

**MINUTES
BOARD OF DIRECTORS
MEDINA COUNTY HOSPITAL DISTRICT**

November 25, 2019

TIME AND PLACE: The Medina County Hospital District Board of Directors met in regular session on Monday, November 25, 2019 at 6:30 p.m. at the Medina Regional Hospital Boardroom, 3100 Ave. E, Hondo, Texas.

PRESENT: Tim Hardt, Vice President
Judy Winkler, Director
Dr. Carlton "Corky" E. Young, Director
William "Bill" Bain, Director
Zachary Windrow, MD, Director

Janice Simons, Chief Executive Officer
Kevin Frosch, Chief Financial Officer
Billie Bell, Chief Nursing Officer
Stacie Hall, Recording Secretary

ABSENT: Steve Hackebeil, President
Tony Johnson, Secretary
Geoff Crabtree, Methodist Healthcare System

GUESTS: Matthew Windrow, MD, Chief of Staff

1. **CALL TO ORDER
AND RECORD OF
ATTENDANCE** Mr.Hardt called the meeting of the Medina County Hospital District Board of Directors to order at 6:30 p.m. He stated for the record that the Board of Directors has seven members with five members being present at that time and representing a quorum.
2. **PUBLIC COMMENT** None.
3. **CONSENT AGENDA
Consider Approval of
Minutes
A. Regular session
of October 28,
2019** The Minutes from the Regular Session of October 28, 2019, were approved as presented in the packet.
4. **Consider Approval of
CNO Report** Ms. Bell said that Ronda Cote, ED Director, hosted a Table Top Active Shooter Drill on November 12, 2019. Over thirty community partners were in attendance, including Hondo Police Department, Medina County Sheriff's Office, local fire departments and other first responders. Mr. Hardt expressed his appreciation on behalf of the Board of Directors for the work that the nursing staff does for the community. There were no changes to the CNO report presented in the board packet.
5. **Consider Approval of
Rural Health Clinics
Report** There were no other changes to the Rural Health Clinics report presented in the Board packet.

6. Consider Medical Staff Report

Dr. M. Windrow said, "Thank you to the Board of Directors for the great leadership; the Medical Staff appreciates the support." Dr. M. Windrow stated that in regards to the quality and safety outcomes over the last nine months, there has only been one hospital acquired infection. Dr. M. Windrow said that the Medical Staff is committed to reducing the unnecessary use of antibiotics and supports the "Antibiotic Stewardship Program". Dr. M. Windrow explained that Dr. Laura Hansen is the Physician Chair of the Antibiotic Stewardship Committee and does a great job. Dr. M. Windrow stated that there have been zero deliveries under 39 weeks without medical indication. Dr. M. Windrow said that the new Hondo Clinic opened today and the staff received a great deal of positive feedback from the patients and the flow seemed to run very smoothly. Dr. M. Windrow stated that there are number of Specialists that now serve Medina County and understand there are quite a few more who would like to lease space in the new Specialty Clinic opening next to the Castroville Rural Health Clinic. Dr. M. Windrow expressed his appreciation for the nursing staff, Board of Directors and hospital administration for all the support and great leadership.

Dr. M. Windrow reviewed the Medical Staff report presented in the Board packet.

MOTION

Dr. Young made a motion to approve the Consent Agenda. Dr. Z. Windrow seconded.

VOTE

The motion passed unanimously.

7. CONSIDER PUBLIC CORRESPONDENCE REPORT

Mr. Hardt presented the public correspondence report in the Board packet. Ms. Bell addressed one comment in the public correspondence report, stating that new pumps have been purchased that has improved functionality and safety features.

MOTION

Mr. Bain made a motion to approve the Public Correspondence Report as presented. Mrs. Winkler seconded.

VOTE

The motion passed unanimously.

8. CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Simons said that she would like to address the article given to her by Mr. Hardt which talks about hospitals and balance billing. Ms. Simons explained that patients sign an Advance Beneficiary Notice prior to their visit to avoid a surprise bill. Ms. Simons stated that the Victoria Emergency Associates, who are the contracted Emergency Department physicians do not balance bill.

Ms. Simons said that she attended the TORCH Board Meeting November 14-15, 2019. Ms. Simons stated that one of the topics discussed was HB 305, in which certain political subdivisions are now required to post certain information on a their publicly accessible website. Ms. Simons explained that the minutes of each of the political subdivision's open meetings held after September 1, 2019 will need to be posted on the website. Ms. Simons said that the public comment will need to be on the agenda of all the open meetings and a policy will be revised addressing the time constraints in regards to public comment.

Ms. Simons thanked the Board of Directors for attending the Thanksgiving luncheon held on November 21, 2019. Ms. Simons stated that the feedback she received from employees was that this was the best luncheon thus far.

Ms. Simons said that next week Ms. Bell will be interviewing a candidate for the Surgical Services Director position.

There were no changes to the CEO report presented in the board packet.

MOTION

Mrs. Winkler made a motion to approve the CEO report as presented. Dr. Young seconded.

VOTE

The motion passed unanimously.

9. CONSIDER
FINANCIAL REPORT

Dr. Young asked the Board of Directors to review the summary report Mr. Frosch has provided for the month of October. Dr. Young stated that October was a very solid month and all metrics were better than budgeted. Dr. Young asked that the Board of Directors direct any questions to Mr. Frosch.

There were no changes to the report presented in the board packet.

MOTION

Dr. Young made a motion to approve the Finance Committee Minutes of October 28, 2019, as presented in the packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

10. REVIEW, CONSIDER
AND APPROVE
ANNUAL STAFFING
PLAN EVALUATION

Ms. Bell explained that the Nursing Staffing Plan is evaluated annually. Ms. Bell stated that the Nurse Advisory Committee meets quarterly with the Chief Nursing Officer to discuss the staffing plan, nursing sensitive patient outcomes, and nurse engagement. Ms. Bell said that the Committee sets staffing standards supporting the provision of quality care in a safe, cost-effective manner by use of appropriately qualified and skilled personnel. Ms. Bell explained that the highlights for the evaluation are as follows; RN turnover rate is 10.5% which is below state average, two RN's are currently in the Tuition Reimbursement Program, 1 RN has completed the Methodist Charge Nurse Academy, holiday pay was approved and will be implemented in January 2020 and Medina Healthcare System is a clinical rotation site for Southwest Texas Junior College ADN Program. Mr. Hardt expressed appreciation on behalf of the Board of Directors for the great work Ms. Bell and the Nursing Staff do for the patients of Medina Healthcare System.

MOTION

Mr. Bain made a motion to Approve the Annual Staffing Plan Evaluation as presented in the packet. Mrs. Winkler seconded.

VOTE

The motion passed unanimously.

11. REVIEW, CONSIDER
AND APPROVE
ETHICS/
COMPLIANCE
POLICY AND
PROCEDURE
MANUAL

Ms. Simons stated that there are no changes in the Ethics and Compliance Policy and Procedure Manual. Ms. Simons stated that this is the annual review.

MOTION

Mrs. Winkler made a motion to approve the Ethics/Compliance Policy and Procedure Manual as presented in the packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

**12. REVIEW, CONSIDER
AND APPROVE
COMPLIANCE
ADVISORY
COMMITTEE'S
QUARTERLY REPORT
(3RD QUARTER)**

Ms. Simons stated that the Compliance Advisory Committee met on October 21, 2019.

MOTION

Mr. Bain made a motion to approve the Compliance Advisory Committee's Quarterly Report (3rd Quarter) as presented in the packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

**13. APPROVAL OF
POLICIES AND
PROCEDURES
MANUAL**

Ms. Simons stated that the Policy and Procedure Manual is reviewed annually. Ms. Simons mentioned that approval of the policies and procedures manuals is a CMS requirement, and that the board delegates oversight to hospital administration.

MOTION

Mrs. Winkler made a motion to approve the Policies and Procedures Manual as presented in the packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

14. EXECUTIVE SESSION


The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of November 25, 2019.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:58 p.m.



Steve Hackebeit, President



Tony Johnson, Secretary