



Board of Directors
Regular Board Meeting
Monday, January 29, 2024

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
Lisa Bibb, Director Human Resources
Rebecca Brandon, Director of Rural Clinic
Michael Sechrest, Director of Quality
Tamara Sanford, Administrative Assistant

Other Guests:

Bill Parsons, Vandergriff Architects
Justin Lyon, Vandergriff Architects
Joan Harrison, Director of Home Health
Kip Woods, Director of EMS

- I. **Call to order:** Mr. Cox called the meeting to order at 11:30am.

- II. **Approval of Minutes:**
 - **December 4, 2023 and January 10, 2024:** Minutes were reviewed. Motion was made by Ms. Hernandez, seconded by Mr. Myrick to approve the minutes as presented. Motion carries unanimously.

- III. **Public Comment:** None present.

- IV. **Medical Staff Report – Mark Salcone, DO - Chief of Staff:** Dr. Salcone gave a report from the monthly Medical Staff meeting. Dr. Salcone reported on departmental statistics and reporting. Emergency room visits increased to 489 in November and increased to 650 in the month of December.

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

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

Appointments

- None

Re-Appointments

- Alice Blount, MD – Concord Medical – Active
- Kelly Cole, MD – Abilene Radiology – Active
- Hima Parchuri, DO – MCHD – Temporary
- Linda Pierce, FNP-C – MCHD – Active
- James Sikes, MD – Concord Medical - Active

Expired Providers

- Sheri Talley, MD – Concord Medical – Inactive with Concord
- Jonathan Nelson, MD – West Texas Urology - Expired

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

VI. Annual Review and Approval of Code of Conduct – Nancy Cooke: Ms. Cooke presented the Code of Conduct for review and approval with no changes.

Motion was made by Mr. Myrick, seconded by Ms. Hernandez to approve the Code of Conduct 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** – Broke ground this morning, FFA forms filed, waiting for approval to relocate helipad.
- Presentation by Vandergriff Group Architects for new facility for EMS** - Vandergriff presented plans and drawings for a new EMS facility. Contractors will be required to have bonds which may limit companies that can bid and build the facility. Bid requests will go out February 14 and 15 and due March 15 at 2:00pm. Bid opening will be 2:15pm on March 15th.

Motion was made by Mr. Franklin, seconded by Mr. Myrick to authorize staff to solicit proposals for EMS facility construction. Motion carried unanimously.

- Updated Cash Flow** – No report this month. Ms. Glisan asked for 3 board members to volunteer to do a budget review. Morgan, Terry and Albert volunteered, the meeting will be at 10am on February 20th.
- Foundation Update – Ms. Cooke:** Ms. Cooke asked each Board member for 2 names for consideration on the Foundation Board.
 - Mr. Cox nominated Justin Burch and Ginger Tunnel
 - Mr. Franklin nominated Sandy Louder
 - Mr. Garza nominated Leah Flannigan and Steven Villa
 - Mr. Myrick nominated Jonama Myrick
 - Ms. Hernandez nominated Reagan Cox

Motion was made by Mr. Myrick, seconded by Mr. Franklin to table selection of Foundation Board members. Motion carried unanimously.

- Updates on other initiatives** – None to report.

VIII. Quality Assurance Report – Michael Sechrest: Ms. Sechrest presented the monthly Quality Dashboard for December 2023. Project progress was discussed.

IX. Departmental Reports –

- a. Quarterly EMS Report – Kip Wood:** Mr. Wood gave a report on total activations, transfers, staffing, education, and Departmental projects.

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

- b. Quarterly Family Clinic Report – Rebecca Brandon:** Ms. Brandon presented the quarterly report for review and discussed progress on goals. Ms. Brandon discussed volume trends, patient satisfaction scores, staffing, clinic goals and outreach projects.

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

- c. Quarterly Home Health Report – Joan Harrison:** Ms. Harrison presented the quarterly report for review and discussed progress on growth and marketing. Ms. Harrison discussed patient satisfaction scores, staffing, and issues with delayed therapy evaluations and staff delaying synchronizing tablets with office causing problems with billing and scheduling interference.

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

- VI. Policies and Procedures – Nancy Cooke:** Ms. Cooke presented the policy log for approval. Log included policies pertaining to HIPAA, Nursing, Surgery and Clinic.

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

VII. Contracts –

- a. Crude Land and Royalty, LLC Lease - Nancy Cooke:** Ms. Cooke stated this agreement was with Lario, but Diamondback has purchased the lease. Diamondback is requesting a three year extension.

Motion was made by Mr. Garza, seconded by Mr. Myrick to authorize CEO to sign contract. Motion carried unanimously.

VIII. Equipment – None.

IX. CFO Report – Tonya Glisan:

- **Financial Report** - Ms. Glisan presented the Financial Statements for the month ended November 30, 2023 and December 31, 2023 for review. She stated cash on hand for November was 458 days and December was 600 days. Total patient revenue was \$4,462,707 in November and \$3,712,307 in December. Net income for November was \$1,037,860 and \$1,422,970 in December. Ms. Glisan stated \$7m was moved to TexPool last Friday.
- **November Cash Disbursement** – Ms. Glisan stated the cash disbursements totaled \$1,964,361.22, and credit card charges \$25,605.19.
- **December Cash Disbursement** – Ms. Glisan stated the cash disbursements totaled \$1,475,408.72, and credit card charges \$27,478.66

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

X. Administrative Report – Nancy Cooke:

a. Adopt Resolution establishing Records Management Program and Appoint CEO as Records Management Officer – Ms. Cooke stated Martin County Hospital District is a political subdivision of the State of Texas. As such, we are required to comply with the State policies governing record retention. This is not just medical records, but it is any record created or received by the organization. The Texas State Library and Archives Commission has developed standard policies and retention guidelines that must be followed. We are adopting these policies and retention guidelines in their entirety. The CEO shall be designated as the Local Government Records Management Officer. The Records Management Program will require that each department inventory all files in their possession. This inventory will need to be updated annually. The destruction of any record must also be recorded.

Motion was made by Mr. Myrick, seconded by Mr. Garza to Adopt Resolution establishing Records Management Program and Appoint CEO as Records Management Officer, as presented. Motion carried unanimously.

- Pediatric Dentists started January 4th, working well.
- January 31 Manager Retreat – Will roll-out Management Program
- Employee Town Halls scheduled – February 21, 22, 23 and 26
- Community Town Halls tentative schedule – February 26 at 5pm and March 6 at 12pm in the Board Room, February 27 at 12pm Senior Center and February 29 at 5pm Chamber Mixer here.
- February 8 – Founder Roundtable – Will update on MOB and present EMS Building plans
- February 9 – Super Bowl Chili Cook-off
- February 12-14 – Nancy out of office
- May 16, 5:30pm – 7:30pm at MCHS – Board Education Opportunity


XI. Adjourn to Executive: 1:08pm.

XII. Return to Open Session: 1:40pm.

XIII. Adjourn Meeting: Motion was made by Mr. Garza, seconded by Mr. Myrick to adjourn meeting at 1:40pm. Motion carried unanimously.



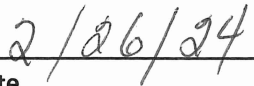
Morgan Cox, Board President



Date



John Myrick, Board Secretary



Date