

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

July 25, 2022

TIME AND PLACE:

The Medina County Hospital District Board of Directors met in regular session on Monday, July 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
Tony Johnson, Secretary
Dr. Carlton "Corky" E. Young, Vice President
Zachary Windrow, MD, Director

Janice Simons, Chief Executive Officer
Kevin Frosch, Chief Financial Officer
Billie Bell, Chief Nursing Officer
Randi Davis, Executive Administrative Assistant

ABSENT:

Lori Krieger, Director
Judy Winkler, Director
Marc Strode, Methodist Healthcare System

GUESTS:

Tricia Conner, Radiology 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 6:37 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

There were no members of the public present.

**3. BOARD EDUCATION
– RADIOLOGY
UPDATES
PRESENTED BY
TRICIA CONNER,
IMAGING
DEPARTMENT
DIRECTOR**

Ms. Conner provided general information to the Board regarding the Imaging Department, including services offered, staff members, and types of equipment. She reviewed what each piece of equipment does and how they are used to benefit patients. Ms. Conner discussed the American College of Radiology (ACR) accreditation process for the MRI, CT, and Mammography programs at Medina Regional Hospital. She thanked the Board for their continued support over the years, and noted the purchases of several important equipment items that the Board approved for purchase over the last 8 years. Finally, Ms. Conner talked about the biggest areas for growth over the next few years and answered Board member questions regarding the MRI process and areas for improvement.

CONSENT AGENDA

**4. CONSIDER
APPROVAL OF
MINUTES**

**A. Regular session
June 27, 2022**

The Minutes from the Regular Board Meeting of June 27, 2022 were approved as presented in the Board Packet.

**5. CONSIDER
APPROVAL OF CNO
REPORT**

Ms. Bell began by announcing that Monica Lesley, Director of Obstetrics for Medina Healthcare System, has put in her resignation and will be moving back to Wyoming. Her last day will be August 19th. Amanda Zavala, the current Infection Preventionist at MHS, will be serving in the Interim term.

Ms. Bell announced that the Biden Administration extended the COVID-19 Public Health Emergency for another three months, thus extending the pause on the 3-day stay requirement for swingbed by CMS. Volumes in the Laboratory Department continue to increase annually, with June 2022 totaling over 37,000 lab tests for the month, compared to roughly 28,000 in June 2016. My. Bell also reviewed the Trauma Metric Dashboard and an upcoming partnership with various Emergency Management Systems to offer 48 hours of clinical time for advanced EMTs.

Ms. Bell reviewed the case count for both monkeypox and COVID-19. There are roughly 110 cases of monkeypox in Texas, with only 1 being in Bexar County. There are roughly 2500 nationwide. The Novavax COVID vaccine has been granted emergency authorization as another COVID vaccine.

Finally, Ms. Bell announced that Medina Healthcare System, in partnership with the Hondo/D'Hanis Rotary Club, donated expired or unusable supplies to the Eagle Pass Rotary Club, where they will be transported across the border to small, underserved health clinics in Acuna, Mexico for use.

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 \$28.9K for the month, Devine reported a gain of \$24.3K, and Castroville reported a gain of \$1.0K for the month. There were a total of 4,815 clinic visits for the month of June, including telemedicine appointments, which was greater than the budgeted amount of 4,003 visits. Gross revenue was 6.4% above budget. Net revenue for the period was a \$3.6K loss, and expenses were \$72.4K below budget.

7. **CONSIDER MEDICAL STAFF REPORT**

Dr. Windrow reviewed Readmission Rates and trends from FY2022. The YTD average for 30-Day Readmissions with the same diagnosis is 4.49, and the all-case 30-Day Readmission Rate is 6.87. Ms. Bell added that there are no concerning trends to note.

MOTION

Mr. Bain 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 23 total questionnaires returned from patients. There were 0 negative comments for the month. There was also an additional Thank You card received from a patient thanking the Dietary Department for her wonderful meals during her inpatient hospital stay. Many of the written comments received were directed at the Laboratory Department as well as the Rehabilitation Department.

MOTION

Dr. Young 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 provided updates on Growth within Medina Healthcare System. Administration selected RVK, an architectural firm, for the remodel of the existing Castroville Clinic space. The drawings and specifications are expected by mid-August, and then the formal bid process for the project can begin. Once selected, the General Contractor can begin work on the remodel.

Ms. Simons reviewed several ongoing staffing updates. She reiterated that Monica Lesley, Director of Obstetrics, has tendered her resignation and that Amanda Zavala would be serving in the interim. A contract has been signed with Merritt Hawkins to perform the search for the FP/OB

recruitment previously approved by the Board. The cost will total roughly \$29,000 plus travel expenses for the physician and spouse.

Ms. Simons discussed several quality and service items from the last several weeks. Billie Bell, CNO, and Andrea Casas, Quality Director, conducted a mock CMS survey for the hospital facility to identify areas for improvement and prepare staff members for the real survey. Ms. Simons and Mr. Frosch met with Jim McCoy, who is the lead negotiator for the TORCH CIN contracts to discuss updates and answer lingering questions. Lunch was held on July 14th with members of the Administrative and Medical Staff from Methodist Metropolitan to discuss ongoing opportunities for cardiology services in Medina County. On July 13th, Ms. Simons met with Representatives of Congressman Tony Gonzales to discuss priority issues in healthcare today and specifically for MRH.

Ms. Simons announced that a CMS survey was conducted in the Devine Rural Health Clinic on July 18th-19th. Ms. Simons commended staff on their hard work and continued success. There was only one minor deficiency noted, regarding some expired clinical supplies that were immediately disposed of.

Finally, Ms. Simons reviewed previous and upcoming community events. Medina Regional Hospital hosted the Kaffee Klatsch event in conjunction with the Castroville Chamber of Commerce in the new Castroville Specialty Clinic on July 15th. MHS will be hosting Service Awards to recognize employees for their continued years of service on July 27th. The Texas Healthcare Trustees Conference in Fort Worth is July 28th – July 30th and Ms. Simons reviewed the details with the Board members who will be attending. MHS sponsored the new teacher luncheon events for Castroville and Hondo on August 2nd and August 4th, respectively. MHS will also be sponsoring and attending the Hondo Back to School Wellness Fair on August 6th.

MOTION

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

VOTE

The motion passed unanimously.

10. CONSIDER FINANCIAL REPORT

A. Consider approval of the June 2022 Financial Report

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 June 2022 as presented during the Finance Committee meeting. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

11. CONSIDER, CONSIDER, AND APPROVE ORDER OF ELECTION

Ms. Simons noted that this is a requirement for election years, and that the document states the dates for voting, the locations for voting, and instructions for voting by mail.

MOTION

Mr. Bain made a motion to approve Order of Election for Medina County Hospital District as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

12. REVIEW, CONSIDER, AND APPROVE CONTRACT FOR ELECTION SERVICES WITH THE MEDINA COUNTY ELECTIONS DEPARTMENT

Mr. Simons stated that this is the contract with the Medina County Elections Department that must be signed in order to hold an election for this year, which outlines the commitment of the Medina County Hospital District to pay their share of the cost for the elections cycle if the election is not cancelled. The MCHD share for the 2022 November election will be roughly \$10,400.00.

MOTION

Dr. Young made a motion to approve the Contract for Election Services with the Medina County Elections Department as presented in the Board packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

13. REVIEW, CONSIDER, AND APPROVE EMPLOYED PHYSICIAN MEDICAL DECISION-MAKING POLICY (HR.001.01) – ANNUAL REVIEW, NO CHANGES

Ms. Simons noted that this is an annual review of the Employed Physician Medical Decision-Making Policy. No changes have been made since the policy was presented to the Board last year.

MOTION

Mr. Bain made a motion to approve the Employed Physician Medical Decision-Making Policy (HR.001.01) as presented in the Board packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

14. REVIEW, CONSIDER, AND APPROVE 2022 Q2 BOARD OF DIRECTORS EXPENSE REPORT

Mr. Hardt reviewed the expense report for the second quarter of 2022.

MOTION

Dr. Young made a motion to approve the 2022 Q2 Board of Directors Expense Report as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

15. REVIEW, CONSIDER, AND APPROVE MHS STRATEGIC PLAN FOR FYE 09/30/2023

Ms. Simons reviewed the MHS Strategic Plan for FYE 09/30/2022, with the four strategies of Improving Outpatient Clinic Efficiencies in the Rural Health Clinics, Decreasing Agency Staffing Utilization, Improving Information Technology (IT) Operations, and Increasing Inpatient Admissions. Dr. Young requested that MRH Administration bring in a third-party vendor to provide a presentation on strategic planning. Ms. Simons noted that she would work on getting a presentation scheduled within the next few months.

MOTION

Mr. Johnson made a motion to approve the MHS Strategic Plan for FYE 09/30/2023 as presented in the Board packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

16. REVIEW, CONSIDER, AND APPROVE MHS 3-YEAR CAPITAL EQUIPMENT PLAN

Ms. Simons reviewed the MHS 3-Year Capital Equipment Plan. Board Members expressed interest in completing the MRI upgrade project in the coming years.

MOTION

Mr. Bain made a motion to approve the MHS 3-Year Capital Equipment Plan as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

17. REVIEW, CONSIDER, AND APPROVE SERVICE AGREEMENT WITH LOREE TAMAYO CONSULTING AND MANAGEMENT (LTCM) FIRM FOR TOTAL CASE MANAGEMENT PROGRAM SERVICES

Ms. Bell noted that this is an agreement for total case management services that would benefit the hospital as well as improving swingbed services for existing patients.

MOTION

Dr. Young made a motion to approve the Agreement with Loree Tamayo Consulting and Management Firm (LTCM) for Total Case Management Program Services as presented in the Board packet. Mr. Bain seconded.

VOTE

The motion passed unanimously.

18. REVIEW, CONSIDER, AND APPROVE CREDENTIALING OF BOTH ALLIED AND COURTESY STAFF

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 on.

MOTION

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

VOTE

The motion passed unanimously.

19. EXECUTIVE SESSION

The Board of Directors of Medina Regional Hospital District went into Closed Session at 7:42 p.m., this date of July 25, 2022. The Closed Session is being held pursuant to Section 551.071 of the Texas Government Code.

The Board of Directors of Medina Regional Hospital District now adjourns its Closed Session at 7:48 p.m. and returned to Open Session at 7:49 pm.

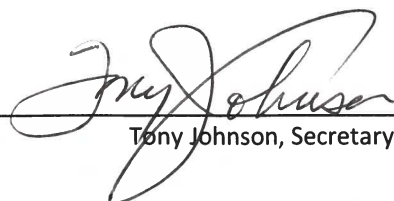
Upon returning to regular session at 7:49 p.m., the Board did not take any action.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:50 p.m.



Tim Hardt, President



Tony Johnson, Secretary

