

**Martin County Hospital District
Board of Directors Meeting
Monday, June 27, 2022**

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

Members Absent: Frances Hernandez, Clay Parker


Hospital Staff Present: Nancy Cooke, Calvin Cargill, MA, MD, Becky Brandon, Freddy Ollvarez, Tara Lopez, Corina Mckiski, 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
Reading and Approval of Minutes from May 31, 2022	Minutes were reviewed and approved as submitted.	Motion by Terry Franklin to approve the minutes from the May 31, 2022, seconded by John Myrick. No opposition, motion carries.
Public Comment	None	
Medical Staff Report	Dr. Cargill gave a summary of the medical staff report. ED statistics for May were reviewed. Delineation of Privilege Forms are being revised and will be reviewed and hopefully approved at next meeting.	Motion was made by John Myrick, seconded by Albert Garza, to approve the Medical Staff Report. No opposition, motion carries.
Medical Staff Privileges and Terminations	There were no appointments, reappointments or expirations.	
Quality Assurance Dashboard	Ms. McKiski presented the Quality Assurance and Quality Improvement Dashboards for review. Ms. McKiski stated Patient Access software is helping reduce errors from 92% to 97%. There is still an issue with home medications not able to be scanned but we are working on reducing the amount of home medications that come into the hospital by stocking more medications which will also help reduce med errors.	Motion was made by Terry Franklin to approve the Quality Dashboards, seconded by John Myrick. No opposition, motion carries.
Department Reports - TruLite Home Health	Ms. Harrison presented the TruLite Report for review and approval. Ms. Harrison stated they currently have 63 patients with a goal of 90. She has met with 6 new providers in Midland to try to increase census. Ms. Harrison stated they have started administering a new IV therapy for patients that are awaiting heart transplants or for palliative care in some situations. Ms. Harrison stated when the surveyor was here there were some deficiencies in the employee HR files, all those files are up to date now.	Motion was made by Albert Garza to approve the TruLite Home Health Report, seconded by Terry Franklin. No opposition, motion carries.
Policies - Nursing Policies	Ms. Pierce presented two new policies in reference to Suicide Prevention Procedures as recommended by the mock surveyor.	Motion was made by John Myrick to approve the Policies as presented, seconded by Albert Garza. No opposition, motion carries.
Policies - EVS Policies	Ms. McKiski presented three new policies for cleaning process and a revision to the OR Terminal Cleaning policy to reflect current practices.	
Policies - Surgical Services Policies	Ms. Lopez presented two new policies for review. The first policy addresses implanted medical devices and how they are managed during a surgical case. The second policy addresses the management of human tissue to include tracking and chain of custody.	
Policies - Business Office Policy	Ms. Cooke stated this is a new policy in reference to provider credentialing with insurance companies. This is a practice that just needed to be put into a policy.	
Policies - Administrative Policy	Ms. Lopez stated this is an existing policy that was revised to reflect new vendor procedures.	
Contracts: Experian Patient Estimates and Self-Service Estimates	Ms. Cooke stated we are required by the state to provide transparency pricing and searchable chargemaster for patient cost estimates. 2023 provider estimates will be required as well. The installation cost of this service is \$48,390 per year with ongoing annual fees of \$30,852. This item was budgeted.	Motion was made by Albert Garza to approve the Experian Patient Estimates and Self-Services Estimates contract as presented, seconded by Terry Franklin. No opposition, motion carries.
Contracts: Megan Chandler, FNP-C	Ms. Cooke stated this is a renewal and was renewed at fair market value.	Motion was made by John Myrick to approve Megan Chandler, FNP-C contract, seconded by Albert Garza. No opposition, motion carries.
Contracts: School Based Mid-Level	Ms. Cooke stated we are looking to hire a Mid-level provider to handle the school based clinic patients and same day appointments. We have just signed a contract with Greenwood ISD and expect the volume of school based clinic patients to increase this next school year. A fair market valuation review was completed.	Motion was made by Terry Franklin to approve School Based Mid-Level Position, seconded by John Myrick. No opposition, motion carries.
Contracts: Provider Reimbursement Consultants, Inc. - Chargemaster Review	Ms. Cooke stated this is an annual expenditure to review our billing compliance.	Motion was made by John Myrick to approve the Provider Reimbursement Consultants, Inc. - Chargemaster Review contract as presented, seconded by Terry Franklin. No opposition, motion carries.

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Contracts: Shared Medical Services, Inc. - MRI Services	Ms. Cooke stated this contract is a renewal for our MRI services. We are billed per procedure, no increase in cost and this is a 3 year renewal.	Motion was made by Albert Garza to approve the Shared Medical Services contract for MRI Services as presented, seconded by John Myrick. No opposition, motion carries.
Equipment: Ratify Purchase of Ambulance	Ms. Cooke stated you will remember we ordered an ambulance last year and we have not to received it yet. We have been in contact with Draco regarding the delay in receiving the unit and our displeasure in the process. We were notified by Draco that they have a demo unit available for delivery if we are interested in the unit. They are using the ambulance as a demo for a show but it will be available after the show. We have agreed to take delivery of this unit and are asking for the Board to ratify the purchase. We will keep the original unit on order due to the long wait period. We did have another unit budgeted. The cost of the 2022 Ford F450 4x4 is \$247,200.	Motion was made by Terry Franklin to approve the purchase of Ambulance and related equipment as presented, seconded by Albert Garza. No opposition, motion carries.
Equipment: Auto Pulse, Stretcher, Power load, Ventilator, Radio, Monitor and Graphics for new Ambulance	Ms. Cooke stated with the purchased of the new ambulance we have to purchase the equipment. The total price of the mentioned equipment is \$133,758.38.	
CFO Report - Financial Statements and Cash Disbursements	Ms. Cooke presented the Financial Statements for the month ended May 31, 2022 for review. She noted that cash on hand for May was 625 days up from 599 days in April. May Restricted cash totaled \$2,330,178. Total patient revenue was \$3,782,529. May Cash Disbursement totaled \$1,482,437.04 with \$3,350.73 in patient refunds.	Motion by Terry Franklin, to approve the Financial Reports for May 2022, seconded by Albert Garza. No opposition, motion carries.
Adopting Resolution for the IRS required third six-year restatement cycle for the Martin County Hospital District Supplemental Retirement Plan	Ms. Cooke stated there were no changes to the plan, this is a required review.	Motion by John Myrick, to approve the Resolution for Restatement of the Supplemental Retirement Plan, seconded by Albert Garza. No opposition, motion carries.
Administrative Report - Strategic Plan Update	Ms. Cooke presented a strategic plan update. Working on establishing programs and processes.	Motion by John Myrick, to approve the Strategic Plan and Master Site Plan Updates, seconded by Albert Garza. No opposition, motion carries.
Administrative Report - Master Site Plan Update	Ms. Cooke stated we received the first draft of the site plan from the architects. The plan is very detailed by department. The senior leaders will review and discuss any changes before bringing to the board for review.	
Administrative Report - Appoint 3 Foundation Board Members	Ms. Cooke stated with work starting on the Foundation creation, for the 501c3 paperwork we have to list the board members. It is recommended to have 1 District Board member on the initial 3 member board. Ms. Cooke stated usually the CFO is appointed and Mr. Jackson stated he would recommend that Nancy be appointed as well so any paperwork that is required will be completed in a timely manner. More members can be added at a later date. Morgan Cox volunteered to be the Board representative.	Motion by John Myrick, to appoint Nancy Cooke, CEO, Tonya Glisan, CFO and Morgan Cox, Board President to the Foundation Board, seconded by Terry Franklin. No opposition, motion carries.
Administrative Report - Allocation of Funds to Employee Activity Comm	Ms. Cooke stated we recently held a scrub sale and employees were able to purchase scrubs. The scrub company gave us 5% of the total sales. Ms. Cooke would like for the money raised from this sale and any future fundraisers be allocated to an employee activity fund for employee functions like an end of year party and other events.	Motion by Terry Franklin, to approve the Allocation of Funds to the Employee Activity Committee, seconded by John Myrick. No opposition, motion carries.
Administrative Report - Manager Training	Ms. Cooke stated the training consisted of Excel training, Active Shooter and how to complete performance write-up on employees.	Motion by John Myrick, to approve the Administrative Report, seconded by Albert Garza. No opposition, motion carries.
Administrative Report - Marketing	We have new billboards installed in the same locations, just updated with new ads.	
Administrative Report - Masks	We will continue with the policy currently in place until after the survey.	
Administrative Report - Mock Survey	Went well. Life Safety Mock Survey this week June 28th and 29th	
Discuss and/or Act on Plans to Construct New Clinic and Other Space as needed for Hospital District growth	Standing item, no action this month.	
Review and Possible Revision of Board of Directors Bylaws	Ms. Cooke stated the bylaws were revised by Mr. Jackson according to current laws and enabling legislation. Mr. Cox stated the only change he sees is Board members are appointed in April and sworn in May. Mr. Jackson will confirm what the enabling legislation says and update as appropriate.	Motion by Terry Franklin, to approve the Board of Director Bylaw Revisions, seconded by John Myrick. No opposition, motion carries.
Adjourn to Executive Session at 12:58pm. Reconvene Meeting at 1:41pm.		
Discussion and Possible Amendment to CEO Contract		Motion was made by John Myrick, seconded by Terry Franklin to adjust CEO compensation as directed by hospital attorney. No opposition, motion carries.
Adjourn Meeting at 1:42pm.		Motion was made by Albert Garza, seconded by John Myrick to adjourn meeting. No opposition, motion carries.


Board of Directors President


Board of Directors Secretary