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 Health and Wellness Center on August 27, 2019 at 5:36 PM.

Board of Directors:	Brent Frazier	President
	Eric Sanders	Secretary/Treasurer
	Julie Cox	Member
	Mary Castanuela	Member
Others Present:	Brian Lady	CEO
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Ray Torres	Torres Fencing

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

3. **Approval of August 13, 2019 Special Called Minutes**
Mrs. Castanuela made a motion to approve the August 13, 2019 minutes. Mrs. Cox seconded the motion, motion passed 4-0.

4. **Sign Approved June 2019 Board Minutes**
The corrected minutes were presented to the board and were signed by Mr. Sanders.

5. **Monthly Performance Improvement/QA Monitors**
Mrs. Castanuela asked why the report stated we had 2 detox patients in May, when everything stated July. Mrs. Aguirre answered that it may just be a typo, but she would research it for the next meeting. Mrs. Cox asked why there were 25 cancelled tests for the month of July in the laboratory. Mrs. Aguirre replied that sometimes during the screening, the patients will not sign the form leaving them responsible for non-covered tests and will call their physician requesting the test be cancelled.

6. **Billing & Revenue Cycle Management**
Mrs. Aguirre stated that the new third party company that is doing the coding has caught up and bills are being sent out timely, and the hospital should expect payments soon for the bills that were being held. Mrs. Cox asked if the coding is all outsourced. Mrs. Aguirre replied that the hospital has always had a third party coder, the reasoning is CMS has stated that a certified coder will be required for a while now, however the regulations have not been changed with this requirement.

7. **Financial Statement and Accounts Payable for July 2019**
Mrs. Lozano pointed out some items on the financial summary. She stated that last month it was discussed that the ER billing was held up because of the new third party company. This month the hospital has received $144,000 in cash from the ER only. The hospital also received inpatient and swing bed cash for the month. The hospital has been steady with patients the last few weeks, so August numbers will look better. DSRIP money in the amount of $39,607 was received this month. The DSRIP program is part of the 1115 waiver, and the hospital has new criteria being reported that is more ER related. Mrs. Castanuela asked why there is a $4,747.50 balance in PR Deduct – Hlth & Wellness. Mrs. Lozano replied that this account was set up for employees paying for their Health and Wellness membership, but should've been offset. She will research this account and report her findings to the board during the next meeting. Mrs. Castanuela then asked why the electricity was only $187 for the month. Mrs. Lozano answered that the house electricity is coded to admin misc and the hospital electricity to this account; however, this month the amounts were mixed up, and she will correct before the next meeting. She did say that next month it will look like the amount in the account is doubled.

8. **Annual Review of Remaining Policies**
Mrs. Aguirre presented the Fire Safety Plan, Laundry, Dietary, Nursing, Housekeeping, Trauma, ER, Swing Bed, Life Safety, Central Supply and Infection Control policy manuals. She reminded the board that all changes had been brought to the policy committee and approved by the Board in previous meetings. Mr. Frazier signed all policy manuals presented. The board was then presented the lists of policies from the committee for June and August meetings. Mrs. Cox made a motion to accept the policies as presented. Mrs. Castanuela seconded the motion, passed 4-0.

9. **Recap of THT Conference**
Mr. Frazier stated that he felt the hospital and board are moving in the direction that the conference suggests, for instance recruiting a doctor and offering new and more services. Mrs. Aguirre recalled one of her meetings pointing out the coming trend is moving towards telemedicine for the younger generation. The Board also discussed one hospital partnering with Luby's that provided their cafeteria services to the public, and the possibility of providing a service like this for the community in the future.

10. **Discussion & Approval of Caltech Agreement**
Mr. Lady updated the board on the pricing in the Caltech Agreement. The only change is how the per user rate is applied. Mrs. Cox made a motion to approve the Caltech agreement with Mr. Sanders seconding. Motion passed 4-0.

11. **Acknowledge Receipt of $1,000 Application Fee for Solar Project Abatement**
Mr. Frazier asked if the hospital had received the $1,000 check and the response was yes. Mr. Sanders made a motion to acknowledge receipt of the $1,000 application fee for Solar Project Abatement. Mrs. Cox seconded the motion, passed 4-0.

12. **Consider Fence Construction Proposals by Torres Fencing**
Mr. Torres with Torres Fencing spoke to the board about the 2 bids he submitted for the Clinic Property. The first one is a 6 foot Cedar Picket Dog Ear Fence, and the second one is 6 foot Tin Fence. Mr. Torres explained that the tin fence is low maintenance, but a little more expensive, and includes the 30 year warranty from the manufacturer. Mrs. Cox made a motion to accept the bid for the tin fence. Mr. Sanders seconded the motion, passed 3-0 with Mrs. Castanuela abstaining.

13. **Discuss Preliminary FY 2020 Budget**
Mr. Frazier asked what the anticipation on the clinic do to the budget. Mr. Lady responded that for now it is speculation at best until we know what our interim rate will be. Mrs. Lozano presented the board our current year to date budget versus actual numbers. She explained that the 2020 will be based on these numbers with the addition of the clinic and any other changes.

14. **Discuss Adoption of CCH Tax Rate for 2020 Budget**
Mr. Frazier stated that the market value is down for the county, and to collect the same amount of money as last year, the hospital would have to increase the current tax rate from .2750 to the effective rate of .2774. The difference in the 2 is around $6,000. There was a discussion on whether to stay with the same tax rate or go with the effective rate. A decision will be made on the September 24, 2019 on which tax rate to adopt.

15. **Discuss & Accept/Reject Concho County Appraisal District Budget**
A discussion was had about the auto allowance in the Preliminary 2020 Concho County Appraisal District Budget. Mrs. Cox made a motion to accept the Preliminary 2020 Concho County Appraisal District Budget. There was no second to this motion. Mrs. Castanuela then made a motion to not approve the Preliminary 2020 Concho County Appraisal District Budget. Mr. Frazier seconded this motion, motion passed 3-1 with Mrs.Cox voting against.

16. **Administrator's Report**
- Mr. Lady reported the progress of the clinic construction and stated that the clinic should be up and running by October 7, 2019. The clinic will have 4 exams rooms and walls and sheet rock are up. The entrance to the clinic will be at north side of the building. The house construction is on track for the same date as the clinic. He reported there was a lot of water damage up in the ceiling from the water heater that leaked during the period when it was located in the attic. There is also a leak in the irrigation system that Mario Aguirre will look into repairing. Mr. Lady indicated that Mr. Mario Aguirre in addition to his role as Director of Maintenance is doing an outstanding job contributing to both construction sites.
- Dr. Papillion is licensed in Texas and has been invited to come in September to shadow Dr. Horne.
- Mr. Lady presented flyers to the board for the Health and Flu Clinics. CCH will conduct Health Fairs/Flu Clinics in Paint Rock, Eden, and Menard.
- Mr. Lady addressed a comment that was made about CCH's website. Prior to the Board meeting Mrs. Castanuela emailed Mr. Frazier and stated that she 'can see why CCH"s website never gets viewed, it never changes'. Mr. Lady asked Mrs. Castanuela how she determined that the website never gets viewed, to which Mrs. Castanuela replied 'from the website'. Mr. Lady then asked her what website traffic analytic tool she was using to get that information, was it Google Analytics, Ahrefs,

Alexa Web Traffic, Quantcast, exactly what did she use to arrive at her conclusion. Mrs. Castanuela indicated that she just types Concho County Hospital in Google, which as per Mr. Lady only brings up CCH's website, it does not offer any web traffic analytic information. After discussing the issue further, Mr. Lady informed Mrs. Castanuela that in the future he would be addressing all both inaccurate comments and misinformation relayed to him in open forum. Mrs. Castanuela then remarked that she only brought it up because she's been told 'our website doesn't say nothing'. Mr. Lady pressed her for the names of actual individuals who have remarked that the website doesn't say nothing and she responded that it was her son-in-law.

- Mr. Lady relayed that CCH has hired a Physical Therapist and that the Wellness Center will be converted from a gym to our Physical Therapy Department. Although the Wellness Center is utilized by some individuals, it is still a major drain on the Cost Report.

17. **Executive Session**
The Board went into executive session to discuss personnel issues at 7:07pm.

18. **Action from Executive Session**
The Board came out of executive session at 7:18pm. There was no action from Executive Session.

19. **Adjournment**
Mr. Frazier made a motion to adjourn the meeting at 7:18pm. The motion was seconded by Mrs. Cox, with everyone in favor.

Date 9-24-19