

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

July 27, 2020

TIME AND PLACE:

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by GoToMeeting. At least a quorum of the board will be participating by telephone call in accordance with the provisions of Sections 551.125 of the Texas Government Code that have not been suspended by order of the governor. Members of the public may access this meeting as follows: Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/132016973>

By Phone: 1 (571) 317-3112 Access Code: 132-016-973

PRESENT:

Tim Hardt, President
Dr. Carlton "Corky" E. Young, Vice President
Tony Johnson, Secretary
Zachary Windrow, MD, Director
Lori Krieger, Director

Janice Simons, Chief Executive Officer
Kevin Frosch, Chief Financial Officer
Billie Bell, Chief Nursing Officer
Stacie Hall, Recording Secretary

ABSENT:

William "Bill" Bain, Director
Judy Winkler, Director
Geoff Crabtree, Methodist Healthcare System

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 6:00 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. Mr. Tony Johnson, Director joined the Go To Meeting at 6:17 p.m.

2. **PUBLIC COMMENT** None.

3. **CONSENT AGENDA
Consider Approval of
Minutes** The Minutes from the Regular Session of June 22, 2020 were approved as presented in the packet.
 - A. **Regular session
of June 22, 2020**

4. **Consider Approval of
CNO Report** Ms. Bell said that Medina Healthcare System remains committed to the safety of our patients, visitors and staff during the COVID-19 pandemic. Ms. Bell stated that the system has taken numerous actions including implementing screening booths, limiting entry points, building temporary structures in the Emergency Department for COVID-19 patient management, and enhanced cleaning procedures. Ms. Bell explained that another step to achieve an optimal pandemic response is the deployment of the infrared temperature units that use computerized artificial intelligence. Ms. Bell stated that these units assess the temperature of people entering the building and are located at the hospital entrance, Emergency Department and rural health clinics.

There were no changes to the CNO report presented in the board packet.

5. Consider Approval of Rural Health Clinics Report

Mr. Frosch stated that, as anticipated, the clinic volumes fell short of budget in the month of June with total visits of 4,287 (including 667 telemedicine visits) versus a budget of 4,602 visits. Mr. Frosch explained that the gross revenue decreased for the period, coming in below budget and net revenue for the period resulted in a loss, and expenses were above budget.

There were no other changes to the Rural Health Clinics report presented in the Board packet.

6. Consider Medical Staff Report

Dr. Windrow stated that the clinic volume is picking back up with telemedicine visits aiding in the clinic volume. Dr. Windrow said that the clinic staff has done a great job working through all the changes with the COVID 19 pandemic.

Mr. Hardt inquired about equipment used for COVID testing. Ms. Simons responded that the analyzer is in house at this time, but the supplies have not arrived in a timely manner. Mr. Hardt asked, "Who gets tested and is there a protocol in place?" Ms. Simons responded that there is a decision tree and protocols in place which were formulated by the Medical Staff.

MOTION

Dr. Young made a motion to approve the Consent Agenda. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

7. CONSIDER PUBLIC CORRESPONDENCE REPORT

Mr. Johnson presented the public correspondence report in the Board packet. Mr. Johnson stated there were 24 questionnaires returned from patients who have received care at Medina Healthcare System with only 2 which contained negative comments. Mr. Johnson explained that multiple attempts were made to contact both patients, without success.

MOTION

Dr. Windrow made a motion to approve the Public Correspondence Report as presented. Ms. Krieger seconded.

VOTE

The motion passed unanimously.

8. CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Simons stated that a meeting was held with an architect on July 8, 2020 to discuss possibility of expanding the clinic to include additional exam rooms, expanding the lobby, and making work flow and staff efficiency improvements within the existing building. Ms. Simons presented the schematic floor plan to the Board of Directors. Ms. Simons explained that there are a few changes to the floor plan which have been submitted to the architect.

Ms. Simons said that Allie Portwood, RN was just hired for the Clinical Informatics/Educator position and began on Monday, July 27, 2020.

Ms. Simons stated that Medina Healthcare System hit another Chronic Care Management milestone. Ms. Simons said that seventy-five patients have been enrolled as of June 25, 2020.

Ms. Simons said that the Notice of Deadline to File Applications for Place on the Ballot was advertised in the Hondo and Devine papers for the November 3, 2020 election. Ms. Simons stated that the last day to file for a place on the general election ballot is August 17, 2020 at 5 p.m. and the last day for a write-in candidacy is on Friday, August 21, 2020. Ms. Simons stated that elections will be held on November 3, 2020 with Board of Directors taking Oath of Office

on November 23, 2020 at the regular scheduled Board meeting.

Ms. Simons said that Norman Terrill, Plant Operations Director is preparing a map of the Medina Healthcare System premises in which he will distribute so employees and patients will know where to park.

Ms. Simons said that there will be advertising in the local papers for the Medina Specialty Clinic and welcoming our physicians to the new clinic.

There were no changes to the CEO report presented in the board packet.

MOTION

Dr. Young made a motion to approve the CEO report as presented. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

**9. CONSIDER
FINANCIAL REPORT**

Dr. Young asked the Board of Directors to review the summary report Mr. Frosch has provided for the month of June. Dr. Young asked that the Board of Directors direct any questions to Mr. Frosch. Mr. Frosch reviewed June financials and highlighted the following:

- June gross revenue was below budget for the month. This decrease in the period pulled the year-to-date total down below budget.
- Net Revenue for June was below budget. On a year-to-date basis, net revenue remained ahead of budget.
- Expenses were below budget for June and below budget on a year-to-date basis.
- COVID-19 impact was present, but much less severe than the preceding periods, but rebounding volumes and revenues.

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 2020 as presented during the Finance Committee meeting. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

**10. REVIEW, CONSIDER
AND APPROVE
POLICIES;
ADM.022.2
PHYSICIAN
EMPLOYMENT
HR.001.01
EMPLOYED
PHYSICIAN MEDICAL
DECISION MAKING
AND
ADM.020.1
PHYSICIAN PEER
REVIEW**

Ms. Simons stated that the policies are required to be reviewed annually and there is no change.

MOTION

Mr. Johnson made a motion to Approve Policies; ADM.022.2 Physician Employment, HR.001.01 Employed Physician Medical Decision Making and ADM.020.1 Physician Peer Review as presented in the packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

11. REVIEW, CONSIDER AND APPROVE BOARD OF DIRECTORS Q2 EXPENSE REPORTS

There were no changes to the Board of Directors Q2 Expense Reports as presented in the packet.

MOTION

Dr. Windrow made a motion to Approve Board of Directors Q2 Expense Reports. Ms. Krieger seconded.

VOTE

The motion passed unanimously.

12. REVIEW, CONSIDER, AND APPROVE ORDER OF ELECTION

Ms. Simons explained that the Order of Election is required for the November 3, 2020 election and will be sent to the Medina County Election Office. Ms. Simons stated that the last day to file for a place on the general election ballot is August 17, 2020 at 5 p.m. and the last day for a write-in candidacy is on Friday, August 21, 2020. Ms. Simons stated that elections will be held on November 3, 2020 with Board of Directors taking Oath of Office on November 23, 2020 at the regular scheduled Board meeting.

MOTION

Ms. Krieger made a motion to Approve Order of Election. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

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

Dr. Windrow made a motion to Approve Contract for Election Services with the Medina County Elections Department. Ms. Krieger seconded.

MOTION

VOTE

The motion passed unanimously.

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

Dr. Young made a motion to Approve OB RN Medical Screening Authorization. Ms. Krieger seconded.

MOTION

VOTE

The motion passed unanimously.

15. REVIEW, CONSIDER AND APPROVE RESOLUTION TO ACCEPT CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CAES) ACT ASSISTANCE FROM MEDINA COUNTY

Mr. Hardt stated that this agenda item will be tabled for the August 24, 2020 Board of Directors meeting. Mr. Hardt explained that the County is unable to provide the exact amount that will be offered to the Medina County Hospital District at this time.

16. REVIEW, CONSIDER AND APPROVE THE PURCHASE OF

Ms. Simons explained that the COVID screeners are currently using tents which have had to be replaced a few times due to weather. Ms. Simons stated that Medina Healthcare System is requesting to purchase of five Guardian Booths in the amount of \$40,000. Ms. Simons stated

**COVID SCREENING
BOOTHS
IN THE AMOUNT OF
\$40,000**

that the booths have weather-resistant foam insulation which allow air conditioning and heat for our COVID screeners. Ms. Simons stated that these booths have a solid steel base frame so they will not blow away in a storm. Ms. Simons explained that these booths will be paid for with the COVID relief funds.

MOTION

Mr. Johnson made a motion to Approve the Purchase of COVID Screening Booths In the amount of \$40,000. Ms. Krieger seconded.

VOTE

The motion passed unanimously.

**17. REVIEW, CONSIDER
AND APPROVE
CREDENTIALING
COMMITTEES
APPOINTMENTS/RE
APPOINTMENTS
MADE BY THE
MEDICAL STAFF**

MOTION

Dr. Young made a motion to Approve Credentialing Committees Appointments /Reappointments made by the Medical Staff. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

18. COVID-19 UPDATES

Ms. Simons said that the Governors order allowing Rural Health Clinics to do telemedicine expires on July 31, 2020. Ms. Simons stated that administration is waiting for further guidance from the Governor to see if telemedicine services will be allowed to continue.

Ms. Simons said that guidance from health officials now require employees to wear eye protection when providing direct patient care.

Ms. Simons stated that Administration receives COVID updates by participating in multiple calls each week with Methodist Healthcare and a weekly call with the Southwest Texas Regional Advisory Council (STRAC).

19. EXECUTIVE SESSION

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of July 27, 2020.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:59 p.m.



Tim Hardt, President



Tony Johnson, Secretary