to approve by Albert Garza; Second by Frances Hernandez to approve all contracts except the Concord Amendment. Motion Approved with the exception of the Concord Amendment, which was tabled till after Executive Session.</p>
<p>Departmental Reports</p> <ol style="list-style-type: none"> 1. Home Health Report 	<p>Ms. Wiebe presented the Trulite Home Health Report. Current census is 84, which is more than double the census of 39 when Ms. Morrow became the Director. Salaries have been reduced by \$25k per month during this same time period. Admits vs. non-admits and recertifications were also reviewed.</p>	<p>Motion by Terry Franklin, second by Albert Garza to approve. Motion passed unanimously.</p>
<p>CFO Report</p>	<p>In the Absence of Ms. Waites, Ms. Cooke presented the CFO Report. Revised April financial statement were reviewed. It was noted that an adjustment related to COVID funds had been reclassified, as well as some other minor changes. May Cash Disbursements were presented and reviewed. May Financial Statements reviewed. Ms. Cooke noted that the statements have a slightly different format than previously presented. Taxes and other miscellaneous income are now shown as separate line items. Depreciation expense is also now a separate line item. Volumes have increased resulting in an increase in revenues. There were no unusual expenses for the month.</p>	<p>Motion by Albert Garza, second by John Myrick to approve. Motion passed unanimously.</p>

Bank Signature Cards	Bank Signature Cards need to be revised and updated. All checks require two signatures. The names to be placed on the signature cards at the Bank are: Morgan Cox, John Myrick, Nancy Cooke, Cherri Waitess, Freddy Olivarez. Bill Pardue will be removed.	Motion by Terry Franklin, second by Albert Garza to approve. Motion passed unanimously.
Departmental Budget	In the Absence of Ms. Waites, Ms. Cooke presented the Operational Departmental Budget. Mr. Cox and Mr. Garza had met with her to review in detail. It is projected that volumes will remain flat for the next year due to COVID and other economic factors. There is a 3% increase in revenue projected. Salaries were increased by 3% for the annual March evaluation period. An additional \$250k was added for market adjustments. Group insurance cost was increased 5% and the 457B match was increased 1%. Supply costs were increased 2%, with the exception of drugs which were increased 10% and food 30%. Purchased services includes and additional \$400k for the replacement of the Omnicells which will no longer be supported at the end of the year. Ms. Cooke noted that this may be moved to the Capital Budget, but the Board will be updated if this is necessary.	Motion by Terry Franklin, second by Albert Garza to approve. Motion passed unanimously.
Capital Budget for FY 2020-2021	1. Mr. Cox and Mr. Garza met with Ms. Cooke to review the revised budget. An ambulance has been added. Quotes for Signage have not been received. Ms. Cooke noted that the ambulance will be ordered if the revised budget is approved.	Motion by Terry Franklin to approve the Capital Budget, seconded by Albert Garza. Motion passed unanimously.
Administrative Report	1. Update on COVID numbers and test counts given. 2. Board Members were provided with updated Orientation Manuals.	
Other Business	None	
Executive Session	The Board entered into Executive Session at 12:43 p.m.	
Return to Open Session and address any other outstanding issues that have been properly posted for consideration	Returned to Open Session at 1:21 p.m. Approval of amendment to Concord Contract as discussed above.	Motion by Terry Franklin second by John Myrick to approve the amendment as presented. Motion passed unanimously.
Adjourn	1:22 p.m.	Motion by Albert Garza to adjourn, seconded by Terry Franklin



 Board of Directors President

7-14-20

 Date



 Board of Directors Secretary

7/14/20

 Date