



Board of Directors

Regular Board Meeting

Monday, May 22, 2023

Attendees:

Morgan Cox, President
Albert Garza, Vice President
John Myrick, Secretary
Terry Franklin, Member
Clay Parker, Member
Frances Hernandez, Member - absent
Brian Jackson, Hospital Attorney
Mark Salcone, DO - Chief of Staff

Nancy Cooke, CEO
Tonya Glisan, CFO
Linda Pierce, CNO
Lisa Bibb, Director Human Resources
Rebecca Brandon, Director of Rural Clinic
Michael Sechrest, Director of Quality
Tamara Sanford, Administrative Assistant

Other Guests:

Joan Harrison, Director Home Health

1. **Call to order:** Mr. Cox called the meeting to order at 11:30am.
2. **Swearing in of Appointed Board Members – Nancy Cooke:** Ms. Cooke swore in the appointed Board Members:
 - Morgan Cox
 - John Myrick
 - Clay Parker
3. **Board Member Completion of Conflict of Interest Statement - Nancy Cooke:** Ms. Cooke asked all board members to complete the conflict of interest statement as required annually.
4. **Election of Officers – Brian Jackson:** Mr. Jackson asked for nominations for President, Mr. Parker made a motion to keep the existing officers. Mr. Jackson asked if anyone would like to be considered for the President position, Mr. Garza and Mr. Cox stated they would like to be considered. Mr. Jackson asked all members to vote, Mr. Cox has the majority vote. Mr. Cox will remain as President. Mr. Garza will remain Vice-President and Mr. Myrick will remain Secretary.
5. **Approval of Minutes from April 24, 2023:** Minutes were reviewed. Motion was made by Mr. Franklin, seconded by Mr. Garza to approve the minutes as presented. Motion carries unanimously.
6. **Public Comment:** None present.

7. Medical Staff Report – Mark Salcone, DO:

- a. **Board Report** - Dr. Salcone gave a report from the monthly Medical Staff meeting. Motion was made by Mr. Garza, seconded by Mr. Myrick to approve the Medical Staff Report for May. Motion carried unanimously.

8. Medical Staff Privileges, Resignations and Terminations – Nancy Cooke: Ms. Cooke presented the following providers for approval:

Appointments

- None

Re-Appointments

- Terry Beck, MD – Family Medicine - MCHD/Alvarado Alliance
- Calvin Cargill, MD – Surgery – Family Medicine - MCHD
- Michel Dumas, MD - Diagnostic Radiology – Abilene Radiology
- Steven Nitke, MD – Diagnostic Radiology – Abilene Radiology
- Ashish Patel, MD - Diagnostic Radiology – Abilene Radiology
- Micah Weir, MD - Diagnostic Radiology – Abilene Radiology
- Grady Yoder, MD - Diagnostic Radiology – Abilene Radiology
- Josiah Wrensford, MD – Emergency Medicine - Concord

Expired Providers

- None

Motion was made by Mr. Myrick, seconded by Mr. Garza to approve the Medical Staff Privileges, Resignations and Terminations as presented. Motion carried unanimously.

9. Strategic Initiatives – Nancy Cooke:

- a. **Update on Plans to Construct New Clinic and Other Space as needed for Hospital District growth** – Ms. Cooke stated work is still in progress. Request for bids should go out in July, and plans to break ground in September.
- b. **Updates on other initiatives** – None to report.

10. Annual Review of Strategic Plan – Nancy Cooke: Ms. Cooke stated the plan was amended to include Health Equity under Quality. We will be gathering data on Health Equity in 2023 and in 2024 we will put the data collected in to action.

Motion was made by Mr. Parker, seconded by Mr. Myrick to approve the Annual Review of the Strategic Plan as presented. Motion carried unanimously.

11. Quality Assurance – Michael Sechrest: Ms. Sechrest gave a brief update on the Quality projects.

Motion was made by Mr. Myrick, seconded by Mr. Parker to approve the Quality Assurance Report as presented. Motion carried unanimously.

12. Departmental Reports

- a. **Quarterly CNO Report – Linda Pierce:** Ms. Pierce gave a report on staffing, education, and ER statistics, and patient satisfaction scores. Ms. Pierce stated the annual skills fair was a success, lots of great information and training for clinical staff.

Motion was made by Mr. Myrick, seconded by Mr. Garza to approve the Quarterly CNO Report as presented. Motion carried unanimously.

- b. **Quarterly Patient Safety Report – Michael Sechrest:** Ms. Sechrest gave a report on the 44 patient safety measures across 17 departments that are currently being tracked. Ms. Sechrest stated a trend was identified as there have been several occurrences with IV hubs becoming disconnected. Serious Event Review is in progress with action steps in place. Pending follow up to check for improvement and adjust plan if needed.

Motion was made by Mr. Garza, seconded by Mr. Myrick to approve the Quarterly Patient Safety Report as presented. Motion carried unanimously.

- c. **Quarterly Home Health Report – Joan Harrison:** Ms. Harrison gave the Quarterly Home Health Report. Current census is 40, two recent deaths but working on increasing patient census. Ms. Harrison stated they are attending health fairs, visiting provider offices and have been in contact with Big Spring Wound Care to start receiving referrals from them.

Motion was made by Mr. Garza, seconded by Mr. Franklin to approve the Quarterly Home Health Report as presented. Motion carried unanimously.

- ## 13. Discussion and Possible Action on Policies – Michael Sechrest / Tonya Glisan:
- Ms. Sechrest presented the HIM Policy and Infection Control Plan for 2023 for approval. Ms. Glisan presented the Hospital Credit Card Policy for approval and explained how the credit card would be stored and used.

Motion was made by Mr. Franklin, seconded by Mr. Parker to approve Policies as presented. Motion carried unanimously.

14. Contracts –

- a. **Amendment to Radcom - Nancy Cooke:** Ms. Cooke stated Radcom Associates provides the medical physics surveys of all imaging equipment. They have provided this service for many years. Until June 1, 2022, there was not a contract in place. Radcom is requesting a four year contract with an increase in annual cost from \$5,125 to \$6,175.
- b. **Amendment to HCCS for Interim HIM Director – Nancy Cooke:** Ms. Cooke stated In May 2021, a contract was signed with HCCS for an Interim Health Information Management (Medical Records) director. This has been a very satisfactory arrangement. Becki Lucas has been serving in that capacity and has done an excellent job of reorganizing the department, making corrections in Cerner and making changes to the operations of the department. The cost has been \$3,300 per month. HCCS has requested an increase to \$6,000 per month. After review and discussion, we have determined that it would be in the best interest of the facility to hire a new HIM Director/Revenue Cycle Coordinator. With the increase in cost, the additional cost of a full-time employee can be supported at this time. Ms. Lucas is not interested in the position, and

will continue to work with us until an acceptable candidate is recruited. This amendment needs to be approved, but the agreement will need to remain in place until that employee is in place. Motion was made by Ms. Hernandez, seconded by Mr. Garza to approve the Patient Engagement Automation purchase as presented. Motion carried unanimously.

- c. **LaTisha Ward, FNP-C – Nancy Cooke:** Ms. Cooke stated Ms. Ward is moving to a PRN status due to personal reasons. The PRN contract is under the same terms and conditions as her full-time contract.
- d. **Alicia Hernandez, FNP-C – Nancy Cooke:** Ms. Cooke stated Ms. Hernandez is returning to the clinic in a PRN status due to personal reasons. The PRN contract is under the same terms and conditions as her full-time contract.

Motion was made by Mr. Garza, seconded by Mr. Myrick to approve the contracts as presented. Motion carried unanimously.

15. Equipment –

- a. **Skyjacker for Plant Operations - Nancy Cooke:** Ms. Cooke stated Plant Operations has been using a ladder in the broiler room to carry materials to the roof. For safety reasons we are requesting to purchase a Skyjacker so the materials can be lifted to the roof from the outside of the building. Angel Silva is requesting a 2014 Skyjacker, with 6,000lb lift capacity and 42" lift height in the amount of \$53,950. After discussion the Board would like to purchase the newest model possible.

Motion was made by Mr. Garza, seconded by Mr. Myrick to approve the purchase of a Skyjacker with authority to send up to \$70,000 for a newer model. Motion carried unanimously.

- 16. **Sale of .59 acres of Land – Nancy Cooke:** Ms. Cooke stated this the same land approved for sale in January 2023 but as Mr. Jackson was preparing the sale documents it was realized that the lot size approved at .51 acres did not match the lot size on the survey at .59 acres. We asking for approval to sale .59 acres to Toliver, the terms of the original sale will not change.

Motion was made by Mr. Franklin, seconded by Mr. Parker to approve the Sale of .59 acres of Land as presented. Motion carried unanimously.

- 17. **Appoint Compliance Officer – Nancy Cooke:** Table to Executive.

- 18. **Agreement between Martin County Hospital District and Martin County Health Foundation – Transfer of Funds – Nancy Cooke:** Mr. Jackson stated there needs to be an agreement in place to transfer funds between the two entities.

Motion was made by Mr. Franklin, seconded by Mr. Garza to approve the Agreement between Martin County Hospital District and Martin County Health Foundation – Transfer of Funds. Motion carried unanimously.

- 19. **Market Adjustments – Nutritional Services, EVS, Patient Access, Materials Management, Business Office, Nursing Assistants and Plant Operations – Nancy Cooke:** Ms. Cooke stated that Lisa Bibb has been researching pay rates with other area facilities. It was determined that the listed departments are below market and we would like to increase the base pay rates for these departments.

Motion was made by Mr. Garza, seconded by Mr. Myrick to approve an increase totaling \$80,000.
Motion carried unanimously.

20. CFO Report – Tonya Glisan:

- a. **Financial Report** - Ms. Glisan presented the Financial Statements for the month ended April 30, 2023 for review. She stated cash on hand for April was 738 days. Restricted cash totaled \$2,097,376. Total patient revenue for was \$3,938,095.
- b. **April Cash Disbursement** – Ms. Glisan stated the cash disbursements totaled \$1,542,42.17 which included \$19,276.73 of patient refunds and credit card charges \$17,490.40. We held several events – Skills Fair, Resource Fair, Salsa Competition, and Hospital Week.
- c. **Investment Report** – Ms. Glisan reported on the investment activity May 22 – April 23 totaling \$1,277,281.

Motion was made by Mr. Franklin, seconded by Mr. Garza to approve the CFO Report as presented.
Motion carried unanimously.

21. Administrative Report – Nancy Cooke:

- a. Marie Hall awarded us \$2 million dollars, we will receive first million this week remaining funds will be presented at ground breaking.
- b. Recent Activities
 - Hospital Week
 - Skills Fair
 - Resource Fair
 - Salsa Competition
 - School Nurse Luncheon
 - LVN Reception
- c. May 11th Pandemic End
 - End of 3 midnight rule for Swing Bed
 - End Out of clinic / off site ER clinic
 - PTO payment for COVID
 - Still have mandatory vaccine for healthcare workers
- d. New EVS Director – Katie Curatola will be starting next week.
- e. IT Strategic Plan in process, will be hiring a Network Administrator and Clinical Informaticist.
- f. Nancy out of the office Thursday and Friday
- g. Portable Buildings site work has begun, buildings scheduled to be delivered late September
- h. Jail kitchen will be down for two weeks starting June 2nd, we will provide meals for the inmates.
- i. New website demo for board

22. Adjourn to Executive Session: 1:12pm


23. Reconvene to Open Session: 1:57pm

24. Action to be taken from Executive Session:

17. **Appoint Compliance Officer** - Motion was made by Mr. Garza, seconded by Mr. Myrick to approve Lisa Bibb as the Compliance Officer. Motion carried unanimously.

25. Discussion and Possible Amendment to CEO Contract – Tabled to June meeting.

26. **Adjourn Meeting:** Motion was made by Mr. Garza, seconded by Mr. Parker to adjourn meeting at 1:55pm. Motion carried unanimously.



Morgan Cox, Board President



Date



John Myrick, Board Secretary



Date