



**Board of Directors  
Regular Board Meeting  
Monday, October 30, 2023**

**Attendees:**

Morgan Cox, President	Nancy Cooke, CEO
Albert Garza, Vice President	Tonya Glisan, CFO
John Myrick, Secretary	Linda Pierce, CNO
Terry Franklin, Member	Lisa Bibb, Director Human Resources
Clay Parker, Member - Absent	Rebecca Brandon, Director of Rural Clinic
Frances Hernandez, Member - Absent	Michael Sechrest, Director of Quality - Absent
Brian Jackson, Hospital Attorney	Tamara Sanford, Administrative Assistant
Mark Salcone, DO - Chief of Staff - Absent	

**Other Guests:**

Kip Wood, Director of EMS

- I. **Call to order:** Mr. Cox called the meeting to order at 11:30am.
- II. **Approval of Minutes:**
  - **September 25, 2023:** Minutes were reviewed. Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve the minutes as presented. Motion carries unanimously.
- III. **Public Comment:** None present.
- IV. **Appoint HIPAA Privacy Officer and Custodian of Records – Nancy Cooke:** Ms. Cooke stated Jeff Deslaurier was handling the role of HIPAA Privacy Officer and HIPAA Security Officer while we searched for a Director of HIM. Angela Newton is the new Director of HIM and the role of HIPAA Privacy Officer should be handled by this position, so we are requesting to appoint Angela Newton the HIPAA Privacy Officer, Jeff will remain the HIPAA Security Officer. We are also requesting to appoint Angela the Custodian of Records. Angela will be able to sign the request for medical records that we receive.

Motion was made by Mr. Myrick, seconded by Mr. Garza to approve to Appoint Angela Newton, Director of Health Information Management HIPAA Privacy Officer and Custodian of Records. Motion carried unanimously.
- V. **Medical Staff Report – Linda Pierce, CNO:** Ms. Pierce gave a report from the monthly Medical Staff meeting. Ms. Pierce reported on departmental statistics and reporting. Emergency room visits increased to 542 in the month of September.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve the Medical Staff Report for October. Motion carried unanimously.

- VI. Medical Staff Privileges, Resignations and Terminations – Linda Pierce:** Ms. Pierce presented the following providers for approval:

**Appointments**

- Matthew Carraway, DDS – Pediatric Dentist – MCHD - Active
- Zachary Ellis, DDS – Pediatric Dentist – MCHD - Active
- Nikolay Azarov, MD – Critical Care Medicine – MCH - Curtesy
- Krishna Ayyagari, MD – Critical Care Medicine – MCH - Curtesy
- Antonyos Mahfoud, MD – Critical Care Medicine – MCH - Curtesy

**Re-Appointments**

- Ahmed Casey, MD – Emergency Room – Concord - Active
- Stephanie Crawford, NP – Family Medicine – Alvarado Alliance – Active
- Kasey Ramirez, FNP-C – Family Medicine - Alvarado Alliance – Active
- Mark Salcone, DO – General Surgery – MCHD - Active

**Expired Providers**

- None

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

**VII. Strategic Initiatives – Nancy Cooke:**

- Update on Plans to Construct New Clinic and Other Space as needed for Hospital District growth –**
  - **MOB** - Ms. Cooke stated we held a pre-bid meeting on November 1 and bids are due November 21<sup>st</sup>. MW Builders and Pharr & Company attended the mandatory prebid conference. have requested bid packets.
- Updated Cash Flow Prediction – Ms. Glisan:** Ms. Glisan presented the updated projected cash flow for 2024 – 2027 for review. This report will be presented monthly going forward.
- Updates on other initiatives –** None to report.

**VIII. Departmental Reports –**

- Quarterly Clinic Report – Rebecca Brandon:** Ms. Brandon gave a report on staffing, education, clinic statistics, and patient satisfaction scores. Ms. Brandon also discussed the community outreach projects for the clinic which included an Education Series at the Senior Center, After Hours Flu Vaccine Clinics, flu vaccines at several school districts and an update on the Diabetic Accreditation Program.

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

- Quarterly EMS Report – Kip Wood:** Mr. Wood presented the quarterly report for review. Mr. Wood reported on calls, transfers and compared to last year's statistics. Mr. Wood reported on department training projects.

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

**IX. Discussion and Possible Action on Policies – Nancy Cooke:** Ms. Cooke presented the Policy Logs for approval.

- **Administrative Policy and Procedure – Visitation during COVID** – Retired due to end of Pandemic.
- **Pharmacy Policy and Procedure – Controlled Substances** – Defined exception of narcotic wasting during procedures in OR.
- **Pharmacy Policy and Procedure – Medications Brought to Hospital by Patient** – Over the counter medications must be unopened and verified by pharmacy.
- **Pharmacy Policy and Procedure – Intravenous Therapy** – Drug library must be used when infusing IV fluids/meds.

Motion was made by Mr. Franklin, seconded by Mr. Garza to approve the Policy and Procedure Logs as presented. Motion carried unanimously.

**X. Contracts –**

- a. Cerner Extension Amendment - Nancy Cooke:** Ms. Cooke stated the current CERNER contract is effective till June 2024. It is time to extend this contract. The extension is for seven (7) years. This amendment has been updated for the modules/applications currently being used. Number of concurrent users has been updated from 40 to 90. Monthly fees have been adjusted to prevent paying the overages we are currently paying. This true up should have annual savings of \$8,853 with current utilization. Monthly payments will increase from \$30,000 to \$37,977 for 9 months, and then to \$42,010 for the remainder of the contract. There is the potential of an annual CPI increase, which is capped at 5%.

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

- b. Amendment to Melencio Juan, MD Contract – Ms. Cooke:** Ms. Cooke stated Dr. Juan would like to decrease his work week down to three days per week. His pay will be adjusted to reflect the change.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve the Amendment to Melencio Juan, MD contract as presented. Motion carried unanimously.

**XI. Equipment – None.**

**XII. Grant Utility Easement to City of Stanton – Nancy Cooke:** Ms. Cooke stated the utility easement with City of Stanton as presented last month is correct for what they are requesting. The City will be obtaining the remainder of the required easement from Bailey Toliver.

Motion was made by Mr. Myrick, seconded by Mr. Franklin to approve the Utility Easement to the City of Stanton as presented. Motion carried unanimously.

- XIII. Approve Updated Organizational Chart – Nancy Cooke:** Ms. Cooke presented the updated Organizational Chart for approval.

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

**XIV. CFO Report – Tonya Glisan:**

- **Financial Report** - Ms. Glisan presented the Financial Statements for the month ended September 30, 2023 for review. She stated cash on hand for September was 702 days. Total patient revenue was \$4,451,130, which is the highest month this year.
- **September Cash Disbursement** – Ms. Glisan stated the cash disbursements totaled \$2,605,461.87, and \$1,629.11 in patient refunds, and credit card charges \$35,612.13.

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

- **Garage Sale** – Ms. Glisan stated we would like to schedule a garage sale for November 17<sup>th</sup> from 9am – 11am. A list of the items was presented.

Motion was made by Mr. Myrick, seconded by Mr. Franklin to approve the Garage Sale and Items to be sold. Motion carried unanimously.

**XV. Administrative Report – Nancy Cooke:**

- Consider Changing November Board meeting to December 4<sup>th</sup>. Ms. Cooke stated the November meeting is scheduled for November 27<sup>th</sup>, which is the Monday after Thanksgiving and is always challenging with the previous week being a holiday. The bids for the MOB are due November 21 and moving the Board meeting to the 4<sup>th</sup> will give us time to review the bids and prepare a presentation.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to approve moving the November Board meeting to December 4<sup>th</sup> as proposed. Motion carried unanimously.

- For the second year in a row we have been named among the Most Wired. 55,000 applicants and only 9 in Texas received Level 8 recognition, so it is an honor to be recognized.
- Website has some new pictures, we were named yard of the month by the Chamber.
- Manager Training held October 19<sup>th</sup>, focused on HR training.
- We are looking at Manager Program to be begin after the first of the year.
- Home Health Open House - November 7<sup>th</sup> from 3:30pm-5:30pm
- Intensivist – telehealth approved this month
- Melissa Lloyd will teach several programs – Preceptor and Aggressive Patient
- Texas A&M Program is very involved, will work with local school districts to encourage interest in the medical field.
- Thanksgiving lunch November 16<sup>th</sup> at 11:30am
- Top 20 Celebration November 8<sup>th</sup> at 11am – catered by Chatty Mule – We were 4<sup>th</sup> in the Nation – reviewed Chartis information
- Hired a third PT
- As of October 1<sup>st</sup>, we now accept Humana Insurance

- Small Autoclave has been installed.
- TAPA Meeting – Information discussed – virtual option. Boardroom will be reserved for anyone wanting to attend.

**XVI. Adjourn Meeting:** Motion was made by Mr. Garza, seconded by Mr. Franklin to adjourn meeting at 12:54pm. Motion carried unanimously.

  
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Morgan Cox, Board President

12-4-23  
Date

  
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John Myrick, Board Secretary

12/4/23  
Date