

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

March 23, 2020

**TIME AND PLACE:** The Medina County Hospital District Board of Directors met in regular session on Monday, March 23, 2020 at 6:30 p.m. at the Medina Regional Hospital Boardroom, 3100 Ave. E, Hondo, Texas.

**PRESENT:** Tim Hardt, President  
Tony Johnson, Secretary  
William "Bill" Bain, Director  
Zachary Windrow, MD, Director

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

**ABSENT:** Dr. Carlton "Corky" E. Young, Vice President  
Judy Winkler, Director  
Billie Bell, Chief Nursing Officer  
Geoff Crabtree, Methodist Healthcare System

**GUESTS:**

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 six members with four members being present at that time and representing a quorum.
  
2. **PUBLIC COMMENT** There were no members of the public present.
  
3. **BOARD EDUCATION  
- LAUREN WITT,  
OUTREACH  
COORDINATOR  
NURSING FACILITY  
UPDATES** Mr. Hardt stated that Board Education will be postponed for a later date due to the COVID-19.  
  
Ms. Simons stated that at this time the number of attendees should be limited due to the Boardroom being a confined area.
  
4. **CONSENT AGENDA  
Consider Approval of  
Minutes  
A. Regular session  
of February 24,  
2020** Mr. Hardt asked that the Minutes from the Regular Session of February 24, 2020 be amended. Mr. Hardt asked that the word "was" be deleted from the sentence, "Mr. Hardt asked, "Is this was a twenty year plan?" from agenda item three on page two.  
  
Ms. Simons stated that the Minutes from February 24, 2020 will be amended and presented at the April 27, 2020 Board Meeting.
  
5. **Consider Approval of  
CNO Report** Ms. Simons stated that the Medina Healthcare System's laboratory department was surveyed by the Commission on Office Laboratory Accreditation on March 10th and 11<sup>th</sup>. Ms. Simons explained that the laboratory had two small deficiencies that were resolved immediately.

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

6. **Consider Approval of Rural Health Clinics Report** There were no other changes to the Rural Health Clinics report presented in the board packet.

7. **Consider Medical Staff Report** None.

MOTION

Mr. Johnson made a motion to approve the Consent Agenda. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

8. **CONSIDER PUBLIC CORRESPONDENCE REPORT** Mr. Johnson provided a report in the Board packet on the public correspondence. Mr. Johnson stated that there were 39 questionnaires returned and were all positive.

Mr. Johnson asked that this information be put in the monthly newsletter that goes out to the employees. Mr. Johnson asked that the staff be commended.

Ms. Simons stated that the survey results will be in the April newsletter that will go out to the staff at the end of March.

MOTION

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

VOTE

The motion passed unanimously.

9. **CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT** Ms. Simons stated that Carrie Lyssy, Marketing Director resigned March 17, 2020. Ms. Simons announced that Dr. Hanna McGeHee officially signed her Physician Service Agreement which will be effective October 12, 2020.

Ms. Simons said that a meeting was held between Medina Healthcare System and Victoria Emergency Associates (Emergency Department Physician Group) on March 6, 2020. Ms. Simons stated that the purpose of the discussion was documentation and billing in the Emergency Room, and possible solutions. Ms. Simons said that the Information Technology staff from Medina Healthcare System is working with Victoria Emergency Associates to better understand Healthland.

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

MOTION

Mr. Bain made a motion to approve the CEO report as presented. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

**10. CONSIDER  
FINANCIAL REPORT**

Mr. Hardt stated that because of the COVID-19 restrictions the Finance Meeting was cancelled, but would like for Mr. Frosch to review the highlights of the February financial statement. Mr. Hardt said that the Finance Committee Minutes of February 24, 2020 will be presented at the April 27, 2020 Finance Meeting.

Mr. Frosch stated that February gross and net revenue were above budget. Mr. Frosch said the expenses, net income and EBIDA were all above budget. Mr. Frosch explained that the volume metrics for inpatient were below budget, but the outpatient metrics were ahead of budget. Mr. Frosch said that volumes in many areas have decreased due to the effects of COVID-19. Mr. Frosch stated that cash collection was up compared to the same time frame as last year.

**MOTION**

Dr. Windrow made a motion to approve the Financial Report for February 2020, as presented in the board packet. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

**11. CONSIDER ANNUAL  
SELF-PERFORMANCE  
APPRAISAL FOR  
SUMMARY AT THE  
APRIL  
REGULAR SESSION**

Ms. Simons asked that Annual Self-Performance Appraisal's be returned to Ms. Hall no later than April 20, 2020.

**12. REVIEW, CONSIDER  
AND APPROVE  
ANNUAL CEO  
EVALUATION  
SUMMARY**

Mr. Hardt stated, "Excellent report and we appreciate your hard work."

There were no changes to the Annual CEO Evaluation Summary as presented in the board packet.

**13. PERFORMANCE  
EXCELLENCE  
PROGRAM  
DISCUSSION**

Ms. Simons asked that the Board of Directors refer to the Hospital Operations Performance Equity Plan that was distributed to each of the Directors at the beginning of the Board meeting. Ms. Simons explained that the Hospital Operations Performance Equity Plan is one methodology that HCA Healthcare measures its hospital officers. Ms. Simons explained that HCA CEO's/CFO's have a portion of their salary "at risk" if they do not meet certain goals. Ms. Simons said that the categories included in the PEP are HCAHPS, turnover rate, quality and safety, ethics and compliance, and financial performance. Ms. Simons stated that the parameters may change slightly each year and hospital officers are required to meet certain goals, to be eligible. Mr. Hardt stated that the PEP has been reviewed, discussed and approved.

**OTHER BUSINESS:**

Ms. Simons stated that hospital officers have a conference call each day with Methodist

Healthcare for COVID-19 updates. Ms. Simons said that Methodist hospitals will not be allowing visitors as of March 25, 2020 with the exception of a military member who is about to deploy or an end of life circumstance. Mr. Hardt asked, "The no visitor policy originates from?" Ms. Simons responded that HCA receives the information from the Centers for Disease Control and Prevention, the World Health Organization and other national organizations which relay information to Methodist. Ms. Simons stated that this is the type of information that is relayed to hospital officers each day on the COVID-19 division conference calls.

Ms. Simons stated that at this time the city of Boerne has been issued a shelter-in-place order. Ms. Simons said that a mission critical letter was shared at the start of this meeting with the Board of Directors for review and this letter will be distributed to staff on March 24, 2020. Ms. Simons explained that this mission critical letter will allow our staff to travel to and from work during a shelter-in-place.

Ms. Simons said that the Centers for Disease Control and Prevention along with the College of Surgeons recommend that surgeons curtail the performance of elective surgical procedures and most hospitals have already stopped performing elective operations.

Ms. Simons explained that at this time census along with Rehabilitation and Surgery volumes are down. Ms. Simons said that the Rehabilitation and Surgery department staff are being used in other areas to help with patient screening.

Ms. Simons said that personal protection equipment, (PPE) is low, but it is low all over the country. Ms. Simons explained the Texas Organization of Rural & Community Hospitals has purchased personal protective equipment and will begin allocating the equipment to the hospitals.

Ms. Simons said that Telemedicine is currently not allowed in Rural Healthcare Centers, but legislation is pending to approve Telemedicine options for Rural Healthcare Centers. Ms. Simons stated that a meeting was held with Medina Healthcare System's Chief Financial Officer, Vice President of Clinical Operations, Financial Services Director, Outreach Coordinator and the Information Technology Manager to discuss the options available and to begin researching processes in hopes that the legislation would pass. Mr. Hardt asked, "Do our physicians know how to do this?" Ms. Simons responded that if legislation passes and allows Telemedicine, the staff will work with a vendor who is experienced in Telemedicine. Ms. Simons said that physician contracts will need to be amended to include Telemedicine and Mr. Frosch is working with Discovery Medical at this time to amend those contracts. Ms. Simons said that Texas Organization of Rural & Community Hospitals is a strong organization and they are putting in a great deal of work to help the Rural Healthcare Centers.

Ms. Simons stated that Board of Directors may want to consider using a conference call service for the next Board meeting. Ms. Simons explained that almost all face-to-face education and meetings have been moved to conference calls.

Mr. Hardt asked that the financial meeting for April be incorporated into the Board Meeting?

Ms. Simons said that the Medina Healthcare System Café is closed to the public. Ms. Simons stated that the Café will be serving patients and staff.

Mr. Hardt asked, "Do patients get tested for COVID 19 at Medina Healthcare System?" Ms. Simons responded that the patient has a nasal swab done and this sample is sent to Lab Corp. Ms. Simons stated that Medina Healthcare System's Lab has no ability to run the COVID 19 test.

Ms. Simons said that the clinics are seeing well patients in the morning and sick patients in the afternoon. Ms. Simons stated that the clinics are being thoroughly cleaned to prevent spread of germs.

Ms. Simons stated that she will continue to update the Board of Directors on the procedures

that Medina Healthcare system will need to take to comply with the Centers for Disease Control and Prevention and World Health Organization recommendations in regards to the COVID 19 pandemic.

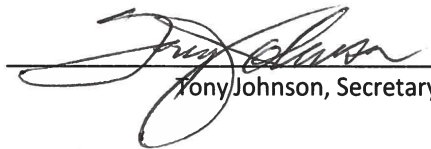
**14. EXECUTIVE SESSION**

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of March 23, 2020.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:08 p.m.

  
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Tim Hardt, President

  
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Tony Johnson, Secretary

