

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

May 24, 2021

**TIME AND PLACE:** The Medina County Hospital District Board of Directors met in regular session on Monday, May 24, 2021 at 6:30 p.m. at the Medina Regional Hospital Boardroom, 3100 Avenue E, Hondo, Texas.

**PRESENT:** Tim Hardt, President  
William "Bill" Bain, Director  
Judy Winkler, Director  
Dr. Carlton "Corky" E. Young, Vice President  
Zachary Windrow, MD, Director  
Lori Krieger, Director  
  
Janice Simons, Chief Executive Officer  
Kevin Frosch, Chief Financial Officer  
Randi Davis, Executive Administrative Assistant

**ABSENT:** Tony Johnson, Secretary  
Billie Bell, Chief Nursing Officer  
Geoff Crabtree, Methodist Healthcare System

**GUESTS:** Eli Lainhart, Medina Healthcare System Information Technology (IT) Department Director

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 six members being present at that time and representing a quorum.
2. **BOARD EDUCATION AND INTRODUCTION OF ELI LAINHART, INFORMATION TECHNOLOGY DEPARTMENT DIRECTOR** Mr. Lainhart started with a brief introduction and his career background. He then provided an overview of the ongoing Information Technology (IT) Department projects and their current status. The new telehealth vendor Mend has successfully been implemented in the clinic. Upgrades to system printers have been completed and existing printers are being moved for more efficient use. The projects that remain 'in planning' and 'in process' include, but are not limited to: computer upgrades, Security Risk Assessment software, desktop virtualizations, a new phone system, electronic faxing capabilities, door access controls, server/network upgrades, and the selection of a new electronic health records system. Mr. Lainhart iterated that the IT department has shifted to a proactive approach rather than reactive as in the past. Mr. Lainhart also explained that Board members will need to complete mandatory cybersecurity training and detailed how to access the course. Ms. Simons and the Board members praised Mr. Lainhart for his hard work and his dedication to serving Medina Healthcare System.
3. **PUBLIC COMMENT** None.
4. **CONSENT AGENDA Consider Approval of Minutes**  
A. Regular session  
April 26, 2021  
The Minutes from the Regular Session of April 26, 2021 were approved as presented in the Board packet.
5. **CONSIDER APPROVAL OF CNO REPORT** Ms. Simons reviewed the report in Ms. Bell's absence. Jason Wilke was the recipient of the 2021 Nurse's Week DAISY Award, with Lori Helm as the runner-up. The most recent COVID-19 vaccine data for Medina County shows 34.64% of the county has been fully vaccinated, with 58.34% of the 65+ population fully vaccinated. Ms. Simons also noted that the clinical departments participated in an AIDET® poster presentation that focuses on five communication behaviors: Acknowledge, Introduce, Duration, Explanation, and Thank You.

6. **CONSIDER  
APPROVAL OF  
RURAL HEALTH  
CLINICS REPORT**

Mr. Frosch reported that all three clinic locations saw volumes that were above budget for the month. Gross Revenues were above budget for the Hondo Clinic, while Castroville and Devine both reported gross revenues below budget. The Medical Clinic of Castroville reported a loss of \$61.2K for the month. Dr. Young asked why Castroville is not showing any gains, and Mr. Frosch will review the process for mapping charges and report back to the Board at the June Board meeting. Mr. Frosch believes charges are being incorrectly assigned in the clinics, so the report may not be an accurate representation of the true revenue of the Castroville Clinic.

7. **CONSIDER MEDICAL  
STAFF REPORT**

Dr. Windrow stated that the providers were anticipating the change to the Electronic Health Record system over the coming year. Dr. Windrow also reported that the new telemedicine vendor Mend went was now live and the physicians were adjusting to the newer, more efficient processes.

**MOTION**

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

**VOTE**

The motion passed unanimously.

8. **CONSIDER PUBLIC  
CORRESPONDENCE  
REPORT**

Ms. Simons presented the public correspondence report in Mr. Johnson's absence. There were 19 total questionnaires returned from patients, as well as one email from a community member regarding the Rehabilitation Department. There were no negative comments for the month.

**MOTION**

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

**VOTE**

The motion passed unanimously.

9. **CONSIDER CHIEF  
EXECUTIVE  
OFFICER'S REPORT**

Ms. Simons started by discussing the Bid Notice for the new Medina Specialty Care building in Castroville. The first notice appeared in the paper on April 15<sup>th</sup>, and the second notice went out on April 22<sup>nd</sup>. Bid opening occurred on May 18<sup>th</sup>, and the Facilities Committee met on May 19<sup>th</sup> to select a general contractor from among the 8 bids received.

Ms. Simons reviewed an article outlining Texas Attorney General Ken Paxton's most recent lawsuit against the Biden Administration over rescinding federal Medicaid funds that were already approved by the prior administration.

Ms. Simons provided a brief COVID-19 vaccine updated. Over 18 million doses of the vaccine have been administered in Texas. Over 7.9 million people are now fully vaccinated in the state. Medina Regional Hospital has vaccines available for any patients who wish to receive one, and will continue to offer the shot to patients in the clinics and emergency room.

Finally, Ms. Simons reviewed the Community Relations Board Report. Hospital Week was a huge success. Staff members enjoyed a proclamation by the Mayor and City Manager, Bingo, weekly prizes, waffles, and a luncheon as administration's token of appreciation for the hard work and success over the past year, particularly during the COVID pandemic. The hospital also participated in a canned food drive that resulted in over 3,300 pounds of food donated to the Medina County Food Pantry. This event was a huge success and will become a longstanding tradition during hospital week as many employees decorated carts and competed for the most decorated shopping cart.

**MOTION**

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

**VOTE**

The motion passed unanimously.

**10. CONSIDER  
FINANCIAL REPORT  
A. Consider  
approval of the  
April 2021  
Financial  
Report**

Mr. Frosch stated that this month was a positive month for the hospital overall. Many of the volumes and budget numbers were trending back up, and will hopefully continue to do so as COVID cases decrease. Clinic visits continue to remain high with the help of telemedicine appointments. Additionally, an increase in colonoscopies over the last couple of months has increased revenue despite total surgery volumes that are still under budget. Emergency Department visits are still below budget but are trending back toward pre-COVID levels as expected.

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

**MOTION**

Dr. Young made a motion to approve the Financial Report for March 2021 as presented during the Finance Committee meeting. Mr. Bain seconded.

**VOTE**

The motion passed unanimously.

**11. REVIEW, CONSIDER,  
AND APPROVE  
MEDINA  
HEALTHCARE  
SYSTEM SCOPE OF  
SERVICE POLICY –  
REVIEW, NO  
CHANGES**

Ms. Simons noted that this is an annual review, there have been no changes made to the policy since the Board approved it last.

**MOTION**

Dr. Young made a motion to approve the Medina Healthcare System Scope of Service Policy as presented in the Board packet. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**12. REVIEW, CONSIDER,  
AND APPROVE  
ORGAN  
PROCUREMENT  
POLICY – REVIEW,  
NO CHANGES**

Ms. Simons noted that this is an annual review, there have been no changes made to the policy since the Board approved it last.

**MOTION**

Mr. Bain made a motion to approve the Organ Procurement Policy as presented in the Board packet. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**13. REVIEW, CONSIDER  
AND APPROVE  
EMERGENCY  
MEDICAL  
TREATMENT AND  
ACTIVE LABOR ACT  
AND PATIENT  
TRANSFER POLICY –  
REVIEW, NO  
CHANGES**

Ms. Simons noted that this is an annual review, there have been no changes made to the policy since the Board approved it last.

**MOTION**

Ms. Winkler made a motion to approve the Emergency Medical Treatment and Active Labor Act and Patient Transfer Policy as presented in the Board packet. Ms. Krieger seconded.

**VOTE**

The motion passed unanimously.

**14. REVIEW, CONSIDER,  
AND APPROVE  
MEDINA  
HEALTHCARE  
SYSTEM  
INVESTMENT PLAN**

Mr. Frosch noted that this policy is designed to describe the investment strategy for each of the funds or group of funds under the District's control. The policy was originally approved by the Board in May 2017. This item relates to the next item on the agenda, so the Board decided to refrain from voting on this item separately and instead include it with the next agenda item.

**MOTION**

There was no action taken on this item at this time.

**15. REVIEW, CONSIDER, AND APPROVE PUBLIC FUNDS INVESTMENT POLICY AND RESOLUTION**

Mr. Frosch explained that this resolution was first approved by the Board in May 2019, and that no changes have been made since that approval. The Resolution outlines the review and approval of the Medina Healthcare System Public Funds Investment Policy and Investment Strategy. This item will be included with the previous agenda item and will be voted on in a single motion.

**MOTION**

Mr. Bain made a motion to approve the Medina Healthcare System Investment Plan, Public Funds Investment Strategy Policy, and Investment Policy Resolution as presented in the board packet. Dr. Young seconded.

**VOTE**

The motion passed unanimously.

**16. REVIEW, CONSIDER, AND APPROVE COMPLIANCE ADVISORY COMMITTEE'S QUARTERLY REPORT FOR THE FIRST QUARTER**

Ms. Simons stated that this is the first quarter report for the Compliance Advisory Committee lead by Ashley Lowe. The committee met on April 20, 2021 to discuss multiple ongoing projects and initiatives. One key item was the email and phishing training that was conducted monthly. The latest test showed an 18% click rate for employees, so remediation efforts are being made to remind staff members that threats exist and how to avoid them.

**MOTION**

Ms. Winkler made a motion to approve the Compliance Advisory Committee's Quarterly Report for the first quarter as presented in the board packet. Ms. Krieger seconded.

**VOTE**

The motion passed unanimously.

**17. REVIEW, CONSIDER, AND APPROVE FACILITIES COMMITTEE MEETING MINUTES FROM MAY 19, 2021**

Mr. Bain stated that the purpose of the meeting was to discuss the 8 bids received for the Castroville Specialty Clinic project. A copy of the bid amounts was included in the Board packets for Board members to review as well. After careful consideration, W.R. Griggs was chosen as the general contractor for the project, with a bid of \$1,477,000 and 300 days to completion. Derek Griggs will be the project manager. Mr. Bain discussed that the limiting factor for the project will be the availability of resources, as many of the materials are in high demand right now and low in stock. Ms. Simons noted that hospital administration and the facilities manager will work closely with the architect and the general contractor to keep Board members updated on the progress of the project and availability of materials.

**MOTION**

Mr. Bain made a motion to approve the Facilities Committee Meeting Minutes from May 19, 2021 as presented in the board packet. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**18. REVIEW, CONSIDER, AND APPROVE RESOLUTION TO APPROVE THE CONSTRUCTION OF SPECIALTY CLINIC 4 LOCATED AT 345 COUNTY ROAD 4712, CASTROVILLE, TX, IN THE TOTAL AMOUNT OF \$1,477,000 TO BE PAID IN CASH**

Ms. Simons stated that this resolution is for the approval of the specific dollar amount for the Specialty Clinic 4 project in Castroville. The total amount is \$1,477,000 to be paid for in cash. Mr. Frosch reiterated that this payment will come from the cash reserves that the hospital has on hand and will not require any bonds to complete. This will go to W.R. Griggs Construction as the general contractor chosen by the Facilities Committee to lead the project.

**MOTION**

Dr. Young made a motion to approve the Resolution of the construction of Specialty Clinic 4 in Castroville in the total amount of \$1,477,000 to be paid in cash as presented in the board packet. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**19. EXECUTIVE SESSION**

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of May 24, 2021.

**OLD BUSINESS**

Ms. Simons announced that the June 28, 2021 meeting times will be adjusted to accommodate the Board member spouse attendance. Dinner will be served at 5:45pm, with the Finance Committee Meeting starting at 6:30pm. The regular Board meeting will start at 6:45pm.

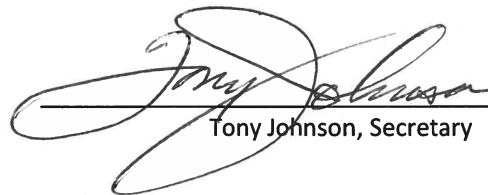
**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:24 p.m.



---

Tim Hardt, President



---

Tony Johnson, Secretary

