**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, Lobby on January 23, 2024 at 5:32 PM.

II. **Board of Directors:**

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| | Anita Aguilar | President |
| | James Rannefeld | Member |
| | Rosa Schreiber | Member |
| | Brandi Gloria | Member |
| **Others Present:** | Melissa Wilson | CEO |
| | Dr. McFadden | Medical Director |
| | Michelle Saucedo | Director of Nursing |
| | Melanie Lozano | Finance Manager |
| | List of Public Attendees (Attached) | |

III. **Open Forum for Public Comments (limited to 5 minutes each)**
Antonio Aguilar, Yoland Flores, Amanda Wahmann and Lesa Grumbles all make public comments.

IV. **Approval of July 7, 2023, July 11, 2023, July 17, 2023, October 2, 2023, October 11, 2023, December 21, 2023 and January 12, 2024 Board Minutes**
Anita Aguilar started off by thanking Melanie Lozano for all her work for going above and beyond her duties as the Finance Manger by typing out all these minutes. James Rannefeld made a motion to approve all minutes as written. Rosa Schreiber seconded the motion. Motion carried 4-0.

V. **Business Items:**

**A. Monthly performance improvement/QA monitors**
Michelle Saucedo presented the Monthly Performance Improvement and QA Report to the Board. A new quality performance measure for HIPAA was started by Mackenzie Hopkins. New performance improvement plans for trauma are in process.

**B. Billing & Revenue Cycle Management**
Melissa Wilson presented the billing & revenue cycle management reports comparing current admission statistics to last year.

**C. Financial Statement and Accounts Payable**

Melanie Lozano reported that the cash balance decreased from last month to 1.8 million where the average for the first three months was 2.2 million. Total cash collected for the month was $725,000. For the month of December 2023, the hospital ended up with a loss of $52,883 and a loss for the year of $966,643. She also passed out a report that lists the CDs the hospital has to date along with current interest rates and maturity dates. The Board asked how the audit for 2020-2021 was coming along, and Mrs. Lozano responded that it should be finalized soon. Mr. Rannefeld explained that the Audit Committee is the board liaison between management and the ones conducting the audit. Melissa Wilson informed the board that some of the expenses were inflated this month due to purchases of supplies and equipment for the Covid Testing and Mitigation Program Grant.

**D. Review and Approval of Policies**

Anita Aguilar tabled the approval of policies for next meeting, so the Board would have time to review the packet of policies presented.

**E. Staff Appointments**

Mr. Rannefeld made a motion to approve the Flint and Rad Partners staff appointments as presented. Brandi Gloria seconded the motion. Motion carried 4-0.

**F. Swing Bed Contract**

Melissa Wilson explained the proposed Swing Bed contract with Leone Rehab Resources. The Board asked a few questions that were answered by Mrs. Wilson. Rosa Schreiber made the motion to approve the contract with Leone Rehab Resources. Mr. Rannefeld seconded the motion. Motion carried 4-0.

**G. WayPoint Contract**

Melissa Wilson explained to the Board that WayPoint would review and renegotiate the hospital's payer contracts. Mr. Rannefeld made a motion to approve the WayPoint contract to initiate the review and renegotiation of the hospital's payer contracts. Mrs. Gloria seconded the motion. Motion carried 4-0.

**H. CEO allowance for operational necessity**

Mrs. Wilson requested approval of an operational necessity allowance of $15,000 to sign contracts or make purchases on the hospital's behalf without the need for a meeting of Board approval. She stated that any contracts signed under this allowance will be brought to the Board's attention at the next meeting. Mr. Rannefeld made a motion to approve the $15,000 (per contract or purchase) CEO allowance for operational necessity. Rosa Schreiber seconded the motion. Motion carried 4-0.

**I. Call for Election for the 4 Precinct (#s 1, 2, 3, 4) Seats of the Concho County Hospital Board of Directors**

Mrs. Lozano informed the Board that the seats up for re-election this year are for Precinct 1 - currently held by Donna Magill, Precinct 2 - vacated seat previously held by Leah Brosig, Precinct 3 - currently held by Brent Frazier and Precinct 4 - vacated seat previously held by Richard Doane. She stated that applications for a place on the ballot can be picked up and turned in from 1/17/2024 to 02/16/24 from 8am-5pm. The applications will require a petition that is signed by 10 registered voters. She expressed for those to complete the application fully and accurately and to bring it in with enough time to have it reviewed if any corrections are needed.

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

Mrs. Wilson went over the SHIP Covid Testing and Mitigation Program Grant. Requests of \$118,419.99 for testing allowable items and \$119,968.57 for mitigation allowable items were forwarded to the State Office of Rural Health. The expected reimbursement is \$238,388.56. Mrs. Wilson informed the Board that she has moved offices and is now located down the north hall. Some key positions that are currently needed are HR, Operations manager, Business office manager, RN/clinic manager and Dietary/EVS manager. We are reviewing hospitality within the department heads to help ensure that we are providing the best patient experience. The newsletter has received great feedback and will continue on a minimum of a monthly basis. The web page has been updated with current board members and CEO information.

VII. **Executive Session**

Pursuant to Texas Government Code Sec. 551.071 and 551.074 the CCH Board entered into executive session at 6:43pm to discuss pending litigation and personnel matters.

VIII. **Action from Executive Session**

The Board came out of executive session at 8:01pm. Rosa Schreiber made a motion for no action on pending litigation or personnel matters and to call an emergency meeting for personnel matters on Thursday at the Clinic to consider a contract. Brandi Gloria seconded the motion. Motion carried 4-0.

IX. **Adjournment**

James Rannefeld made a motion to adjourn the meeting at 8:03pm. Brandi Gloria seconded the motion with all in favor.

Anita Aguilar ____________________ Date Feb. 27, 2024

1/23/2024

# SIGN UP SHEET
# CCH BOARD MEETING
PLEASE PRINT YOUR NAME

1 Antonio Aguilar
2 Julie M. Jones
3 Michelle Saucedo
4 Yolanda Flores
5 Lesa Grumbles
6 Jimmy Sifuentes
7 Macken Hoz
8 Amanda Wahmann
9 Paula Dunne
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