

**Notice of Regular Meeting of the Board of Directors
Chambers County Public Hospital District No. 1
5:30 P.M. April 22, 2021
Bayside Community Hospital Conference Room
Agenda**

- **Call to Order**
 - a. Confirmation of a quorum.
 - b. Invocation.
 - c. Introduction of Guests.
 - d. Review and Approve Minutes of Previous Meeting(s) – March 25, 2021
- **Public Comment**-Speakers must sign in to speak. There is a three (3) minute time limit. At this time, any person with business before the Board of Directors not scheduled on the agenda may speak to the Board. This is a time for the Board to receive comments from the public, but not a discussion. No response by the Board is necessary and no formal action can be taken on these items at this meeting.

Consent Agenda

- Review and Approve Committee Reports
 - a. Compliance Report
 - b. Safety Committee
- Review and Approve Operational Reports
 - a. Chambers Community Health Center, Inc. (FQHC) Operations
 - b. Wellness Center at Bayside Operations
 - c. Contract Review
- Administrative Reports
CEO's Monthly Update Report
 - a. QIPP Program
 - b. Interview about telehealth & natural disasters
 - c. BHISD Proposal
 - d. Organizational Structure
 - e. Wage Adjustment – Raises
 - f. Employee forums – Open Invitation to Board Members
 - g. Senior Team – Rounding and Call Schedule
 - h. Provider Recruitment, Clinic Discussions
 - i. Clinic Quality Report – Dr. Redman, Don Harper, IT
 - j. Castle Development, Partnering Opportunities
 - k. Mont Belvieu Clinic Options
 - l. Nursing Update
 - m. Cardio-Pulmonary Services
 - n. Phone System Work for Clinics, new Tele-communications Director for Clinics
 - o. IT Transition Plans

Old Business

None.

New Business

- Discuss, Consider and Take Action on if necessary, Financial and Statistical Reports
 - a. Chambers County Public Hospital District No. 1
- Discuss, Consider and Take Action on if necessary, Legend Bank Loan Documents.
 - a. Opening of 11 Nursing Home bank accounts.



- Discuss, Consider and Take Action on if necessary, Operating and Capital Budget for Dayton Spaces.
- Discuss, Consider and Take Action on if necessary, Operating and Capital Budget for Mont Belvieu.
- Discuss, Consider and Take Action on if necessary, Resale Offer for Parcel 27911.
- Discuss, Consider and Take Action on if necessary, New or Revised Polices.
 - a. Blood Transfusion Administration
 - b. Telephone and Verbal Orders

Executive Session, if necessary –

Section 551.78: Discuss and Consider Medical Staff Reports and Quality Assurance/Process Improvement Reports.

- a. Medical Staff QAPI Report
- b. Hospital QAPI Report
- c. Tomball QIPP 4 Quality Metrics Tracking
- d. Tomball 5 Star Rating Summary Report
- e. Tomball Quality Assurance and Performance Improvement Review Summary
- f. Credentials
- g. Miscellaneous

Section 551.085: Certain Deliberations by the Governing Board of a Public Hospital.

Section 551.074: Personnel Matters.

Section 551.072: Deliberations about Real Property.

Section 551.071: Consultation with Attorney.

Pursuant to Subchapter D of the Texas Open Meetings Act, this Board reserves the right to discuss in Executive (Closed) Session, such matters, and subjects as are allowed under law.

- Considers and Take Action, if necessary, regarding Executive Session
- Other.
- Adjournment.

The next Board Meeting is scheduled for Thursday May 27, 2021, at 5:30 p.m. in the Conference Room at Bayside Community Hospital.

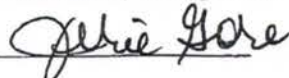


Submitted by: Ann Newton Administrative Assistant

FILED FOR RECORD IN:
Chambers County
On: 4/19/2021 4:34:40 PM
Doc Number: 2021 – 5378
Number of Pages: 2
Amount: 4.00
Order#: 20210419000052
By: PR



Heather H. Hawthorne, County Clerk

Recorded: 



Chambers County Clerk

Heather H. Hawthorne, County Clerk
404 Washington Ave, Anahuac, TX 77514
10616 Eagle Drive, Mont Belvieu, TX 77523
P.O. Box 728, Anahuac, TX 77514

Main: (409)267-2418 **Fax:** (409)267-8405

Receipt: 20210419000052

Date: 04/19/2021

Time: 04:34PM

By: Peggy R

Station: CCLERK09

Status: ORIGINAL COPY

<u>Seq</u>	<u>Item</u>	<u>Document Description</u>	<u>Number</u>	<u>Number Of</u>	<u>Amount</u>	<u>Serial Number</u>
1	Notice of Posting	PN	5378	2	\$4.00	
Order Total (1)					\$4.00	

<u>Seq</u>	<u>Payment Method</u>	<u>Transaction Id</u>	<u>Comment</u>	<u>Total</u>
1	Company Account			\$4.00
Total Payments (1)				\$4.00
Change Due				\$0.00

Bayside Hospital
P O Box 398
Anahuac, TX 77514

For more information about the County Clerk's office and to search property records online, please visit <http://co.chambers.tx.us>

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS FOR
CHAMBERS COUNTY PUBLIC HOSPITAL DISTRICT NO. 1 HELD IN THE BAYSIDE
COMMUNITY HOSPITAL CONFERENCE ROOM ON APRIL 22, 2021, ANAHUAC,
CHAMBERS COUNTY TEXAS BEGINNING AT 5:36 PM**

A Regular Meeting of the Board of Directors of the Chambers County Public Hospital District No. 1 was conducted in the Bayside Community Hospital Conference Room, Anahuac, Texas on Thursday, April 22, 2021 beginning at 5:36 p.m. with the following Directors present:

Theresa Greco, Chairperson;
Leslie Turner, Secretary;
Geraldine Brown, Director;
Mike Emmons, Director;

Absent:

Marcia Smith, Vice Chairperson

pursuant to a Notice under the Open Meetings Act duly filed and posted a full 72 hours prior to the opening of said meeting (a copy being placed amongst the files of the District).

Also present were William Kiefer, CEO/CNO; Paul Aslin, COO; Jay Hodges, CFO; Ann Newton, Administrative Assistant; Kaley Smith, Clinics Executive Director; Dr. John Redman, MD, Clinics Medical Director; Brandon Durbin, Durbin & Company; Tommy Davis, Durbin & Company.

The meeting was called to order by Chairperson Greco and it was determined that a quorum was present. Chairperson Greco gave the invocation.

Previous Minutes: A motion was made by Secretary Turner and seconded by Director Brown to approve the minutes of March 25, 2021 as presented. Motion carried unanimously.

Consent Agenda:

Mr. Kiefer informed the Board that Janice Jircik is now our Marketing Director as well as the Director of The Wellness Center. He said that we have hired an Activities Coordinator and that the Wellness Center has opened back up and the community is starting to come back in.

Mr. Kiefer told the Board that Kaley received the Woman to Watch in Healthcare Award from the Greater Houston Women's Chambers of Commerce today. The Board congratulated Kaley.

Kaley Smith, Executive Director, informed the Board that the health center received a \$2.6 million grant for COVID related items and future infrastructure and will be attending a HRSA webinar to receive additional guidance.

QIPP Program:

- Went from 2 nursing homes to 13
- Will receive around \$3.8 million in revenue
- Biden has taken \$10 billion back from TX which will have an impact on QIPP, UC, CHIRPS, etc.
- Secured our first \$10 million loan to fund the nursing homes Medicaid payments
- Legends Bank wants to fund the other \$10 million but may have to use Happy Bank but we will be funded.

- Operational side - Paul and I will be visiting some of the Nursing Homes May 5-7th and then finish up the ones that are closer on May 13th.

Interview about telehealth & natural disasters:

- Kaley and I were interviewed and in the news.

BHISD Proposal:

- The team worked very hard on this with Nellie taking the lead.
- Dr. Poole was interested in direct contracting concierge service.
- The clinics have opened back up at lunch and will do so in Dayton as well.
- Visiting with Providers to join us at Chambers Health.
- Paul Aslin has been running point on this proposal.
- Should know if BHISD accepts the proposal in a couple of months.
- If approved this will bring in 1,000 plus employees/families.
- If it is not approved we plan to approach other businesses.

EXECUTIVE SESSION: The Board of Directors met in Closed Executive Session under Section 551.072 at 5:59 o'clock p.m.

Open Session: The Board of Directors returned to Open Session at 6:30 o'clock p.m. No action taken.

Wage Adjustment – Raises:

- At this time there is no methodology and it needs to be fixed.
 - Need to make salary adjustments.
 - Troublesome for me how raises were just given in the past.
 - Natalie is working on a tool for each employee and their evaluation.
 - Will have gone the fiscal year without raises.
 - Will do salary adjustments in the Fall
- Chairperson Greco asked if there would be all new job descriptions and all? Yes
Director Brown if anyone will be lower than what they are making now. No.
- This will be rolled out to our employees next week at the employee forum.

Employee forums – Open Invitation to Board Members:

- There will be raffles, prizes the Senior Team will be wearing T-shirts of their favorite super hero.
- Will be held twice annually Spring/Fall
- Action Cue.
- Discussed and trained on retaliation.
- The board members are invited/encouraged to attend.

Senior Team – Rounding and Call Schedule:

- Each Senior Team member will be on call for a week.
- First call will be whoever is on call then second will be to me.
- Rounding will be done at each facility and the hospital will be on the weekend.
- There will be questions to be asked and will be discussed at the Senior Team meeting.

Provider Recruitment, Clinic Discussions:

- Looking for a Pediatrician.
- Discussions with Aneres.
- Discussions with Mont Belvieu Urgent Care is a soft no so far.
- Would like to have these clinics and put our name on them.
Dr. Redman – Ben Beouli called me last night and asked if he could come back full-time, he said that he would like to work another 3-4 years.
- Received a resignation from Dr. Isaac last Tuesday.
- Looking for a Family Practice Physician for Dayton and a APC for Dayton.

Clinic Quality Report – Dr. Redman, Don Harper, IT:

- Kaley informed the Board that there is a sub-committee that is apart of our Quality Metrics.
- Blanca has been working with Dr. Redman/IT to make sure all documentation are completed.
- Documenting in the correct place, which will increase the quality measures.
- The higher our quality measures are the more money we receive for our ACO.
- Dr. Redman thanked the team. Tonya, Blanca, Don, IT and myself.
- All new providers should be oriented to how everything is documented.
- Phone System at WCMC – it's hard to get in. Kaley/Elissa has re-arranged job duties and stations for registration staff.

Castle Development, Partnering Opportunities:

- Information is included in your packet.
- Had a call with the Matt McCleod the owner of Castle and with Durbin & Company earlier today.
- We will be visiting some of their facilities in Dallas on Monday.

Mont Belvieu Clinic Options:

- Kaley has done a fantastic job working with Philo-Wilke.
- These are the folks that built WCMC.
- Received new plans this morning.
- Paul knows an investor that we may use to build out the Dayton Imaging Center.

Nursing Update:

- All nursing positions have been filled.
- We will be shedding 2 FEMA nurses a week. By May 1st it will just be our staff.
- Swing bed days 2019-23, 2020-36, 2021-132
- Had a meeting with Brett Balcerak with Physio Staff today and will be reaching out to some folks that may admit Swing Bed patients.
- 5 rooms have been painted, new lights, artwork, etc.

Cardio-Pulmonary Services:

- We had a director hired and the day before starting she quit which has happened twice.
- Opportunity is here, we don't have some of the services in the area that can be provided in this department.

Phone System Work for Clinics, new Tele-communications Director for Clinics:

- There is HRSA COVID funding to hire this position to help us evaluate the phone system.
- We are going to purchase some more software/hardware for all clinics.

IT Transition Plans:

- Paul Aslin told the Board at this time we contract with SW Systems and have been for about 20 years.
- His contract ends in 6-2022.
- I've reached out to a colleague who encouraged us to bring it all in-house. Didn't think we needed a lot of lead time maybe 3 months. We think we need more time. Hire someone and bring them in to learn the ropes.
- Need to get an assessment of all SW Systems does.

Mr. Kiefer discussed:

- The new Quality Assurance reporting structure.
- Kore Power – a company that may be moving to Chambers County.

A motion was made by Director Brown and seconded by Secretary Turner to approve the Consent Agenda as presented. Motion carried unanimously.

OLD BUSINESS: None

Financial and Statistical Reports: Jay Hodges informed the Board:

- March very good
- Patient days are up
- Gross Patient Revenue was \$1.7 million more than last year
- Net Patient Revenue is \$1.2 million
- Expenses are virtually the same as last month
- Total Net Income is \$746,000 compared to a negative last year
- Cash basis is extremely well \$13.5 million compared to \$9.9 last year
- 305 days cash on hand

A motion was made by Director Emmons and seconded by Secretary Turner to approve the Financial and Statistical Reports as presented. Motion carried unanimously.

Legend Bank Loan Documents:

- We've been talking about this for months
- Started out working with Allegiance
- Legend bank has worked with QIPP before but not for the CHOWS. After several rounds with them. They ask us to fund 20% and then 80%. We will receive the money back August/September time frame
- 5% interest rate and we are only charged when we draw down, around \$2.5 million a month.
- We don't think that the Nursing Homes will use what was budgeted.
- I have all the documents and need signatures from Theresa and Leslie.

- The loan is for \$8,151,990.40 with 5% Interest and the maturity date is 10-1-21

a. Opening of 11 Nursing Home bank accounts

A motion was made by Secretary Turner and seconded by Director Emmons to approve the loan documents with Legend Bank. Motion carried unanimously.

Operating and Capital Budget for Dayton Spaces: Jay Hodges informed the Board:

- Presented the draft budget and said that Kaley and Elissa has done a lot of work on this
- Need some renovation done which will not be very expensive maybe around \$25,000
- Miscellaneous equipment cost would be around \$125,000
Director Emmons asked if we would receive bids for this. Mr. Hodges said that we would receive bids.
- We would probably pay the \$255,000 out of our cash
- The clinic should make money for the first year. We are showing a net income of \$51,210
- Disclaimer – we did show a loss for year 1 and 2 but we scaled it down
- Planning to open September 1, 2021
- Paul Aslin will be bringing a lease for approval at the next Board meeting
- Dayton imaging Site will be more capital extensive
- Will we pay for it ourselves, will we have a partner, etc.
- Quote from GE for equipment is \$1,7 million, still waiting on quotes from Simiens and Phillips.
- Cost will be around \$165.00 per square foot.

Operating and Capital Budget for Mont Belvieu

- It is still early in the game right now.
- Philo-Wilke estimated the cost to be \$1.3 million on the first draft, after changes it is now down to \$1 million
- Kaley has some HRSA funds they may be used.
- We will be adding 11 exam rooms

Resale Offer for Parcel 27911:

A motion was made by Director Emmons and seconded by Director Brown to approve the Resale Offer for Parcel 27911 as presented. Motion carried unanimously.

New or Revised Policies

a. Blood Transfusion Administration

b. Telephone and Verbal Orders

A motion was made by Director Grown and seconded by Director Emmons to approve the New or Revised Policies a. Blood Transfusion Administration and Telephone and Verbal Orders as presented. Motion carried unanimously.

Executive Session: The Board of Directors met in closed Executive Session under Sections 551.074 and 551.072 at 8:25 o'clock p.m.

Open Session: The Board returned to Open Session at 9:46 o'clock p.m. No action taken.

Adjournment:

A motion was made by Secretary Turner and seconded by Director Brown to adjourn the meeting at 9:47 o'clock p.m.

APPROVED this the 26th day of May, 2021.



THERESA GRECO, CHAIRPERSON
BOARD OF DIRECTORS



LESLIE TURNER, SECRETARY
BOARD OF DIRECTORS