

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

Tuesday, May 26, 2020

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

Members Absent: Frances Hernandez

Hospital Staff Present: Nancy Cooke, Cynthia Wentworth, Freddy Olivarez, Linda Wiebe, Rebecca Brandon, Tara Lopez, Donna Brabham, Robin Alvarado


Other Attendees:

Meeting Called to Order at 11:32 AM by Board Vice President Albert Garza


Agenda Items	Presentation/Discussion	Action Taken
<b>Swearing in of Appointed Board Members</b>	Albert Garza and Terry Franklin were sworn into office for a two year term.	
<b>Board Member completion of Conflict of Interest Statement</b>	Board Members signed and completed the Annual Conflict of Interest Statement	
<b>Election of Officers</b>	Terry Franklin nominated Morgan Cox as Board President, seconded by John Myrick Terry Franklin nominated Albert Garza as Board Vice President, seconded by John Myrick Terry Franklin nominated John Myrick as Board Secretary, seconded by Albert Garza	All votes passed unanimously.
<b>Reading and Approval of the Minutes from April 27, 2020</b>	Minutes reviewed.	Motion by Albert Garza to approve minutes, seconded by John Myrick
<b>Public Comment</b>	None	No action taken
<b>Medical Staff Report</b>	Dr. Cargill presented the Medical Staff minutes from May 20, 2020. Items discussed were: 1. No delinquent charts 2. 19 peer review cases, all approved 3. No trends identified	Motion by Terry Franklin to approve Medical Staff report, seconded by Albert Garza
	QA Dashboard 1. Facility still has adequate supply of PPE for COVID-19	Motion by Albert Garza to

<p><b>Departmental Reports</b>  <b>a. QA Report</b>  <b>b. EMS Report</b>  <b>c. Compliance Report</b>  <b>d. Rural Health Clinic Report</b></p>	<p>EMS Report  1. Volumes are down as people are not seeking care as they normally would due to COVID-19  2. One of the EMS QA projects is to leave the EMS building within 2 minutes. Staff is not meeting this target at this time, but progress has been made.  3. It was noted that employees that are not familiar with our county should be trained.</p> <p>Compliance Report-Tara Lopez reported that there had been 3 issues investigated, but all were resolved internally and closed.</p> <p>RHC Report  1. The number of visits in April dropped due to COVID-19  2. The sick clinic was established in March and to date we have seen 270 patients outside of the building  3. Medicare passed a waiver that allows rural health clinics to have virtual visits  4. Telehealth has decreased since April as patients are scheduling onsite appointments.</p>	<p>approve the QA Report, seconded by Clay Parker</p> <p>Motion by Albert Garza to approve the EMS Report, seconded by Terry Franklin</p> <p>Motion by Clay Parker to accept the Compliance Report, seconded by John Myrick</p> <p>Motion by Terry Franklin to approve the RHC Report, seconded by John Myrick</p>
<p><b>Policies</b>  <b>a. Conflict of Interest</b>  <b>b. Hospital Staff Approval Limits</b>  <b>c. Safety Policies</b>  <b>d. QA Policy Manual</b>  <b>e. Admissions Policy Manual</b>  <b>f. IT Policy Manual</b>  <b>g. Swingbed Policy Manual</b></p>	<p>Conflict of Interest Policy  1. This is a standard Conflict of Interest Policy for elected officials in Texas.</p> <p>Hospital Staff Approval Limits  1. This policy gives the CFO some authority to approve things outside of the budget. This policy also set approval limits for Department Managers and other Senior Leaders.</p> <p>Safety Policies, Admissions Policies, QA Policies, IT Policies  1. IT has developed check out and return policies for equipment (laptops, phones, etc.) that are issued to employees. This will assure their return when the employee terminates their employment.</p>	<p>Motion by Terry Franklin to approve the Conflict of Interest Policy</p> <p>Motion by Albert Garza to approve the Hospital Staff Approval Limits Policy, seconded by Clay Parker</p> <p>Motion by Terry Franklin to approve the Safety, Admissions, QA, and IT Policies, seconded by John Myrick</p>
<p><b>CFO Report</b></p>	<p>CFO Report  1. Patient names were removed from the check register for patient refunds.  2. Ben E Keith amount is up due to the employee morale committee  3. Grainger is a vendor used to purchase general maintenance supplies  4. Discovery Health did come in and do a review per our charity care policy, this helps us with uncompensated care. This allows for proper classification of write-offs.  5. We did have another pick up on our taxes as the fiscal year ended.  6. We are currently at 97.1% for collected taxes  6. Days Cash on Hand- 303  7. AR Days- 90</p>	<p>Motion by Terry Franklin to approve the CFO Report, seconded by Albert Garza</p>

<b>Capital Budget for FY 2020-2021</b>	<ol style="list-style-type: none"> <li>1. Mr. Cox and Mr. Garza came in and went over budget line by line</li> <li>2. There is no ambulance on the budget, one can be added</li> <li>3. We are looking into purchasing LED signs</li> <li>4. It was recommended to approve the budget as presented with a revised budget to be presented next month for review and approval.</li> </ol>	Motion by Terry Franklin to approve the Capital Budget, seconded by John Myrick
<b>Rural Health Clinic Expansion/Renovation Plans</b>	Tabled	No action taken
<b>Administrative Report</b>	<ol style="list-style-type: none"> <li>1. We have received rapid test kits for COVID-19</li> <li>2. An update on Hospital Week activities was given.</li> <li>3. It was noted that volumes are returning in surgeries, inpatients, ED and Clinic.</li> <li>4. The storm on May 15 cause several leaks through out the building. This has been reported to the Insurance carrier.</li> </ol>	No action taken
<b>Other Business</b>	None	No action taken
<b>Executive Session</b>	12:30 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>	1:28 PM	Motion by Albert Garza to adjourn, seconded by Terry Franklin

  
Board of Directors President

6-29-2020  
Date

  
Board of Directors Secretary

6/29/20  
Date

\_\_\_\_\_  
Board of Directors Coordinator

\_\_\_\_\_  
Date