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 Concho Medical Clinic East, Lobby on May 25, 2021 at 5:30 PM.

II. **Board of Directors:**

	Brent Frazier	President
	Leah Brosig	Vice President
	Donna Magill	Member
	Anita Aguilar	Member
	Wade Ellison	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
	Timothy Wells	Public
	Dr. Papillion	Physician
	Loree Tamayo	Consultant (Virtual)

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

IV. **Oath of Office – Swearing in new Board Members / Election of Officers**
Oath of Office was administered to Anita Aguilar and Wade Ellison by Kandy Saiz. Donna Magill nominated Brent Frazier for president. Leah Brosig moved for nominations to cease. Mr. Frazier nominated Leah Brosig as vice president. Mrs. Magill moved for nominations to cease. Mr. Frazier nominated Eric Sanders for Secretary/Treasurer. Mrs. Magill moved for nominations to cease. The Officers for Concho County Hospital District are: President-Brent Frazier, Vice President-Leah Brosig and Secretary/Treasurer-Eric Sanders.

V. **Approval of April 2021 Board Minutes**
Ms. Brosig made a motion to approve the April 2021 Board Minutes as presented. Donna Magill seconded the motion. Passed 5-0.

VI. **Timothy Wells, member of public, pharmacy concerns**
Mr. Wells voiced his concern to the Board about CCH's Pharmacy asking he take his business elsewhere as a result of him asking them to count his medication in front of him. He hopes that the Board will reconsider the decision of the pharmacist and allow him to have

prescriptions filled at Concho County Hospital Pharmacy again. Ms. Brosig asked where Mr. Wells is currently having his prescription filled. He stated that he is having it filled at HEB in San Angelo. She then asked if they are counting his medication as he is requesting of CCH Pharmacy. He answered no, as there haven't been any issues with the count. Mr. Frazier explained that Mrs. Crumpton, the pharmacist, had spoken with the Board and explained that the medication had a 3-tier verification count where it is counted by hand, the computer counts and counted again by hand. Mr. Wells then asked if he could have his wife pick up his prescriptions from the pharmacy. Mr. Frazier and Ms. Brosig both told him that he could have his wife communicate with the Pharmacist and see if that could be a solution.

VII. **Presentation of Nursing Home Study (Loree Tamayo)**

Loree Tamayo presented a nursing home study virtually that she conducted for CCH of the nursing homes in the surrounding area. She went over both the issues and opportunities the hospital has in regards to local nursing homes. Issues were relatively poor care, lack of utilization of swing bed, lack of physician utilization, use of another pharmacy and QIPP with anther hospital district. Opportunities were for CCH to lease Concho Health and Rehab, of which there was no interest when she contacted their corporate owner. She went over 4 strategies with the hospital to consider: (1) a comprehensive marketing plan, (2) attempt to work together if the current provider will consider changes, (3) lease the building, license, and Medicaid certified beds from the current nursing facility owner and manage the facility, (4) build a nursing facility with a USDA load for 2% interest over 40 years. A copy of the presentation will be attached to these minutes. Being able to partner with local nursing homes is critical to the survival of both CCH and Concho Medical Clinic, and it's also in her opinion a much better option for nursing home patients.

VIII. **Business Items**

A. Monthly Performance Improvements/QA Monitors

Lindee Pyle explained to the Board that the insulin injection site not being documented in Centriq will continued to be monitored. She then informed the Board of 2 new items being monitored: documentation of why trauma patients are not transferred within 2 hours and documentation of response to PRN medication. Mrs. Pyle stated that all the QA reports were good for the month.

B. Nurse Staffing Committee Report

Mrs. Pyle informed the Board that the hospital is required to have a Nurse Staff Committee to develop and recommend a nurse staffing plan, evaluate it and respond to staffing concerns, and evaluate and document at least twice a year the effectiveness of the plan. She stated that there are no major concerns of the staffing at this time.

C. Billing & Revenue Cycle Management

Mrs. Aguirre stated that the 3 reports were attached to the Board's packets. She informed the Board that even though, the hospital received a payment of over $50,000 from EDC for the month, there continues to be issues with this payer with collections. Mr. Lady asked if she has seen any revenue from the clinic come in. She answered that claims are being coded and sent out, and it shouldn't be too long before payments will start coming in.

D. Financial Statement and Accounts Payable for April 2021

Mrs. Lozano stated that cash collections were down compared to March and expenses were higher. For the month of April the expenses ($849,438) exceeded cash collections ($666,594). For the year expenses have exceeded cash collections by over $600,000. She did remind the Board that money for Covid was received last year, so most of these expenses are the result of the renovations and equipment for Covid.

E. Review and Approval of Policies
Mrs. Brosig made a motion to approve the nursing policies approved by the policy committee on April 16, 2021. Mrs. Aguilar seconded the motion. Motion approved 5-0.

F. Staff Appointments
Mrs. Magill made a motion to approve the list of staff approvals for Flint Medical Group and Radiology as presented. Ms. Brosig seconded the motion. Motion passed 5-0.

G. Discussion/Renewal of CEO Contract
Mr. Lady presented his contract for the Board to review. Mr. Ellison asked what is the basis of a bonus for the CEO. Mr. Frazier responded that performance was the basis, not necessarily profit. Ms. Brosig spoke of how Mr. Lady has improved the hospital's technology and cyber security since coming. Mr. Frazier made a motion to approve Mr. Lady's contract as presented with a $20,000 bonus. Ms. Brosig seconded the motion with all in favor.

IX. **Chief Executive Officer's Report**

- COVID funding & equipment – Mr. Lady informed the Board that the contract tracing should be up and going in about 6 weeks. The Pyxis system, that will inventory drugs, will hopefully be up and running by late August. The nurses station renovation is going well. The CT suite will be renovated as well to modernize.
- Concho Medical Clinic update – The clinic continues to do well, averaging about 10 to 11 patients a day. The clinic is still in search for a mid-level.
- Recruiting – The hospital is recruiting a full-time psychiatrist.
- Housing Update – The hospital is still looking to place single unit housing in the property. Mr. Lady informed the Board that the price per square foot is increasing from the original order of $106 per square foot.
- Other – Mr. Lady commended the staff for how they handled a gunshot wound trauma, getting the patient stabilized, and IV antibiotics started so that patient was ready for surgery immediately upon arrival at hospital in San Angelo.

X. **Executive Session**
There was no need for Executive Session at this meeting, so the Board adjourned.

XI. **Adjournment**
Mrs. Magill made a motion to adjourn the meeting at 7:31pm. Mrs. Aguilar seconded the motion, with everyone in favor.

Date 6/22/2021