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 January 26, 2021 at 5:30 PM.

II. **Board of Directors:**

Board of Directors:	Brent Frazier	President
	Leah Brosig	Vice President
	Eric Sanders	Secretary/Treasurer
	Richard Doane	Member
	Mary Castanuela	Member
	Donna Magill	Member
Others Present:	Brian Lady	CEO
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Lindee Pyle, BSN, RN	Director of Nursing
	Kandy Saiz	Notary
	Tim Wells	Public

III. **Open Forum for Public Comment**

Tim Wells introduced himself to the Board and spoke of an issue he had with a dispute of the count of his meds with CCH Pharmacy. He stated that he spoke to the pharmacist's assistant and requested if they could count the pills together. She told him no she wasn't going to do that with him. He then told the Board that he received a call from the pharmacist, and she told him that she felt uncomfortable with his request and didn't want him to do business there any more because of the lack of trust. Mr. Wells stated that mistakes can be made, and he would like them to reconsider counting his meds with him. Mr. Frazier thanked him for bringing his concerns to the Board, and that Mr. Lady will address it. If he feels his concerns weren't met, he can contact Mr. Lady about being placed on the agenda for next month.

IV. **Oath of Office/Call for Election/Approval of Nov and Dec 2020 Minutes**

- **Oath of Office – Swearing in New Board Member**
  Oath of Office was administered to Ms. Brosig by Kandy Saiz.

- **Call for Election of the 3 At-Large Seats on the CCH Board of Directors**
  Mr. Frazier stated the 3 at-large seats of Mary Castanuela, Eric Sanders and Ricky Thomas were up for the CCH Board of Directors. The applications need to be filed by February 12, 2021 at 5pm. The election would be held on May 1st 2021.

Mrs. Castanuela asked where the information is posted. Mrs. Lozano answered that it is posted on the front door of the hospital, but she could make a copy and post it by the ER entrance as well. Mrs. Castanuela also suggested it be posted in the newspaper. Ms. Brosig made a motion to call for the election of the 3 at-large seats of the Concho County Hospital Board of Directors. Mrs. Magill seconded the motion, passed 6-0.

- **Approval of November 2020 Minutes**
  Mrs Castanuela suggested to change the wording about the respirator being given to the hospital by adding, the hospital intends to donate it. Mr. Sanders made a motion to approve the November 2020 Board minutes with this correction. Motion was seconded by Mrs. Magill, and passed 6-0.

- **Approval of December 2020 Minutes**
  Ms. Brosig made a motion to approved the December 2020 minutes. Mrs. Castanuela seconded the motion, passed 6-0.

V. **Business Items**

A. Monthly Performance Improvements/QA Monitors

Mrs. Pyle informed the Board that the QA for November looked good. For nursing, specifically, neb treatments will continue to be monitored for documentation. A new PI was created in November for insulin site injection documentation and will be monitored for 3 months. A PI was completed that was monitoring the primary care physician documentation. For December, everything being monitored is in good percentage range. There have been no nosocomial infections. Mrs. Pyle informed the Board that there is a Covid testing drive through from 8am to 3:30pm Monday through Friday. If anyone needs to be tested for Covid, they are to call the hospital and speak to Lindee and a questionnaire is filled out to make sure that they have symptoms to be tested. They are then registered and met at their car and tested for Covid. Mr. Doane made a concern that he feels everyone should be able to be tested regardless of symptoms. Mrs. Pyle reiterated that there is an allotted amount of testing supplies. Mrs. Castanuela stated that she has gone to Menard 2 times to be tested, because she could not get tested at Concho Medical Clinic or the Hospital. Mr. Doane asked how many Covid tests were available. Mrs. Pyle answered that she would have to speak with Sunny, the lab manager, to give him an answer. The Board asked if the Hospital has received any of the Covid vaccine. Mr. Lady stated that the hospital had received 100 doses and it was being issued out in the order of hospital employees, first responders, tertiary responders and then starting with the eldest patients that are more at risk.

B. Billing & Revenue Cycle Management

Mrs. Aguirre informed the Board that she added an admission report, so the Board can see the total admissions for the hospital by patient class. She also reported that the office reached out to the warden at the Eden Detention Center and were given all the information needed to bill the Marshals claims. Mr. Sanders asked how much is owed to the hospital. Mrs. Aguirre answered the amount is over $100,000.

C. Financial Statement and Accounts Payable for Nov/Dec 2020

Mrs. Lozano reported that the hospital had a favorable month in cash collection for the months of November and December 2020. The increase in cash collection resulted in an excess of cash over expenses for the month of December. She also informed the Board that tax money from the District is starting to come in and that the hospital received the annual tax abatement payment in November. She also pointed out the hospital showed an operating profit of $109,813 for the month of December.

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 Skytron 2280 Robotic Platform

Mr. Lady explained to the Board that the Skytron 2280 is a dual robot, can either clean one room with twice the power or separate it and clean 2 rooms at the same time. He stated that if the new robot is purchased, then the existing robot will be moved to the new clinic location at 551 Eaker. Mrs. Aguirre explained the cleaning schedule of the robot explaining that the high traffic rooms can take up to 45 minutes to disinfect. Ms. Brosig made a motion to approve the purchase of the Skytron 2280 Robotic Platform. Mr. Doane seconded the motion with it passing 6-0.

G. Approval of Networking Equipment and PCs for CMC East

Mr. Lady informed the Board that the clinic location once leased by Frontera is now being called CMC East. The building has completely been rewired. The connection between the pole and the building has been redone. One big server has been added to replace 2 ½ smaller ones. This contract will be adding about $1,100 more per month. Ms. Brosig made a motion to approve the networking equipment and PCs for CMC East. Mr. Doane seconded the motion with all in favor.

H. Approval of Pyxis Med Dispensing System

Mr. Lady informed the Board that this will be needed in order to avoid deficiencies in the next CMS Survey. The dispensing system will cost $2,300 a month to lease. Mrs. Magill made a motion to approve the purchase of the Pyxis Med Dispensing System. Ms. Brosig seconded the motion, passed 6-0.

VI. **Administrator's Report**

Mr. Lady started by expressing his gratitude to Mrs. Aguirre for helping out and working other departments where they are short employees. She and the office staff have filled in for both Housekeeping and Dietary departments.

- <u>Covid Funding & Equipment</u> – The nurses station renovation is going well. They are finding cables, ducts and wires that are not serving a purpose. New N95 masks have been purchased where you can exchange the pads inside.
- <u>Concho Medical Clinic Update</u> – The floors from the clinic have been replaced because of mold and water rot due to the flooding of the road. Clinic continues to do well.

- Other – Physical Therapy is steady, and the Wellness Center has been completely converted to PT.

VII. **Executive Session**
The Board went into Executive Session at 6:41pm.

VIII. **Action from Executive Session**
The Board came out of Executive Session at 7:13pm with no action being taken.

IX. **Adjournment**
Mr. Doane made a motion to adjourn the meeting at 7:13pm. Ms. Brosig seconded the motion, with everyone in favor.

____________________ Date 4/27/2021