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 Eden Public Library Conference Room on October 27, 2020 at 5:30 PM.

II. **Board of Directors:**

Board of Directors:	Brent Frazier	President
	Leah Brosig	Vice President
	Richard Doane	Member
	Julie Cox	Member
	Mary Castanuela	Member
	Ricky Thomas	Member
Others Present:	Brian Lady	CEO
	Priscilla Aguirre	Hospital Operations Manager
	Melanie Lozano	Finance Manager
	Lindee Pyle, BSN, RN	Interim Director of Nursing

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

IV. **Approval of September 22, 2020 Board Meeting Minutes and September 30, 2020 Budget and Tax Rate Minutes**
Ms. Brosig made a motion to approve the September 22, 2020 Board meeting minutes as presented. Mrs. Castanuela seconded the motion. Motion passed 5-0 with Mr. Thomas abstaining. Mrs. Castanuela made a motion to approve the September 30, 2020 Budget and Tax Rate minutes. Mr. Thomas seconded the motion. Passed 4-0 with Ms. Brosig and Mrs. Cox abstaining.

V. **Business Items**

A. **Monthly Performance Improvements/QA Monitors**
Mrs. Pyle informed the Board that 2 performance improvement projects were added this month. The first one is making sure the Primary Care Physician is being documented into the chart. The second is monitoring that both pre and post neb treatments are being documented. Both will be monitored for 3 months. All the other departments' PI/QA looks good for the month of September. Mrs. Pyle informed the Board that the nurses have been meeting with Dr. Papillion every Wednesday at 9am to discuss the patients in the hospital. She stated that the meetings have helped with patient care.

B. Billing & Revenue Cycle Management
Mrs. Aguirre stated that she added an admission report to the usual reports. She informed the Board that this report has the admissions broken down, and is easier to see than the graph on the revenue dash board. Mrs. Aguirre informed the Board that the hospital is still having issues receiving collections on the Marshals claims from the Eden Detention Center; however, about $20,000 has been collected from the ICE claims. Mr. Thomas stated that the EMS is having issues receiving payments as well, and he could provide contact information to the office if needed. Mrs. Aguirre went over the Maintenance Workload report and pointed out that the work orders were 91% completed for the month. Ms. Brosig suggested maybe providing a report with more detail about the work orders.

C. Financial Statement and Accounts Payable for August & September 2020
Mrs. Lozano pointed out to the Board that the hospital showed a loss of 1.4 million for the end of September 2020. This was a result of the 2019 and 2020 charity write-offs, which amounted to 1.3 million. She went on to discuss the financial summary, and with the extra cash received through the year, cash exceeded expenses. The cash balance in the bank is $7 million. Patient days picked up in September with 56 swing bed days, 9 inpatient days and 4 detox days.

D. Staff Appointments
There were no staff appointments needing approval at this time.

E. Approval of Policies
The Board reviewed the list of policies that had been approved by the policy committee. Ms. Brosig made a motion to approve the list of policies presented. Mrs. Castanuela seconded the motion. Passed 6-0.

VI. **Administrator's Report**

- Covid Funding & Equipment – Mr. Lady stated that there is about 2 million dollars of Covid funding. On the next Board meeting the Pyxis system will be presented. It is a digital lockbox for narcotics, it will help with compliance. The 2 isolation rooms will be getting new equipment to provide negative air pressure and a sanitation enclosure for those that step in and out of the room. The hospital is looking into purchasing a Biofire, which will allow for the lab to run respiratory and gastric panels. The contract tracing program will be coming in the months ahead. It will be beneficial for both safety and audit purposes.
- Concho Medical Clinic Update – The clinic continues to do well, and is seeing 4 or 5 new patients a week. The survey for the clinic was passed, so as soon as the clinic obtains it's number, claims can start being billed out.
- Recent Surveys – The departments of Radiology, Pharmacy and the Laboratory have all been surveyed in the past few months and zero deficiencies were found in all 3 departments. Also, the state fire inspector came in and found very minor items to be corrected.
- Other – Mr. Lady informed the Board that the drive through Covid screening station is up at the Clinic. A transparency in pricing project is upcoming to be presented on the website. The flu clinic this year was very successful with 105 flu shots given at the Concho Medical Clinic.

VII. **Executive Session**

With no need for Executive Session, the Board moved on to adjournment.

VIII. **Action from Executive Session**

IX. **Adjournment**

Ms. Brosig made a motion to adjourn the meeting at 6:08pm. Mr. Doane seconded the motion, with everyone in favor.

____________________ Date 11/24/2020

Concho County Hospital

Policy Committee

Meeting Minutes
26 October 2020

The meeting of the CCH Policy Committee was called to order @ 1530on 26 October 2020 by Angela Regalado

Present: Priscilla Aguirre, Lindee Pyle, Victoria Ramirez, Angela Regalado,
All policies emailed out to members –

New Business:
Nursing Policies:

- ***Swingbed Standing Orders***
- ***Seizures***
- ***Trauma Team Peds Resuscitation***
- ***Conscious/Moderate Sedation Discharge***
- ***Traction Splint***
- ***Trauma Team Resuscitation***
- ***Dtx program Consent***
- ***Orthopedic Injuries***
- ***Trauma Team Activation***
- ***Wound Management/Wound Care***

Concho Medical Clinic:

Policy and Procedures

Submitted and approved by committee—

Meeting was adjourned @ 1545 hrs. On 26 October 2020 by Angela Regalado.

Respectively Submitted,

Angela Quiroz-Regalado R.T.