

MINUTES
BOARD OF DIRECTORS
MEDINA COUNTY HOSPITAL DISTRICT

January 23, 2023

TIME AND PLACE:

The Medina County Hospital District Board of Directors met in regular session on Monday, January 23, 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
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

ABSENT:

Lori Krieger, Director
William "Bill" Bain, Director

GUEST:

Eli Lainhart, MHS Information Technology Department Manager

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

2. PUBLIC COMMENT

There were no members of the public present.

**3. BOARD EDUCATION
- MEDITECH EHR
UPDATES BY MHS IT
DIRECTOR ELI
LAINHART**

Mr. Lainhart provided updates on several ongoing projects within the Information Technology (IT) Department, including the transition to the new Paylocity Payroll System. After two paycheck cycles in the books, the staff and department managers are beginning to fully understand the capabilities of the system and are using it as intended. Mr. Lainhart discussed the Meditech Expanse implementation progress, going into detail about the different components of the system and how they will serve to benefit the patients and the providers alike. The patient portal provides patients with much easier access to their medical and billing information, streamlining many of the old processes. In addition, the new Dragon system will allow providers to chart much more efficiently than the current system allows. The new Meditech EHR also allows for the interface between the EHR and many other systems, including LabCorp. Many of these features will make the current processes much faster and more efficient once the full training has been completed. Mr. Lainhart outlined the training schedule as well as the expectations for the Go Live date. Board members were given a chance to ask any questions they had at the conclusion of the presentation.

CONSENT AGENDA

The Minutes from the Regular Board Meeting of December 19, 2022 were approved as presented in the Board Packet.

- 4. **CONSIDER APPROVAL OF MINUTES**
 - A. **Regular Session
December 19,
2022**

- 5. **CONSIDER APPROVAL OF CNO REPORT**

Ms. Bell started by reviewing several staffing updates. Julie Browning has officially started as the new ED Director. Julie comes with over 20 years of nursing experience and has a background in emergency nursing, pediatrics, and disaster management. Ms. Bell also provided updates on the latest CNA shortage and MRH’s plan to increase staffing by engaging in a CNA Program sponsorship to encourage staff members to obtain their certification. This would help with the use of agency staffing, which is slowly decreasing. MHS is also sponsoring a PCT student at the local Southwest Texas Junior College campus.

Ms. Bell announced that the Biden Administration has extended the COVID Public Health Emergency and related waivers, including the 3-Midnight rule. This extension has resulted in more consistent and higher swingbed volumes. The current extension is set to expire April 11, 2023.

Ms. Bell discussed the December 2022 Emergency Department statistics. The total ED visits was 1,064, which is up 136 visits from the FY2022 average of 928 and up 641 visits on a YTD basis. There were a total of 63 transfers, which is flat compared to the FY2022 average of 62 and down 10% on a YTD basis.

Finally, Ms. Bell reviewed the most recent changes to the Texas Level 1 Maternal Designation rules, including the new requirement that “respiratory therapy services must be available on a 24-hour basis.” Currently, MHS only staffs a respiratory therapist from 7A-7P. Compliance to this new rule would require the addition of 2.1 FTEs to staff the 7P-7A shift.

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

Mr. Frosch reported that all three clinic locations saw volumes that were above budget for the month. Hondo reported a gain of \$33.5K for the month, Devine reported a gain of \$27.4K, and Castroville reported a gain of \$28.3K for the month. There were a total of 5,133 clinic visits for the month of December, including telemedicine appointments, which was greater than the budgeted amount of 4,687 visits. Gross revenue was 9.9% above budget. Net revenue for the period was a \$89.2K gain, and expenses were \$10.5K above 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 as many as before. Flu, RSV, allergies, and the common cold are being seen in the clinics, which is expected at this time of year. Dr. Windrow noted that the Meditech implementation process was going roughly according to schedule, and that the physicians were slowly learning the new system.

- 8. **CONSIDER PUBLIC CORRESPONDENCE REPORT**

Mr. Johnson presented the public correspondence report for the month of January. There were 26 total questionnaires returned from patients after receiving care at MHS. There was also one thank you card received from the local nursing home in appreciation of the recent donation of toiletries, blankets, and playing cards from MHS in December.

MOTION

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

VOTE

The motion passed unanimously.

9. CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Simons provided updates on Growth within Medina Healthcare System. The Castroville RHC Remodel project is well underway, with frequent meetings between hospital administration, construction staff, and the general contractor. Hospital administration is also working with TxDOT to install blue Hospital signs on the western side of Hondo at the intersection between US90 and 30th Street to direct patients to the hospital facilities more efficiently. There is currently no existing signage at the intersection.

Ms. Simons reviewed several ongoing staffing updates. Rebecca Deen, the new Vice President of Nursing, will start the week of January 23rd. Rebecca will report to the CNO directly and will help oversee many of the clinical departments within the hospital. Rebecca joins MHS from Val Verde Regional Medical Center in Del Rio. Furthermore, Julie Browning has started as the new MHS Emergency Department Director. Open enrollment took place in early January, and the new Paylocity system has also been brought on-line to streamline the payroll process for staff members. Finally, Brandon Haby has officially accepted the new position of Facilities Superintendent. This position will oversee many of the construction and development projects for MHS. Brandon joins from Medina Valley School District.

Ms. Simons discussed several quality and service items from the last several weeks. She started by reviewing the ED quality reports and tracking dashboards. Ms. Simons also discussed the recent signing of a proposal with Hunter Pharmacy Services to modify the existing agreement to include the addition of weekend Remote Prescription Approval Systems (RePAS) coverage from 0800-1200 on Saturdays and Sundays. Meditech trainings continue to occur every week as the March 1st Go-Live date draws nearer. There will be a mock Go-Live event in early February to begin preparing for the transition. Ms. Simons summarized a report regarding Critical Access Hospital financials that was included in the report, as well as the recent financial findings of the THA Kaufman Hall Report.

Finally, Ms. Simons reviewed previous and upcoming community events. Medina Healthcare System publicly thanked the Hondo Garden Club in the local newspapers for their recent donation to the healthcare fund. Additionally, Dr. Laura Hansen delivered the first baby of the year on January 11th at 12:56pm.

MOTION

Mr. Johnson made a motion to approve the CEO report as presented in the Board packets. Ms. Winkler seconded.

VOTE

The motion passed unanimously.

10. CONSIDER FINANCIAL REPORT

A. Consider approval of the December 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 December 2022 as presented during the Finance Committee meeting. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

11. REVIEW, CONSIDER, AND APPROVE THE ANNUAL CRITICAL ACCESS HOSPITAL PROGRAM

Ms. Simons noted that this program evaluation is completed every year and outlines all of the major accomplishments and action items that occurred throughout the year. This year's evaluation included the selection of a new EHR system, renovation of the Castroville RHC, HCAHPS scores, staffing updates, metrics, and a review of the recommended areas of improvement for the new fiscal year. One main action item for FY2023 is the implementation of the new EMR system in

**EVALUATION FOR
FY2022**

the hospital and clinics, as well as the addition of another APN to assist with the increased volumes and growth.

MOTION

Dr. Windrow made a motion to approve the Annual Critical Access Hospital Program Evaluation for FY2022 as presented in the Board packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

**12. REVIEW, CONSIDER,
AND APPROVE 2022
Q4 BOARD OF
DIRECTORS EXPENSE
REPORT**

Mr. Hardt reviewed the expense report for the final quarter of 2022.

MOTION

Dr. Young made a motion to approve the 2022 Q4 Board of Directors Expense Report as presented in the Board packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

**13. REVIEW, CONSIDER,
AND APPROVE OB
RN MEDICAL
SCREENING
AUTHORIZATION**

Ms. Bell stated that this report authorizes which nurses are able to perform exams in the emergency department for pregnant patients who are greater than 20 weeks gestation. Changes to the list since the last Board approval is the removal of two nurses from the active list and three new additions to the list.

MOTION

Ms. Winkler made a motion to approve the OB RN Medical Screening Authorization as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**14. REVIEW, CONSIDER,
AND APPROVE 2023
BOARD
COMMITMENT
LETTER TO THE
ANTIBIOTIC
STEWARDSHIP
PROGRAM**

Ms. Bell reported that CMS mandates every year, that hospitals expand on their efforts to comply with antibiotic stewardship measures. The commitment letter signifies that the Board supports these efforts.

MOTION

Dr. Young made a motion to approve the 2023 Antibiotic Stewardship Program Commitment Letter as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**15. REVIEW, CONSIDER,
AND APPROVE
ANNUAL PROGRAM
EVALUATIONS FOR
THE MEDICAL
CLINICS OF
CASTROVILLE,
DEVINE, AND
HONDO**

Ms. Simons noted that this is an annual requirement from the Centers for Medicare and Medicaid Services organization. Each of the reports was compiled by Ashley Lowe and reviews the schedule, the number of visits, and other metrics by which the clinics are evaluated.

MOTION

Ms. Winkler made a motion to approve the Annual Program Evaluation for the Medical Clinic of Castroville as presented in the Board packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

MOTION

Dr. Windrow made a motion to approve the Annual Program Evaluation for the Medical Clinic of Devine as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

MOTION

Dr. Young made a motion to approve the Annual Program Evaluation for the Medical Clinic of Hondo as presented in the Board packet. Ms. Winkler seconded.

VOTE

The motion passed unanimously.

16. REVIEW, CONSIDER, AND APPROVE PURCHASE OF NEW BOILER IN THE TOTAL AMOUNT OF \$38,633.00 PLUS AN ADDITIONAL \$21K TO LEASE RENTAL UNIT

Mr. Frosch noted that this was a separate piece of equipment from the Boiler system that the Board approved for purchase in 2022. The total cost would be \$38,633.00 to replace the old unit, in addition to roughly \$21,000.00 for the usage of a temporary unit while the new one is ordered and installed.

MOTION

Dr. Young made a motion to approve the purchase of a new boiler in the total amount of \$38,633.00 plus an additional \$21,000.00 to lease a temporary rental unit as presented in the Board packet. Ms. Winkler seconded.

VOTE

The motion passed unanimously.

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

Ms. Simons stated that this is the most recent organizational chart, which had been restructured to include the new Vice President of Nursing to the staff. Ms. Simons also noted that the Facilities Superintendent role had been filled since printing the charts in the Board packets, but that his position would need to be added as well.

MOTION

Mr. Johnson made a motion to approve the Organizational Chart for Medina Healthcare System, subsequent to the addition of Brandon Haby, Facilities Superintendent, to the chart. Ms. Winkler seconded.

VOTE

The motion passed unanimously.

18. REVIEW, CONSIDER, AND APPROVE UPDATES TO MHS STAFFING

Ms. Simons noted that several new positions had been added to the MHS staff roster for 2023 that were not previously included on the budget for the fiscal year. These additions include one physician assistant plus a medical assistant, one nurse practitioner plus a medical assistant, the Vice President of Nursing, the Facilities Superintendent, and the Nursing Director of the Emergency Department.

MOTION

Ms. Winkler made a motion to approve the staffing updates as presented in the board packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

19. REVIEW, CONSIDER,

**AND APPROVE
CREDENTIALING OF
BOTH ALLIED AND
COURTESY STAFF**

Ms. Simons went down the list of Allied and Courtesy Staff members that are due for appointment, reappointment, or retirement of privileges from Medina Healthcare System. There were no major items to report on.

MOTION

Ms. Winkler made a motion to approve the credentialing of both Allied and Courtesy Staff as presented in the Board packet. Dr. Windrow seconded the motion.

VOTE


The motion passed unanimously.

20. EXECUTIVE SESSION

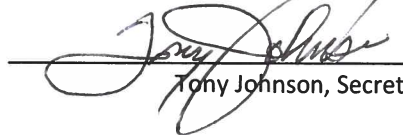
The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of January 23, 2023.

21. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:45 p.m.



Tim Hardt, President



Tony Johnson, Secretary