

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

March 22, 2021

**TIME AND PLACE:**

The Medina County Hospital District Board of Directors met in regular session on Monday, March 22, 2021 at 6:30 p.m. at the Medina Regional Hospital Boardroom, 3100 Avenue E, Hondo, Texas.

**PRESENT:**

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

Janice Simons, Chief Executive Officer  
Kevin Frosch, Chief Financial Officer  
Billie Bell, Chief Nursing Officer  
Geoff Crabtree, Methodist Healthcare System  
Randi Davis, Executive Administrative Assistant

**ABSENT:**

Lori Krieger, Director  
Zachary Windrow, MD, Director

**GUESTS:**

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 6:31 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** None.
3. **CONSENT AGENDA**  
Consider Approval of Minutes  
A. **Regular session  
of February 22,  
2021** The Minutes from the Regular Session of February 22, 2021 were approved as presented in the Board packet.  
B. **Special Session of  
March 22, 2021** The Minutes from the Special Session of March 1, 2021 were approved as presented in the Board packet.
4. **CONSIDER  
APPROVAL OF CNO  
REPORT**  
Ms. Bell commended Environmental Services (EVS) Director John Giacomino for his recent Living Our Values (LOV) card recognition. Mr. Giacomino came up with an innovative communication improvement project that allowed EVS staff members to wear headsets that decreased patient noise and improved communication and response times within the department. Ms. Bell noted that this was less than \$1000 total and was a great investment for the hospital.  
  
Ms. Bell noted that Medina Healthcare System administered over 900 doses of the COVID vaccine the week of March 8<sup>th</sup>, which included 200 doses at the Castroville clinic. Further, Ms. Bell stated that the Obstetrical Department for the hospital had been granted silver status for the national "Cribs for Kids" program, a national program that recognizes individual hospitals for their commitment to infant safe sleep. Finally, Ms. Bell discussed Laurie Charles, the director for the Respiratory Therapy Department at Medina Regional Hospital. Ms. Charles recently partnered with Medina Valley School District to provide pediatric tracheostomy training.  
  
Ms. Simons commended Ms. Bell on recently becoming an American College of Healthcare Executives fellow.

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

Ms. Simons reported that the clinic volumes were well below budget for the month of February. Ms. Simons and Mr. Frosch noted that these trends were likely due to February being a short month, the ongoing COVID global pandemic, and the inclement weather snow week that closed the clinics for several days. Mr. Frosch expects that the March volumes will recover and be more in line with the projections for the month.

6. **CONSIDER MEDICAL STAFF REPORT**

Ms. Simons noted that March 30<sup>th</sup> is National Doctor's Day. Each of the providers will be measured for a new lab coat at the next weekly provider meeting to celebrate the occasion. Additionally, a social media campaign will be run throughout the month highlighting each provider individually and providing a biography to the community.

**MOTION**

Ms. Winkler 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 reported there were 13 questionnaires returned. There were no negative comments to report this month. There were two comments with suggestions for improvement. One patient suggested that the hospital add a surgical ICU and heart wing to the facilities. Additionally, one patient suggested that provider's personally give findings of procedure results. Mr. Johnson noted that this suggestion will be addressed appropriately.

**MOTION**

Mr. Bain made a motion to approve the Public Correspondence Report as presented. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

8. **CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT**

Ms. Simons started by discussing a few quick updates. Medina Healthcare System will be switching to another Electronic Medical Record (EMR) platform within the next few years. Ms. Simons noted that this will be a very difficult process and that hospital administration will be conducting research and discussing with other facilities to make the best choice. The Information Technology (IT) Department is in the process of making important phone upgrades that will allow the hospital and clinics to function more efficiently and reduce wait times and frustration for patients. Ms. Simons announced that hospitals nationwide have seen an increase in lawsuits from patients in nursing homes and their legal guardians who have contracted COVID while at the facility. Ms. Simons stated that hospital insurance will increase 18-20%.

Ms. Simons gave an update on the Castroville clinic expansion and new clinic building. Stakeholders recently met to discuss the ongoing project. Ms. Simons stated that Amanda Zavala has been hired to replace Peg Nester as the infection control nurse for the hospital, as Peg is retiring after 13 years of service to the System.

Ms. Simons reviewed several handouts with the Board members. The first was a report with COVID trend lines for both Bexar county, as well as one for the rural counties in the local area. Additionally, Ms. Simons discussed a COVID vaccination map handout that included the entire state of Texas as well as one for Medina County. Ms. Simons noted that for Texas, the 16-49 year age group had received the highest amount of vaccines.

Finally, Ms. Simons reviewed COVID vaccine protocols with the Board members and how to address any issues from community members regarding the administration of vaccines.

**MOTION**

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

**VOTE**

The motion passed unanimously.

**9. CONSIDER FINANCIAL REPORT  
A. Consider approval of the February 2021 Financial Report**

Mr. Frosch stated that this month was not a positive month for the hospital. He attributed the results to the short month, the effects of COVID, as well as the week of clinic lost from the inclement weather snow event. Mr. Frosch noted that Emergency Department volumes continue to be well below projected values each month, contributing to the financial shortfalls for the month. The surgical volumes were slightly down as well, driven partially by the decrease in colonoscopy procedures. Ms. Simons reported that Dr. Botla, who does a lot of the hospital colonoscopies, had recently broken his wrist, which contributed to the lower volumes.

Mr. Frosch also stated that the inclement weather event impacted the tax receipts for the month by delaying them several days longer than normal. In conclusion, Mr. Frosch summarized that the bottom line was below budget for the month.

Dr. Young suggested that Mr. Frosch put together some education for the Board members regarding how employee benefits and retirement works at Medina Healthcare System. Many other Board members agreed that this would be a good learning opportunity for them. Mr. Frosch agreed to put a small presentation together for the following Board 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 February 2021 as presented during the Finance Committee meeting. Ms. Winkler seconded.

**VOTE**

The motion passed unanimously.

**10. CONSIDER APPROVAL OF AUDIT AND COST REPORT FOR FY 10/01/2019 – 09/30/2020 AS PRESENTED BY BKD**

Mr. Frosch asked Board members if there were any additional questions resulting from the BKD presentation at the Finance Meeting. Dr. Young asked how much it costs the hospital for BKD to conduct the audit and prepare the results for presentation. Mr. Frosch estimated that it would cost the hospital roughly \$30K for the full service. Mr. Frosch commended the Accounting Department's efforts during this audit, and Board members expressed their sincere gratitude for all staff members involved in making sure the audit went smoothly. Board members asked Mr. Frosch to pass on their appreciation to the staff.

**MOTION**

Mr. Bain made a motion to approve the Audit and Cost Report for FY 10/01/2019 – 09/30/2020 as presented by BKD during the Finance Committee meeting. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

**11. REVIEW, CONSIDER, AND APPROVE ORGANIZATIONAL CHART FOR MEDINA HEALTHCARE SYSTEM**

Mr. Hardt noted that this item is a housekeeping item that requires annual approval. Ms. Simons noted that there were no significant changes made to the organizational chart from the prior year, and notified the Board of which positions had new personnel since the year before.

**MOTION**

Ms. Winkler made a motion to approve the Organizational Chart for Medina Healthcare System as presented in the Board packet. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

**12. REVIEW, CONSIDER, AND APPROVE MARKETING COMMITTEE MEETING MINUTES FROM MARCH 17, 2021**

Ms. Winkler provided an update following the Marketing Committee Meeting on March 17, 2021. Ms. Winkler noted that the gift shop will be opening in April, on a limited schedule due to the ongoing COVID pandemic. The schedule will be Monday-Friday from 9am-12pm. Volunteers are being recruited to work at the gift shop during these times, and Ms. Winkler recommended that Board members ask around to see if they knew anyone who would be willing to help out at the gift shop. Ms. Winkler commended Grace McBride, Business Development and Marketing Director for Medina Healthcare System on her efforts to increase marketing for the hospital and improve

community relations with other organizations and patients. Board members asked about the reopening of the cafeteria, and Ms. Winkler noted that at this time, hospital administration has recommended to hold off on opening up the cafeteria to the public until the community has administered more COVID vaccinations. Overall, Ms. Winkler stated that the Marketing Committee is making great strides to improve community relations and expressed her excitement for the upcoming changes to marketing efforts of the hospital.

MOTION

Ms. Winkler made a motion to approve the Marketing Committee Meeting Minutes from March 17, 2021 as presented in the Board packet. Mr. Bain seconded.

VOTE

The motion passed unanimously.

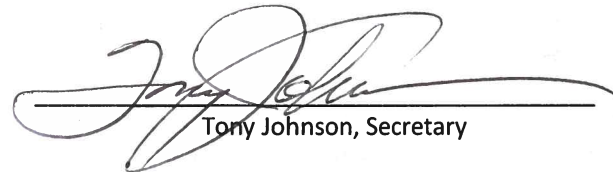
**13. EXECUTIVE SESSION**

The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of March 22, 2021.

ADJOURNMENT

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

  
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Tim Hardt, President

  
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Tony Johnson, Secretary