

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

October 24, 2022

TIME AND PLACE:

The Medina County Hospital District Board of Directors met in regular session on Monday, October 24, 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
Judy Winkler, Director
Lori Krieger, Director

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

ABSENT:

Billie Bell, Chief Nursing Officer

**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 seven members being present at that time and representing a quorum.

2. PUBLIC COMMENT

There were no members of the public present.

CONSENT AGENDA

**3. CONSIDER
APPROVAL OF
MINUTES**

**A. Regular Session
September 26,
2022**

The Minutes from the Regular Board Meeting of September 26, 2022 were approved as presented in the Board Packet.

**4. CONSIDER
APPROVAL OF CNO
REPORT**

Ms. Simons began by announcing several recent staffing changes within the clinical nursing departments. Ronda Cote has stepped down as the ED Director and will transition into her new role as the Clinical Informatics Nurse for the Rural Health Clinics later this week. Ronda will be a huge asset to the clinics as the System implements the new Meditech Expanse Electronic Health Record system. Kristi Evans will serve as the Interim ED Director until a permanent replacement is recruited.

Ms. Simons reviewed trends in volume and growth for MHS. For the month of September, acute admits finished at 102% of budget, and deliveries came in at 100% compared to budget. On

October 1st, MHS kicked off the ED Case Management Program in partnership with Loree Tamayo Consulting and Management firm. Two case managers for the ED have been hired to assist with this major overhaul of the case management program.

Ms. Simons reviewed the Inpatient Transfer data from July-September 2022 by accepting facility, as well as the Trauma Dashboard for the fiscal year. As part of the transfer summary, Ms. Simons noted that MHS had a 5% overall transfer rate, with a September 2022 transfer rate of 3%.

Finally, Ms. Simons commended several staff members on their recent help with a community Teddy Bear Clinic, held at First Baptist Church in Hondo on October 18th. This is a great way to give back to the community and was a huge success.

5. **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 \$35.9K for the month, Devine reported a gain of \$29.6K, and Castroville reported a gain of \$4.3K for the month. There were a total of 5,407 clinic visits for the month of September, including telemedicine appointments, which was greater than the budgeted amount of 4,038 visits. Gross revenue was 19.7% above budget. Net revenue for the period was a \$1.9K loss, and expenses were \$8.8K below budget.

6. **CONSIDER MEDICAL STAFF REPORT**

Dr. Windrow stated that the clinics have been extremely busy overall, still seeing some patients with COVID but not near as many as before. Flu is rapidly ramping up in the clinics, which is expected at this time of year. Dr. Windrow noted that the staffing situation was improving as administration has been able to fill several open clinical, scheduling, and office staff positions. Dr. Windrow noted that there is a national shortage of Pitocin, which is a drug that is extremely important in Obstetrics. MRH Administration is working to secure the drug during this nationwide shortage.

7. **CONSIDER PUBLIC CORRESPONDENCE REPORT**

Mr. Johnson presented the public correspondence report for the month of October. There were 14 total questionnaires returned from patients, along with two email submissions. There were 0 negative comments received for the month. Both emails received were praising the Imaging Department staff for their continued hard work and success. One credited MRH for saving her life by detecting her breast cancer very early on, allowing her to have it removed without complication.

MOTION

Mr. Bain made a motion to approve the Consent Agenda. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

8. **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 bid process was initiated, but only two bids were received, neither of which met MHS expectations. The project went out to bid for two additional weeks in the local newspapers, in hopes of acquiring new bids that fall more in line with MHS expectations. Four bids were received, and were opened Friday, October 21st. There will be a Facilities Committee meeting forthcoming to review the bids, the selection criteria, and to select a general contractor. Additionally, MHS administration has started the process of looking at commercial real estate in the Lytle area for a potential future rural health clinic.

Ms. Simons reviewed several ongoing staffing updates. Erin Cortez has been working alongside Rhonda Freeman as the Materials Management Director, as Rhonda will be retiring later this year.

Additionally, Oscar Gracia has been hired as the new Environmental Services Director to replace John Giacomino, who has moved into the role of Facilities Director. Oscar will start in late October/early November.

Ms. Simons discussed several quality and service items from the last several weeks. She started by reviewing the ED HCAHPS Scores, as well as the Quality Improvement Dashboard. Ms. Simons announced that the MHS Diabetes Education Program has received approval for re-accreditation by the Association of Diabetes Care and Education Specialists. This is a 4-year accreditation term. Ms. Simons commended Amanda Rothe, MHS Registered Dietician and Diabetes Educator, on her continued hard work and success. Hospital administration recently met with Michael Hanie, Director of Community EMS to discuss any concerns or challenges to the ongoing relationship between the two organizations. Ms. Simons also reviewed the acceptance of a RUS/DLT Grant that will provide MHS with 3 mobile training/telehealth carts along with several other TORCH hospitals. These will be used for patient education and other necessary actions within the hospital.

Finally, Ms. Simons reviewed previous and upcoming community events. MHS will be providing all Mammogram patients through the month of October a single carnation as part of the breast cancer awareness month campaign. Additionally, staff has been approved to wear work-appropriate pink shirts on Fridays to show their support. MHS hosted a blood drive on October 21st and was successful in securing several units of donated blood from staff and other community members. To conclude, Ms. Simons also noted that several advertisements have been running in the local newspapers to recruit additional staffing.

MOTION

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

VOTE

The motion passed unanimously.

9. CONSIDER FINANCIAL REPORT

A. Consider approval of the September 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 September 2022 as presented during the Finance Committee meeting. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

10. REVIEW, CONSIDER, AND APPROVE MHS PERFORMANCE IMPROVEMENT PLAN FY 2022 EVALUATION

Ms. Simons noted that this is an annual evaluation of the Performance Improvement Plan that was approved by the Board for FY 2022. It outlines how each specific goal was achieved during the period, and what actions were taken to meet the measures despite the challenges of the pandemic.

MOTION

Mr. Bain made a motion to approve the Medina Healthcare System Performance Improvement Plan FY 2022 Evaluation as presented in the Board packet. Dr. Young seconded the motion.

VOTE

The motion passed unanimously.

11. REVIEW, CONSIDER, AND APPROVE MHS PERFORMANCE IMPROVEMENT PLAN FY 2023

Ms. Simons noted that this is an annual Performance Improvement Plan for FY 2023. The four main objectives of the plan for this upcoming year are improving population health, reducing cost of care, enhancing the patient experience, and improving provider satisfaction.

MOTION

Ms. Winkler made a motion to approve the Medina Healthcare System Performance Improvement Plan FY 2023 as presented in the Board packet. Mr. Bain seconded the motion.

VOTE

The motion passed unanimously.

12. REVIEW, CONSIDER, AND APPROVE MEDICAL STAFF BYLAWS – ANNUAL REVIEW, NO CHANGES

Ms. Simons noted that this is an annual approval of the Medical Staff Bylaws. This is just an annual review; no changes were made to the previously approved bylaws.

MOTION

Dr. Young made a motion to approve the Medical Staff Bylaws as presented in the Board packet. Mr. Johnson seconded the motion.

VOTE

The motion passed unanimously.

13. REVIEW, CONSIDER, AND APPROVE MEDICAL STAFF RULES AND REGULATIONS – ANNUAL REVIEW, NO CHANGES

Ms. Simons noted that this is an annual approval of the Medical Staff Rules and Regulations. This is just an annual review; no changes were made to the previously approved rules and regulations.

MOTION

Ms. Krieger made a motion to approve the Medical Staff Rules and Regulations as presented in the Board packet. Mr. Bain seconded the motion.

VOTE

The motion passed unanimously.

14. REVIEW, CONSIDER, AND APPROVE MEDICAL STAFF COMMITTEE CHART

Ms. Simons noted that this is an annual approval of the Medical Staff Committee Chart. Only two small changes were made to the committee chart: one making Dr. Hutson the Chair of the Ethics Committee and another appointing Dr. Hays the Chair of the Medical Records/Utilization Review Committee.

MOTION

Dr. Windrow made a motion to approve the Medical Staff Committee Chart as presented in the Board packet. Ms. Winkler seconded the motion.

VOTE

The motion passed unanimously.

15. REVIEW, CONSIDER, AND APPROVE 2022 Q3 BOARD OF DIRECTORS EXPENSE REPORT

Ms. Simons reviewed the expense report for 2022 Q3 for the board.

MOTION

Ms. Winkler made a motion to approve the Q3 Board of Directors Expense Report as presented in the Board packet. Ms. Krieger seconded the motion.

VOTE

The motion passed unanimously.

16. REVIEW, CONSIDER, AND APPROVE DR. ROBERT HAYS AS THE MEDICAL DIRECTOR OF CASE MANAGEMENT FOR MHS

Ms. Simons reviewed the need for a Medical Director of Case Management to review charts periodically and determine patients who are a good fit for the swingbed program.

MOTION

Mr. Johnson made a motion to approve Dr. Robert Hays as the Medical Director of Case Management for MHS. Dr. Young seconded the motion.

VOTE

The motion passed unanimously.

17. REVIEW, CONSIDER, AND APPROVE PURCHASE OF ADVANCED GENERAL PURPOSE C-ARM SYSTEM IN TOTAL AMOUNT OF \$134,137.14

Ms. Simons reviewed the need for a new Advanced General-Purpose C-Arm System, which is a portable machine for Imaging needs. The old unit is at end-of-life and will no longer be serviced by the manufacturer. Dr. Windrow stressed the importance of the machine and the need to replace the existing unit.

MOTION

Dr. Zach made a motion to approve the purchase of an Advanced General-Purpose C-Arm System in the total amount of \$134,137.14 as presented in the Board packet. Ms. Krieger seconded the motion.

VOTE

The motion passed unanimously.

18. REVIEW, CONSIDER, AND APPROVE PAY OFF OF LOANS FROM SECURITY STATE BANK, CASTROVILLE STATE BANK, AND VANTAGE BANK IN THE TOTAL AMOUNT OF \$1,241,989.05 PAYABLE NOVEMBER 1ST, 2022

Ms. Simons reviewed the four loans of interest and the reason for each loan. Paying off these loans would leave a single loan, from TXN Bank for the Hondo Rural Health Clinic. Mr. Hardt requested a future Board agenda item at the November 2022 Board meeting to discuss the remaining loan and a potential full or partial payoff.

MOTION

Dr. Young made a motion to approve the pay off of loans from Security State Bank, Castroville State Bank, and Vantage Bank in the total amount of \$1,241,989.05, payable November 1st, 2022, as presented in the Board packet. Ms. Winkler seconded the motion.

VOTE

The motion passed unanimously.

19. REVIEW, CONSIDER, AND APPROVE LVN EMPLOYEE RATE INCREASES

Ms. Simons reviewed the rate increases. The proposed increase will affect LVNs and Surgical Techs. Fourteen employees will be affected by the increases, with a total cost of approximately \$36K. The average increase per employee is \$1.25/hour.

MOTION

Ms. Winkler made a motion to approve the LVN Employee Rate Increases as presented in the Board packet. Ms. Krieger seconded the motion.

VOTE

The motion passed unanimously.

20. REVIEW, CONSIDER, AND APPROVE COMPLIANCE ADVISORY COMMITTEE'S QUARTERLY REPORT (3RD QUARTER)

Ms. Simons reviewed the quarterly report for the Compliance Advisory Committee. Each of the committee reports were included in the packets for Board review. Ms. Simons noted that there was one discrimination complaint received during this period.

MOTION

Mr. Johnson made a motion to approve the Compliance Advisory Committee's Quarterly Report for the 3rd Quarter as presented in the Board packet. Dr. Young seconded the motion.

VOTE

The motion passed unanimously.

21. REVIEW, CONSIDER, AND APPROVE OB RN MEDICAL SCREENING AUTHORIZATION

Ms. Simons reviewed the changes to the OB RN Medical Screening Authorization, which included removing 3 nurses and adding 2 nurses.

MOTION

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

VOTE

The motion passed unanimously.

22. 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.

MOTION

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

VOTE

The motion passed unanimously.

23. EXECUTIVE SESSION


The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of October 24, 2022.

24. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:08 p.m.



Tim Hardt, President



Tony Johnson, Secretary