CONCHO COUNTY HOSPITAL DISTRICT
MEETING MINUTES

STATE OF TEXAS
COUNTY OF CONCHO

1.) **Call to Order**

The Concho County Hospital District Board of Directors met in Eden, Texas at the Concho Medical Clinic Lobby, 551 Eaker Street, on Tuesday, October 22, 2024, at 5:30 p.m.

2.) **Roll Call & Attendance**

Board Members

Julie Jones, President
Anita Aguilar, Member
Elizabeth Eureste, Member
James Rannefeld, Member
Priscilla Aguirre, Member
Rosa Schreiber, Vice President
Brandi Gloria, Secretary

Other Present

Trent Krienke, Concho County Hospital District Attorney via phone
Vicki Pascasio, Torch Management Services, Inc. via phone
Sheri Lowe, HR Manger & Admin Assistant
Mackenzie Hopkins, Radiology Manger
Deborah Fort, IT Liaison
Sunny Sifuentes, Lab Manager
Amanda Wahmann, Clinic Receptionist
Elizabeth Ruiz, Credentialing Manger
Chyna Allgood, Guest
Lesa Grumbles, Guest
Antonio Aguilar, Guest

3.) **Public Comments**

No comments

4.) **Approval of Board Minutes**

a.) September 3, 2024, Called Meeting

b.) September 17, 2024, Budget Workshop
c.) September 17, 2024, Budget Hearing
d.) September 17, 2024, Tax Rate hearing
e.) September 17, 2024, Called Meeting
f.) October 10, 2024, Called Meeting/Strategic Planning Workshop

Julie Jones- President requests a motion to approve all minutes- Rosa Schreiber made a motion to approve the minutes as read. Anita Aguilar seconded the motion. Montion carries 7-0.

6.) QA/PI Summary Report

Robert Pascasio, Interim CEO, presented the usual materials, advising that the summary documents indicate opportunities for improvement. James Rannefeld queried Pascasio on meeting with the prison, to which Pascasio responded a meeting with the Warden is scheduled next Week. Priscilla Aguirre inquired about what, Pascasio responded mostly about outstanding bills, as well as potential opportunities to collaborate. Julie Jones asked if there were any other questions; hearing none, moved to the next item

7.) CEO Report

Robert Pascasio, Interim CEO, presented the Administrator's report, apologized for the length and advised he'd be happy to answer any questions. Priscilla Aguirre advised she did not realize the Board had moved on from the QA/PI report and asked about some of the QA/PI metrics falling below the benchmarks. Pascasio responded by asking if there was any item in particular; acknowledging a few of the lab metrics may have been below standard, but that such is often the case when dealing with small numbers. Mrs. Aguirre inquired about a few other specific metrics to which Pascasio responded he'd look into those concerns. James Rannefeld then inquired about the missing 941s, to which Pascasio replied that while staff are still researching, and the taxes have been paid, it does appear not all the corresponding 941s have been filed. Pascasio also noted that a quarterly TWC report had also not been filed, but has since been completed and submitted. Mrs. Aguirre inquired about a new treadmill for the Wellness Center; Pascasio advised he accepted and acted on staff's recommendation, and, about "call pay" for staff, to which Pascasio responded he is still trying to understand it himself.

17. & 18.) Pursuant to Texas Government Code Sections 551.071 and 551.085, the CCH Board entered into executive session

The board went into Executive Session at 5:40 p.m. To consult with legal counsel regarding legal claims against Concho County Hospital District, Complaint against an officer and consult with legal counsel Executive Session ended at 7:29 p.m.

Action from Executive Session

Cash a District CD for operational purposes – Elizabeth Eureste made a motion, seconded by Brandi Gloria, to cash a/the $304,864.88 CD for operational needs, motion passed unanimously

Tax abatement guidelines policy – motion by Rosa Schreiber second by James Rannefeld, to accept the policy and guidelines as presented, motion passed unanimously.

15.) Discuss, Consider and take action, if necessary, on Medical Staff Report

a. Appointment of Chief of Staff

Robert Pascasio, Interim CEO, shared that to ensure that CCH is compliant with regulations and statutes, he has requested Dr. David East, who provides coverage in the Hospital ER through Flint, to serve as CCH's Chief of Staff. "Dr. East and I met a week ago. I've had subsequent conversations with the folks at Flint. Everybody's in agreement, and we're ready to move forward by executing the necessary documentation. I respectfully request that the board appoint Dr. David East as the Chief of Staff of Concho County Hospital."

On a motion by Elizabeth Eureste and second by Anita Aguilar, Dr. East is appointed Chief of Staff of Concho County Hospital, motion passed unanimously.

b. Medical Staff Bylaws, Rules & Regulations

Robert Pascasio, Interim CEO, presented the medical staff bylaws which have been in place for a couple years advising that Medicare Conditions of Participation require that the Board review and approve the policies and procedures of the organization every two years.

On a motion by Elizabeth Eureste and second by Brandi Gloria the Medical Staff Bylaws are approved as presented, motion carries unanimously.

c. Credentials/Privileges

Robert Pascasio, Interim CEO, introduced Liz Ruiz, Credentialing Manager. "Good evening, Board Members, me and Mr. Pascasio have reviewed all active ED (Flint providers) and radiology providers for calendar year, 2024, to ensure they have all their licensing, all their certificates, everything that is needed as per CMS guidelines for credentialing providers for Concho County Hospital. I went ahead and made an Excel spreadsheet for you guys to review."

Elizabeth Eureste questioned whether this should have already been addressed, to which Pascasio responded the organization is doing a bit of catch-up, but will ensure this is addressed appropriately going forward. Ms. Eureste then asked "So what do you want?" Pascasio responded, "to approve credentials as presented." Elizabeth Eureste, I'll make that motion. Julie Jones, I need a second please to approve as presented. Rosa Schreiber, Vice President, I'll second. Julie Jones- President- Thank you. All those in favor? Motion carries 7-0.

8.) Discuss, consider and take action, if necessary, on Replacement of Imaging Equipment.

Robert Pascasio introduced Mackenzie Hopkins, Imaging Department Director.

Ms. Hopkins then proceeded by first inquiring if the members had copies of her presentation. When all acknowledged they did. Ms. Hopkins hit the high points:

In regard to the current status of the x-ray room and portable machine. "Our existing x-ray room was purchased in 2013, and in 2019 we upgraded both the x-ray room and the portable unit to the energy system we currently use. However, the x-ray machine will no longer be able to be supported by GE at the end of this year due to the "end of life," and parts will no longer be available. Both machines use the Konica DR system. This acts as a workstation for the patient information entry, imaging, viewing, and sending images to the radiologist.

I'm recommending the Konica and GE, because we have GE in house already and we have a GE CT machine, so it would be good to just have GE for all the same service. Then it would all be under the same contract. If not GE, it would be Konica, that I would recommend, because we have a standing agreement with them already. Also, If we don't use GE, we have to pay a service for the company to come in and take out the existing equipment, which is estimated to cost $10,000.

Pascasio entered the discussion sharing Mackenzie's done a really great job of pulling the information together. She's obviously done her due diligence research. She's presenting information for your consideration this evening. Don't know that we're ready to act. I would suggest to you that in order to be able to sign off on capital leases, we're probably going to have to have current audits in place, we do not.

Elizabeth Eureste, inquired about grant funding from the San Angelo Health Foundation, with Pascasio advising CCHD has not. Additional questions and responses included the need for current audits to pursue grant funding; current service agreements; the desire to maintain similar equipment for operational and maintenance purposes; that it is the x-ray room going EOL; installation time; utilization; and, timing of the need.

No action taken.

9.) Discuss, consider and take action, if necessary, on Public Comment & Meeting Conduct Policy.

Robert Pascasio, introduced a policy crafted from an existing policy of Concho County, and advised it has been through legal review, and requested approval.

Discussion included limiting the comment period to three minutes; that some District residents suggest the Board doesn't listen; that the Board has been instructed not to respond to public comments; First Amendment rights and pending Supreme Court cases; the importance of a sign-up form; and, whether there is an existing policy.

James Rannefeld asked if "you want to make a motion to table?" Elizabeth Eureste, I do make a motion to table this. Julie Jones- Liz made a motion to table. Brandi Glora- I'll second. Julie Jones- All in favor- Motion carries. 7-0

10.) Discuss, consider and take action, if necessary, on Broadcasting/Live Streaming/Recording and Storing Board Meetings.

Robert Pascasio shared there is simple memo in your materials on the topic, and that "I don't know, respectfully, that we've ever actually concluded those discussions and come to a final determination."

Discussion included the costs involved; staff demands; and requirements to maintain files.

Priscilla Aguirre shared "I don't think it's necessary and I don't really agree with us continuing to broadcast. I'll make a motion that we discontinue broadcasting in our meetings." Julie Jones, responded "Priscilla made a motion to discontinue and Anita Aguilar has seconded. All those in favor? Motion carries, 7-0.

12.) Discuss, consider and take action, if necessary, on District Enabling Legislation.

Robert Pascasio provided marked up copies of the District's current enabling legislation identifying certain items as "dated," including limits on constructions costs before bids are required and the need for Board members to have bonds advising now is the time to move forward, to get on the legislatures "local and consent" calendar in the upcoming session.

Discussion included that Pascasio and counsel Trent Krienke would handle, with the assistance of Representative Darby's office; that the Board membership should comment on the changes they would like to see; that the cost should be minimal; that the board's policy decisions and bylaws are secondary to the enabling legislation; concluding with the members agreeing to mark up what Pascasio has provided and return to Pascasio within the next week for consolidation.

No action taken.

13.) Discuss, consider and take action, if necessary, on Telephone System Repairs/Upgrades

Robert Pascasio shared you have in your packages a memo that updates you on where this whole process is as it keeps getting closer and closer and closer, there is grant funding to pay for it. As noted in the memo, there's no action required this evening other than to continue the authority previously granted to move forward as necessary.

Pascasio requested ratification of the existing authority to continue with this process for VOIP. Elizabeth Eureste- You need a motion? Robert Pascasio- Interim CEO- Yes, ma'am, please. Elizabeth Eureste- I'll make a motion. Julie Jones- President- Do I have a second? Anita Aguilar- I'll second? Julie Jones- Okay, all in favor raise your right hand, motion carries 7-0.

14.) Discuss, consider and take action, if necessary, on CEO Spending Authority

Robet Pascasio advised that "If there's a document out there (that addresses this item), I do not know about it and have not gone looking for it. I also do not remember having any discussion, if I missed it my apologies, regarding what my speeding authority limits are.

Additionally, under this item, there are a few specific items for your consideration, that include:

- QI reagents for the laboratory as well as a service maintenance agreement for the laboratory,
- a request from a local foundation for support, and,
- notification from our insurance agency, as to the cost of a cybersecurity insurance program

Pascasio continued that the Board has a couple of tasks here. One is establishing your Interim CEO's spending authority. And the other is approving, individually or collectively the presented requests

James Rannefeld shared I recall us approving $16,000 for Melissa (Wilson), so I'll make a motion. We grant the interim CEO spending authority of $16,000, and then we approve the invoices collectively that are attached. Julie Jones- President-I have a motion by James, Do I have a second. Brandi Seconded it. All those in favor raise your right hand, Priscilla Aguirre then interjected how much for the junior livestock? Pascasio recommended to be towards the bottom of the list, with Anita Aguilar agreeing. Further discussion included the lab maintenance agreement with James Rannefeld amending his motion to grant $16,000 spending authority for the Interim CEO and a $500 level for the stock show, the rest approved as presented. I motion that we approve those as presented. Julie Jones- President -All right, so James has amended his motion. Do I have a second. Brandi, a second. All those in favor of James's amended motion, raise your hand. Motion carries 7-0.

16.) Discuss, consider and take action, if necessary, on CEO & Controller Searches

Robert Pascasio introduced Vicki Pascasio; MHA, LFACHE, President/CEO-TORCH Management Services ("TMSI"), to lead the discussion. "I'm here to talk about the two searches that the Texas Organization of Rural and Community Hospitals is conducting, one's the CEO and one's the controller search. So, at this point in time, I'll talk about the CEO search first. We have 21, or you have 21, candidates that have applied for that position after the advertising began on September the 3rd, when everything got posted. The collecting of the resumes from candidates is only the first step in that search process. The next steps will be evaluating and matching the candidate's qualifications to the position. Criteria which was approved by the search committee in the ads that we've got posted. They're posted on the TORCH website."

James Rannefeld asked "You said you had 21 applicants? 21, right now. Are all of those legitimate?" Mrs. Pascasio responded of the 21, it looks like five had the experience, exactly the experience you'd like to see. Eight of them had no CEO, or one of them had been acting CEO for six months. Anita Aguilar inquired "of those five or six candidates that have been CEOs, were they CEOs here in the state of Texas?" Mrs. Pascasio responded no, not all of them. Elizabeth Eureste shared I certainly want someone who's practiced in Texas. I sure wouldn't want to have to spend the time educating them on the rules and laws of Texas hospital business.

As for the Controller search, we advertised that on October 1st. It got on all the sites. So far, we've received at least five controller candidates. And most seem qualified for the job, but we haven't done all the screening, phone calls, and questionnaires yet, and this process for the controller search is very similar to the CEO search

Mrs. Pascasio then departed the meeting.

Priscilla Aguirre commented that - The first part of the conversation, did she say she was going to forward the applicants to us, or is she reviewing them and then she's forwarding? I think that's the first part of the conversation. Julie Jones responded Vicki does an in-depth call, gets the finalist information packet then that's what we get; what she wants us to look at, then we select the ones we want to meet. Anita Aguilar advised that we don't look at anyone that's not been a CEO in Texas before, Brandi Gloria agreed.

No action taken

19.) Discuss, consider and take action, if necessary, on Future Board Meeting Dates (Thanksgiving & Christmas Dates)

Robert Pascasio requested to draw the Board's attention to future board meeting dates and the upcoming Thanksgiving and Christmas holidays.

Anita Aguilar shared "I'd say the third week in November and the third week in December." Julie Jones asked if you want to make that into a motion? Anita Aguilar- I'll make it a motion. It should be the 19th of November and the 17th of December. And that way we can have our holidays with our family. Julie Jones-President- I have a motion from Anita. Do I have a second. Elizabeth Eureste- I'll second it. Julie Jones- President- Liz has seconded. All those in favor? Motion carries 7-0.

22.) Adjourn

Julie Jones then requested a motion to end our session for the evening. Brandi Gloria- I'll make a motion. Priscilla Aguirre- I'll second it. All in favor. Motion Carries 7-0. The meeting is adjourned at 8:47p.m.. Thank you all for coming and for participating.

Julie M. Jones ____________________ 11/19/2024

Concho County Hospital Board President Date