CONCHO COUNTY HOSPITAL DISTRICT
MEETING MINUTES

STATE OF TEXAS
COUNTY OF CONCHO

I. **Call to Order**
The Concho County Hospital Board of Directors met in Eden, Texas at the Eden Public Library Conference Room on November 24, 2020 at 5:30 PM.

II. **Board of Directors:**

Board of Directors:	Brent Frazier	President
	Eric Sanders	Secretary/Treasurer
	Mary Castanuela	Member
	Donna Magill	Member
Others Present:	Brian Lady	CEO
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Kandy Saiz	Notary

III. **Open Forum for Public Comment**
There was no comment from the public.

IV. **Oath of Office – Swearing in New Board Member(s)**
Oath of Office was administered to Mr. Frazier and Mrs. Magill by Kandy Saiz.

V. **Approval of October 27, 2020 Board Meeting Minutes**
Mrs. Castanuela made a motion to approve the October 27, 2020 minutes, as presented. Mr. Sanders seconded the motion. Motion passed 3-1.

VI. **Business Items**

A. Monthly Performance Improvements/QA Monitors
Mrs. Pyle was not able to attend the meeting. Mrs. Aguirre stated that she could answer any questions. The Board reviewed the reports with no questions asked.

B. Billing & Revenue Cycle Management
Mrs. Aguirre went over the billing and revenue cycle reports. She stated that she is still searching for a more suitable report to replace the Work Load Analysis. She went over the Admissions report with the Board, stating that it breaks down the different admission types more clearly than the Revenue Dashboard. She informed the Board that there is still an issue with collecting payments from the Eden Detention Center.

C. Financial Statement and Accounts Payable for October 2020
Mrs. Lozano pointed out to the Board some unusually high expenses. She explained that Acute Contract Labor is high at $38,733, but the hospital is having to use agency nurses to fill vacant positions. She stated that the hospital had a loss of $189,257 for the month of October. The loss was a result of very little other income for the month. Mrs. Lozano then went on to the Financial Summary pointing out the increase in patient days for October. There were 21 inpatient, 27 swingbed and 5 detox days for the month.

D. Staff Appointments
There were no staff appointments needing approval at this time.

E. Approval of Policies
There were no policies needing approval at this time.

F. Approval of BioFire Lab Analytic
Mr. Lady passed out the quote for the BioFire machine that will cost $84,000. Mr. Lady explained to the Board that this equipment can be very beneficial to the hospital. The equipment will not only detect the virus, but identify which virus it is. The hospital has been sending samples to Heart of Texas in Brady to conduct these tests, and can save by conducting these tests in house. Mrs. Magill made a motion to approve the purchase of the BioFire Lab Analytic. Mrs. Castanuela seconded the motion, passed 4-0.

G. Approval of Contract Tracing Product
Mr. Lady presented a quote from Midmark for a contract tracing product. He explained that the equipment will keep up where the employee is through their shift. Benefits include protection of employees and patients and assistance with time studies. The product can also be used for security purposes where an employee can send a signal out when needing assistance. Mrs. Castanuela made a motion to approve the Contract Tracing Product for $69,840.24. Mrs. Magill seconded the motion. Motion passed 3-1 with Mr. Sanders voting against it.

VII. **Administrator's Report**

- Covid Funding & Equipment – The equipment approved during this meeting will be purchased with the Covid funding. The hospital is waiting for the equipment to update the negative air pressure rooms. Mr. Lady informed the Board that a respirator is being given to the hospital which the hospital intends to donate.
- Concho Medical Clinic Update – The clinic has an issue with moisture, and it is causing the floor to buckle. The insurance has been contacted, as well the contractor that will make the repairs.
- Other – Volume has increased, and Mr. Lady attributed this to Dr. Papillion, nurses and business office. The hospital will be transitioning the Frontera Clinic building to house specialists. The renovation of the nursing station will begin. The Health and Wellness Center has been completely converted to Physical Therapy.

VIII. **Executive Session**
With no need for Executive Session, the Board moved on to adjournment.

IX. **Action from Executive Session**

X. **Adjournment**
Mr. Sanders made a motion to adjourn the meeting at 6:11pm. Mrs. Magill seconded the motion, with everyone in favor.

______________________ Date 1/26/2021