

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

July 26, 2021

- TIME AND PLACE:** The Medina County Hospital District Board of Directors met in regular session on Monday, July 26, 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  
Lori Krieger, Director  
Tony Johnson, Secretary
- Janice Simons, Chief Executive Officer  
Kevin Frosch, Chief Financial Officer  
Billie Bell, Chief Nursing Officer  
Geoff Crabtree, Methodist Healthcare System  
Marc Strode, Methodist Healthcare System  
Randi Davis, Executive Administrative Assistant
- ABSENT:** Zachary Windrow, MD, Director
- GUESTS:** David Caceres, Medina Healthcare System Laboratory Department Manager
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. **PUBLIC COMMENT** There were no members of the public present.
  3. **BOARD EDUCATION  
– MEDINA REGIONAL  
HOSPITAL  
LABORATORY  
DEPARTMENT  
UPDATES,  
PRESENTED  
BY DAVID CACERES,  
LABORATORY  
DEPARTMENT  
MANAGER** Mr. Caceres provided Board members a handout outlining the progress in the Laboratory Department since April 2019. Mr. Caceres specifically highlighted the recent purchase of two chemistry analyzers that were approved by the Board in June 2021. With this purchase, Medina Healthcare System will reduce outsourcing of lab tests to LabCorp and Quest by nearly 78%, and can reduce the turnaround time for certain tests from 5-7 days to 1 day. The analyzers add 8 additional tests in-house, including the ability to test for COVID-19 antibodies. The go-live date for the analyzers is projected for mid-September, but the Laboratory Department has already started receiving pieces of equipment for the machines. Mr. Caceres also provided the Board with general information regarding the Laboratory Department. There are currently 22 employed staff members, and the facility is staffed 24/7. The department was recently awarded a Clinical Laboratory Improvement Amendments (CLIA) Certification. The lab averages 350 tests per day and received a COVID test corrective score of 100% on a recent audit. Board members commended Mr. Caceres and his staff for their continued hard work and dedication to providing quality care close to home.
  4. **CONSENT AGENDA  
Consider Approval of  
Minutes  
A. Regular session  
June 28, 2021** The Minutes from the Regular Session of June 28, 2021 were approved as presented in the Board packet.
  5. **CONSIDER  
APPROVAL OF CNO  
REPORT** Ms. Bell discussed the most recent COVID-19 numbers and the breakdown of vaccinated vs. unvaccinated patients. Right now, Medina Healthcare System has very few vaccines, and is utilizing the Health Unit's supply of injections to vaccinate members of the public. Monoclonal

antibody therapy is still recommended and being used in the outpatient setting for patients who are COVID-19 positive. Dr. Young asked if Medina Healthcare System can require vaccines for staff members. Ms. Simons and Mr. Crabtree both explained that there are several organizations that are beginning to require employees to be vaccinated and the subsequent pushback. Ms. Simons believes once the FDA removes the “investigational” component of the current vaccines, many governmental organizations and hospitals will be able to legally require vaccinations for employees.

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, including telemedicine visits. Hondo reported a loss of \$0.4K for the month, Devine reported a gain of \$19.5K, and Castroville reported a gain of \$3.0K for the month. There were a total of 4,962 clinic visits for the month of June, including telemedicine appointments, which was greater than the budgeted amount of 4,366 visits. Gross revenue was 13.6% above budget. Net revenue for the period was a \$22.1K gain for the period, and expenses were \$82.1K above budget.

7. **CONSIDER MEDICAL STAFF REPORT**

Ms. Simons noted that the current ENT that provides services to Medina County will no longer be providing services to our area. Medina Regional Hospital is in the process of locating an additional ENT provider.

**MOTION**

Ms. Winkler made a motion to approve the Consent Agenda. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

8. **CONSIDER PUBLIC CORRESPONDENCE REPORT**

Mr. Johnson presented the public correspondence report for the month of July. There were 22 total questionnaires returned from patients. There were 0 negative comments for the month. Mr. Johnson commended staff on their dedication to providing patients with a positive experience within the hospital.

**MOTION**

Ms. Krieger made a motion to approve the Public Correspondence Report as presented. Dr. Young seconded.

**VOTE**

The motion passed unanimously.

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

Ms. Simons started by praising Ms. Bell for recently presenting at the Texas Healthcare Trustees conference and Mr. Frosch for his recent audits, including the annual HCA audit. Additionally, the audit of the Payroll Protection Program (PPP) loan resulted in 100% loan forgiveness.

Ms. Simons provided a brief update to the Board over ongoing projects throughout the hospital system. Ground was recently broken on the new Castroville Specialty Clinic and administration is working closely with the contractor to ensure the timeline is monitored appropriately. Hospital leaders met with officials from the City of Hondo regarding repairs to 31<sup>st</sup> street, as well as repairs and pot hole fixes throughout the hospital parking areas. The new phone system will be installed over Labor Day weekend. Medina Healthcare System has hired additional schedulers in the meantime to help alleviate some of the wait times. Administration is still in the process of evaluating EHR vendors and will be meeting with representatives from Cerner and Meditech over the next few weeks to begin demonstrations and discussions.

Ms. Simons presented several COVID-19 updates from the county and San Antonio-area. Most cases of COVID are among those who are unvaccinated, but hospitals are starting to see breakthrough cases in vaccinated individuals as well. These patients are requiring shorter hospital stays and generally recover from the disease faster. As of 07/19/2021, roughly 52% of people in

Medina County age 12 and up had received at least one dose of the vaccine, with 46.05% of the population fully vaccinated. The Medina County Health Unit is continuing to see walk-ins for the COVID-19 vaccine.

Ms. Simons finished her report by providing some updates from the most recent Texas Legislative Session. Cybersecurity training mandates were changed, allowing Board members to cease the trainings unless they operate using a hospital-designated device or spend more than 25% of Board time through their computer. Telemedicine was also expanded and will be made permanent in the healthcare setting. The Texas Health and Human Services Commission (HHSC) will be resubmitting the 1115 waiver extension to the federal government. Finally, HB1616 passed, allowing Texas providers to participate in interstate medical licensing.

MOTION

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

VOTE

The motion passed unanimously.

**10. CONSIDER  
FINANCIAL REPORT**

**A. Consider  
approval of the  
June 2021  
Financial  
Report**

Mr. Frosch stated that this month was a positive month for the hospital overall, and that \$4.3M in COVID monies had been recognized for the period. Dr. Young asked if any of the Board members had lingering questions from the Finance Committee 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 June 2021 as presented during the Finance Committee meeting. Mr. Bain seconded.

VOTE

The motion passed unanimously.

**11. REVIEW, CONSIDER,  
AND APPROVE  
RAISING THE  
MINIMUM WAGE AT  
MEDINA  
HEALTHCARE  
SYSTEM TO  
\$10.50/HOUR**

Ms. Simons stated that the current minimum wage for Medina Healthcare System is \$7.50/hour. Hospital administration would like to consolidate the lowest bracket of employees and bring them together. These employees are in the Environmental Services (EVS) and Dietary Departments. Mr. Frosch added that this increase would cost Medina Healthcare System roughly an additional \$5,000 per year in salaries and wages.

MOTION

Mr. Bain made a motion to approve raising the minimum wage at Medina Healthcare System from \$7.50/hour to \$10.50/hour. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**12. REVIEW, CONSIDER,  
AND APPROVE  
FACILITIES  
COMMITTEE  
MEETING MINUTES  
FROM JUNE 28, 2021**

Ms. Simons discussed the minutes from the Facilities Committee Meeting on June 28, 2021, the primary purpose of which was to discuss the need for certain capital purchases to assist with COVID-19 patients. The committee unanimously approved the purchase of a Dodge Ram company truck to transport vaccine equipment throughout the county, a Bi-level Positive Airway Pressure (BiPAP) Machine, a new Radiology Room, additional X-Ray equipment for the imaging department to help monitor COVID patients, and a second COVID-19 bonus for Medina Regional Hospital employees.

MOTION

Ms. Winkler made a motion to approve the Facilities Committee Meeting Minutes from June 28, 2021 as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**13. REVIEW, CONSIDER AND APPROVE CAPITAL EQUIPMENT PURCHASES IN THE TOTAL AMOUNT OF \$722,312.95**

Ms. Simons noted that the list of capital equipment purchases does include the two chemistry analyzers totaling \$296,400.00 that were previously approved in June 2021 by the Board of Directors. Removing these prior approved purchases, the remaining balance is \$425,912.95 to be approved by the Board.

**MOTION**

Mr. Bain made a motion to approve the new capital equipment purchases in the total amount of \$425,912.95, which, when added to the previously-approved purchases of two chemistry analyzers totaling \$296,400.00, produces a grand total of \$722,312.95. Ms. Krieger seconded.

**VOTE**

The motion passed unanimously.

**14. REVIEW, CONSIDER AND APPROVE 2021 Q2 BOARD OF DIRECTORS EXPENSE REPORT**

Ms. Simons discussed the expense reports for the second quarter for the Board of Directors.

**MOTION**

Dr. Young made a motion to approve the 2021 Q2 Board of Directors Expense Report as presented in the board packet. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**15. REVIEW, CONSIDER, AND APPROVE BUDGET AMENDMENT REGARDING FINANCIAL IMPACT OF THE "SPECIAL COMPENSATION" HR 108.1 POLICY IN THE TOTAL AMOUNT OF \$529,911.00**

Mr. Frosch reviewed the budget amendment attachments presented in the Board packet. Under the 'Expenses' tab on the 2021 income statement, the amount added for the second special compensation policy payout totals \$492,254.00. An additional \$37,657.00 was added to the 'Payroll Taxes' line item to accommodate the funds from the policy as well. This totals a budget amendment of \$529,911.00 based on the pay scale presented to the Board in the Special Compensation HR 108.1 policy attachment.

**MOTION**

Dr. Young made a motion to approve the Special Compensation HR 108.1 Policy Budget Amendment in the total amount of \$529,911.00 as presented in the Board packet. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**16. REVIEW, CONSIDER, AND APPROVE MEDINA REGIONAL HOSPITAL "SPECIAL COMPENSATION" HR 108.1 POLICY IN THE TOTAL AMOUNT OF \$529,911.00**

Ms. Simons noted that this policy outlines hazard pay guidelines for employees who worked for the six months from January 2021 – June 2021 during the COVID-19 pandemic. This one-time bonus allows for up to \$2,000, less taxes, for full-time employees. Part-time and PRN employees will receive their bonus based on a pro-rated scale, with a maximum payment of \$1,650, less taxes. The total amount for this bonus is \$529,911.00, to be paid out later in the week. Employees must still be employed by Medina Healthcare System on July 30, 2021 in order to be eligible for their bonus. Ms. Simons also explained that the letter included in the Board packet was going to be added in with the bonus checks so employees would know that the Board of Directors approved the bonus and was appreciative of their hard work and dedication during the COVID-19 pandemic.

**MOTION**

Mr. Bain made a motion to approve the Special Compensation HR 108.1 Policy in the total amount of \$529,911.00 as presented in the Board packet. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

**17. REVIEW, CONSIDER AND APPROVE RESOLUTION TO APPROVE THE INSTALLATION OF CURBS ON 31ST STREET AND REPAIRS OF POT HOLES IN HOSPITAL PARKING LOTS IN THE TOTAL AMOUNT OF \$119,572.00**

Ms. Simons explained that hospital administration had recently met with officials at the City of Hondo regarding the installation of curbs on 31<sup>st</sup> street in front of the hospital, as well as the repair of several large pot holes throughout the hospital parking lot. Both organizations agreed to work together to financially support the project. The total estimated amount for the repairs is \$119,572.00.

**MOTION**

Ms. Winkler made a motion to approve the resolution authorizing hospital administration to work with officials at the City of Hondo on the installation of curbs along 31<sup>st</sup> street and the repair of parking lot pot holes in the total amount of \$119,572.00. Ms. Krieger seconded.

**VOTE**

The motion passed unanimously.

**18. REVIEW, CONSIDER, AND APPROVE CREDENTIALING OF BOTH ALLIED AND COURTESY STAFF AS DISCUSSED IN EXECUTIVE SESSION**

Ms. Simons stated that the list of providers included in the Board packet had been previously reviewed and approved by the Medical Staff and there were no major concerns regarding any of the providers needing credentialing.

**MOTION**

Mr. Bain made a motion to approve the credentialing of both the allied and courtesy staff members as presented in the board packet. Ms. Winkler seconded.

**VOTE**


The motion passed unanimously.

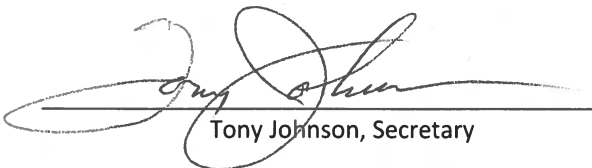
**19. EXECUTIVE SESSION**

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of July 26, 2021.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:42 p.m.

  
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Tim Hardt, President

  
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Tony Johnson, Secretary