

**Regular Meeting of the
Somervell County Hospital District
Board of Directors**

October 30, 2014 - 7:00 p.m.

MINUTES

- I. **The meeting was called to order** by Chip Harrison at 7:00 p.m. – The meeting was posted as required.
- II. **Invocation** by Gary Whittle
- III. **Pledge of Allegiance** led by Michael Honea
- IV. **Record of Attendance** – All six (6) of the six (6) members of the Board of Directors were present.

Present

Dr. Karen Burroughs
Ron Hankins
Chip Harrison
Brett Nabors
John Parker
Eugene Brode

Not Present

None

Others present

Ray Reynolds, CEO
Michael Hones, CFO
Sharla Collins, Secretary

- V. **Executive Closed Session: Credentialing of Providers**
The Somervell County Hospital Authority convened in Executive Session under Texas Government Code 161.032 (Records and proceedings confidential).
- VI. **Reconvene: 7:15 p.m. - Credentialing of Providers**
Take action on items from Executive Closed Session
Motion made by Brett Nabors to approve all appointments/re-appointments of physicians as recommended by the Medical Staff
Motion 2nd by Karen Burroughs
Motion carried 6-0
- VII. **Discuss and if necessary, take action on approval of minutes from previous meeting**
Motion made by Karen Burroughs to accept Board Meeting minutes from the September 25, 2014 meeting.
Motion 2nd by Eugene Brode
Motion carried 6-0
- VIII. **Discuss and if necessary, take action on the appointment of temporary secretary/recording secretary.**
Motion made by Ron Hankins to appoint Sharla Collins as temporary recording secretary of the Somervell County Hospital District Board
Motion 2nd by Brett Nabors
Motion carried 6—0

- IX. Review, discuss and if necessary, take action on Approval of Management Services and Healthcare Accessibility Agreement between Somervell County Hospital District and Glen Rose Healthcare, Inc.**
Discuss and consider scheduling a Board workshop to review, discuss and if necessary, approve agreement. Chip Harrison stated that the agreement is to remain confidential and would like to schedule a workshop soon, possibly Tuesday, Nov. 11.
Ray - I talked with our attorney, Kevin Reed, and had him make some recommendations to the agreement and give us some positive and negative feedback to having a 501(a) agreement. These are attached. I have also included how we currently allocate the funds.
Motion made by John Parker to have a workshop to review the agreement
Motion 2nd by Eugene
Some discussion - Ron Hankins made a suggestion to have Kevin Reed at the workshop to help the Board of Directors with the understanding of the agreement. The Board agreed, therefore, Ray will be in contact with Kevin Reed to schedule a convenient time for him to be here. Nov. 11 will be the first date to try to schedule the workshop.
Motion carried 6-0
- X. Review, discuss and if necessary, approve lease of additional space to accommodate Outpatient Physical Therapy, Senior Care and additional physician space.**
Chip stated the Building and Planning Committee has met. The Senior Care building is not in good condition. Ray has brought some figures on what it may take to get the building in decent shape. It will cost more than what the building is worth. I would like to see us put an RFP out to see who can build us something. We also have the same problem with therapy on renting the current building across the street and we need it closer to the hospital.
Ron stated that he looked at the current lease that is being considered and it is a 20 yr. lease. The new building by pharmacy would be nice, but the cost is high. We have to look at what we can afford and where the money is going to come from. I also noticed on the lease that we will be responsible for paying real estate taxes. We need to be very careful.
The motion was made by John Parker to put out an RFP to provide space for these listed services.
The motion was 2nd by Ron Hankins
Motion carried 6-0
- XI. Discuss and if necessary, take action on issuing Request for Proposal (RFP) for bank depository of Hospital District funds.**
Ray - With being a new fiscal year, I think we need to issue an RFP for the bank depository.
Motion was made by Ron Hankins to issue an RFP for Proposals for District Depository.
Motion 2nd by Karen Burroughs
Motion carried 6-0
- XII. Discuss and if necessary, take action on Issuing Request for Proposal (RFP) for refinancing of current bank loans.**
Ray - We currently have 2 existing loans. I feel we should issue an RFP to see what interest rates we can receive. I would like to see us receive these proposals from the same entities who submitted an RFP for the clinic renovation.
Motion made by John Parker to issue an RFP for refinancing existing loans
Motion 2nd by Ron Hankins
Motion carried 6-0
- XIII. Discuss and if necessary, take action on issuing a Request for Proposal (RFP) for the sale/lease of property located west of hospital for the purpose of Glen Rose Nursing and Rehab and other interested parties constructing a commercial laundry facility.**
The Nursing home has approached us and would like to purchase this land to build a commercial laundry facility and then possibly do the laundry on contract for GRMC.
We may have other laundry services interested in providing laundry services to us.
Michael - last year we paid roughly \$68,000 for laundry services
Motion made by John Parker to put out an RFP for the sale/lease of property located west of hospital for the purpose of Glen Rose Nursing and Rehab and other interested parties constructing a commercial laundry facility.
Motion was 2nd by Ron Hankins
Motion carried 6--0

XIV. Review, discuss and if necessary, approve Action Plan, Recommendations and Implementation Schedule of Goals and Objectives for FY 2015.

Ray shared that he and the GRMC Admin Staff reviewed and worked on a response to each TORCH item that was noted in the TORCH recommendations.

We have found other vendors who express an interest in coming in and looking at our facility and making recommendations in various areas.

We recommend CHC – they did a complete review of our business office a few years back so they know us. These are listed as our preferred recommendation.

Another area for review and recommendations is GPO utilization.

Productivity has also been identified as an area to look into. We propose that we really expand that from just Nursing and number of employees in the Business office to all departments. This would give us a standard.

We have 2 bids on this:

CHC - \$11,000.00 for a complete review of all departments and to establish the appropriate ratios and give us a standard to go by.

Soy Ring is \$35,000.

We recommend \$11,000 to CHC for a complete review.

We also would like to have a workshop with the Board of Directors and GRMC Managers when we receive the productivity numbers from the review. This will allow us to go over the report and establish some direction from the Board.

Ron asks clarification of this being a follow up and not replication of what TORCH has already done.

This is not a replication of TORCH.

Ron made a motion to accept the recommendation to have CHC come in and provide services.

Discussion: John Parker asks if TORCH can do the same thing – Ray stated that TORCH has pulled their contract from us. Michael stated that TORCH also does not do all these services.

Motion was 2nd by Karen Burroughs

Motion passed 6-0

XV. Review, discuss and if necessary, approve recruitment agreement for Chief Nursing Officer.

Ray stated that we are ready to move forward with recruiting a CNO. I have contacted a recruiting firm. If it is alright with the Board we will move forward on this. We only pay a fee if/when they recruit someone for us. It is 1/3 of the first year salary.

Motion made by Ron Hankins to move ahead with recruiting a CNO.

Motion 2nd by Brett Nabors

Motion passed 6-0

XVI. CFO Report – Michael Honea – all reports are preliminary pending audit review.

- Monthly and Year-to-date preliminary Financials reviewed
- Report on Financial Audit Schedule – Audit process will begin next week. We will have 3-4 auditors in house all week.
- Report on Meaningful Use Funding – We hope to begin attestation tomorrow –we usually receive funds in 90 days.
- Report on 1115 Funding – we are in a holding period – maybe 30 days to have some things resolved on their end. This program is behind schedule.

XVII. CEO Report

- **Personnel Changes** – We have made an offer to a 501(a) Manager and are waiting on the acceptance /not acceptance of the offer.
- **Swing Bed Program** – This has been a good program for us. We have had 5 patients at different times; we have a billing process in place.
- **Clinic Construction** – We do have a contract and have sent this to our attorney for review. We will then move forward with the contract and construction. Dr. Vaseck will be here in January.
- **Emergency Department & Trauma Recertification** – We have been recertified as a Level 4 Trauma ER.
- **Hospital Ebola preparedness** – An overview of what we have done to prepare was presented. The CDC guidelines continue to change daily so we are keeping up with the constant changes. We have had weekly meetings led by Tec (Infection Control Nurse), Michael (previous Infection Control Director), and ER physician, Dr. Hoffman. We then reevaluate depending on where we are on patient basis. From the meetings, Dr. Hoffman has written a policy for not only Ebola but for other viruses, as well. Dr. Hoffman is also rewriting the policy on the donning and removal of Personal Protective Equipment (PPE).

Ray explained how we will identify a patient that has Ebola and also how the healthcare workers will take precautions.

All nurses have been required to complete the dress rehearsal by the end of this week. We have 8 nurses identified that will be willing to go in should we have an Ebola case. We are making improvements daily. We have watched numerous webinars and been involved in conference calls with the State Health Dept and CDC.

Michael explained the process involved should someone come in with a possible case of Ebola. He also explained that CDC will be contacted to transfer the patient as we are not set up to properly take care of Ebola patients. We hope the maximum amount of time we have the patient is 48 hours.

We hope to never have to use this protocol but are staying on top of it to be prepared.

- **Recent Public Relations/Community Activities** – Provided in print for the Board.
- **FY 2014 Hospital Accomplishments** - Attachment provided in board binder

XVIII. Committee Reports

- **Budget and Finance Committee** – No quorum for this month / No meeting
- **Quality Committee** – Kelly VanZandt gave the committee report. We have never had any hospital accrued infections, no falls this month; we have decreased length of stay in ED.
- **Charity Committee** – Michael Honca – we approved a total of 7 patients for this month.

XIX. Discuss and if necessary, take action on scheduling regular District Board meetings for November and December.

Motion was made by John Parker to reschedule November 27 meeting to new date of Nov. 20 and to also reschedule the December 25 meeting to Dec. 18.

Motion 2nd by Ron Hankins

Motion passes 6-0

XX. Public Comments - None


XXI. Adjourn – 8:30 p.m.

Ron Hankins made the motion to adjourn.

Motion 2nd by Karen Burroughs

Motion carried 6-0

Minutes approved by Hospital District Board on November 20, 2014


Chip Harrison


Ron Hankins


Karen Burroughs


Brett Nabors


Eugene Brode


John Parker