



POSTED & FILED

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LINDA GONZALES

District & County Clerk Martin Co., Texas

By Traci Kears, Deputy


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### AGENDA

THE BOARD OF DIRECTORS OF MARTIN COUNTY HOSPITAL DISTRICT WILL MEET ON JULY 27, 2020 AT 11:30 A.M. AT THE MARTIN COUNTY HOSPITAL BOARD ROOM. ITEMS ON THE AGENDA TO BE DISCUSSED ARE AS FOLLOWS

1. Call to Order
2. Reading and Approval of the Minutes from Special Called Board Meeting June 14, 2020
3. Public comment
4. Medical Staff Report-Consider and Take Action
5. Quality Assurance Dashboard
  - a. Infection Control
  - b. Patient Safety
  - c. Utilization Review
  - d. Pharmacy and Therapeutics/Antibiotic Stewardship
6. Departmental Reports
  - a. Martin County EMS
7. Discussion and possible action on Policies
  - a. Administration
    1. ADM 025 MCH Credit Cards
    2. ADM 026 EMTALA
    3. Administration Policy Log
  - b. Compliance
    1. COMP 006 Internal Handling of Ethics Line Calls
  - c. Human Resources
    1. Covid PTO Policy
    2. Telework Policy
    3. Bereavement Policy
    4. Nepotism Policy
    5. Tuition Reimbursement Policy
    6. Holiday Policy
    7. PTO Policy
  - d. Cardiopulmonary
    1. Cardiopulmonary Adult High Flow Nasal Cannula
  - e. Pharmacy Policy Log
8. Contracts for Approval and/or Renewal – Consider and Take Action
9. Discussion and possible vote on bank signature cards – Western Bank
10. Discussion and possible vote on purchase of CT for Radiology
11. Discussion and Possible Vote on 2020 Proposed Tax Rate
  - a. Set date(s) for Tax Hearings
  - b. Set date for Vote on 2020 Proposed Tax Rate
12. CFO Report-Consider and Take Action
  - a. Financial Statements for the Month Ended June 30, 2020

- b. Cash Disbursements for June 2020
- 13. Administrative Report
- 14. Other Business
- 15. Executive Session:
  - a. Texas Government Code 551.071: Consultation with Attorney
  - b. Texas Government Code 551.074: Personnel Matters
- 16. Return to Open Session and address any other outstanding issues that have been properly posted for consideration
- 17. Adjourn



Nancy D. Cooke- Chief Executive Officer

**Mission:** *The mission of Martin County Hospital District is to set a new standard of excellence for medical care in our service area. By combining the expert knowledge of our staff in their respective fields with compassionate care, we will strive to be the number one provider of primary care.*

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

Monday, July 27, 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

Other Attendees: Craig Carter with Jackson and Carter

Meeting Called to Order at 11:30 AM by Board Vice-President Albert Garza

Board President Morgan Cox arrived at 12:10.

| Agenda Items   | Presentation/Discussion  | Action Taken  |
|--|--|---|
| <p><b>Reading and Approval of Minutes from June 14, 2020</b></p> | <p>Minutes Reviewed.</p>   | <p>Motion by Terry Franklin, to approve minutes<br/>Second by Albert Garza. Motion Approved</p>                   |
| <p><b>Public Comment</b></p>                                     | <p>Board Member Albert Garza thanked the staff for lunch.</p>  |   |
| <p><b>Medical Staff Report</b></p>                               | <p>Chief of Staff Dr. Calvin Cargill presented the Medical Staff Report. Coam Hansen, M.D. requested Emergency Room privileges and Frank Welte, M.D. termed active staff privileges. There were 4 delinquent charts for June and a total of 7 peer reviews, with no trends noted. Dr. Cargill reviewed Emergency Department statistics. He also explained the Cardiopulmonary High Flow oxygen policy.</p>   | <p>Motion by John Myrick, second by Clay Parker to approve report and grant privileges. Motion Approved.</p>      |
| <p><b>Quality Assurance Dashboard</b></p>                        | <p>Linda Wiebe presented both the Monthly and Yearly Quality Assurance Dashboards. She noted that Business Services had made good progress toward their clean claim rate goal and congratulated their work. She noted that LifeGift has not submitted their report so that information is not included in the report. For the second quarter 2020, total admissions (observations, inpatients, and swing bed patients) totaled 81, surgeries were 152 and ER census was 826. 69% of admissions were reviewed by UR and there were no denials. She noted one pressure ulcer that was not present on admission that will be reflected as a HAC. Under the P&amp;T Report, the Board was notified that we would no longer be maintaining a drug inventory for treatment of employees impacted by a pandemic. These will be obtained from the emergency preparedness facility if an emergent event arises. Under Antibiotic Stewardship, she noted that the order set for prophylactic antibiotics had been changed to help with dosing recommendations.</p> | <p>Motion by Terry Franklin, second by Frances Hernandez to approve the report as presented. Motion Approved.</p> |
| <p><b>Departmental Reports</b></p>                               | <p>Freddy Olivarez reviewed the EMS volumes. He also noted that the new ambulance has been ordered and the expected delivery date is October 31.</p>   | <p>Motion by John Myrick, second by Clay Parker to approve report. Motion approved.</p>                           |
|  | <p>Administration:<br/>ADM 025 MCH Credit Cards-Policy regarding issuance of credit cards to hospital personnel presented and reviewed.<br/>ADM 026 EMTALA-Policy outlining hospital's responsibility under the EMTALA laws<br/>Administrative Policy Log-Policies have been reviewed by staff and updates made as appropriate.</p> <p>Compliance:<br/>COMP 006 Internal Handling of Ethics Line Calls-Hospital is installing an 800# for a Compliance Hotline and this policy outlines how those calls are to be accepted, documented and responded to.</p>   |   |

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| <p><b>Discussion and Possible Action on Policies</b></p>  | <p>Human Resources:<br/>         Pandemic PTO Policy-Covers paying employees 80 hours of PTO while off from work if diagnosed with COVID<br/>         Telework Policy-Establishes that telecommuting is not currently available. The CEO may approve, for the convenience of the facility.<br/>         Bereavement Policy-Updates current policy to include in-laws and step children<br/>         Nepotism Policy-Does not prohibit relatives from being employed at MCHD. However, does prohibit relatives from supervising each other, approving time off or performing evaluations. It also strongly discourages relatives from being employed in the same department.<br/>         Tuition Reimbursement Policy-Reimburses employees who are seeking to further their education.<br/>         Holiday Policy-Amends existing policy to pay from midnight to midnight rather than 7:00 a.m. to 7:00 a.m. This is the way Paylocity is set up to pay.<br/>         PTO Policy-changes the pay out for termed employees to being paid in full on their last check rather than over three pay periods.</p> <p>Cardiopulmonary:<br/>         Cardiopulmonary Adult High Flow Nasal Cannula-</p> <p>Pharmacy Policy Log-Blannual review of Pharmacy policies. This is the second group of policies to be presented to the Board.</p> | <p>Motion by Frances Hernandez, second by Terry Franklin to approve all policies. Motion approved.</p> |
| <p><b>Contracts for Approval and/or Renewal</b></p>   | <p>Contract with Kurita for water testing was presented. Service will provide testing and chemicals to maintain water for facility. Cost is \$12,436.92 per year.</p>  | <p>Motion by Terry Franklin, second by Clay Parker to approve contract. Motion approved.</p>           |
| <p><b>Discussion and Possible Vote on Bank Signature Cards - Western Bank</b></p>   | <p>The Bank Signature Cards need to be updated. Signatures to be added are Board President, Board Secretary, Chief Executive officer and Chief Information officer</p>   | <p>Motion by Clay Parker, Second by Frances Hernandez to approve signatures. Motion approved.</p>      |
| <p><b>Discussion and Possible Vote on Purchase of CT for Radiology</b></p>  | <p>Freddy Olivarez reviewed the proposal to purchase a new CT. The current unit is a refurbished unit and has had maintenance problems over the last 2 years. The proposed unit is a GE Healthcare 64 Slice system. The cost is \$373,118.68. The unit will be under warranty for one year. A seven year service contract was also presented with a cost of \$74,000 annually for years 2-7.</p>   | <p>Motion by Terry Franklin, second by John Myrick to approve purchase. Motion approved.</p>           |
| <p><b>Discussion and Possible Vote on 2020 Proposed Tax Rate</b><br/> <b>a. Set date(s) for Tax Hearings</b><br/> <b>b. Set date for Vote on 2020 Proposed Tax Rate</b></p> | <p>Ms. Cooke noted that the final tax rates are not complete at this time, so no vote would be taken on the rate. However, an estimated No New Tax Rate of \$.16611 for M&amp;O and \$.019088. Proposed meeting dates of August 10 to Propose the Tax Rate; August 24 for the Tax Rate Hearing; August 24 for the Vote on the Proposed Tax Rate.</p>   | <p>No Action Necessary</p>   |
| <p><b>CFO Report-Consider and Take Action</b><br/> <b>a. Financial Statements for the Month Ended June 30, 2020</b><br/> <b>b. Cash Disbursements for June 2020</b></p>     | <p>On the income statement, Ms. Cooke noted that total patient revenue was \$2,755,037 and net patient revenue is \$844,015. Other revenue recognized this month included a net of \$462,003 if UC funds from the State. There were no unusual expenses for the month and Net Income was \$638,357. Days cash on hand were 351. Days in A/R remained steady from the prior month at 106. Ms. Cooke noted that accounts had been put on hold at the beginning of the COVID Pandemic, but they will be reviewed by staff for collection/bad debt status.</p>   | <p>Motion by Albert Garza, Second by John Myrick to approve statements. Motion Approved.</p>           |
| <p><b>Administrative Report</b></p>   | <p>Items noted in the Administrator's report included an update on equipment purchases related to COVID; Initiation of a Daily FLASH meeting at 8:30 for Directors; TORCH Flex 2020 Summer TA-F&amp;O Initiative; On-line education opportunities for Trustees; Use of iPads to help Swing Bed Patients visit with their families; Cheri Waites will remain on signature card at First National Bank until a new CFO is named; Update on BC/BS credentialing issue for Dr. Cargill; CEO will be out of office on August 3 and August 4.</p>  | <p>No Action Necessary</p>   |
| <p><b>Other Business</b></p>  | <p>None</p>  |  |

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| <b>Executive Session:</b><br><b>a. Texas Government Code 551.071:</b><br><b>Consultation with Attorney</b><br><b>b. Texas Government Code 551.074:Personnel</b><br><b>Matters</b> | None       |   |
| <b>Return to Open Session and address any other</b><br><b>outstanding issues that have been properly</b><br><b>posted for consideration</b>                                       | None       |   |
| <b>Adjourn</b>  | 12:50 p.m. | Motion by John Myrick, Second by<br>Frances Hernandez to adjourn.<br>Motion Approved. |
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 Board of Directors President

8-17-20  
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 Date

  
 \_\_\_\_\_  
 Board of Directors Secretary

8/31/20  
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 Date