



Board of Directors
Regular Board Meeting
Monday, July 31, 2023

Attendees:

Morgan Cox, President
Albert Garza, Vice President
John Myrick, Secretary
Terry Franklin, Member
Clay Parker, Member
Frances Hernandez, Member
Brian Jackson, Hospital Attorney
Mark Salcone, DO - 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
Tamara Sanford, Administrative Assistant

Other Guests:

Kip Wood – Director of EMS
Samantha De La Pena – Employee Health

1. **Call to order:** Mr. Cox called the meeting to order at 11:30am.
2. **Approval of Minutes from June 26, 2023:** Minutes were reviewed. Motion was made by Ms. Hernandez, seconded by Mr. Myrick to approve the minutes as presented. Motion carries unanimously.
3. **Public Comment:** None present.
4. **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. Myrick, seconded by Mr. Parker to approve the Medical Staff Report for June. Motion carried unanimously.
5. **Medical Staff Privileges, Resignations and Terminations – Nancy Cooke:** Ms. Cooke presented the following providers for approval:

Appointments

- Gabriel Eleda, FNP-C – Psychiatric – MCHD
- Elisa Brantly, MD – Urology - MCHD

Re-Appointments

- LuLu Tenorio, MD – Diagnostic Radiology – Abilene Radiology
- Christi Hill-Robinson, CRNA – Pathology - MCHD

Expired Providers

- Dale Beran, MD – Emergency Medicine - Concord
- Brian Nelson, MD – Emergency Medicine – Concord
- Robin Floyd, NP – Hospice – MCHD
- Shirlene Sulatan, NP – Psychiatric - MCHD

Motion was made by Mr. Franklin, 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 –

- 1. Access from Service Road -** Ms. Cooke discussed access to the MOB from the service road and presented options.
- 2. Furnishings and Equipment for Portable Buildings –** Ms. Cooke presented the list of furnishings and equipment needed. Furniture total in the amount of \$78,998.47, which will come out of the MOB budget and be moved to the MOB when it is completed. Equipment total estimate is \$26,499.64. Other expenses totaling \$65,000.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve the Portable Building furniture and equipment expenditure as presented. Motion carried unanimously.

b. Discussion regarding plans for EMS Barn Expansion – Ms. Cooke: Ms. Cooke asked the Board to tour the EMS property to discuss project. Lengthy discussion ensued about plan.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to authorize Ms. Cooke to start the process on the EMS Barn Expansion. Motion carried unanimously.

- 1. Letter of Intent with Vandergriff Group –** Ms. Cooke presented the LIO for the design of the EMS Barn Expansion.

Motion was made by Mr. Garza, seconded by Ms. Hernandez to authorize Ms. Cooke to sign the Letter of Intent with Vandergriff Group for EMS Barn Expansion. Motion carried unanimously.

c. Propose Names for Foundation Board Membership – Ms. Cooke: Mr. Cox provided 2 names – Ginger Tunnel and Justin Burch to be considered. Remaining Board members asked what the expectations would be of the Foundation Board Members, since they are being asked by potential candidates. Ms. Cooke stated a description of Foundation Board Member expectations will be created to help have discussions with potential candidates.

d. Updates on other initiatives – None to report.

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

a. Emerging Infectious Disease Plan for EOP – Ms. Sechrest stated this is a required part of our Emergency Preparedness Plan for the hospital. It is a plan for if we ever have another Epidemic or Pandemic. After discussion, Board wanted to reword “Hospital may consider closing the Hospital to new admissions”, to “Hospital may consider not accepting new admissions”.

Motion was made by Mr. Myrick, seconded by Mr. Garza to approve the Quality Assurance Report, with the wording change requested to the Emerging Infectious Diseases Plan. Motion carried unanimously.

8. Departmental Reports –

- a. **Quarterly EMS Report – Kip Wood** – Mr. Wood gave the quarterly report. Items discussed were total activations, transfers, training and status of units.
- b. **Quarterly Clinic Report – Rebecca Brandon** – Ms. Brandon presented the quarterly report. Ms. Brandon stated the phone tree in the clinic will be reconfigured due to the addition of providers to help our patients reach their provider easier. Also, patient messaging is being upgraded to help with scheduling and cancellations.
- c. **Quarterly Infection Control Report – Samantha De La Pena** – Ms. De La Pena presented the reports for the past two quarters for review.

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

9. Discussion and Possible Action on Policies – Rebecca: Ms. Brandon presented the Rural Health Clinic Policy Log and Rural Health Emergency Management Plan for approval.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve the Rural Health Clinic Policy Log and Rural Health Emergency Management Plan as presented. Motion carried unanimously.

10. Contracts –

- a. **Humana - Nancy Cooke:** Ms. Cooke presented a contract with Humana for approval. Ms. Cooke stated we have had to turn away surgical procedures due to not accepting this plan.
- b. **Extension of CERNER Contract – Ms. Cooke:** Ms. Cooke requested to table this contract until next month for further review.
- c. **Gabriel Eleda, FNP-C – Nancy Cooke:** Ms. Cooke stated Gabriel will be replacing the current Psychiatric Consulting provider who has moved out of state and is rarely available for consults. He is located in Big Spring and can do telehealth or in person consults.

Motion was made by Mr. Parker, seconded by Ms. Hernandez to approve the Contracts as presented. Motion carried unanimously.

11. Equipment –

- a. **Completion of and Furnishings for Home Health Building - Nancy Cooke:** Ms. Cooke presented the cost to complete the renovations and furnish the Home Health Building. The plan is to relocate six employees from the Business Office and HIM to this area, freeing up space at the hospital. The total cost to complete the renovation and install 8 workstations is \$55,454.14.
- b. **Urology Equipment – Nancy Cooke:** Ms. Cooke presented this purchase for approval. This equipment will allow for diagnostic testing in the clinic for urology patients. The cost is \$10,327.00. Ms. Cooke presented two quotes for additional Urology equipment in the OR. Ms. Cooke asked the Board to approve \$91,571.93 the total of the quotes, as a not to exceed amount.

- c. **Replacement Gastroenterology Equipment – Nancy Cooke:** Ms. Cooke stated Dr. Salcone had requested that the endoscopy equipment be replaced on a rotating basis. There has been \$80,000 included in the annual capital budget for 2023, 2024 and 2025. No scopes were purchased in 2023 and that request was carried forward. Attached is a quote from Olympus to replace all the scopes. Due to the HPG pricing, the cost is \$166,184. For comparison purposes, a quote for refurbished equipment was obtained and that total was \$165,495.
- d. **Replacement Autoclave/Boiler – Ms. Cooke:** Ms. Cooke stated our autoclave and boiler are crucial to be able to sterilize all the instruments for the OR. We currently only have one small autoclave working at this time. The out of service autoclave is our big steam sterilizer that can run up to 10 trays, because of this our turnaround for trays is slower. The new sterilizer has a boiler/steam generator under the unit, so it would replace the existing steam boiler we have right now. It can hold up to 12 instrument trays. Steris will de-install the old autoclave and reinstall the new autoclave. The cost is \$131,954.01 with 1 year warranty. The preventative maintenance cost is included in this price.

Motion was made by Mr. Myrick, seconded by Mr. Parker to approve the Equipment purchases as presented. Motion carried unanimously.

- 12. **Discussion and Possible Vote of 2023 Proposed Tax Rate – Ms. Cooke:** Ms. Cooke presented the 2023 Certification of Appraisal Roll for Martin County for review. Ms. Cooke stated we need to set dates for Proposed Tax Rate Vote and Tax Hearing. Board chose August 7th at 12:00pm for the Vote on 2023 Proposed Tax Rate and August 28th at 11:15am for the Tax Hearing.

Motion was made by Mr. Myrick, seconded by Ms. Hernandez to approve the 2023 Tax Meetings. Motion carried unanimously.

13. CFO Report – Tonya Glisan:

- a. **Financial Report -** Ms. Glisan presented the Financial Statements for the month ended June 30, 2023 for review. She stated cash on hand for May was 715 days. Total patient revenue was \$4,178,150.
- b. **June Cash Disbursement –** Ms. Glisan stated the cash disbursements totaled \$1,839,849.64 which included \$1,816,261.48, no patient refunds and credit card charges \$23,588.16.

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

- 14. **Organizational Chart – Nancy Cooke:** Ms. Cooke presented the updated Organizational Chart for review and approval.

Motion was made by Ms. Hernandez, seconded by Mr. Parker to approve the Organizational Chart as presented. Motion carried unanimously.

- 15. **Authorization to Sign Closing Documents for Land Sale to Bailey Toliver – Nancy Cooke:** Ms. Cooke stated the Board needs to authorize her to sign the closing documents for the land sale.


Motion was made by Mr. Myrick, seconded by Mr. Garza to authorize Nancy Cooke to sign the Closing Documents for the Land Sale to Bailey Toliver. Motion carried unanimously.

16. Administrative Report – Nancy Cooke:

- a. Workplace Violence Prevention – Committee and Policy in place
- b. House Bill 490 in the process of implementation
- c. Board WORKshop – August 8th at 5pm at MCHS Regional
- d. Pediatric Dentist interested in OR time – looking into possibility
- e. Search for Pharmacist is ongoing

17. Executive Session: Nothing to discuss

18. Adjourn Meeting: Motion was made by Mr. Myrick, seconded by Mr. Garza to adjourn meeting at 1:32pm. Motion carried unanimously.



Morgan Cox, Board President

8-28-23
Date



John Myrick, Board Secretary

8/28/2023
Date