

**Martin County Hospital District
Board of Directors Meeting
Monday, July 25, 2022**

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

Members Absent: Clay Parker

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

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 June 27, 2022	Minutes were reviewed and approved as submitted.	Motion by John Myrick to approve the minutes from the June 27, 2022, seconded by Terry Franklin. No opposition, motion carries.
Swearing in of Appointed Board Member	Ms. Cooke Administered the Oath of Office to Frances Hernandez.	
Board Member Completion of Conflict of Interest Statement	Ms. Hernandez completed the Conflict of Interest Statement as required annually.	
Public Comment	None	
Medical Staff Report	Dr. Cargill gave a summary of the medical staff report stating Critical Lab values and Delegation of Privileges were tabled until next months meeting. ED statistics for June were reviewed. Dr. Cargill discussed the EMS Protocols at length.	Motion was made by Terry Franklin, seconded by Frances Hernandez, to approve the Medical Staff Report. No opposition, motion carries.
Medical Staff Privileges and Terminations	<p>Appointments Charlton Collie, MD - Emergency Medicine - Concord</p> <p>Re-Appointments James Moody, MD - Family Practice - Alvarado Alliance / MCHD</p> <p>Expirations None</p> <p>Matthew Lockwood, MD - Emergency Medicine - Concord</p> <p>Kyle Struzyk, MD - MCHD</p>	Motion was made by John Myrick, seconded by Albert Garza, to approve the Medical Staff Privileges and Terminations. No opposition, motion carries.
Quality Assurance Dashboard	Ms. McKiski stated Patient Safety Dashboard is presented for review. Patient Days were down this quarter, 7 medication errors, 3 adverse events and 0 falls for this quarter. Infection Control Dashboard was presented for review. Ms. McKiski stated the ED length of stay is back up due to mental health patients needing to be held longer.	Motion was made by Frances Hernandez to approve the Quality Dashboards, seconded by Terry Franklin. No opposition, motion carries.
Department Reports - EMS Report	Mr. Wood presented the EMS Report for review and approval. Mr. Wood presented the June call numbers and units out of service for repair. Mr. Wood discussed the new EMT Training program and the protocols that will be presented in this meeting for approval. Unit #10 should be delivered soon, is headed to Lubbock currently for equipment installation.	Motion was made by Albert Garza to approve the EMS Report, seconded by Frances Hernandez. No opposition, motion carries.
Policies - Pandemic PTO Policy	Ms. Cooke stated this is a revision to the current policy, reducing the paid time off from 80 hours to 40 hours and it will be a one time payment going forward.	
Policies - EMS Protocols	Ms. Cooke stated these policies and protocols are required to improve our service on the out in county calls when intubations and higher levels of care are required. The ambulance will be carrying more medications that are needed for this higher level of care. Some of these protocols are required for the implementation of our EMT Training that will be starting in the next month.	
Policies - EVS Policies	Ms. McKiski stated these policies standardize cleaning procedures.	
Policies - Lab Policy	Ms. McKiski stated these policies have been revised to clarify procedures.	
Policies - Pharmacy Policies	Ms. McKiski stated these policies have been revised to remove the wording renew when it related to patient orders for medications and to address implanted insulin pumps.	
Policies - Safety Policies	Ms. McKiski stated these policies have been restructured per the Mock Surveyors suggestions. New policy addresses power strips in patient areas.	
Policies: Van Policies	Ms. McKiski stated these are new policies regarding operational safety and address events that may occur when the van is in use. It was suggested that policies be created for all hospital owned vehicles.	
Contracts: Lamar Outdoor Advertising	Ms. Cooke stated this is a renewal for the 2 billboards we currently have at West bound I20 right outside of Big Spring and East bound I20 right outside of Stanton. The total annual cost is \$36874.50.	Motion was made by Terry Franklin to approve Lamar Outdoor Advertising contract renewal, seconded by John Myrick. No opposition, motion carries.

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Equipment: Sysmex CA 660 Coagulation System	Ms. Cooke stated this is a replacement for a current machine that is about 10 years old. The total cost of this budgeted item is \$19,000.	Motion was made by Terry Franklin to approve the purchase of the Sysmex CA 660 Coagulation System, as presented, seconded by Albert Garza. No opposition, motion carries.
Equipment: Power Pro Stretcher for EMS	Ms. Cooke stated this request is to replace 2 older non-power stretchers currently in use. These stretchers will be beneficial to our EMS crews and help prevent injuries while loading patients. We received a discount of \$8,070 since we are purchasing the 3 units at one time, which includes the unit approved at the June Board meeting. This is a budgeted item and the total cost for the two units presented is \$87,800.00	Motion was made by Terry Franklin to approve the contracts as presented, seconded by Albert Garza. No opposition, motion carries.
Equipment: Cerner Interface to TruBridge Information System	Ms. Cooke stated this purchase is to allow the Business Office access to view patients Explanation of Benefits so they are able to discuss bills with patients. This will enhance customer service to our patients. This item is not budgeted and the total cost is \$17,596.	
Discussion and Possible Vote on 2022 Proposed Tax Rate	Ms. Cooke asked that this item be tabled until receive the information.	
COVID Retention Payment	Ms. Cooke requested this item be tabled until after Executive Session.	
Organizational Chart	Ms. Cooke presented the revised Organizational Chart for approval. Ms. Cooke stated Corina McKiski will now report directly to her. Other changes are new hires and Departmental name changes that recently changed to adhere industry standards.	Motion by John Myrick, to approve the Organizational Chart, seconded by Albert Garza. No opposition, motion carries.
CFO Report - Financial Statements and Cash Disbursements	Ms. Gilsan presented the Financial Statements for the month ended June 30, 2022 for review. She noted that cash on hand for June was 583 days. June Restricted cash totaled \$2,068,913. Total patient revenue was \$3,092,180. June Cash Disbursement totaled \$1,968,111.50 with \$14,153.03 in patient refunds.	Motion by John Myrick, to approve the Financial Reports for June 2022, seconded by Frances Hernandez. No opposition, motion carries.
Administrative Report - Strategic Plan Update	Ms. Pierce, Ms. Bibb, Ms. Gilsan and Ms. Brandon gave an update on the projects they are working on which include Ms. McKiski and Mr. Olivarez as well.	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 - Master Site Plan Update	We should have a preliminary site plan for review next month.	
Administrative Report - Foundation Name	Foundation name will be Martin County Health Foundation.	Motion by Frances Hernandez, to approve the Administrative Report, seconded by John Myrick. No opposition, motion carries.
Administrative Report - School Based Clinic Nurse Practitioner	Ms. Cooke stated we recently hired Ailcia Hernandez for the new School Based NP Position, she will start September 8th.	
Administrative Report - June Employee of the Month	Kelly Wright was selected as the employee of the month.	
Administrative Report - Blood Drive	They were able to collect 10 units of blood. Next drive will be in November	
Administrative Report - HIPAA Training	Brian Jackson and Craig Carter will come do HIPAA Training for our employees.	
Administrative Report - Complaints	Working on formalizing the process. Eddie Levens will be responding to complaints left on our social media accounts or website.	
Administrative Report - EMS Barn Expansion	Researching at square footage needed before we start the planning process.	
Administrative Report - Active Shooter Training	Held educational training on how to respond to an active shooter, it went really well. Eddie Levens did a lot of education before the drill. We are planning another drill in the coming weeks.	
Administrative Report - Monkey Pox	We have processes in place if a patient presents to the hospital. There was a suspected case this weekend, still waiting for lab results.	
Administrative Report - Employee Appreciation	Pizza will catered for employees on August 4th.	
Discuss and/or Act on Plans to Construct New Clinic and Other Space as needed for Hospital District growth	Nothing to report this month.	
Proposal from Bailey Toliver Ford regarding land sale and road access	Ms. Cooke stated Bailey Toliver has approached her and requested to purchase a .52 acre section of our land. They will build the access road, which would help both properties drainage issues. After lengthy discussion the item was tabled until an appraisal can be completed.	
Adjourn to Executive Session at 1:18pm. Reconvene Meeting at 1:49pm.		
COVID Retention Payment		Motion was made by John Myrick, seconded by Frances Hernandez to pay Full-time employees \$500.00 and Part-time employees \$250.00. No opposition, motion carries.
Adjourn Meeting at 1:50pm.		Motion was made by Terry Franklin, seconded by Frances Hernandez to adjourn meeting. No opposition, motion carries.


Board of Directors President


Board of Directors Secretary