

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

November 28, 2022

TIME AND PLACE:

The Medina County Hospital District Board of Directors met in regular session on Monday, November 28, 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

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
Chris Schuchart, Medina County Judge

ABSENT:

Lori Krieger, 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. **PUBLIC COMMENT** There were no members of the public present.
3. **OATH OF OFFICE FOR
THE ELECTED
MEMBERS OF THE
MCHD BY COUNTY
JUDGE CHRIS
SCHUCHART** Medina County Judge Chris Schuchart administered the oath of office for Timothy Hardt, MCHD Board President, Precinct 2, and William "Bill" Bain, MCHD Director, Precinct 4. Judge Schuchart noted that he will make an additional stop to meet with Lori Krieger, to administer her oath of office as the MCHD Director At-Large, Place 5 at a later date. All three hospital Board members ran unopposed in the November 8, 2022 election.

CONSENT AGENDA

4. **CONSIDER
APPROVAL OF
MINUTES**
 - A. Regular Session
October 24, 2022The Minutes from the Regular Board Meeting of October 24, 2022 were approved as presented in the Board Packet.
5. **CONSIDER
APPROVAL OF CNO
REPORT** Ms. Bell started by reviewing several staffing updates. Jaylan Taylor, Charge RN on the Medical/Surgical unit, was recently presented with the Good Catch of the Quarter Award. Ms. Bell

reviewed the list of recent new hires, as well as the list of current vacancies within the hospital departments.

Ms. Bell reviewed the inpatient volumes for the month of October. Acute Admits were 156% ahead of budget for the month, while Swingbed Days and Births were 141% and 133% ahead of budget, respectively.

Finally, Ms. Bell discussed the Quality Improvement Dashboard. All measures with the exception of Influenza Vaccination – Healthcare Workers met the benchmark score. Ms. Bell commended staff on their impressive scores in all metrics.

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 \$41.5K for the month, Devine reported a gain of \$6.4K, and Castroville reported a gain of \$9.2K for the month. There were a total of 5,158 clinic visits for the month of October, including telemedicine appointments, which was greater than the budgeted amount of 4,489 visits. Gross revenue was 19.2% above budget. Net revenue for the period was a \$25.8K loss, and expenses were \$8.8K below budget.

7. 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 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. Ms. Bell and Dr. Windrow both shared stories of recent patient successes, commending the medical staff on their quick response and problem solving that ultimately saved the lives of several patients.

8. CONSIDER PUBLIC CORRESPONDENCE REPORT

Mr. Johnson presented the public correspondence report for the month of November. There were 25 total questionnaires returned from patients, along with one email submission. There were three negative comments received for the month, as well as one suggestion. The email that was received praised the Emergency Department Staff for their compassion during a recent trip to the Emergency Room. Many of the negative comments pertained to communication and processes within the Surgery Department, which have been addressed by hospital administration. There was one suggestion received about potentially repainting the parking lot stripes so patients can see the lines better at night. The Maintenance Department has been notified of this suggestion.

MOTION

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

VOTE

The motion passed unanimously.

9. CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Simons provided updates on Growth within Medina Healthcare System. Several meetings have been held between MRH Administration, Facilities Director John Giacomino, Jason Puchot with RVK Architecture, and Nathan and Cade Griggs from NC Construction, Inc. to begin the process of remodeling the existing Castroville RHC space. Additionally, the Eminent Domain reporting has been completed for the year.

Ms. Simons reviewed several ongoing staffing updates. Several new case managers have been hired to assist in accurate patient disposition from the ED as well as increase swingbed program numbers. Sarah Forsythe and Kendra Neumann will serve as the ED Case Managers, and Christine Paoletti will serve as the Inpatient Case Manager/Swingbed Coordinator. MHS hosted a career fair on November 10th in the Hospital Boardroom. One potential Medical Assistant was hired as a Rural Health Technician for the Devine RHC. Finally, hospital administration hosted a catered employee Thanksgiving Lunch on November 17th to thank staff for their continued hard work and success.

Ms. Simons discussed several quality and service items from the last several weeks. She started by reviewing the CHIRP and RAPPS directed payment programs and their earnings. The MHS renewal for Blue Cross Blue Shield employee insurance services will be decreasing by 0.9% for the 02/01/2023-01/31/2024 period. Medina Regional Hospital received a Level 1 Maternal Designation status renewal from the State of Texas in early November. Ms. Bell noted that this is a huge accomplishment and commended the Labor and Delivery Department staff on their success. Ms. Simons stated that MRH was awarded the Top Workplace designation for the 6th year in a row in the midsize category. Ms. Simons then announced that the bid process for the removal of the building located at 607 30th Street has been reinitiated due to lack of removal by the previous bid winner.

Finally, Ms. Simons reviewed previous and upcoming community events. MHS hosted a Pink Pumpkin Contest in October in honor of both Breast Cancer Awareness Month and Halloween. Patients were asked to vote on their favorite pumpkins in several categories, and the winners were announced. Medina Healthcare System has been actively advertising in the local newspapers for hospital staff. Lastly, Ms. Simons noted how successful the 2022 Veteran's Day Ceremony was, and thanked Mr. Tony Johnson for his help in planning and executing the event for the community.

MOTION

Mr. Bain 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 October 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 October 2022 as presented during the Finance Committee meeting. Mr. Bain seconded.

VOTE

The motion passed unanimously.

11. NOMINATE AND ELECT OFFICERS FOR THE BOARD OF DIRECTORS

Per the recommendation of Mr. Tony Johnson, Chairman of the Nominating Committee, the following slate of officers have been nominated for the Board of Directors of Medina County Hospital District for the term of December 2022 to November 2023 as follows:

Executive Committee:

Timothy Hardt, President
Dr. Carlton Young, Vice President
Tony Johnson, Secretary

MOTION

Mr. Johnson made a motion to accept the nominations as presented and appoint Timothy Hardt as President, Dr. Carlton Young as Vice President, and Tony Johnson as Secretary of the Medina County Hospital District through November 2023. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

12. ASSIGNMENT OF COMMITTEES FOR THE BOARD OF DIRECTORS

Mr. Hardt discussed the assignment of committees for the Board of Directors. The decision was made to assign the Board members as follows:

- A. Finance/Audit Committee:
Dr. Carlton Young, Chair
Bill Bain
Alternate – Any member of the Executive Committee

- B. Facilities/Property & Equipment Management Committee:
Bill Bain, Chair
Tim Hardt
Alternate – Any member of the Executive Committee

- C. Marketing Committee:
Judy Winkler, Chair
Lori Krieger
Alternate – Any member of the Executive Committee

- D. Nominating Committee:
Tony Johnson, Chair
Dr. Zachary Windrow
Alternate – Any member of the Executive Committee

13. REVIEW, CONSIDER, AND APPROVE ANNUAL STAFFING PLAN EVALUATION

Ms. Bell discussed the nurse staffing plan evaluation. There were no instances in the past year when the safe harbor rule was invoked. A revision was made to the 7P Medical/Surgical Staffing plan to adjust for staff shortages. The nursing team celebrated over 100 days without a patient fall, which set the new record for the hospital. Ms. Bell reviewed the 2022 highlights as well as the 2023 initiatives, which include the implementation of Meditech and the integration of an LVN staffing model. Ms. Simons commended Ms. Bell on her leadership skills and for the continued success in the nursing departments.

MOTION

Dr. Windrow made a motion to approve the Annual Staffing Plan Evaluation as presented in the Board packet. Ms. Winkler seconded the motion.

VOTE

The motion passed unanimously.

14. REVIEW, CONSIDER, AND APPROVE ETHICS/COMPLIANCE POLICY AND PROCEDURE MANUAL

Ms. Simons noted that this is an annual approval of the Ethics and Compliance Procedure manual. Several small changes were made to last year's approved manual, including the updating of page numbers in the table of contents, the correction of the false claims rule fine from \$25,000 to \$25,076, and the revision of policy numbers to reflect the most current policies.

MOTION

Ms. Winkler made a motion to approve the Ethics and Compliance Policy and Procedure Manual as presented in the Board packet. Mr. Johnson seconded the motion.

VOTE

The motion passed unanimously.

15. REVIEW, CONSIDER, AND APPROVE FACILITIES

Mr. Hardt reviewed the minutes from the October 27th Facilities Committee meeting to discuss the bid criteria for the Castroville RHC Remodel project and the selection of the bid. After careful consideration and thoughtful discussion, the decision was made to use NC Construction, Inc. as

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2022**

the winner of the bid. The committee also discussed exterior renovations, including the remodel of the Emergency Department portico, and updating signage throughout the campus and within Hondo city limits.

MOTION

Dr. Young made a motion to approve the Facilities Committee Meeting Minutes from October 27, 2022 as presented in the Board packet. Ms. Winkler seconded the motion.

VOTE

The motion passed unanimously.

**16. REVIEW, CONSIDER,
AND APPROVE RN
RANGE ADJUSTMENT
AND SALARY
INCREASES**

Ms. Simons reviewed the rate increases. The proposed increase will affect all Registered Nurses within the company. The new minimum for nurses in the clinics will be \$28/hour, and the new minimum for nurses in the hospital will be \$30/hour. Twenty-one RNs will be impacted by this increase, with a total cost of approximately \$91K.

MOTION

Mr. Bain made a motion to approve the RN Range Adjustment and Salary Increases as presented in the Board packet. Ms. Winkler seconded the motion.

VOTE

The motion passed unanimously.

**17. REVIEW, CONSIDER,
AND APPROVE CRNA
CONTRACT AND
INCREASES**

Ms. Simons reviewed the new CRNA Contract, the main purpose of which is to decrease the use of locums for anesthesia coverage. The new agreement allows for three staff members, totaling \$725,000 per year. There is a \$500/day charge if the CRNA group ever needed to use a locum during an emergency. Ms. Simons noted that a copy of the Fair Market Value has been included in the packets for reference.

MOTION

Dr. Windrow made a motion to approve the CRNA Contract and Rate Increases as presented in the Board packet. Dr. Young seconded the motion.

VOTE

The motion passed unanimously.

**18. REVIEW, CONSIDER,
AND APPROVE
DETAILED REPORT
OF EMPLOYEE
ENGAGEMENT
SURVEY**

Ms. Simons reviewed the results from the recent Vital Voices Employee Engagement Survey. MHS had an 88% participation rate and finished the survey with an engagement score of 83, which landed MRH in the top 10%. Ms. Simons noted several metrics that were scored above the benchmark.

MOTION

Mr. Johnson made a motion to approve the detailed report of the employee engagement survey results as presented in the Board packet. Dr. Windrow seconded the motion.

VOTE

The motion passed unanimously.

19. REVIEW, CONSIDER, AND APPROVE ADDITION OF HOSPITAL SAFETY/SECURITY SERVICES

Ms. Simons reviewed the need to begin discussing the addition of security measures for the hospital. In light of the events that took place in Uvalde in May 2022, hospital administration has begun the process of increasing safety initiatives on and around campus. Hospital officials met with the security team from a local rural hospital facility to learn more about offering these services. Ms. Simons noted that this will likely be a several phase process, starting with added security on weekends and at night and working up to a full-time service.

MOTION

Ms. Winkler made a motion to approve the addition of hospital safety/security services as presented in the Board packet. Mr. Bain seconded the motion.

VOTE


The motion passed unanimously.

20. EXECUTIVE SESSION


The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of November 28, 2022.

21. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:32 p.m.



Tim Hardt, President



Tony Johnson, Secretary