

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

December 28, 2020

TIME AND PLACE:

THIS MEETING WILL BE HELD VIRTUALLY DUE TO GOVERNOR'S Proclamation 41-3746. At least a quorum of the board will be participating in accordance with the provisions of Sections 551.125 of the Texas Government Code that have not been suspended by order of the governor. Any person may join the meeting via GoToMeeting: <https://global.gotomeeting.com/join/492283133>
Access Code: 492-283-133 or by phone by calling: (408) 650-3123 Access Code: 492-283-133

PRESENT:

Tim Hardt, President
Dr. Carlton "Corky" E. Young, Vice President
Tony Johnson, Secretary
William "Bill" Bain, Director
Zachary Windrow, MD, Director
Lori Krieger, Director

Geoff Crabtree, Methodist Healthcare System
Janice Simons, Chief Executive Officer
Kevin Frosch, Chief Financial Officer
Billie Bell, Chief Nursing Officer
Louisa Cuellar, Recording Secretary
Randi Davis, Executive Administrative Assistant

ABSENT:

Judy Winkler, Director

GUESTS:

None.

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 6:02 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** Mr. Hardt requested that the Board add an official agenda item to review the Assignment of the Board Committees at the January 2021 meeting to clear up any confusion from the November 2020 Board meeting minutes. The Minutes from the Regular Session of November 23, 2020 were approved as presented in the packet.
Consider Approval of Minutes
A. Regular session of November 23, 2020
4. **Consider Approval of CNO Report** Ms. Bell stated that Medina Healthcare System has hired a new, highly qualified Environmental Services Director from Illinois who will be starting in January 2021. Ms. Bell also noted that the State of Texas has requested an extension of the 1115 Waiver through 2027. Ms. Bell does not anticipate much pushback on that extension. Ms. Bell reported that the Medina Regional Hospital Laboratory Department scored a 100% in this month's outside COVID-19 proficiency test, and praised the department for their achievements. Ms. Bell stressed that 32% of the labs tested failed this proficiency test, which speaks volumes to the efforts of Hospital lab staff.
5. **Consider Approval of Rural Health Clinics Report** Ms. Simons reported that clinic volumes were above budget for the month of November, with a total of 4,392 total visits for the month. Ms. Simons noted that there are still ongoing issues with the current telemedicine vendor, but that clinic staff has been working hard to secure a new vendor for that platform of care. Mr. Frosh reiterated that this was a solid month for all three clinic locations, with only the Devine clinic being slightly below the budget for the period.

There were no other changes to the Rural Health Clinics report presented in the Board packet.

6. Consider Medical Staff Report

Ms. Simons reported that all of the clinic providers with the exception of one midlevel had received the first dose of the COVID-19 vaccination. Dr. Zach Windrow added that he does recommend patients receive the vaccine once it becomes available to the general public.

MOTION

Ms. Krieger made a motion to approve the Consent Agenda. Dr. Young seconded.

VOTE

The motion passed unanimously.

7. CONSIDER PUBLIC CORRESPONDENCE REPORT

Mr. Johnson presented the public correspondence report in the Board packet. Mr. Johnson reported there were 17 questionnaires returned after care at MHS. There were no negative comments to report this month.

MOTION

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

VOTE

The motion passed unanimously.

8. CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Simons started by discussing several housekeeping items. Ms. Simons requested that each Board Member pick-up and complete both the CEO and CFO evaluation forms from the Executive Administrative Assistant's office and return to Randi Davis no later than January 20, 2021 so that the results can be presented at the January 25, 2021 Board meeting. Ms. Simons confirmed with each member that each would like to receive the COVID vaccine when they become available. Finally, Ms. Simons reminded each member to stop by the administration building to pick up their holiday baskets from the staff.

Ms. Simons reviewed the most recent staffing updates with the Board. As Ms. Bell had mentioned, a Director of Environmental Services was hired and will be starting in early January. Additionally, a promising candidate for the Information Technology Director position will be interviewing the week after Christmas.

Ms. Simons reported that Medina Regional Hospital recently had their annual Mammography inspection on December 15th. Medina Regional Hospital completed this year's inspection with no violations or citations. Ms. Simons praised the Imaging Department manager and staff for their continued success.

Ms. Simons noted that Dr. Hanna McGehee has gained a significant volume increase since she started in October. Ms. Simons also stated that the employees were each given a blanket and HEB gift card as a token of appreciation for the year from administration. Ms. Simons reported that Medina Healthcare System has taken part in numerous interviews regarding the COVID vaccine.

Finally, Ms. Simons gave a brief report on the COVID vaccines. Large urban hospitals received most of the first few allotments of Pfizer vaccines. As the second Moderna vaccine became available, our local HEB was given 100 doses and Medina Regional Hospital has been working alongside HEB to get those vaccines distributed. Medina Regional Hospital has been allocated 300 vaccines, expected to be received within the next week or so. These will be given to employees first, then other healthcare personnel in the surrounding area, following the Tier guidelines from the CDC. Nursing homes will also be receiving some of these vaccines from local pharmacies. The state allocates enough vaccines that they will be sending for the second dose of these vaccines so all who received the first will be guaranteed their second dose. Ms. Simons stated that the vaccination clinics will be held in the Board Room until further notice. Ms. Simons reminded Board Members to send any questions from the general public to administration so accurate information can be disseminated. Administration will be meeting frequently to keep an up-to-date plan for distributing the vaccine once it is received.

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

MOTION

Ms. Krieger made a motion to approve the CEO report as presented. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

9. CONSIDER
FINANCIAL REPORT

A. Consider
approval of the
November 2020
Financial
Report

Dr. Young mentioned that November was a straightforward month in terms of finances. Dr. Young asked if any members of the Board had any questions for himself or Kevin. Dr. Young reported to the Board that Medina Healthcare System had officially paid off the USDA Loan #97-02 in the total amount of \$1,740,076.14 on December 1, 2020. Dr. Young reiterated that this action had been approved by the Board during the November meeting.

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

MOTION

Dr. Young made a motion to approve the Financial Report for November 2020 as presented during the Finance Committee meeting. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

10. REVIEW, CONSIDER,
AND APPROVE
HOSPITAL DISASTER
PLAN

Ms. Bell noted that the only amendment to the previous Disaster Plan is on page 1 of the document. Under the 'Situations and Assumptions' section of the policy, administration added 'pandemics' and 'public health emergencies' to the list. These were not previously listed under this section. There were no other changes to the Hospital Disaster Plan.

MOTION

Ms. Krieger made a motion to approve the Hospital Disaster Plan as presented in the Board packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

11. REVIEW, CONSIDER,
AND APPROVE
HOSPITAL FIRE PLAN

Ms. Bell noted that the only amendment to the previous Fire Plan is on page 3 of the document. Under the 'Duties' section, 'Operator' subsection of the policy, administration modified the process for calling the reports using the overhead paging system. This is noted under both number 1 and number 4 under the 'Duties' section, 'Operator' subsection. There were no other changes to the Hospital Fire Plan.

MOTION

Dr. Young made a motion to approve the Hospital Fire Plan as presented in the Board packet. Mr. Bain seconded.

VOTE

The motion passed unanimously.

12. REVIEW, CONSIDER,
AND APPROVE
HOSPITAL SAFETY
PLAN

Ms. Bell noted that there were no revisions to the current Hospital Safety Plan. This policy is presented to the Board for the annual review only.

MOTION

Ms. Krieger made a motion to approve the Hospital Safety Plan as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

13. REVIEW, CONSIDER, AND APPROVE THE 2021 ANTIBIOTIC STEWARDSHIP PROGRAM COMMITMENT LETTER AND THE 2021-2025 ANTIBIOTIC STEWARDSHIP PLAN

Ms. Bell reported that CMS mandates that every year, hospitals expand on their efforts to comply with antibiotic stewardship measures. The commitment letter signifies that the Board supports these efforts. Medina Regional hospital had a previous 5-year commitment, and this year the plan renews for an additional 4 years.

MOTION

Mr. Bain made a motion to approve the 2021 Antibiotic Stewardship Program Commitment Letter and the 2021-2025 Antibiotic Stewardship Plan as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

14. REVIEW OF METHODIST ETHICS AND COMPLIANCE AUDIT

Ms. Simons reported that Lori Allesee, the Methodist Healthcare System Ethics and Compliance Officer, recently conducted her in-person walkthrough and audit of the Medina Healthcare System Ethics and Compliance Program. Ms. Simons praised Ashley Lowe and her team for receiving glowing remarks from Ms. Allesee. Ms. Simons stressed the importance of this audit and the complexity of Ethics and Compliance. Ms. Simons also stated that Ms. Allesee and her team will be back next year for the annual review. Mr. Hardt congratulated the administration and team for their hard work and continued success.

There was no motion taken on this item.

15. REVIEW AND APPROVE BOARD OF DIRECTORS EXPENSE REPORTS FOR Q3 AND Q4

MOTION

Dr. Young made a motion to approve the Board of Directors Expense Reports for Q3 and Q4 as presented in the packet. Mr. Bain seconded.

VOTE

The motion passed unanimously.

16. REVIEW, CONSIDER, AND APPROVE MEDICAL STAFF POLICY REGARDING DELINQUENT MEDICAL RECORDS

Ms. Simons defined for the Board of Directors the definition of a delinquent chart and the importance of physician's working to reduce the amount of delinquent charts. Ms. Simons summarized the policy for the Board, which requires physicians to sign all delinquent charts within 30 working days, or clinic staff will cease scheduling patients for that respective provider. Ms. Simons and Dr. Windrow both noted that this policy has been reviewed and approved by the Medical Staff, in an effort to increase the accessibility of these electronic patient records to the patient and other clinical providers as requested.

MOTION

Ms. Krieger made a motion to approve the Medical Staff Policy regarding Delinquent Medical Records. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

Mr. Crabtree congratulated the Board and Hospital Administration on another successful year, even in the midst of a global pandemic. Ms. Simons provided several final updates before the meeting adjourned. Methodist hospitals in San Antonio are becoming inundated with COVID patients and Medina Regional Hospital is having increasing trouble in transferring COVID positive patients. Additionally, Medina Regional Hospital will continue to meet weekly to discuss continuation of elective surgeries and monitor PPE supplies.

17. EXECUTIVE SESSION

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of December 28, 2020.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:45 p.m.



Tim Hardt, President



Tony Johnson, Secretary