



Board of Directors

Regular Board Meeting

Monday, April 24, 2023

Attendees:

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

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

Other Guests:

Kip Wood, Director EMS
Joan Harrison, Director Home Health

1. **Call to order:** Mr. Cox called the meeting to order at 11:30am.
2. **Approval of Minutes from March 27, 2023:** Minutes were reviewed. Motion was made by Ms. Hernandez, seconded by Mr. Franklin to approve the minutes as presented. Motion carries unanimously.
3. **Public Comment:** None present.
4. **Medical Staff Report – Calvin Cargill, MD:**
 - a. **Board Report** - Dr. Cargill gave a report from the monthly Medical Staff meeting. Motion was made by Mr. Myrick, seconded by Mr. Garza to approve the Medical Staff Report for April. Motion carried unanimously.
 - b. **Approve Rules and Regulations** - Dr. Cargill presented the Medical Staff Rules and Regulations for approval. Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve the Medical Staff Rules and Regulations. Motion carried unanimously.
5. **Medical Staff Privileges, Resignations and Terminations – Nancy Cooke:** Ms. Cooke presented the following providers for approval:

Appointments

- James Moody, MD – Family Medicine – MCHD/Alvarado Alliance – Current credentialed provider as a backup supervisor for Robin Alvarado and Kasey Ramirez. Revised Delineation of Privileges to include Emergency Medicine as a provider with Concord.

Re-Appointments

- Robin Alvarado, FNP-C – Family Medicine - MCHD/Alvarado Alliance
- Zachary Belew, CRNA – Surgery – MCHD
- Joseph Damiani, MD – Plastic Surgery – MCHD
- Keith Gist, CRNA – Surgery – MCHD
- Melencio Juan, MD – Family Medicine – MCHD
- John Bliznak, MD – Diagnostic Radiology – Abilene Radiology
- Clayton McGuire, MD - Diagnostic Radiology – Abilene Radiology
- Clark Wiginton, MD - Diagnostic Radiology – Abilene Radiology

Expired Providers

- Kelsi Miller, CRNA – MCHD
- Venkata Amilineni, MD - Diagnostic Radiology – Abilene Radiology

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

6. Strategic Initiatives – Nancy Cooke:

- a. Update on Plans to Construct New Clinic and Other Space as needed for Hospital District growth – Ms. Cooke** stated the architects met with Physical Therapy and Dr. Gray last week to discuss specific designs. Clinic exam room specifics were also discussed. Out for bids in September or October.
- b. Updates on other initiatives – None to report.**

7. Annual Board Orientation on TruLite Home Care Policies and Procedures – Joan Harrison: Ms. Harrison reviewed the policy and procedure manual with the Board and discussed any changes made.

8. Departmental Reports

- a. Quarterly Clinic Report – Rebecca Brandon – Ms. Brandon** gave a report on clinic visits, School based clinic enrollments/visits, current staffing needs and community outreach projects.

Motion was made by Ms. Hernandez, seconded by Mr. Garza to approve the Quarterly Clinic Report as presented. Motion carried unanimously.

- b. Quarterly EMS Report – Kip Wood – Mr. Wood** gave a report on March calls, transfers, staffing and QA projects. Mr. Woods explained some new software that is being implemented to help with asset management and medication expirations and protocols.

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

9. **Market Adjustments for EMS Salaries – Nancy Cooke** – Ms. Cooke stated in trying to stay competitive with other area organizations we would like to request an increase in the base pay for EMT/Paramedics and PRN EMS positions. Lengthy discussion ensued.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve budget up to \$125k annual expenditure with an option to re-evaluate if needed. Motion carried unanimously.

10. **Review of EMS Barn Plans – Nancy Cooke** – Ms. Cooke presented the EMS Barn Project drawings for review. Committee discussed at length what the expansion would entail. Ms. Cooke stated grant options will be explored, more discussion to come.

11. **Discussion and Possible Action on Policies** – None.

12. **Contracts** –

- a. **Renewal of Insurance for HPL/GL; Auto/Ambulance; Commercial Property; Worker's Compensation; Environmental Liability; Management Liability; Cyber Security - Nancy Cooke:** Ms. Cooke stated this is our annual policy renewal. The cost has increased from last year as insurance rates across the board have increased this year. The total renewal cost is \$527,486 which is roughly an increase of \$70,000.

Motion was made by Mr. Myrick, seconded by Mr. Franklin to approve the 2023 Insurance Renewals as presented. Motion carried unanimously.

- b. **Patient Engagement Automation – Tonya Glisan:** Ms. Glisan stated this replaces our existing messaging services Televox that has limited capabilities. This will allow for more functions, as well as customized text messages that our current vendor does not offer. This will benefit the clinic and outpatient services. The total cost of this budgeted expenditure is \$43,001.00.

Motion was made by Ms. Hernandez, seconded by Mr. Garza to approve the Patient Engagement Automation purchase as presented. Motion carried unanimously.

13. **Equipment** –

- a. **Bids for Window Replacement and Generator - Nancy Cooke:** Ms. Cooke stated we advertised for bid for both of these projects. One bid was received for each project from MW Builders. Proposed cost for the Window Replacement is \$400,000 and Generator is \$475,000. After reviewing the bids we have decided to wait and use the same vendor we hire for the nursing unit addition for the window replacement. We will table the Generator project for further information.

14. **CFO Report – Tonya Glisan:**

- a. **Financial Report** - Ms. Glisan presented the Financial Statements for the month ended March 31, 2023 for review. She noted that cash on hand for March was 732 days. Restricted cash totaled \$2,083,305. Total patient revenue for was \$4,474,975.
- b. **March Cash Disbursement** – Ms. Glisan stated the cash disbursements totaled \$1,856,687.57 which included \$9,061.87 of patient refunds and down payment for Ramtech Buildings in the amount of \$160,971.75.

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

- 15. Budget for Fiscal Year 2023-2024 – Tonya Glisan:** Ms. Glisan presented the Operational and Capital Budget for Fiscal Year 2024 for review.

Motion was made by Mr. Myrick, seconded by Ms. Hernandez to approve the Fiscal Year 2024 Budget as presented. Motion carried unanimously.

- 16. Approve Organizational Chart – Nancy Cooke:** Ms. Cooke stated we have had several changes in management and needed to update the Organizational Chart to reflect those changes.

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

- 17. Appoint HIPAA Security Officer – Nancy Cooke:** Ms. Cooke stated Freddy was our HIPAA Security Officer so we need to appoint a new officer. Ms. Cooke has asked Jeff Deslaurier to take on this responsibility.

Motion was made by Mr. Myrick, seconded by Mr. Franklin to Appoint Jeff Deslaurier as the HIPAA Security Officer. Motion carried unanimously.

- 18. Consider Date Change for May Board Meeting – Nancy Cooke:** Ms. Cooke asked the Board to consider changing the Board meeting to Monday, May 22 moving it from Tuesday, May 30 the day after a holiday.

Motion was made by Mr. Myrick, seconded by Mr. Franklin to Change May Board Meeting Date to Monday, May 22, 2023. Motion carried unanimously.

- 19. Consider Home Health Name Change – Nancy Cooke:** Ms. Cooke stated after several discussions with Linda Pierce and Joan Harrison regarding how to increase the patient census for TruLite Home Care, the subject of people not knowing that TruLite is owned by MCHD. Ms. Cooke requested the Board consider changing the name to Martin County Hospital Home Health.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to Change TruLite Home Care to Martin County Hospital Home Health. Motion carried unanimously.

- 20. Approve Management Plan for 2023/2024 – Nancy Cooke:** Ms. Cooke presented the Management Plan for 2023-2024 for review.

Motion was made by Mr. Garza, seconded by Mr. Myrick to approve the Management Plan for 2023/2024 as presented. Motion carried unanimously.

- 21. Staff Retention Payment – Nancy Cooke:** Ms. Cooke stated we budgeted for two retention payments and would like to issue the first payment during our Hospital Week Cook-out on Friday, May 12th.

Motion was made by Mr. Franklin, seconded by Mr. Garza to approve the Staff Retention Payment as presented. Motion carried unanimously.

22. Administrative Report – Nancy Cooke:

- a. Texas Healthcare Trustees Conference in Austin July 20 – 22. Please let us know if you would like to attend.
- b. Roundtable in Odessa August 8th for Board Members.
- c. Employee Townhalls went well last week had great attendance.
- d. 4/19 we will have a Pizza Lunch to celebrate HCHAPS
- e. Child Abuse Awareness Month – Posters hanging up in dining area
- f. Skills Fair April 25-27 at the Community Center
- g. Community Resource Fair – May 4th at the Community Center
- h. Cinco De Mayo Salsa Competition May 5th during lunch
- i. Howard College LVN Graduate Reception May 1st
- j. Revised Website coming soon.

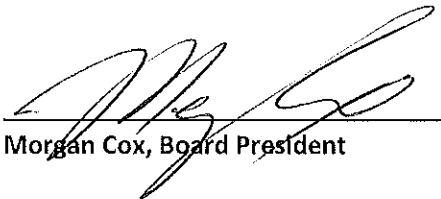
23. Adjourn to Executive Session: 1:37pm

24. Reconvene to Open Session: 2:05pm

25. Action to be taken from Executive Session: None.

26. Adjourn Meeting: Motion was made by Mr. Garza, seconded by Mr. Myrick to adjourn meeting at 2:06pm. Motion carried unanimously.

March Board Minutes were reviewed and approved as presented on May 22, 2023.



Morgan Cox, Board President

5-22-23

Date



John Myrick, Board Secretary

5/22/23

Date