

**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 County Hospital, Dining Room on July 26, 2022 at 5:30 PM.

II. Board of Directors:	Brent Frazier	Vice President
	Donna Magill	Secretary/Treasurer
	Anita Aguilar	Member
	Richard Doane	Member
	Wade Ellison	Member

Others Present:	Brian Lady	CEO
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Michelle Saucedo, RN	QA/Trauma Manager
	Cathy Ator	Public
	Randy Dunaway	Public

III. Open Forum for Public Comment

There was no comment from the public.

IV. Approval of June 2022 Board Minutes

Donna Magill made a motion to approve the Board minutes from June 2022. Richard Doane seconded the motion, passed 5-0.

V. Resolution of Board of Directors (Authority to Open Electronic Funds Transfer Account) for First State Bank of Paint Rock

Melanie Lozano stated that the First State Bank of Paint Rock contacted her that this resolution hadn't been updated since 2016. She then stated that the resolution gives herself and Lisa Najera the authority to sign transmittal registers used in conjunction with the deposit of ACH files. Mrs. Magill made a motion to certify the electronic funds transfer account and authorize Melanie Lozano and Lisa Najera to access that account. Motion was seconded by Mr. Doane, passed 5-0.

VI. Business Items

A. Monthly Performance Improvements/QA Monitors

Michelle Saucedo explained that there is nothing new for PI and QA, and that she is still monitoring the same trauma items.

B. Billing & Revenue Cycle Management

Priscilla Aguirre presented the Board with new reports for June. The first report is a period to date payments report. It shows the payments received for the month broken down by patient class and financial class. The other reports are admissions by departments: observation, emergency room, clinic, outpatient and inpatient. These reports break down the admissions daily by financial class and by physician. The aging analysis is also attached. Mr. Lady asked for an explanation of the amount in send out bad debt over 120 days. Mrs. Aguirre explained that statements are sent out monthly and if no payment is received in 3 months, they are sent to the collection agency. The collection agency tries to collect on those accounts for 4 months. If they are still not successful, the agency returns them back to the hospital, and they are moved to the send out bad debt account.

C. Financial Statement and Accounts Payable

Mrs. Lozano reported that cash decreased from 5.4 million in May to 4.9 million in June. Due to less 'other revenue' such as DSH, UC and tax money, cash collections for June were \$652,708 with \$947,996 in expenses. For the year, the hospital is still showing cash revenue over expenses. The hospital is showing a loss of \$347,159 for the year on the financials. Mrs. Aguilar was concerned that the rural health clinic revenue was only \$47,878 this month, but was \$220,035 for June of last year. Mrs. Lozano explained to her that charges for previous periods were all being entered once the billing numbers were received, so that \$220,035 was made up of several months where charges were being caught up.

D. Review and Approval of Policies

There were no policies needing approval at this time.

E. Staff Appointments

There were no staff appointments needing approval at this time.

VII. Chief Executive Officer's Report

- COVID Vaccine Mandate – Vaccine mandate is still in place and the hospital is still paying an incentive to employees per vaccine or booster shot. Masks are still required inside the facility. There has been an increase in the number of Covid cases in the area, but thankfully it hasn't been as severe as in the past.
- Nursing Home Project Update – A skid steer and excavator were rented and the mobile home was removed from the hospital property. Mr. Lady wanted to give thanks to Brent, Mario and Sebastian for getting that done. The project has HHSC approval, and financials have been sent out to financial institutions for funding. The hospital is pursuing the USDA back loan for financing, as well.
- Campus Planning Report – There are 2 ads are out for water and sewage at the property and to put concrete at the hospital entrance and parking area.
- Recruiting – Mr. Alexander, the PA at the RHC is seeing all walk-ins at the clinic on Tuesday, Thursday and half of Fridays. Dr. Burson filled in at the clinic for 2 days.

VIII. Executive Session

The Board went into executive session at 6:03pm.

IX. **Action from Executive Session**

The Board came out of executive session at 6:22pm. There was no action from executive session.

X. **Adjournment**

Mrs. Magill made a motion to adjourn the meeting at 6:24pm. Mr. Ellison seconded the motion with all in favor.

Leah B. Magill
Board President

Date Aug 23, 2022