CONCHO COUNTY HOSPITAL DISTRICT
MEETING MINUTES

STATE OF TEXAS
COUNTY OF CONCHO

1. **Call to Order**
   The Concho County Hospital Board of Directors met in Eden, Texas at the Concho County Hospital Dining Room on February 25, 2020 at 5:30 PM.

Board of Directors:	Brent Frazier	President
	Eric Sanders	Secretary/Treasurer
	Mary Castanuela	Member
	Richard Doane	Member
	Julie Cox	Member
	Ricky Thomas	Member
Others Present:	Brian Lady	CEO
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Kandy Saiz	Notary

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

3. **Approval of Trauma Application and Signatures**
   The trauma application was presented to the Board members. Mrs. Castanuela made a motion to approve the trauma application as presented. Mr. Sanders seconded the motion. Motion passed 6-0. Mr. Frazier, Mr. Lady and Mrs. Lozano all signed the application before the Notary, Kandy Saiz.

4. **Order of Election**
   Precinct 1 is the only precinct that received more than 1 applicant, so an election will be needed. Mr. Sanders made a motion to Approve the Order of Election for May 2, 2020. Mr. Thomas seconded the motion, passed 6-0.

5. **Approval of Proposed Election Agreement**
   Mrs. Lozano passed out 2 proposed Election Agreements, one with Paint Rock ISD and one with the City of Eden. Both agreements call for a $1,500 deposit and $2,500 estimated fee. Mr. Frazier questioned if the Hospital had to pay 2 separate fees for the 2 contracts. Due to the hospital receiving the contracts a little before the meeting began, the answer to his

question was unknown. It was agreed to table this item to a Special Called Meeting after a clarification of the price is known.

6. **Approval of January 2020 Minutes**
Mrs. Castanuela made a motion to approve the January 28, 2020 minutes as presented. Mr. Doane seconded the motion. The motion passed 6-0.

7. **Financial Statement and Accounts Payable for January 2020**
Mrs. Lozano stated that January showed a loss on operations of ($259,306) and the year to date loss was ($807,067). With the addition of tax revenue and DSRIP monies received the hospital showed a profit of $99,819 for the month of January and the year to date loss is ($178,436). She informed the Board that tax revenue should still be expected to be received next month, and the total amount of the DSRIP receivable was $90,766. Mrs. Castanuela asked why there is still a balance in the Health and Wellness Payroll Deduction. Mrs. Lozano answered that will be taken care of when the audit adjustments are entered. Mr. Lady informed the Board that the hospital is expecting a receivable from the Cost Report. Mrs. Castanuela asked about 2 credits on the check report, and Mrs. Lozano answered that they were both checks that had been voided. Mrs. Aguirre returned back to the meeting with the amounts the hospital paid for the election last year which totaled to $3,004, $1,500 for deposit and $1,504 billed in June.

8. **Monthly Performance Improvement/QA Monitors**
The Board looked at the PI/QA reports presented. Mrs. Aguirre gave a brief explanation of the reports. Mr. Frazier commented that he likes that he can see the last 12 months. He then asked why the Medication information at transfer was 40% in November when all others are high 90s or 100%. She replied that it could have been a month when there was a low volume of transfers and if 1 or 2 were missed it would bring the percentage down, but she would verify with Lindee and report back to them next month. Mr. Frazier stated that verbal orders went from 79% to basically 1%, and Mrs. Aguirre replied that verbal orders are only to be used in emergency situations and they were being used to often.

9. **Billing & Revenue Cycle Management**
Mrs. Aguirre presented the Billing & Revenue Cycle Management reports to the Board. With no questions asked, the Board moved on to the next agenda item.

10. **Staff Appointments**
There were no staff appointments to be approved this meeting.

11. **Approval of Policies**
Mr. Lady stated that there was one policy, but it hasn't been written up due to the Medical Staff Meeting being Friday. He explained that the policy will basically say that all physicians who provide Emergency Room coverage must have completed a 3 year residency.

12. **Acknowledge Receipt of $1,000 application fee for change to solar project amendment**
Mr. Lady acknowledged that the hospital received the check. Mr. Sanders made a motion to accept the application fee to change solar project amendment. Mr. Thomas seconded the motion, passed 6-0.

13. **Administrator's Report**

- Mr. Lady stated that Open House invitations have been mailed out. There will be a bouncy house and games set up for the kids. The event will be catered by Rio Concho with food, beer, wine and other drinks provided. Three giveaways will be done at the Open House, 2 Yeti coolers and 50" flat screen TV, will be given every hour on the hour and must be present to win. A digital photobooth will also be available.
- The clinic remodel is just about finished. Two companies are putting in bids for the landscaping, and money will have to be spent on the parking lot. Mr. Frazier suggested that someone contact RES to see if they could assist any with the parking lot.
- Dr. Papillion is seeing about 8 patients a day, and JJ Gossett, PA started on Monday, and has seen a couple of patients. Dr. Papillion has received her Medicare number and is awaiting her Medicaid number. Mrs. Aguirre has been doing a great job with the credentialing, and the clinic should have rural health clinic status in a couple of months. The clinic will serve as a free standing clinic until the rural health clinic status is received.
- Dr. Papillion is also serving as a hospitalist at the hospital. Before and after the clinic, she comes to the hospital to see the patients. This results in the patients having a consistent provider.
- A strategic planning committee has been started inside the hospital. The purpose of the committee is to find ways on how to work together to promote the hospital to increase volume. SWOT (Strengths Weaknesses Opportunities Threats) analysis have been sent to employees to find ways on how we can improve relationships with nursing homes.
- ER staffing continues to go well, it started with 13 or 14 doctors and now the schedule is down to around 6, and they all work well together.

14. **Executive Session**

The Board went into Executive Session at 6:14pm to discuss strategic planning.

15. **Action from Executive Session**

The Board came out of Executive Session at 6:54pm There was no action from Executive Session.

16. **Adjournment**

Mr. Thomas made a motion to adjourn the meeting at 6:58pm. Mr. Doane seconded the motion, with everyone in favor.

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