

MINUTES
BOARD OF DIRECTORS
MEDINA COUNTY HOSPITAL DISTRICT

May 22, 2023

TIME AND PLACE:

The Medina County Hospital District Board of Directors met in regular session on Monday, May 22, 2023 at 6:30 p.m. at the Medina Regional Hospital Boardroom, 3100 Avenue E, Hondo, Texas.

PRESENT:

Tim Hardt, President
Tony Johnson, Secretary
Dr. Carlton "Corky" E. Young, Vice President
William "Bill" Bain, 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:

Lori Krieger, Director
Judy Winkler, Director
Zachary Windrow, MD, Director

GUEST:

Brandon Haby, MHS Facilities Superintendent

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

2. PUBLIC COMMENT

There were no members of the public present.

**3. BOARD EDUCATION
- CAMPUS PROJECTS
UPDATES
PRESENTED BY
BRANDON HABY,
MHS FACILITIES
SUPERINTENDENT**

MHS Facilities Superintendent Brandon Haby introduced himself to the Board of Directors and gave a brief background on his family and career. He then provided an update on recently completed campus projects as well as upcoming plans and proposals for the facility. The parking lots have nearly all been restriped over the last few weeks, and the lighting in Specialty 2 was recently upgraded. Ms. Simons asked Mr. Haby to name the 5 main projects for MHS at this time. Those were the MRI project, campus beautification, the remodel of Specialty Clinic 1 and the former WIC Building, the remodel of the Medical Records/Materials Management warehouse building, and a new Specialty Clinic in Devine. Mr. Haby also noted that signage around campus is a huge issue, and hospital administration met with an architectural firm last week to begin discussing project timelines. Mr. Haby also provided brief updates to security to the Board of Directors, including the addition of a security guard to campus staff.

CONSENT AGENDA

**4. CONSIDER
APPROVAL OF
MINUTES**

**A. Special Session
May 16, 2023**

The Minutes from the Special Session Board Meeting of May 16, 2023 were approved as presented in the Board Packet. Mr. Hardt thanked HCA and Marc Strode for their help with the CEO Recruitment process and congratulated Ms. Bell on being named the new CEO for MHS. Additionally, Mr. Hardt presented Ms. Simons with a certificate announcing the addition of a new tranquil garden space on campus honoring her time and contributions to MHS.

5. **CONSIDER
APPROVAL OF CNO
REPORT**

Ms. Bell started by recounting Nurse's Week and all of the ways in which the nursing staff at MRH was celebrated throughout the week. Each department's nursing staff was highlighted each day of the week, and the total years of nursing experience for all of the nurses at MHS was calculated at over 1,000 years of experience.

Ms. Bell announced that a second meeting was held earlier in the week with the General Electric (GE) Sales team regarding the upcoming MRI upgrade project. Upgrading the existing equipment will allow for shorter test times, increased capabilities, and added comfort measures for patients. The final quote for the project is expected within the next week.

Finally, Ms. Bell reviewed the Quality Improvement Scorecard metrics with the Board, as well as two recent cornea donations made possible through the San Antonio Eye Bank. Ms. Bell also announced that the search for a new Chief Nursing Officer is ongoing, with one extremely qualified internal candidate being considered for the position.

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

Mr. Frosch reported that there is no RHC Report included in this month's Board packet due to the recent transition from the Healthland electronic health record (EHR) to the new Meditech EHR System, but that the volumes were slightly lower than normal averages due to the reduction in physician schedules while the Meditech system was rolled out. Physician volumes are slowly rebounding and are expected to return to 100% capacity within the next month or so.

7. **CONSIDER MEDICAL
STAFF REPORT**

Ms. Simons noted several challenges in the clinics expected over the next several weeks. Dr. Hays is out on vacation, so his acute patients are being diverted to other providers until he returns. Additionally, Dr. Zach Windrow is also out of the office for roughly a month, so the midlevel practitioners and other physicians are working his patients in to their schedules. Finally, Ms. Simons noted that Dr. Hutson's patients are being routed to other physicians since his retirement as well.

8. **CONSIDER PUBLIC
CORRESPONDENCE
REPORT**

Mr. Johnson presented the public correspondence report for the month of May. There were 21 total questionnaires returned from patients after receiving care at MHS. There were 4 negative comments for the month, all of which directly related to the phone system. Ms. Simons reminded Board members that the Meditech EHR is an entirely new system and that the transition was expected to cause slight disruptions in patient flow. Many of the comments returned praised outpatient departments such as Physical Therapy and Outpatient Surgery.

MOTION

Mr. Bain 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. Hospital administration continues to work out the remaining hiccups with the new Meditech EHR System as they arise. Additionally, hospital administration met with O'Connell-Robertson, an architectural firm, on May 17th to discuss future campus improvement projects and will be following up with the group within the next two weeks as well.

Ms. Simons reviewed several ongoing staffing updates. Heather Johnston has officially accepted the Director of Human Resources position and will start the final week of May. Additionally, MHS continues to recruit new physicians for the clinics as the patient demand increases. A successful interview was conducted on May 19th with a Family Practice provider who also does Obstetrics and is wishing to move closer to family in San Antonio. MHS administration is working with a new recruiting firm as well in the search for a new provider to assist in the clinics. Ms. Simons also reviewed a recent negative patient encounter that could potentially become a lawsuit.

Ms. Simons discussed several quality and service items from the last several weeks. She started by reviewing the recent active shooter mass casualty drill organized through the South Texas Regional Advisory Council. MHS was awarded gold status for their excellent response. Ms. Simons also reviewed several updates to both the CHIRP and RAPPs reporting programs.

Ms. Simons reviewed several recent updates throughout the hospital system, including legislative updates and the passing of the Workplace Violence Act by the Texas Senate and House of Representatives. Ms. Simons also announced that the COVID-19 Public Health Emergency declaration officially expired on May 11th.

Finally, Ms. Simons reviewed several recent community events. Hospital Week was May 7-12 and MHS hosted several on-campus activities, including but not limited to: Bingo all week, tickets to the Raye theater Wednesday and Thursday nights, free baked potatoes on Tuesday, snacks on Wednesday, a blood drive on Thursday, gifts for all employees, and a free fajita luncheon on Friday. MHS also hosted a luncheon on May 17th to honor and celebrate the Auxiliary ladies and the work they do for the hospital.

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 April 2023 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 finance report presented by Mr. Frosch.

MOTION

Dr. Young made a motion to approve the Financial Report for April 2023 as presented during the Finance Committee meeting. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

11. REVIEW, CONSIDER, AND APPROVE MEDINA HEALTHCARE SYSTEM SCOPE OF SERVICES POLICY – ANNUAL REVIEW, NO CHANGES

Ms. Bell noted that this is an annual review of the policy and there have been no changes made since the last Board approval. This policy outlines the services offered by Medina Healthcare System and the contracts with independent contractors that assist with providing services as well.

MOTION

Mr. Bain made a motion to approve the Scope of Service Policy as presented in the Board packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

12. REVIEW, CONSIDER, AND APPROVE ORGAN PROCUREMENT POLICY – ANNUAL REVIEW, NO CHANGES

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

MOTION

Mr. Johnson made a motion to approve the Organ Procurement Policy as presented in the Board packet. Mr. Bain seconded.

VOTE

The motion passed unanimously.

13. REVIEW, CONSIDER, AND APPROVE EMERGENCY MEDICAL TREATMENT AND ACTIVE LABOR ACT AND PATIENT TRANSFER POLICY – ANNUAL REVIEW, NO CHANGES

Ms. Bell noted that this is an annual review of the EMTALA Policy that specifies that no patients will be turned away during an emergency due to an inability to pay. No changes have been made since the policy was presented to the Board last year.

MOTION

Dr. Young made a motion to approve the Emergency Medical Treatment and Active Labor Act and Patient Transfer Policy as presented in the board packet. Mr. Bain seconded.

VOTE

The motion passed unanimously.

14. REVIEW, CONSIDER, AND APPROVE MEDINA HEALTHCARE SYSTEM INVESTMENT PLAN - ANNUAL REVIEW, NO CHANGES

Mr. Frosch stated this is an annual review of the Investment Plan, with no changes from the policy presented last year.

MOTION

Mr. Bain made a motion to approve the Medina Healthcare System Investment Plan as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

15. REVIEW, CONSIDER, AND APPROVE PUBLIC FUNDS INVESTMENT POLICY AND RESOLUTION – ANNUAL REVIEW, NO CHANGES

Mr. Frosch noted that this is an annual review of the Public Funds Investment Policy. No changes have been made since the policy was presented to the Board last year.

MOTION

Dr. Young made a motion to approve the Public Funds Investment Policy and Resolution as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

16. REVIEW, CONSIDER, AND APPROVE COMPLIANCE ADVISORY COMMITTEE'S QUARTERLY REPORT FOR THE FIRST QUARTER

Ms. Simons reviewed the quarterly report for the Compliance Advisory Committees. Each of the committee reports were included in the packets for Board review

MOTION

Mr. Johnson made a motion to approve the Compliance Advisory Committee's Quarterly Report for the 1st Quarter as presented in the Board packet. Mr. Bain seconded the motion.

VOTE

The motion passed unanimously.

17. REVIEW, CONSIDER, AND APPROVE PAYMENT OF THE REMAINING PRINCIPAL AND INTEREST DUE TO TXN BANK FOR LOAN #42000218

Mr. Frosch noted that the remaining TXN Loan #42000218 was for the Hondo Clinic remodel project, and the remaining principal and interest will total \$4,425,733.13 with a payoff date of June 4, 2023. Mr. Frosch explained that MHS has the cash on hand to cover the remaining total of the loan, and that doing so still leaves enough cash to comfortably cover upcoming capital projects. Mr. Hardt did note that the Board was extremely interested in passing this measure under Ms. Simons' tenure as she has worked tremendously hard to pay off all debts for the Hospital.

MOTION

Mr. Bain made a motion to approve the payment of the remaining principal and interest due to TXN Bank for Loan #42000218 in the total amount of \$4,425,733.13 payable June 4, 2023. Dr. Young seconded the motion.

VOTE

The motion passed unanimously.

18. EXECUTIVE SESSION

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of May 22, 2023.

19. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:30 p.m.



Tim Hardt, President



Tony Johnson, Secretary

