

**NOLAN COUNTY HOSPITAL DISTRICT
BOARD OF DIRECTORS
APRIL 27, 2020**

MEMBERS VIA ZOOM FORMAT: Steve Holcomb, Linda Kite, Jose Villafranca, Rodney Foster, Mila Gibson, Kenny Maxwell, Cheyenne Smith, Carla Howard/Recorder

MEMBERS ABSENT: None

OTHERS VIA ZOOM FORMAT: Donna Boatright, Rhonda Guelker, Julie Hall, Mickey Williams, Jessica Bond, Doug Dippel, Sherma Barham, Alex Gonzales-IT Supervisor, Dr. Eaker

Mr. Holcomb conducted a verbal Roll Call.

Steve Holcomb called the regular meeting of the Nolan County Hospital Board of Directors to order at 5:35 p.m. via Zoom Format. Mr. Holcomb announced that a quorum was present, that the meeting had been duly called and that notice of the meeting has been posted for time and manner as required by law.

PREVIOUS MINUTES

The minutes of the March 2020 Board meeting were reviewed. **Motion was made by Rodney Foster to approve the minutes of the March 2020 meeting and was seconded by Jose Villafranca; motion carried.**

CITIZENS INPUT

Mr. Holcomb stated there were no citizen call-ins via conference call.

MEDICAL STAFF REPORT

Dr. Eaker stated he had been working with the hospital staff on getting ready for any Covid-19 patients. He stated they had met today in a small group to discuss possibly opening up to small surgical procedures that are medically necessary. Dr. Eaker stated he had met with Dr. Moses, Stephanie Smith from surgery, Doug Dippel and Donna Boatright will process with urgent care surgeries.

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ADMINISTRATOR'S REPORT

Mrs. Boatright stated that Governor Abbott announcement was positive for the hospital. She stated as long as the hospital has 15% of inpatient beds available for Covid-19 patients. She stated they will be able to start performing urgent procedures this week and starting Monday will be doing elective procedures. She stated they have applied for the PPP (Paycheck Protection Program) to help with salaries. She stated they received grant money \$85,000 today from the State Office of Rural Health.

Mr. Dippel gave a report on Dr. Lehmann. He stated she is a Gynecologist and Obstetric physician, but her special interest is in urology, Pelvic pain and Pelvic Floor Prolapse & Ultrasound. She would be able to back up Dr. Liedtke, Dr. Smola and Dr. Enard in the Obstetrics surgery area. He stated she may be a potential physician for the hospital in the future.

Mrs. Boatright reported on COVID-19 and stated for Nolan County including the hospital, there have been 76 tested-6 pending and 1 positive. She stated that the staff have done an excellent job following policies and procedures. She stated it was humbling to see the community reaching out to the hospital by making masks, sending Cinnabons, pizzas and sandwiches. She stated the Mr. and Mrs. Galindo, RHC our housekeeping service, gave back 10% of their pay to the hospital due to the employees and physicians reducing their pay by 10%.

Mrs. Boatright stated that the Board Self-Assessment Evaluation for this year will be online through THT. She stated that Carla Howard is working on setting up this program and will contact you when it is ready to be sent.

Mr. Dippel made the announcement that Rhonda Rauch has accepted the position of CNO and will start June 1st.

FINANCE

Mrs. Guelker stated that a separate cost center was set up to track Covid-19 cost. She stated payroll hours with documentation are allocated to the cost center. She stated after this last pay period about \$75,000 was allocated. She stated the hospital applied

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for and received funds from the accelerated payment program with Medicare and stated she transferred it to the Reserve Fund. She stated in August they will begin paying the money back through money withheld on those future EOB. The Hospital also received \$463,000 from the CARES Provider Relief Fund.

Rhonda Guelker gave a report on the Financial Statement. She stated inpatient revenue was under budget (\$114,142) and the outpatient was under budget (\$524,257).

Inpatient Routine and Ancillary; some departments that were under budget were:
Med Surg- \$25,694 Lab- \$13,675 Cardiopulmonary- \$57,983

Some Inpatient areas that were over budget were:
Ultrasound- \$10,120 Central Supply- \$52,254
Physical Therapy- \$5,878

Some Outpatient areas that were over budget were:
MRI- \$28,466 Occupational Therapy- \$8,501

Some Outpatient areas that were under budget were:
OR- \$79,178 Pharmacy- \$91,994 Cat-Scan- \$150,845

RHC was under budget (\$34,151) and prior year was (\$1,637) both within 10% of budget. They were over on clinic visits \$896 and CCM \$5,730

Other Revenue under budget (\$25,938); total 340b received \$92,837 and year-to-date \$662,980

Net Revenue Loss- was under (\$406,756) prior year was (\$80,307) under budget

Operating Expenses- were under budget (\$26,084) \$222,458 over budget prior year

Salaries were under budget (\$9,256); there were two areas that were over budget, Dr. Liedtke and Dr. Eaker's, whose mid-levels were changed from contract to salary employees to save on the Admin fees.

Employee Benefits were (\$24,886) under budget-Employee Health was under budget \$28,857

Physicians Fees were under budget \$18,619

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Contract Services were under \$17,980; due to Lab under budget \$4,862, Sleep Lab under budget \$7,937

Supplies were over budget \$57,081 due to orthopedic surgeries

Utilities were over budget \$14,929 due to Electricity being over budget \$15,739

Operating Income (Loss) for the month was (\$381,345) worse than budget and (\$303,703) worse than prior year

Dispro/DSH/UPL received payment of \$9,594 less than budget

Overall Net Income Loss for the month was (\$726,544) worse than budget and (\$794,605) worse than last year.

Mrs. Guelker stated they had applied for the Paycheck Protection Program as part of the CARES Covid Relief Act.

Mrs. Guelker presented the Statement of Available Cash. She stated the total available cash is \$8,488,359.43. She reminded the Board that they no longer have the Private UPL Program. She stated that the "Days Cash on Hand" were 86.

Mrs. Guelker presented the Operating Indicators. She stated that Admissions for March were at 68 and the "Patient Days" were 250. Newborns had an increase from 17 in February to 20 in March.

Mrs. Hall presented the A/R Analysis. She stated that "Days in A/R" were 47 and the "Gross Net" were at 16. Hospital A/R Collections were \$1,501,362 and stated this was our 2nd best month in the past 13 months. The RHC was \$310,003 and was their 2nd best month not counting the month with the Superior settlement. She stated that the Hospital's A/R aging had a decrease of \$444,000 for the month in the current category. She stated overall \$622,000 decrease, \$183,000 of this was in the over "120 days". RHC's A/R in the current category was a \$69,000 difference and overall had a decrease of \$92,000 and \$10,000 in the over "120 days". She stated at the end of March the Hospital's "Uncoded" and RHC's Uncoded" was \$631,000 combined. Mrs. Hall stated the hospital's uncoded accounts were 394 total.

Motion was made by Jose Villafranca to approve March 2020 financial statements and was seconded by Mila Gibson; motion carried.

Motion was made by Cheyenne Smith to approve March 2020 accounts payable and payroll and was seconded by Rodney Foster; motion carried.

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Motion was made by Cheyenne Smith to approve March 2020 bad debt write off list in the amount of \$150,140.51 and was seconded by Linda Kite; motion carried.

Mrs. Guelker reported on the Quarterly Reserve Fund Analysis Report. She stated they had transferred \$5,000,000 to the Reserve in January. The Earning were \$19,797.90 and the interest rate is 0.6%.

Mrs. Guelker reported on the Quarterly Physical Therapy Fund Analysis and stated they had purchases of \$4,458.31 and the interest rate is 0.5% for the quarter.

Motion was made by Mila Gibson to approve the Quarterly Reserve Fund Analysis Report and the Quarterly Physical Therapy Fund Analysis Report and was seconded by Jose Villafranca; motion carried.

Motion was made by Mila Gibson to approved the SBA Loan Application for Payroll Protection Program and was seconded by Linda Kite with Rodney Foster abstained; motion carried.

EXECUTIVE SESSION

Motion was made at 6:15 p.m. to enter into Executive Session by Jose Villafranca and was seconded by Cheyenne Smith as authorized by Government Code Section §161.032 of the Texas Health and Safety Code for the purpose of discussing the following matter; to wit:

- A. Credentialing Files
 - a. On-Going Professional Practice Evaluation (OPPE)
- B. Quality Report
 - a. 4th Quarter 2019 Quality Report
 - b. RPMH Performance Improvement Plan
 - c. RPMH Plan for Patient Services
- C. Patient Experience Report
- D. Home Health 4th Quarter QAPI Report

Motion was made by Rodney Foster at 6:40 p.m. to reconvene to the regular session and was seconded by Jose Villafranca; motion carried.

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NEW BUSINESS

Motion was made by Jose Villafranca to approve the Credentialing Files-On-Going Professional Practice Evaluation (OPPE) and was seconded by Cheyenne Smith; motion carried.

Motion was made by Mila Gibson to approve the 4th Quarter 2019 Quality Report, RPMH Performance Improvement Plan and RPMH Plan for Patient Services and was seconded by Linda Kite; motion carried.

Motion was made by Mila Gibson to approve the Patient Experience Report and was seconded by Cheyenne Smith; motion carried.

Motion was made by Kenny Maxwell to approve the Home Health 4th Quarter QAPI Report and was seconded by Linda Kite; motion carried.

Mrs. Hall presented the Charity Healthcare Policy. She stated this policy is also in Spanish and stated there were no changes.

Motion was made by Mila Gibson to approve the Charity Healthcare Policy and was seconded by Jose Villafranca; motion carried.

Mrs. Boatright presented the Compliance Plan to the Board. She stated recommended that Jessica Bond be appointed Compliance Officer to replace Sherma Barham who will soon be retiring as of April 27, 2020. She stated the only change to the Code of Conduct was the recommended change from Sherma Barham to Jessica Bond as Compliance Officer.

Motion was made by Rodney Foster to approve the Compliance Plan and the Code of Conduct and the appointment of Jessica Bond to Compliance Officer and was seconded by Mila Gibson; motion carried.

Mrs. Boatright stated an email with policies was sent earlier in the week for their review. She stated that these policies needed Board approval.

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Motion was made by Rodney Foster to approve the Patient Care, Administration, HIPPA, Hospital Plan, Human Resources and Business Office Policies and was seconded by Linda Kite; motion carried.


Mrs. Boatright presented the Board Bylaws for review and approval Craig Carter, hospital attorney had made some suggested changes to the Board of Director's Bylaws and these were reviewed.

Motion was by Mila Gibson to approve the Revisions to the Bylaws of the Board of Directors and was seconded by Kenny Maxwell; motion carried.

Mrs. Boatright reminded the Board of the Resolution that pertains to TML for hail damage to the hospital's roof in 2018. She stated Mr. Maxwell, Board member had recommended contacting Alan Carmichael, local Attorney to possibly represent the hospital in the suit. Mrs. Boatright stated she had contacted Mr. Carmichael who agreed to represent the hospital with Board approval.

Motion was made by Kenny Maxwell to approve legal counsel for property damage lawsuit and was seconded by Cheyenne Smith; motion carried.

There being no further business to come before the Meeting body, the meeting was adjourned at 6:55 p.m.


Steve Holcomb, Chairman