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 October 25, 2022 at 5:30 PM.

II. **Board of Directors:**

	Leah Brosig	President
	Brent Frazier	Vice President
	Donna Magill	Secretary/Treasurer
	Anita Aguilar	Member
	Wade Ellison	Member
	Richard Doane	Member
Others Present:	Brian Lady	CEO
	Emily Davenport	Attorney
	Trent Krienke	Attorney
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Michelle Saucedo, RN	QA/Trauma Manager
	Pamela Gearn, RN	Interim Director of Nursing
	Kathy Falcon	Public
	Jenny Londerholm	Public
	Lacye Crumpton	Public
	Windy Billebault	Public
	Sunny Sifuentes	Public
	Yolanda Flores	Public
	Melissa Martinez	Public
	Paula Rudloff	Public
	Jacob Lady	Public
	JD Crisp	Public

III. **Executive Session**
The Board went into closed session at 5:31pm pursuant to Section 551.071 of the Texas Government Code to consult with its attorney regarding pending litigation.

IV. **Executive Session**
The Board continued in closed session pursuant to Sections 551.071 and 551.074 of the Texas Government Code to consult with its attorney and deliberate a personnel matter related to a complaint against an officer.

V. **Executive Session**
The Board continued in closed session pursuant to Section 551.071 of the Texas Government Code to consult with its attorney regarding governance issues. The Board came out of closed session at 7:38pm. Mr. Frazier stated regarding closed session pursuant to Sections 551.071 and 551.074 of the Texas Government Code to consult with attorney and deliberate personnel matters related to complaints, he moved per the established committee meet over the next few weeks to discuss and evaluate the matter in greater detail and return recommendations to the Board; as well as direct that Board and Brian Lady, CEO to begin the hiring process for a full-time HR director. This motion was seconded by Mr. Doane, with everyone in favor.

VI. **Open Forum for Public Comments (limited to 5 minutes each)**
There were no comments from the public.

VII. **Approval of September 2022 Board Minutes**
Brent Frazier made a motion to approve the Board minutes from September 2022 as presented. Donna Magill seconded the motion, passed 6-0.

VIII. **Business Items**

A. Monthly performance improvement/QA monitors
Michelle Saucedo informed the Board that trauma issues are still being monitored. She said she forgot to mention last month that new monitors were added: follow-ups on nursing and CNA job duties, stocking in the ED and expired item tracking. All have been at 100% since being monitored and will continue to be monitored for the next 3 months. Michelle is also helping x-ray with their PI, monitoring some CTAs that weren't being read to well because of timing. The patient satisfaction surveys for the month averaged 4.94 and trauma was 85%.

B. Infection Control Report
Pamela Gearn reported that 115 records were reviewed in September with 24 infections that were community acquired infections. There was a 28.3% prescription rate down from 38.7% in August. 22.8% of patients received antibiotics down from 29.7% in August.

C. Billing & Revenue Cycle Management
Priscilla Aguirre presented the stats report for the fiscal year, aging analysis grouped by financial class and a report of all admissions by service with month to date and year to date numbers. Mr. Ellison asked if the reports can get emailed in advance to give him more time to review.

D. Financial Statement and Accounts Payable
Melanie Lozano presented the financial summary for the year. In October, the hospital started with cash of $5,066,169 and ended in September with $4,092,072. The year ended with expenses exceeding cash. She mentioned that there was a big cost report payable of about $900,000 for the year that contributed to the majority of the loss. She stated that the hospital had 109 less patient days than the prior year. Mrs. Aguilar mentioned that she was concerned with the clinic cash decreasing for the month.

E. Review and Approval of Policies
There were no policies needing approval at this meeting.

F. Staff Appointments
There were no staff appointments needing approval at this meeting.

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

A. Update on Projects – The concrete repair from the street to the emergency room will begin November 2nd and should be completed within 3 days. The hospital parking will flow in reverse. The contact tracing project will be begin soon.

B. Campus Planning Report – The lift station that was thought to be paired off for water is not possible, so the hospital will need to provide it's own lift station at the property. Mrs. Aguilar questioned if there was an estimate of the cost for the lift station. Mr. Lady said he did not have any quotes, but estimated from $600,000 to $800,000. Mr. Lady is looking into grants and every finance option available.

C. OneDefense Cyber-Security Discussion – The hospital has gotten several directives from TORCH and State Office of Rural Health that 8 hospitals have been victim to Sniffing attacks and held for ransom. The OneDefense Cyber-Security is effective against those attacks, but is expensive and knocks out some of functionality of communication that the hospital uses.

D. Recruiting – Upon recommendations from the Board Dr. Contreras has been contacted to see about added counseling or therapy services to town. Unfortunately he is retired, but would work with someone to get someone out here. Nursing leadership attended a job fair at ASU. Pamela Gearn said that they toured the facilities and visited with nursing students. They spoke of having a critical access preceptorship with the hospital for next spring. It will allow nursing students to do clinicals under the hospital nurses.

E. Health Fair – 30 exhibitors attended the health fair including MHMR and Poison Control. A coffee service wasn't able to attend and one of the caterers cancelled and the hospital dietary department stepped in.

F. Other – Mr. Lady stated that the hospital's Life Safety Survey was conducted. Mrs. Aguirre stated that the hospital had 4 minor deficiencies and 1 that was a little higher. She stated that his was the first life safety survey with the current staff and everyone did a great job. She stated that these are unscheduled events and the surveyor actually showed up on the day of the health fair. The hospital is 100% compliant with it's CMS price transparency. Mr. Doane thanked all the employees for the treatment he received while in the hospital.

X. **Executive Session**
There was no need for another Executive Session.

XI. **Action from Executive Session**

XII. **Adjournment**

Mr. Doane made a motion to adjourn the meeting at 8:16pm. Mr. Ellison seconded the motion with all in favor.

Leah Branz

Date Jan 24, 2023