

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

March 28, 2022

**TIME AND PLACE:** The Medina County Hospital District Board of Directors met in regular session on Monday, March 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  
Judy Winkler, Director  
Tony Johnson, Secretary  
Dr. Carlton "Corky" E. Young, Vice President  
Lori Krieger, Director  
Zachary Windrow, MD, 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:** None

**GUESTS:** Eli Lainhart, MHS Information Technology (IT) Department 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 seven members being present at that time and representing a quorum.
2. **PUBLIC COMMENT** There were no members of the public present.
3. **BOARD EDUCATION  
- MRH IT UPDATES  
PRESENTED BY ELI  
LAINHART, IT  
DEPARTMENT  
MANAGER** Eli Lainhart, MHS Information Technology (IT) Department Director, provided a brief presentation regarding the upcoming EMR switch from CPSI Centriq to Meditech Expanse. The current EMR used by the hospital will no longer be supported moving forward, so a new, updated system is necessary. Mr. Lainhart noted that the decision to move forward with Meditech was not made lightly, and several different options were thoroughly researched before one was chosen. He provided several slides that detailed the number of staff hours that the switchover will take, which is scheduled to gradually occur over several months. Meditech sent estimated FTE amounts for the project, totaling roughly 16 FTEs for 6 months. This equates to over 16,000 hours of staff time to prepare for the new system and make adjustments to better fit the specific departments. Some departments will require more staff time than others, particularly in the clinic and other nursing departments. Mr. Lainhart noted that this is not an "IT Project", but rather a system-wide project that will take input from all departments to develop and incorporate into current practices. A major gap that has been identified with this project is the clinical IT support position that remains vacant at this moment. This staff member will be an integral part of the EMR transition. The benefit of using Meditech is that it is a widely used EMR and will be more compatible with the other health systems. It offers a better patient portal feature that is patient friendly. It has Human Resources, Payroll, and Billing modules already built into the system that will allow for more efficient use of staff time. It is also cloud-based, so no new servers will need to be purchased for the hospital, which also increases the safety of the information stored within the EMR. Mr.

Lainhart did acknowledge that the project is going to take several staff hours and will be cumbersome at times, but the end product will be worth all the time and effort put in on the front end. Mr. Lainhart opened up the floor for any lingering questions from the Board members.

**CONSENT AGENDA**

4. **CONSIDER APPROVAL OF MINUTES**  
A. Regular session  
February 28, 2022
- The Minutes from the Regular Board Meeting of February 28, 2022 were approved as presented in the Board Packet
5. **CONSIDER APPROVAL OF CNO REPORT**
- Ms. Bell reported that Paula Coulter, the RN Case Manager and Swingbed Coordinator for MHS, recently graduated with her Bachelor of Science in Nursing in early March. Paula is also a certified Case Manager and does an excellent job of recruiting swingbed patients to our program. Congrats to Paula for her success and continued dedication to serving our community. Ms. Bell also noted that Medina Healthcare System recently helped sponsor a 5K organized by the City of Hondo Parks and Recreation Department. Several directors from the nursing department made a team and participated in the event.
- Ms. Bell reviewed the Growth and Quality sections of her report. In the last 12 months, the lab department has brought 19 tests in-house, decreasing the monthly bill from LabCorp by 58%. These tests garner additional hospital revenue and drastically reduce testing turnaround time for patients and providers. Ms. Bell also commended the nursing staff, particularly in the Emergency Department. The ED Throughput Time from Admit Decision Time to Admissions for MRH is 36 minutes, compared to the national benchmark of 24 minutes. The ED Throughput Time from Ed arrival to ED departure for discharged patients is 87 minutes, compared to the national benchmark of 111 minutes.
- Finally, Ms. Bell reviewed the most recent COVID vaccination statistics for Texas and Medina County. Almost 77% of Medina County citizens over 65 are fully vaccinated, and 84% of Texas citizens over 65 are fully vaccinated.
6. **CONSIDER APPROVAL OF RURAL HEALTH CLINICS REPORT**
- Mr. Frosch reported that both the Hondo and Devine clinic locations saw volumes that were well above budget for the month, while Castroville saw volumes slightly below budget. Hondo reported a loss of \$15.8K for the month, Devine reported a gain of \$39.9K, and Castroville reported a gain of \$13.0K for the month. There was a total of 4,461 clinic visits for the month of February, including telemedicine appointments, which was greater than the budgeted amount of 3,733 visits. Gross revenue was flat as compared to budget. Net revenue for the period was a \$37.2K gain, and expenses were \$58.8K below budget.
7. **CONSIDER MEDICAL STAFF REPORT**
- Dr. Windrow noted that the clinics have been extremely busy, with over 700 visits more than the budgeted levels. With COVID cases finally decreasing again, staff morale is once again improving.

**MOTION**

Ms. Winkler made a motion to approve the Consent Agenda. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

8. **CONSIDER PUBLIC CORRESPONDENCE REPORT**
- Mr. Johnson presented the public correspondence report for the month of March. There were 33 total questionnaires returned from patients. There was one negative comment for the month, regarding the scheduling of surgeries and confusion about the time to arrive. The surgery scheduling department calls every patient before their procedure to confirm time of arrival for the patient. Many of the positive comments noted how friendly the staff was, how clean the facility

always is, and how employees went above and beyond for the patient.

MOTION

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

VOTE

The motion passed unanimously.

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

Ms. Simons provided updates on several ongoing projects. The Castroville clinic construction project is on schedule to be completed in late April or early May 2022. Hospital administration has faced several barriers with CPS energy and the placement of additional power poles. Easements were requested, but the original CAD drawing that was created when the county deeded the front parking lot to the hospital district was incorrect and had to be amended. These hiccups caused some disruptions in the process with CPS but have hopefully been resolved moving forward. Finally, one bid was received for the purchase and removal of the building located at the recently purchased property located at 607 30<sup>th</sup> street in Hondo. A contract has been signed and payment has been received in full. The removal project will take roughly 4-6 months to complete.

Ms. Simons reviewed several ongoing staffing updates. Town Hall Meetings are scheduled for this week, with the first session occurring today. The new vaccine clinic space will host these events, and all Board members are invited to attend and provide input. Ms. Simons noted that Norman Terrill, Facilities Director, has tendered his resignation and will be retiring in mid-April after 16 years of service with Medina Healthcare System. He will be missed greatly. Interviews are being conducted for the Hondo Clinic Manager position and several qualified candidates are being considered at this time. Betsy Egan's position at Methodist remains vacant for the time being. She was the Rural Hospital's Swing Bed Coordinator and resided at Methodist. In the meantime, referrals from Methodist have dramatically decreased. Finally, Ms. Simons and Ms. Ashley Lowe recently met with Mayor Ruben Gonzalez from Lytle. Discussions are underway about a potential future rural health clinic over in the Lytle area. This potential expansion, along with the growth in the eastern side of the county, has triggered administration to begin looking for an additional FP/OB physician for the clinics.

Ms. Simons discussed several Service items from the last several weeks. Ms. Simons and Ms. Ashley Lowe presented hospital updates at the Castroville Chamber Luncheon at the Hillside Restaurant in Castroville on March 8<sup>th</sup>. The Auxiliary Board presented the Medina Healthcare Fund with a \$15,000 donation. Finally, MHS sponsored the Hondo Parks and Recreation Department Heart and Sole 5K on February 26<sup>th</sup> in honor of American Heart Month.

Finally, Ms. Simons reviewed upcoming community events. Town Hall meetings will be held throughout this week. National Doctor's Day is Wednesday, March 30<sup>th</sup>, and will be celebrated with small gifts and cards for the physicians. The Methodist Center for Leadership Excellence (MCLE) event hosted by Methodist will be held on April 7<sup>th</sup>. MHS will have 16 directors present at that event representing our hospital. The TORCH Spring Conference will be held in Dallas from April 19<sup>th</sup> – April 21<sup>st</sup>. Finally, the annual Medina Healthcare Fund event will be held on May 6<sup>th</sup> at Vista Verde Ranch. This will have a "Cinco de Mayo" theme and will include food and wine tastings, a "pizza duel" and other fun events. Board members are encouraged to attend these upcoming events.

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  
February 2022  
Financial  
Report**

Mr. Frosch stated that this month was a fairly positive month for Medina Regional overall. 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 February 2022 as presented during the Finance Committee meeting. Dr. Windrow seconded.

**VOTE**

The motion passed unanimously.

**11. CONSIDER  
APPROVAL OF AUDIT  
AND COST REPORT  
FOR FY 10/01/2020 –  
09/30/2021 AS  
PRESENTED BY BKD**

This item was tabled from the February 28, 2022, Board meeting in order to give Board members time to review the Audit reports and ask any follow-up questions. Dr. Young asked if any members had lingering questions or concerns.

**MOTION**

Dr. Young made a motion to approve the audit and cost report for FY 10/01/2020 – 09/30/2021 as presented by BKD during the February 2022 Board meeting. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

**12. SPECIAL  
RECOGNITION OF  
NORMAN TERRILL,  
FACILITIES  
DIRECTOR, FOR 16  
YEARS OF SERVICE  
WITH MHS AND  
PRESENTATION OF  
RETIREMENT  
PLAQUE**

Ms. Simons noted that Mr. Terrill was supposed to be in attendance at the meeting but was unfortunately unable to attend due to an unexpected death in his family. Board members expressed deep appreciation for all the hard work and dedication Norman has put in over his 16 years with Medina Healthcare System to ensure that all facilities are clean and functioning properly, any maintenance issues are taken care of in a timely manner, and equipment is inspected regularly and functions as it should be. Norman has been through several of the hospital expansion projects, building purchases, and most recently has taken on the task of managing the new Castroville Clinic Construction project. Many Board members have worked with Mr. Terrill for many years and are sad to be losing such a valuable member of our hospital team. The Board wishes Norman well during his years of retirement. A retirement plaque has been made for Mr. Terrill and will be presented to him by hospital administration upon his return to the office.

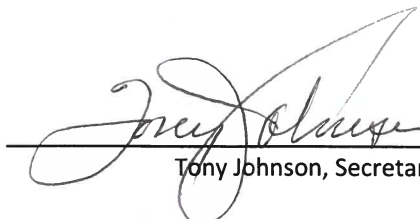
**13. EXECUTIVE SESSION**

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

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:34 p.m.

  
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Tim Hardt, President

  
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Tony Johnson, Secretary