

Martin County Hospital District Board of Directors Meeting

Monday, November 30, 2020

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

Members Absent: None

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

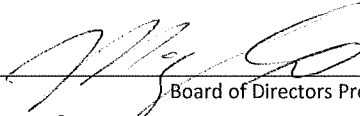
Other Attendees: Brian Jackson with Jackson and Carter

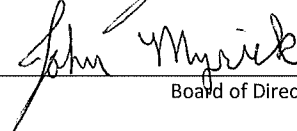
Meeting Called to Order at 11:30 AM by Board President Morgan Cox

Agenda Items	Presentation/Discussion	Action Taken
Reading and Approval of Minutes from October 26, 2020 Board Meeting	Minutes Reviewed.	Correction to minutes noted changing "staff retention bonus" to "staff retention payment". Motion by Albert Garza, second by Terry Franklin. Motion passed.
Public Comment	None	
Medical Staff Report	Calvin Cargill presented the Medical Staff Report. He noted that 13 charts had been submitted for peer review. 12 were approved without any concerns. One chart was reviewed which contained a major variance due to a radiology read. This was accepted as presented. Privileges granted: Penny Vroman, M.D. Consulting Radiology; Geoffrey Moses, M.D. Emergency Department Resignation; Brent Sherwood, M.D. and Matthew Lockwood, M.D. Emergency Department. The Emergency Department quality dashboard was presented. Pharmacy policies for Remdesivir were approved.	Motion by Terry Franklin with second by John Myrick to approve the report as presented. Motion by Albert Garza second by John Myrick to approve physician privileges. Motion passed.
Quality Assurance Dashboard	The Quality Assurance Dashboard was reviewed by Tara Lopez.	Motion by Clay Parker second by Albert Garza. Motion passed
Discussion and Action on Policies	Human Resource policies regarding Corrective Action, Grievance Policy and Solicitation and Distribution were presented. The Corrective Action policy processes have been being followed, but they are now in policy format. The Grievance Policy provides a path for employees to appeal corrective actions and personnel actions. The Solicitation and Distribution Policy prohibits solicitation on Hospital District Property. These policies are all new policies. Pharmacy policies included the policy for administration and consent for Remdesivir. Also included a policy prohibiting outpatient prescriptions. Business Office Policies included an updated Financial Policy and a Prompt Pay Discount Policy. The Financial Policy established guidelines for management and collection of District Accounts Receivable. The Prompt Pay Discount provides a discount for those patients who pay per the policy guidelines.	Motion by Terry Franklin, second by John Myrick. Motion passed.

Contracts: Award Contract for Roofing Replacement and Building Repairs on Eight owned Buildings	Staff reviewed bids received to replace roofing.	Item Tabled
Contracts: Extension of Contract with Remedy Pain Management Services	An Extension of the contract with Remedy Pain Management is necessary to provide time to obtain an FMV on the contract.	Motion by Terry Franklin, second by Frances Hernandez. Motion passed.
Contracts: Engagement Letter with Jtaylor	The Ms. Cooke presented an LOI from Jtaylor to prepare an FMV analysis on the Remedy Pain Management, Keith Gist, PLLC and a midlevel in an RHC setting. The cost is projected to be between \$29,000 and \$34,000.	Motion by John Myrick, second by Albert Garza. Motion passed.
Contracts: Letter of Intent -Vandergriff Group	A letter of intent with Vandergriff Group was presented and reviewed. This LOI is for the addition to and renovation of existing space in the Emergency Department. This LOI includes construction drawings and feasibility conference with the Texas Department of Health and Human Services. Fees are 8% of final construction cost.	Motion by Terry Franklin, second by Clay Parker. Motion passed.
Contracts: Oil and Gas Lease Extension with Lario Oil and Gas Company	Extension of Oil and Gas Lease originally signed in 2016.	Motion by John Myrick, second by Frances Hernandez. Motion passed.
Contracts: HealthStream Dynamic Health Skills	HealthStream is an online training module that provides nursing competencies, medical tests and videos. The material is evidence-based and offers tools and literature to guide and teach clinical skills. This provides tools to meet regulatory standards for staff training.	Motion by Terry Franklin, second by Clay Parker. Motion passed.
Equipment: Tablets for Homecare Homebase Software Implementation for Home Health	Homecare Homebase Software was approved for purchase at the October 2020 meeting. The cost to purchase tablets for employee use is \$22,199.40.	Motion by John Myrick, second by Frances Hernandez. Motion passed.
Equipment: Truck for Hospital District	Two bids were received in response to ad for purchase of truck by the District. Both bids met specifications. White Motor Company bid \$35,700 for a 2020 model and Wheeler Motor Co. bid \$30,937 for a 2021 Model.	Motion by Frances Hernandez second by Albert Garza to award bid to low bidder. Motion passed.
Refunding of Series 2011A and Taxable Series 2011B Limited Tax and Revenue Bonds	The outstanding bonds of the District are eligible for refunding between January 1 and April 1, 2021. A presentation was made via Zoom by Kyle Hemminger and Josh Shneyderov with Lument. Lument (formerly Lancaster Pollard) is the investment group that assisted the District with the original issue. The presentation included an overview of current markets as well as potential savings and fees associated with the refunding. Actual savings can exceed \$400k to the tax payers.	After discussion and additional questions, item was tabled until January.
Financial Statements for the Month Ended October 31, 2020 Cash Disbursements for October 2020	Ms. Glisan presented the Financial Statements for the month ended October 31, 2020. She noted that cash on hand increased to 267 days. Restricted cash totaled \$8,047,054. Total patient revenue was \$2,812,999. This was consistent with patient volumes. There were no unusual expenses of note for the	Motion by Albert Garza, second by Clay Parker to accept the report as presented. Motion passed.
Certify 2019 Delinquent Tax Roll for Martin County Hospital District.	Delinquent M&O Tax for 2019 totals \$490,627.95. I&S Tax totals \$65,024.65	Motion by Terry Franklin, second by Albert Garza. Motion passed.

Administrative Report	1. Freddie Olivarez presented an update on cyber security initiatives and controls for the District. 2. It was noted that all Board Members should participate in the Open Meetings Act Training, if they have not done so previously. 3. The Hospital will be receiving 2 ventilators from the national stockpile to assist with the care of COVID patients. 4. The annual financial audit is delayed due to the audit requirements for the Cares Act Funds received by the District. 5. In lieu of the annual Christmas Party for staff, the 12 Days of Christmas will be celebrated with activities planned for each day. 6. Dietary prepared a delicious meal for all staff on November 18 in observance of Thanksgiving. 7. Staff held an equipment planning meeting with the architects on November 10. 8. The phone call tree for the Clinic is live. It appears to be assisting with the call volume and scheduling of patients. 9. Reorientation for all staff has been completed. 10. Tamara Sanford has been hired as Administrative Assistant. An offer has been extended to fill the open Human Resources Director position. 11. A tour of the Radiology Department was conducted. The new CT is fully installed and operational.	
Discuss and/or Act on Proposal for Emergency Department Addition to improve the process of screening and treatment of patients due to COVID	It was noted that Bid Specifications should be complete December 9. Bids would be due January 7.	
Other Business	None	
Executive Session	Tabled	
Adjourn		Motion by Albert Garza, second by Clay Parker. Motion passed.


 Board of Directors President


 Board of Directors Secretary

1-25-2021
 Date

1/25/2021
 Date