

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

**MEMBERS PRESENT:** Steve Holcomb, Carla Howard/Recorder

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Doug Dippel

Mr. Holcomb conducted Roll Call.

**OTHERS PRESENT VIA ZOOM FORMAT:** Rodney Foster, Kenny Maxwell, Jose Villafranca, Cheyenne Smith, Linda Kite, Mila Gibson, Wes Williams, Dr. Eaker, Alex Gonzales-IT Supervisor

Steve Holcomb called the regular meeting of the Nolan County Hospital Board of Directors to order at 5:30 p.m. in the Hospital Classroom. Mr. Holcomb announced that a quorum was present, that the meeting had been duly called and that notice of the meeting has been posted and for the time and manner as required by law.

**PREVIOUS MINUTES**

The minutes of the June 2020 Board meeting and June 29<sup>th</sup> Public Hearing meeting was reviewed. **Motion was made by Jose Villafranca to approve the minutes of the June 2020 meeting and June 29<sup>th</sup> Public Hearing meeting and was seconded by Cheyenne Smith; motion carried.**

Cheyenne Smith introduced Wes Williams to the Board. Mr. Smith recommended Mr. Williams as his replacement for District 3.

**Motion was made by Rodney Foster to appoint Wes Williams to represent District 3 and was seconded by Kenny Maxwell; motion carried.**

There were no citizen input.

**ADMINISTRATOR'S REPORT**

Mr. Dippel stated that the SISD Superintendent, Dr. Drew Howard was unable to attend the Board meeting via Zoom.

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

He stated that he had met with Dr. Howard as well as Mr. Holcomb as an introduction. He stated Dr. Howard wants to be engaged in the community and in the leadership of Sweetwater. He stated they had discussed plans to get students tested faster.

Mr. Dippel gave an update on the lawsuit with the roofing company and stated they had files as of today. He stated that Mr. Carmichael has been very helpful with the Houston law firm sharing all that he had done up to his retirement. He stated he would keep the Board updated.

Mr. Dippel gave an update on the General Surgeon and OB/GYN search. He stated they have retained Arthur/Marshall, a search firm to help with this process.

Mr. Dippel stated that they are working on getting the RPMH Foundation re-established and stated they are working on a director. He stated he would keep the Board updated.

Mr. Dippel stated that Steve Clark, Director of Plant Operations had retired in May and had 4 interviews, 2 internal and 2 external. They hired Jimmy Hendrix, an internal candidate as the new director. Mr. Dippel stated that he had met with one of the external candidate, who is retired, but has experience, to be a consultant twice a week for 6 months to help Jimmy Hendrix acclimate to his new position.

Mr. Dippel informed the Board that he was being sued by South Plains Bio-Medical Systems. He stated he had spoken with Craig Carter, Hospital Attorney.

Mr. Dippel stated he had contacted Steve Holcomb, Cheyenne Smith and Rodney Foster for approval to purchase 2 ventilators for Cardiopulmonary.

**FINANCE**

Rhonda Guelker presented the dashboard report of the financials to the Board. She stated inpatient revenue was under budget \$34,627, but well within 10% of budget.

Outpatient revenue was \$235,238 under budget, but was 10% within budget. The Clinic was over budget \$29,391.

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

Inpatient Routine and Ancillary: some departments that were over budget were:  
ICU- 12,760 OB/Delivery/Nursing- \$25,413; due to 21 newborns Central Supply-  
\$70,734

Inpatient Routine and Ancillary; some departments that were under budget were:  
Pharmacy- \$40,312 Cat Scan- \$33,035 Cardiopulmonary- \$37,929

Outpatient departments that were over budget were:  
OB/Delivery/Nursery- \$10,478 MRI-\$23,882 Occupational Therapy-\$22,524  
Physical Therapy-\$31,750

Outpatient Routine and Ancillary; some departments that were under budget were:  
ER- \$100,832 Cat Scan- \$83,410 Sleep Lab- \$53,229

**Other Revenue-** was over budget \$51,088; due to 340b retail Pharmacy program-  
total 340b received for the \$155,409 and YTD was \$1,129,307. Maloney's 340b was  
\$51,541.89

**Net Revenue-**was \$161,258 worse that budget and \$107,354 better than prior year

**Operating Expenses-**were over budget \$63,973

**Salaries-**were under budget \$41,761, FTEs were 12.9 under; Mrs. Guelker reminded  
the Board Dr. Liedtke and Dr. Eaker are over budget due to mid-levels moving from  
contract to salary.

**Employee Benefits-**were \$27,662 under budget; **Employee Health** was under  
budget \$17,393

**Physician Fees** were over budget \$41,390 due to Orthopedic surgeon over budget  
\$26,171, RHC over budget \$18,000, Liedtke was under budget \$20,564 and Dr.  
Eaker was under budget \$23,074

**Contract Services-**were \$50,250 over budget; Speech Therapy was over budget  
\$6,599, Occupational Therapy was over budget \$4,998 and Agency Nursing Fees  
were \$48,782 over budget

**Supplies** were \$100,102 over budget; Surgery was over budget \$94,507

**Repairs-**was over budget \$405, Rhonda stated Maintenance was over budget  
\$18,353 while several departments were under budget due to the new bio-medical  
contract with InterMed.

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

**Repairs**-was over budget \$405, Rhonda stated Maintenance was over budget \$18,353 while several departments were under budget due to the new bio-medical contract with InterMed.

**Utilities** were under budget \$12,016-due to Phone/Internet under budget \$11,139

**DSRIP/DSH/UPL**-received a DSH payment of \$226,231

**Private UPL** was over budget \$250,000-Mrs. Guelker stated this was the final settlement to end the SOBC.

**Net Income Loss** was (\$373,559) worse than budget and (\$24,000) worse than last year.

Mrs. Guelker stated she received another payment from the CARES Relief Package because we are a rural community hospital in the amount of \$5 million, and she stated it is reflected in the Reserve Fund.

Mrs. Guelker reported on the Statement of Available Cash. She stated that total available cash was \$23,108,056.87 and the "days Cash on Hand" was 236. The "Days Cash on Hand less accelerated Medicare payment; PPP; CARES Act Funding" was 72 in June.

Mrs. Guelker reported on the Operating Indicators and stated there were 68 admissions for June and patient days were 219. She stated there were 21 births in June. The "Average Length of Stay" was down from 3.58 in May to 3.08 in June.

Julie Hall gave a report on the A/R Analysis. She stated the "Days in A/R" had dropped from 51 in May to 49 in June and the Net was down from 19 in May to 17 in June. The hospital's A/R collections were \$1,319,690 and the Clinic's A/R collections were \$238,107. She stated A/R dropped a total of \$38,000 for the month. Mrs. Hall stated that RHC had 611 "uncoded accounts" at the end of the month.

Mrs. Guelker informed the Board that she sent two reports explaining how the COVID-19 \$5 million were spent. She stated the first report was for the ASPR grant of \$5,987. She stated she reported the purchase of the CAPR system in the amount of \$13,000. Mrs. Guelker stated \$84,317 was received from THA Ship grant program. Mrs. Guelker stated she is required to report quarterly until all the money is spent. She stated she is using the COVID lab testing that is being sent off and

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

reported \$26,500 for the quarter. She stated the estimated net revenue lost due to the COVID pandemic is \$1.4 million at the end of June.

**Motion was made by Jose Villafranca to approve the June 2020 financial statements and was seconded by Rodney Foster; motion carried.**

The June 2020 accounts payables and payroll were reviewed and approved. **Motion to approve June 2020 accounts payable and payroll was made by Kenny Maxwell and was seconded by Mila Gibson; motion carried.**

The June 2020 bad debt write-off list in the amount of \$151,905.83 was received. **Motion to approve the June 2020 bad debt write-off list was made by Jose Villafranca and was seconded by Mila Gibson; motion carried.**

Mrs. Guelker presented the Quarterly Reserve Fund Analysis. She stated the Book Value was \$21,885,174.75 and the Market Value was \$21,983,840.55. She stated the effective interest rate for the quarter was 1.65%.

Mrs. Guelker presented the Quarterly Physical Therapy Funds Analysis. She stated they had one purchase, a bench outside of PT for patients to sit, in the amount of (\$214.35). She stated the Book Value was \$240,672.40 and the Market Value was \$340,548.75. The affective interest rate for the quarter was 1.9%.

**Motion was made by Jose Villafranca to approve the Quarterly Physical Therapy Fund Analysis Report and the Quarterly Reserve Fund Analysis**

**Report and was seconded by Linda Kite; motion carried with Rodney Foster abstaining; motion carried.**

Mrs. Guelker tabled the 2021 Capital Budget until next month.

Mrs. Guelker discussed the Operating and Capital Budget workshop with the Board and it was decided to have the workshop on Thursday, August 27<sup>th</sup> at 5:30 p.m. in the Classroom. She stated they will only have one public hearing in September. The Capital Budget could be approved at the Board meeting Monday, August 31<sup>st</sup>. The Operating Budget would be adopted at the September Board meeting.

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

**MEDICAL STAFF REPORT**

Dr. Eaker stated that the issues he reported on last month has been resolved. He stated they continue to meet twice a week to discuss COVID-19 safety issues. He welcomed Dr. Rubio to the RPMH Team and stated she would start taking call soon. Dr. Williams is the 2<sup>nd</sup> year resident from the Texas Tech resident program and Dr. Ali has moved into her 3<sup>rd</sup> year resident.

**EXECUTIVE SESSION**

**Motion was made at 6:20 p.m. to enter into Executive Session by Linda Kite and was seconded by Mila Gibson as authorized by Government Code Section §161.032 of the Texas Health and Safety Code for the purpose of discussing the following matters, to wit:**

- A. Credentialing Files
- B. Patient Experience Report
- C. Utilization Review & Swingbed P&P
- D. Home Health QAPI Report

**Motion was made by Kenny Maxwell at 6:30 p.m. to reconvene to the regular session and was seconded by Linda Kite; motion carried.**

**NEW BUSINESS**

**Motion was made by Linda Kite to approve the Credentialing Files and was seconded by Kenny Maxwell; motion carried.**

**Motion was made by Rodney Foster to approve the Patient Experience Report and was seconded by Linda Kite; motion carried.**

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

Ms. Bond presented the 2<sup>nd</sup> Quarter Environment of Care Report. She stated the 2019 report needed completion review.

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

Ms. Rauch presented the Nurse Staffing Committee Semiannual Report. He stated it is a State Law that requires a Nurse Staffing Committee to report twice a year to the Board. Ms. Rauch gave a review of the report to the Board.

**Motion was made by Mila Gibson to approve the Nurse Staffing Committee Report and was seconded by Linda Kite; motion carried.**

Mr. Dippel presented the EP Incident Management-Electronic Security Incident Reporting to the Board. He stated this software has many other assets includes allowing incident reporting to be entered and if needed, will be able to attach a policy related to a particular incident. He stated this will alleviate incident paper reports returning to the Quality department days later. He stated the purchase amount of \$67,634.90. The Board and Mr. Dippel had a detailed discussion.

**Motion was made by Kenny Maxwell to approve the purchase of the EP Incident Management-Electronic Security Incident Reporting in the amount of \$67,634.90 and was seconded by Rodney Foster; motion carried.**

Ms. Rauch requested the purchase of Lifepaks 20e for all nursing departments. She stated by having the same model throughout the hospital and this would make standard of care consistent. The primary reason for purchase of LifePaks is they are capable of monitoring end tidal CO<sub>2</sub>. The ability of monitoring and managing ET<sub>CO</sub><sub>2</sub> is an ACLS standard of care in cardiopulmonary resuscitation, and with COVID-19 being primarily a respiratory viral illness, RPMH needs to provide care to the ACLS standard. Standardization of resuscitation equipment across the facility is and added benefit and best practice. The purchase of refurbished equipment is \$8,741.48 for one. Ms. Rauch and the Board had a detailed discussion and agreed to purchase 8 total Lifepaks 20e and will paid with COVID-19 money.

**Motion was made by Linda Kite to approve 8 Lifepaks 20e for nursing appropriate amount \$70,000 and was seconded by Jose Villafranca; motion carried.**

Mr. Dippel presented RPMH Organizational Chart to the Board. He stated there were department director's title changes and reporting status had changed. He stated this gave Ms. Bond added responsibilities and ancillary departments that will report to

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

her. Rhonda Rauch, Rhonda Guelker and Julie Hal have title changes to Vice President in the new organizational chart.

**Motion was made by Kenny Maxwell to approve the Organizational Chart and was seconded by Jose Villafranca; motion carried.**

Mr. Dippel presented the CIP Grant Facility Security System. He stated this system will enable the hospital to lockdown in the event of any threats to the hospital and will have badge access. He stated the amount of \$94,774. Mrs. Guelker stated that they will match 25% and will use the Bond Fund and the other 75% from the grant.

**Motion was made by Kenny Maxwell to approve the CIP Grant Facility Security System in the amount of \$94,774 and was seconded by Rodney Foster; motion carried.**

Mr. Dippel requested the purchase of 10 MaxAir CAPR Systems. He stated these have a hood that goes over the face and a soft lining for the neck. It has a built-in respiratory that runs off a battery and is related to employee safety during the COVID-19 virus.

**Motion was made by Kenny Maxwell to approve the purchase of 10 MaxAir CAPR systems in the amount of \$31,685.91 and was seconded by Jose Villafranca; motion carried.**

Mr. Dippel requested the purchase of a Thermo Class II Scanner. He stated this is a I pad that will take temperature and vital signs on visitors and if not wearing a mask will prompt you to put one on. He stated these would be used after hours when there isn't a door screener present. He stated they can also add thermos scanner at places employees' enter and with a QR code on their cell phones they can enter. He stated it also keeps a record of what employees enter as well as their screening. This would help keep the door screeners with less exposure to the virus. He stated this equipment would be related to Covid-19 virus. Mr. Dippel stated that this I pad screener can also be used in patient's room that are "fall risk".



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

**Motion was made by Mila Gibson to approve the purchase of the Thermo Class II Biomed Cabinet for Lab in the amount of \$7,970.16 and was seconded by Linda Kite; motion carried.**

Mr. Dippel requested the purchase and installation of COVID-19 Glass Partition for RHC in the estimated amount of \$9,580.

**Motion was made by Jose Villafranca to approve the purchase of COVID-19 Glass Partition for the RHC and was seconded by Linda Kite; motion carried.**

Mr. Dippel presented the purchase of an Ultrasound for Obstetrics. He stated this is a budgeted item. He stated if they have an OB patient and need to do an Ultrasound, the OB staff has to go to the ER and use their Ultrasound and with COVID, the OB patients would not be safe. He stated the amount of the reconditioned Ultrasound is \$7,899.09 and this would be tied to the COVID virus.

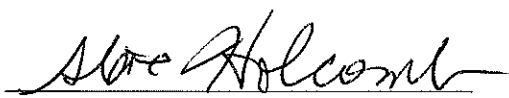
**Motion was made by Kenny Maxwell to approve the purchase of Ultrasound for Obstetric and was seconded by Kenny Maxwell; motion carried.**

Ms. Bond stated that the policies were emailed to the members before the meeting. These are policies that need Board approval.

**Motion was made by Linda Kite to approve policies and was seconded by Kenny Maxwell; motion carried.**

Notes of Appreciations were distributed.

There were no further business to come before the Meeting body; the meeting was adjourned at 7:20 p.m.

  
Steve Holcomb, Chairman  
Nolan County Hospital District