

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

April 25, 2022

**TIME AND PLACE:**

The Medina County Hospital District Board of Directors met in regular session on Monday, April 25, 2022 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  
Tony Johnson, Secretary  
Dr. Carlton "Corky" E. Young, Vice President  
Lori Krieger, Director

Janice Simons, Chief Executive Officer  
Kevin Frosch, Chief Financial Officer  
Billie Bell, Chief Nursing Officer  
Marc Strode, Methodist Healthcare System  
Randi Davis, Executive Administrative Assistant

**ABSENT:**

Zachary Windrow, MD, 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 6:32 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  
- TOUR OF THE  
HOSPITAL FACILITIES** Ms. Billie Bell led the Board on a tour of the hospital facilities.

**CONSENT AGENDA**

4. **CONSIDER  
APPROVAL OF  
MINUTES** The Minutes from the Regular Board Meeting of March 28, 2022 were approved as presented in the Board Packet
  - A. Regular session  
March 28, 2022
5. **CONSIDER  
APPROVAL OF CNO  
REPORT** Ms. Bell stated that as part of the 2022 Nurse Retention Program, MHS Nursing Directors and Ms. Bell visited nursing staff and delivered gifts to each member of the nursing team. This is a monthly tradition to help retain nursing staff.

Ms. Bell discussed the volume and growth for the hospital. She reviewed the in-patient transfer summary, with the majority of transfers going to Methodist Stone Oak in San Antonio. The Rehabilitation Department has documented major growth over the last several months, with 1213 total visits in March 2022. This is a record number of patients in the Therapy Department in a one-

month setting. Lacy Herrmann, Director of Rehab, as well as Grace McBride, Marketing Director, delivered small gifts in appreciation to the physicians and offices that refer the most patients to our hospital therapy department. Ms. Bell suspects that this growth is due to an increase in physician referrals as well as word of mouth from satisfied patients. Space will be a limiting factor in the coming years as the monthly visit count continues to increase.

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

Mr. Frosch reported that all three clinic locations saw volumes that were well above budget for the month. Hondo reported a loss of \$20.3K for the month, Devine reported a gain of \$40.4K, and Castroville reported a gain of \$20.0K for the month. There were a total of 5,157 clinic visits for the month of March, including telemedicine appointments, which was greater than the budgeted amount of 4,237 visits. Gross revenue was 4.1% above budget. Net revenue for the period was a \$40.1K gain, and expenses were \$33.1K below budget.

7. **CONSIDER MEDICAL STAFF REPORT**

Ms. Bell reviewed the top 10 inpatient diagnoses for March 2021 – March 2022. These were extremely similar to last year's reporting period; however, COVID-19 had fallen off the list. Ms. Bell discussed the Quality and Patient Safety Outcomes for Hospital Acquired Infections. The hospital received perfect scores for March 2022. Ms. Bell discussed the 2021 Non-ED Transfer Rate to a Higher Level of Care statistics, noting a transfer rate of 6%.

**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 April. There were 51 total questionnaires returned from patients. There was one negative comment for the month, regarding the dietary choices for a patient on a restrictive diet. The approved menu was limited due to the patient's ordered diet. However, the dietician will add variety and additional choices for swing bed patients with a longer length of stay. This patient stayed in our hospital for over 30 days.

**MOTION**

Mr. Bain 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 provided updates on several ongoing projects. The Castroville clinic construction project is on schedule to be completed in late May or early June, depending on electrical work completion by CPS. Ongoing items include interior paint and millwork, floor and wall tiles, stonework, and walkway lighting installation. The Grand Opening event for the clinic is tentatively slated for June 14<sup>th</sup>. Board members are encouraged to attend on behalf of the hospital.

Ms. Simons reviewed several ongoing staffing updates. Town Hall Meetings took place during the week of March 28<sup>th</sup>. 62% of the employees attended these meetings and provided excellent feedback for next year. Ms. Simons thanked Mr. Johnson and Mr. Bain for attending the meetings and speaking on behalf of the Board of Directors. Ms. Simons announced that Ellen O'Brien has officially accepted the position of Clinic Manager for the Hondo Clinic. She comes with many years of experience and can assist Ashley Lowe in the clinics. Several hospital staff members volunteered to work the Medina County Women's Conference held on March 29<sup>th</sup>. Finally, Ms. Simons announced that sixteen directors from MHS attended the Methodist Center for Leadership Excellence (MCLE) event on April 7<sup>th</sup> in San Antonio. Andrea Casas was awarded the Pillar Award at this event for her continued hard work and success in the Quality Department.

Ms. Simons discussed several service items from the last several weeks. The main hospital lobby carpet was replaced as water damage had previously caused many issues and the carpet was old. The Information Technology (IT) Department will be replacing employee ID badges over the next few weeks to be more compatible with the new door badge access system. This project was initiated to increase safety measures for employees. Finally, the new radiology equipment demonstration began on Friday, March 18<sup>th</sup> for the Castroville Clinic, and installation of the equipment was completed in the last week of March.

Finally, Ms. Simons reviewed previous and upcoming community events. The Cinco De Mayo Healthcare Fund Event is scheduled for May 5<sup>th</sup> at Vista Verde Ranch. Board members will have a table at the event and are encouraged to attend and get to know employees. There will be live music by Weston Ripps, beer and wine tastings, a mariachi band, and a pizza duel between two local pizza companies. MHS staff members will be volunteering to pass out children's items at the Casa Go Blue Day on April 20<sup>th</sup> and will be serving BBQ to the community at the Hondo Recreational Center BBQ luncheon on April 22<sup>nd</sup>. Hospital week will be held from May 9<sup>th</sup> – May 13<sup>th</sup> and will feature an event each day to celebrate with the employees. The Auxiliary Luncheon will be held on May 20<sup>th</sup>. Also on May 20<sup>th</sup>, the laboratory department will be presenting at the La Cost Elementary School Career Fair Day.

MOTION

Dr. Young made a motion to approve the CEO report as presented in the Board packets. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**10. CONSIDER  
FINANCIAL REPORT**

**A. Consider  
approval of the  
March 2022  
Financial  
Report**

Mr. Frosch stated that this month was a fairly positive month for Medina Regional overall. Dr. Young asked if any of the Board members had lingering questions or concerns 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 March 2022 as presented during the Finance Committee meeting. Mr. Bain seconded.

VOTE

The motion passed unanimously.

**11. CONSIDER  
APPROVAL OF  
AMANDA ZAVALA AS  
INFECTION CONTROL  
DIRECTOR  
ASHLEY LOWE AS  
COMPLIANCE  
OFFICER  
GERTRUDE JULOT AS  
DIRECTOR OF  
HEALTH  
INFORMATION  
MANAGEMENT  
ETMONIA GLOVER  
AS DIRECTOR OF  
DIETARY**

Ms. Simons noted that this is an annual requirement from the Centers for Medicare and Medicaid Services. All directors remain the same as previous years.

MOTION

Mr. Bain made a motion to approve Amanda Zavala as Infection Control Director, Ashley Lowe as Compliance Officer, Gertrude Julot as Director of Health Information Management and Etmonia Glover as Director of Dietary. Ms. Winkler seconded.

VOTE

The motion passed unanimously.

**12. REVIEW, CONSIDER, AND APPROVE ADVANCED DIRECTIVES POLICY – ANNUAL REVIEW, NO CHANGES**

Ms. Bell stated this is an annual review of the Advanced Directives Policy, with no changes from the policy presented last year.

There were no changes to the Medina County Hospital District's Advanced Directives Policy as presented in the board packet.

**MOTION**

Mr. Johnson made a motion to approve the Advanced Directives as presented in the board packet. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**13. REVIEW, CONSIDER, AND APPROVE THE MEDINA COUNTY HOSPITAL DISTRICT'S ANNUAL SELF-PERFORMANCE APPRIASAL SUMMARY**

Mr. Hardt noted that overall, the results of the self-performance appraisal were consistent across all Board members. Ms. Simons reiterated that the mission statement for Medina Healthcare System is "Providing Quality Care Close to Home". Dr. Young suggested that the hospital host an educational seminar regarding the strategic planning for the hospital. Almost all Board members agreed that the COVID-19 response was the most notable issue that the hospital staff has dealt with over the past year and commended administration on their hard work.

**MOTION**

Ms. Winkler made a motion to approve the Medina County Hospital District's Annual Self-Performance Appraisal Summary as presented in the Board packet. Ms. Krieger seconded.

**VOTE**

The motion passed unanimously.

**14. REVIEW, CONSIDER, AND APPROVE 2022 Q1 BOARD OF DIRECTORS EXPENSE REPORT**

There were no changes made to the 2022 Q1 Board of Directors Expense Report.

**MOTION**

Mr. Bain made a motion to approve the 2022 Q1 Board of Directors Expense Report as presented in the board packet. Ms. Krieger seconded.

**VOTE**

The motion passed unanimously.

**15. REVIEW CONFLICT OF INTEREST POLICY AND SIGN CONFLICT OF INTEREST FORMS FOR BOARD OF DIRECTORS**

Mr. Hardt explained that the Conflict of Interest Forms are an annual requirement for the Board of Directors as part of the Conflict of Interest Policy and Board Bylaws. Mr. Hardt asked that Board of Directors complete the form and return to Ms. Davis at their earliest convenience.

**16. REVIEW, CONSIDER, AND APPROVE OB RN MEDICAL SCREENING AUTHORIZATION**

Ms. Simons stated that this report authorizes which nurses are able to perform exams in the emergency department for pregnant patients who are greater than 20 weeks gestation. The only change to the list since the last Board approval is the addition of a nurse to the active list.

**MOTION**

Dr. Young made a motion to approve the OB RN Medical Screening Authorization as presented in the Board packet. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

**17. REVIEW, CONSIDER, AND APPROVE MEDICAL STAFF QUALITY REPORT FOR THE PERIOD OF OCTOBER 2021 – MARCH 2022**

Ms. Bell explained the results of the Medical Staff Quality Report. All providers are meeting the required metrics for the period of October 2021 through March 2022.

**MOTION**

Ms. Winkler made a motion to approve the Medical Staff Quality Report for October 2021 – March 2022 as presented in the board packet. Ms. Krieger seconded.

**VOTE**

The motion passed unanimously.

**18. DISCUSS BOARD SUCCESSION AND RECRUITMENT OF BOARD MEMBERS – NO ACTION**

Mr. Hardt noted that elections will be held in November of this year. District lines are being redrawn and may affect the districts for the Hospital District. Board members were encouraged to discuss the positive aspects of service with anyone interested.

**19. DISCUSS GRAND OPENING EVENT FOR THE NEW MEDINA SPECIALTY CARE BUILDING IN CASTROVILLE – NO ACTION**

Ms. Simons announced that the tentative date for the Grand Opening Event for the new Medina Specialty Care Building in Castroville is June 14<sup>th</sup>. Board members are encouraged to attend the event on behalf of the hospital and welcome the public and new specialists to the beautiful new addition to the campus. There will be a small ceremony, followed by building tours as well as light refreshments. Please let Ms. Davis know if you plan to attend so she can make necessary arrangements.

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

Ms. Simons went down the list of Allied and Courtesy Staff members that are due for appointment, reappointment, or retirement of privileges from Medina Healthcare System. There were no major items to report.

**MOTION**

Ms. Winkler made a motion to approve the credentialing of both Allied and Courtesy Staff as presented in the Board packet. Mr. Johnson seconded the motion.

**VOTE**

The motion passed unanimously.


**21. EXECUTIVE SESSION**

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of April 25, 2022.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:39 p.m.

  
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Tim Hardt, President

  
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Tony Johnson, Secretary

