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 June 22, 2021 at 5:31 PM.

II. **Board of Directors:**

	Brent Frazier	President
	Leah Brosig	Vice President
	Donna Magill	Member
	Anita Aguilar	Member
	Wade Ellison	Member
	Richard Doane	Member

Others Present:

	Brian Lady	CEO
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Lindee Pyle, BSN, RN	Director of Nursing

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

IV. **Approval of May 2021 Board Minutes**
Donna Magill made a motion to approve the May 2021 Board Minutes as presented. Leah Brosig seconded the motion. Passed 6-0.

V. **Business Items**

A. Monthly Performance Improvements/QA Monitors

Nursing has been monitoring if insulin site is being documented for 5 months now, and it was at 100%. Lindee Pyle stated that the nurses would continue to monitor this for another month. Nursing has also been monitoring response to PRN medication not being documented, 72 prn meds were given with 51 responses charted (70.80%). Mrs. Pyle stated that nursing would continue to monitor. Traumas are being monitored to see if there is documentation of a reason there is a transfer time of more than 2 hours. All 4 traumas for the month had the correct documentation. This will continue to be monitored. Mrs. Pyle stated that all other QA for the month looked good.

B. Billing & Revenue Cycle Management
Mrs. Aguirre informed the Board that a meeting was held with the assistant warden at CCA, and a majority of the issues have been resolved for all the lacking information. She stated that she included an admissions by admitting service report that includes the current month to date and year to date for all admissions, as well as a comparison from last year.

C. Financial Statement and Accounts Payable for May 2021
Mrs. Lozano pointed out on page 10 of the Board packet that some clinic revenue has been recorded in the month. Mrs. Aguirre followed by stating that charges have started to be dropped for the clinic and claims are starting to be billed. Mrs. Lozano informed the Board that the hospital received a lump sum adjustment from Medicare in the amount of $149,912. This resulted in a net profit for the month of $126,367. The hospital collected $691,249 in cash and had $754,131 in expenses for the month of May.

D. Review and Approval of Policies
There were no policies needing approval at this time.

E. Staff Appointments
Leah Brosig made a motion to approve the list of staff approvals for the month. Anita Aguilar seconded the motion. Motion passed 6-0.

F. Discuss and approve Action Items needed for COVID Expanded Access:
Mr. Lady informed the Board that the funding period for Covid ends June 30th, final guidelines will not come out until August 30th. Mr. Lady asked the Board to approve a budget for the following items:
- $25,000 for concrete for the storage containers
- $45-50,000 for outfitting rooms at CMCE
- $27,000 for utility vehicle
- $60,000 for 2 vehicles

G. Discuss and approve Action Items needed for COVID Protection:
Mr. Lady went on to ask the Board to approve a budget for the following items:
- $22,080 for big robot for CMC East and $11,040 for small robot for CMC
- Minimum of $60,000 for signage for the hospital only and requested $150,000 for total signage for all buildings
- $139,000 for kitchen re-design
- $135,000 for 3 UV cleaners for Eden, Paint Rock and Menard

Mrs. Brosig made a motion to appropriate $1,244,000 into a contingency fund to do the budget refreshers and additions as listed with the Covid expansion subject to bid approval within the scope of expenditures. Mr. Doane seconded the motion with everyone in favor. Mrs. Brosig made a motion to approve the purchase of the 3 cleaners for the Eden, Paint Rock and Menard school districts as presented. Mrs. Magill seconded. Motion passed 6-0.

H. Approve Budget for Nursing Home Feasibility Study

Nursing home feasibility studies average $45,000, and this will cover the license, CPA firm and attorneys. Mrs. Brosig motioned to approve the $45,000 to proceed with the nursing home feasibility study. Anita Aguilar seconded the motion with everyone in favor.

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

- Concho Medical Clinic update – The clinic's volume is steadily increasing and is in the market for an experienced PA.
- Recruiting – The hospital is actively recruiting a psychiatrist.
- Housing Update – Pricing and supplies are difficult to obtain at this time. Companies are waiting for more volume before getting started.
- Other – Mr. Lady reminded the Board that the Healthcare Governance Conference is coming up on July 22nd. As of now the hospital is postponing the fireworks show. A photographer is coming to take pictures of employees for their new badges, and Mr. Lady would like to have the Board get their pictures taken as well.

VII. **Executive Session**

There was no need for Executive Session at this meeting, so the Board went on to adjournment.

VIII. **Action from Executive Session**

IX. **Adjournment**

Ms. Brosig made a motion to adjourn the meeting at 6:55pm. Mr. Doane seconded the motion, with everyone in favor.

______________________ Date 8/24/2021