

**Martin County Hospital District  
Board of Directors Meeting  
Tuesday, May 31, 2022**

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

Members Absent: Frances Hernandez

Hospital Staff Present: Nancy Cooke, Calvin Cargill, MA, MD, Becky Brandon, Freddy Ollvarez, Tara Lopez, Corina Mckiski, Tonya Gilsan, Lisa Bibb, Tamara Sanford, Linda Pierce

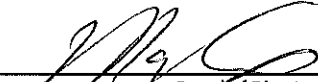
Other Attendees: Brian Jackson, Hospital Attorney

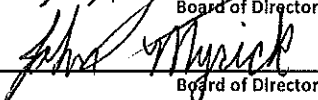
Meeting called to Order at 11:30am by Board President Morgan Cox.

Agenda Item	Presentation/Discussion	Action Taken
Swearing In of Appointed Board Members	Ms. Cooke Administered the Oath of Office to Albert Garza and Terry Franklin.	
Board Member Completion of Conflict of Interest Statement	All Board members completed the Conflict of Interest Statement as required annually.	
Election of Officers	Mr. Jackson stated the Board could vote to keep the same officers or could vote for individual offices starting with President.	Motion was made by Clay Parker, seconded by Terry Franklin, to re-elect the same officers. No opposition, motion carries.
Reading and Approval of Minutes from April 25, 2022	Minutes were reviewed and approved as submitted.	Motion by Terry Franklin to approve the minutes from the April 25, 2022, seconded by Albert Garza. No opposition, motion carries.
Public Comment	None	
Medical Staff Report	Dr. Cargill gave a summary of the medical staff report. ED statistics for April were reviewed. Emergency Room visits in April were 354 not 3542, that was a typo.	Motion was made by Albert Garza, seconded by John Myrick, to approve the Medical Staff Report with the correct Emergency Room Visits of 354. No opposition, motion carries.
Medical Staff Privileges and Terminations	Ms. Pierce presented the providers for Appointment, Re-appointment and Expiring Terms, listed below.  <b>Appointment:</b> Kaci McDaniel, NP - MCHD <b>Re-appointments:</b> Caom Hansen, MD - Concord <b>Expiring Providers:</b> Amy Pennington, NP - MCHD Peter Schlessier, CRNA - MCHD	Motion was made by John Myrick, seconded by Albert Garza, to approve the appointments and expiring providers as presented. No opposition, motion carries.
Strategic Plan	Ms. Cooke presented the Strategic Plan for review and approval. Plan was discussed at length. Ms. Cooke stated the plan will be reviewed in 6 months to see the progress or to add to the plan.	Motion was made by John Myrick to approve the Strategic Plan, seconded by Clay Parker. No opposition, motion carries.
Discuss and/or Act on Plans to Construct New Clinic and Other Space as needed for Hospital District growth	Lengthy discussion ensued around future growth and plans for the rural clinic. Board has requested to see several options on different locations and orientations of a new single or multi-story medical building with parking. Board would also like to see the locations and elevations of the drainage in the front of the hospital along the I20 service road. Ms. Cooke stated the Hellpad will need to be relocated so she will get a price to relocate and add a fence around it. Cash Flow Report was reviewed and discussed for future Strategic Initiatives.	Motion to bring optional plans for hospital growth and authorize Ms. Cooke to spend a reasonable amount to acquire those plans was made by Terry Franklin, seconded by Clay Parker. No opposition, motion carries.
Quality Assurance Dashboard	Ms. McKiski presented the 1st Quarter Stats for the Concord and MCHD Providers for review.	Motion was made by John Myrick to approve the Quality Dashboards, seconded by Albert Garza. No opposition, motion carries.
Clinical Contract Review	Ms. McKiski presented the Annual Clinical Contract List for review and approval. Ms. McKiski stated this is actually reviewed annually in September but was not brought to the Board for approval. Ms. McKiski stated the only contract that was canceled was with Scenic Mountain for unsatisfactory performance.	Motion was made by Albert Garza to approve the Clinical Contract Review List, seconded by Terry Franklin. No opposition, motion carries.
1st Quarter Compliance Report	Ms. Lopez presented the 1st Quarter Compliance Report for approval. 14 Policies were reviewed.	Motion was made by John Myrick to approve the 1st Quarter Compliance Report, seconded by Albert Garza. No opposition, motion carries.
2022 Compliance Work Plan	Ms. Lopez presented the 2022 Work Plan for approval.	Motion was made by Terry Franklin to approve the 2022 Compliance Work Plan, seconded by Clay Parker. No opposition, motion carries.
Department Reports - Family Health Clinic	Ms. Brandon presented the 1st Quarter Family Health Clinic Report for review and approval. Ms. Brandon reviewed the Provider stats, staffing needs, and Community Outreach projects completed. Ms. Brandon also gave an update on the School Based Clinic Program which currently has 266 student and staff members enrolled in the program.	Motion was made by John Myrick to approve the 1st Quarter Family Health Clinic Report, seconded by Clay Parker. No opposition, motion carries.

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Department Reports - 1st Quarter CNO Report	Ms. Pierce presented the 1st Quarter CNO Report for approval. Ms. Pierce reviewed staffing needs and ER and Hospital Admissions over the last 3 years. Ms. Pierce stated we will have 2 Nursing and 1 PT Intern starting in June through July. We just completed a Nihon Koden upgrade and installation of a new Central Monitoring System.	Motion was made by Terry Franklin to approve the 1st Quarter CNO Report, seconded by Albert Garza. No opposition, motion carries.
Policies - Human Resources Policy Review	Ms. Bibb presented 5 new Human Resources Policies for review and approval. The new policies were as follows: 1) Licenses, Certifications, Registrations; 2) Transfers and Promotions; 3) Nursing Mothers; 4) Orientation and Reorientation; 5) Substance Abuse and Impairment Policy.	Motion was made by Clay Parker to approve the Policies as presented, seconded by John Myrick. No opposition, motion carries.
Policies - BI-Annual Departmental Policy Review	Departmental Policies were presented for approval for the BI-Annual Review. Most changes to the policies were minor. New policies were discussed for several departments, Administration has 3 new policies relating to Credentialing and Student Shadowing. EVS has 4 new policies dealing with cleaning protocols for certain areas. Nutritional Services has a new policy outlining on-call duties. Nursing has 2 new policies, Human Trafficking and Roles and Responsibilities of Code Team Members.	
Contracts: Ratify Renewal of Insurance Quotes for HPL/GL; Auto/Ambulance; Commercial Property; Worker's Compensation; Environmental Liability; Management Liability; Cyber Security	Ms. Cooke stated the quotes for all insurance lines were not received before the April meeting but all renewed on May 1st. The renewals were reviewed and approved by staff, but need to be ratified by the Board. The total cost is \$450,806.80.	
Contracts: Transfer Agreement with Midland County Hospital District d/b/a Midland Memorial Hospital	Ms. Cooke stated as a critical access hospital, we are required to maintain transfer agreements with facilities that can provide a higher level of care for our patients. Neither Midland Memorial nor MCHD could locate a current agreement. The only one on file here was from 1996. This agreement is the standard agreement from the State of Texas. It has been approved by legal. Transfer agreements are also maintained with Scenic Mountain Medical Center, University Medical Center, Medical Center Odessa and ORMC.	
Contracts: Clinical Affiliation Agreement with Eric Molina for MCHD EMS Training Program	Ms. Cooke stated Kip Wood has been working to develop an Emergency Medical Technicians (EMT) training program. This will allow us to provide the course to individuals interested in becoming EMT's. All classes will be held in the educational classroom at the EMS station. Fees charged for the class will provide the compensation for Mr. Molina.	
Contracts: WSI Digital Marketing	Ms. Cooke stated Last April, an agreement was signed with WSI Bell Digital Strategy to help manage the District's Social Media Services that are used for marketing and employee recruitment. This was a limited agreement with limited services. The cost is \$399 per month. Pamela Bell has done a good job in this role. At this time, staff wishes to expand her role and services. There is no contract, this is a month-to-month service. I am proposing that we elect the Accelerated Plan for a six month trial. At that time we can evaluate and determine if we are seeing results. This will allow Ms. Bell to work with staff to optimize search engine optimization and website development and expansion.	
Contracts: Cory Veret -- Dietician Services	Ms. Cooke stated this contract is to replace our current Dietician that has decided to spend more time with her family. The dietician does consultations and helps to make sure patients are being served appropriate meals.	Motion was made by Clay Parker to approve the contracts as presented, seconded by John Myrick. No opposition, motion carries.
Contracts: Medical Physics Group of Radcom Associates, LLC	Ms. Cooke stated regulations require that all imaging equipment be reviewed annually by a radiation physicist. They provide studies on the safety of the equipment. All new equipment must be inspected prior to being placed in service. They are also required to participate in the facility. They must also participate in the Radiation Safety and Radiation Protocol Committee. Radcom Associates has performed this service for many years, but there has not been a formal contract. The routine cost is \$5,125 annually. If new equipment is placed in service or additional services are required, there will be an additional charge.	
Equipment: Network Switches for Clinic phone system	Ms. Cooke stated the current switches for the Clinic phone system were installed in 2012 and are at the end of life and no longer covered under support. The total to replace the 2 switches is \$23,370.94. This is a budgeted item.	
Equipment - Servers for District phone system	Ms. Cooke stated this purchase is to replace 2 physical servers that have unsupported hardware. The total cost for this purchase is \$44,520.44 and is a budgeted item.	Motion was made by John Myrick, seconded by Terry Franklin, to approve the purchase of Equipment as presented. No opposition, motion carries.
Equipment: Convection Oven for Dietary	Ms. Cooke stated this purchase is to replace a broken oven. This item was budgeted at \$20,963.24, when we re-quoted the oven the price had increased to \$27,308.00.	

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Equipment: GE Bone Express Software for CTA's	Ms. Cooke stated this software for the CT machine will remove the bones in the images so the physicians have better CTA vascular images. This price of the software is \$26,125.00 and was budgeted.	Motion was made by John Myrick, seconded by Terry Franklin, to approve the purchase of Equipment as presented. No opposition, motion carries.
Equipment: Siemens CA 660 Coagulation Analyzer	Ms. Cooke stated this purchase will be tabled for further review.	
CFO Report - Financial Statements and Cash Disbursements	Ms. Glisan presented the Financial Statements for the month ended April 30, 2022 for review. She noted that cash on hand for March is 599 days up from 575 days in March. April Restricted cash totaled \$2,016,277. Total patient revenue was \$1,924,005. April Cash Disbursement totaled \$1,267,699.22 with \$859.96 in patient refunds. Ms. Glisan presented the 2021 Certification of Appraisal Roll at \$8,992,240,940 and 2022 Certified Estimate of Taxable Value in the amount of \$15,561,003,028 for information only. Ms. Glisan stated the hospital will hold a garage sale on Friday, June 3rd to sell office furniture being replaced this week. The new furniture was purchased using a COVID Grant for infection control purposes.	Motion by Clay Parker, to approve the Financial Reports for April 2022, seconded by Albert Garza as presented. No opposition, motion carries.
Administrative Report	<ol style="list-style-type: none"> <li>1. Ms. Cooke presented the 4th Quarter Management Report Results</li> <li>2. Ms. Cooke stated the April Employee of the Month was Jamie Rizo from the ER.</li> <li>3. Hospital Week was a great success.</li> <li>4. Mock Survey identified some gaps that we are working on in preparation for our CMS Survey.</li> <li>5. Ms. Cooke and Ms. Glisan attended a Marie Hall Orientation. After participating in the orientation, they both feel that we should delay our application until the next cycle to have everything required completed.</li> <li>6. Eddie Levens held two Stop The Bleed classes last week. Everyone that attended learned a lot. Thank you Eddie for your leadership.</li> <li>7. We have a Mid-Level position open in the Clinic to help with the growing School Based Clinics.</li> <li>8. We will be updating department names to align with the industry standards.</li> </ol>	Motion by John Myrick, to approve the Administrative Report, seconded by Albert Garza. No opposition, motion carries.
Adjourn to Executive Session at 2:38pm.		
Reconvene Meeting at 2:50pm.		
Adjourn Meeting at 2:50pm.		Motion was made by Albert Garza, seconded by John Myrick to adjourn meeting. No opposition, motion carries.

  
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 Board of Directors President

  
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 Board of Directors Secretary