Notice of Regular Meeting of the Board of Directors
Chambers County Public Hospital District No. 1
5:30 P.M. January 26, 2021
Anahuac Elementary Cafeteria
Agenda

1. **Call to Order**
   a. Confirmation of a quorum.
   b. Invocation.
   c. Introduction of Guests.
   d. Review and Approve Minutes of Previous Meeting(s) – December 15, 2020

2. **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.

3. Discuss, Consider and Take Action on, if necessary, Financial and Statistical Reports
   a. Chambers County Public Hospital District No. 1
   b. Tomball Rehab and Nursing

Consent Agenda

4. Review and Approve Committee Reports
   a. Compliance Report
   b. Benchmarking Program
   c. Safety Committee

5. Review and Approve Operational Reports
   a. Chambers Community Health Center, Inc. (FQHC) Operations
   b. Wellness Center at Bayside Operations
   c. Contract Review

6. Administrative Reports
   CEO's Monthly Update Report
   - Thank You Notes
   - February board meeting
   - Board meeting dates
   - Federal Tax Lien update
   - HealthStream Implementation
   - HRIS implementation
   - Policy Stat Implementation
   - Action Cue Implementation
   - Marketing Plan discussion
   - Info about Chambers Health improvements
   - Nursing Home Update
   - Nursing/Ancillary Update
   - Bayside Healthcare Foundation
   - Wound Care Program
   - Review 2021 Work/Strategic Plans
   - COVID/Vaccine updates
   - Employee Survey
   - ER/Hospitalist Coverage
   - Women's Health Service Line
   - Feasibility Consultants
   - West Chambers Clinic land/building
   - Swing Bed update
   - Education about Chambers to Community

- Management Training Program 2021

Old Business

New Business

7. Discuss, Consider and Take Action on, if necessary,
- Capital Equipment – Patient Lift
- Capital Equipment – (4) 7.5 ton Lennox HVAC units

Executive Session, if necessary –

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.

8. Considers and Take Action, if necessary, regarding Executive Session

9. Other.

10. Adjournment.

The next Board Meeting is scheduled for Tuesday, February 23, 2021, at 5:30 p.m. in the Conference Room at the Wellness Center.

Submitted by: Ann Newton Administrative Assistant

Chambers County Clerk

Heather H. Hawthorne, County Clerk
404 Washington Ave, Anahuac, TX 77514
10616 Eagle Drive, Mont Belvieu, TX 77523
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Bayside Hospital
P O Box 398
Anahuac, TX 77514

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS FOR CHAMBERS COUNTY PUBLIC HOSPITAL DISTRICT NO. 1 HELD IN THE ANAHUAC ELEMENTARY CAFETERIA ON JANUARY 26, 2021, ANAHUAC, CHAMBERS COUNTY TEXAS BEGINNING AT 5:37 PM

A Regular Meeting of the Board of Directors of the Chambers County Public Hospital District No. 1 was conducted in the Anahuac Elementary Cafeteria, Anahuac, Texas on Tuesday, January 26, 2021 beginning at 5:37 p.m. with the following Directors present:

Theresa Greco, Chairperson;
Marcia Smith, Vice Chairperson:
Leslie Turner, Secretary;
Geraldine Brown, Director;
Mike Emmons, Director;

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; Ann Newton, Administrative Assistant; Kaley Smith, MHA, Clinics Executive Director; Prentice Sanders, CFO; Sue Hawthorne, The Progress; Anthony Capili, MD, Chief of Staff; Robert Meler, RN; Janice Jircik, Director of WCaB; Nellie Lunsford, Director of Business Development; Misty DeHoyos, Director of Radiology; Noe Mejia, Director of Plant Operations; Gary Cook, PA-C

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

Previous Minutes: A motion was made by Secretary Turner and seconded by Vice Chairperson Smith to approve the minutes of December 15, 2020 as presented. Motion carried unanimously.

Public Comment: None.

Financial and Statistical Reports Chambers County Public Hospital District No. 1:

Monthly Consolidated Balance Sheet
$11.8 million cash on hand
$2.8 million Net Accounts Receivable
$15 million Total Assets
$8.6 million Total Fixed Assets (land, building, equipment)
$7.1 million Current Liabilities

Monthly Consolidated Income Statement
$28,000 In-Patient Revenue
$1.8 million Out-Patient at hospital
$24,000 Dental Revenue
$500,000 Clinic Revenue
$2.4 million Total Patient Revenue
$436,000 Net Patient Revenue
$90,000 Other Revenue
$526,000 Total Operating Revenue
$1.5 million Total Expenses

$553,000 Total Statement of Cash flow for the month of December

Mr. Kiefer informed the Board that we have been working real hard over the last two months on acquiring nursing homes; which will be great for the Organization.
Winnie-Stowell Hospital District has 26 nursing homes and it brings them millions of dollars. We may have stumbled on one and may have 8 more.
Allegiance Bank has approved the loan. During the Change of Ownership (CHOW) Medicaid will put a 4 month hold on payments made to the nursing home. We will loan this amount to the nursing homes and charge them 8% interest on the loan. We will initiate the Intergovernmental Transfer (IGT) twice a year. The amount will vary per each nursing home.
Director Emmons – this continues annually. Yes
Director Brown – are there any hidden fees that we are not aware of? Mr. Kiefer said that there are attorney fees, fees for the CHOW and licensing fees.

Payroll Protection Program (PPP) – we received $1 million for employees and $230,000 for the providers. We are applying for round two.
Secretary Turner asked if we have been forgiven for the first round? Prentice said he feels like we will be forgiven.
Director Emmons asked if the Wellness Center was included as well? Mr. Kiefer said that it was.

A motion was made by Vice Chairperson Smith and seconded by Director Brown to approve the financial and statistical as presented. Motion carried unanimously.

Consent Agenda:

CEO's Monthly Report:

Thank You Notes: so much appreciation from the staff. Never have I received this much of appreciation. Thanked both boards. Helped morale.

February Board meeting: Theresa and I have talked about this. We will have the strategic planning in San Antonio and will stay over for a quick meeting to approve items if necessary.

Board meeting dates: Historically the meetings have been on Tuesdays but wanted to move them to Thursdays if possible. The Board was in agreeance to move the meetings to the fourth Thursdays starting in March.

Federal Tax Lien update: This was an error on the side of the government and had put a lien on our assets. We received a letter stating that that the lien has been cleared. Prentice has filed for reimbursement.

HealthStream implementation: In the past there has been a gap in the education system, this module will streamline all of the educational components for staff, upon hire and ongoing.

HRIS implementation: This is a HR module in CPSI that will interface with our payroll system.

Policy Stat Implementation: Purchased a policy system which will be uploaded in our system and it will help guide the departments and the policies. This will be a significant undertaking by staff.

Action Cue Implementation: I alluded to this at the session. It has two different components one is an incident reporting system (employee incidents, patient falls, etc.), this will be more compliant for risk management. We do not have a good quality program at this time. We have a new quality person starting mid-February for the Hospital.
There is an expense with each one of these, but we are filling in the gaps in our organization.

Marketing Plan discussion: Nellie is doing a cost assessment. This person Nellie is working with is from Mont Belvieu and they use our healthcare system (Chambers Health). There are several phases to this plan. The cost for four months is $9,500.
Janice will be doing the marketing along with Nellie's help.
Director Brown asked if our IT department could support this. Prentice said that our IT department could handle this plan.
Vice Chairperson Smith asked who would be responsible for posting/responding. William said that Nellie/Janice would be responsible for responding.

Info about Chambers Health Improvements: I have had some discussions with Theresa and we need to get things out in the community about what is happening new at Chambers Health,
Director Emmons said that he and Chairperson Greco were at a function and were visiting with some folks. He said that one lady had some good things to say about us.
Nellie said that she has talked to a couple of patients that had testimonies they wanted to share.
Director Emmons said I told people to just bear with us that we are doing better things.

Nursing Home Update: Discussed earlier.

Nursing/Ancillary Update: Elaine Duhon, RN stepped up as Acting DON because Jay had asked her to do so until a replacement could be found. She has now decided that she wants to go back to the floor. She has been replaced with Robert Meler, Director of Acute Care and will be over ER, Med-Surg and OR. Robert has completed the trauma designation application and sent to the State. He has hit the ground running. Soon we will have onsite Respiratory care. Cathy Muscat will be the Quality Infection Control nurse and will begin mid-February.

Bayside Healthcare Foundation: Want to change the name to Chambers Health Foundation from Bayside Healthcare Foundation, so it would incorporate/include the entire County.

Wound Care Program: We have had some meetings with Felicite and Gary our new medical director of the ER and trauma designation as well. Felicite took a weeklong class and is wound care certified. Christi and Gary are both interested in adding wound care services. They will all be come certified in wound care along with Elaine. We visited with two vendors and they will be helping find patients. We will also be visiting with Methodist as well to send us patients so that they will be closer to us.

Review 2021 Work/Strategic Plans: This is in your packet and we'll be going over this in Executive Session

COVID/Vaccine Updates: Theresa asked me to keep the Board updated. Had a lot of calls with Mary Beth Bess discussing the vaccines. We have vaccinated 200-300 patients. Kaley and her team had a flawless vaccine drive-through. Kaley thanked Tonya Pagel and Stacey Brown for putting this together and taking the lead. When I receive any updates I will forward to the Board so you will know how to respond to the community if asked any questions.

Employee Survey: We are at 90% return rate at this time. In a week or two Cindi, Senior Team and I will sit down and go over the survey. The results will be shared with you at the strategic planning session, then all employees will be told the results after that. The surveys are anonymous.

ER/Hospitalist Coverage: We are going through this process and getting ready for our providers to take back over the ER coverage. The Nursing Home in Liberty wants to send their patients to us.

Women's Health Service Line: Kaley discussed Xotchil Skibin, FNP-C. She said that she will be able to build the Women's Health Service Line program and population health. William said this will be a whole new service line.

Feasibility Consultants; I spoke with Alan Richman from Innovative Capital but decided to use another company. Spoke with Kevin Reed and he has given me some different companies to visit with. This is ongoing at this time.

West Chambers Clinic land/building: WCMC is somewhat landlocked. There is a lot of empty/unutilized space within the building itself. We have been visiting with the architect firm Philo-Wilke which is the company that was used to design both Bayside Clinic and West Chambers Medical Center. They have been working on re-structuring the interior of the clinic. We are looking at adding exam rooms to 21 rooms from 12. The cost is $26,000.00 for the schematic drawings/initial phase, but we will be able to use HRSA/COVID funding.

Swing Bed Update: We received our first swing bed patient. Nellie was overseeing the swing bed program but now has been moved over to Robert as of today. He will be working with Malinda to re-create the program/packet.

Management Training Program 2021: As part of our manager training we purchased all managers a book called Hardwiring Excellence. We will be going over the chapters over the course of 2021.

William discussed the tenant handout. Please read before the strategic planning meeting.
Banners for Bayside Clinic but we cannot use them at West Chambers Medical Center. Director Emmons said that he did not like to use banners. Chairperson Greco said I think that we put the banners up at least temporarily. Director Emmons said you could dig a hole and cement it and then you could put the banners up and take them down once a week.

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

OLD BUSINESS: None

NEW BUSINESS:

Capital Equipment – Patient Lift
A motion was made by Secretary Turner and seconded by Vice Chairperson Smith to approve the Patient Lift from EZ Lift as presented. Motion carried unanimously.

Capital Equipment – (4) 7.5 ton Lennox HVAC units Noe discussed the need of the HVAC units. Director Emmons asked if all units were over ten years old. Noe said that they were. He asked why we did not have any companies from Chambers County bid on the units. Director Emmons asked if we are going to sign a maintenance agreement with Jace. Noe said that we would sign a maintenance agreement. Director Brown stated she was confused, he's saying one thing and he's saying something else. She said

I am looking at this at a homeowner perspective, she asked if they come out and service the units. The reply was yes.

A motion was made by Vice Chairperson Smith and seconded by Director Brown to approve the HVAC units as presented from Jace. Motion carried unanimously.

Executive Session: The Board of Directors met in Closed Executive Session under Sections 551.078 and 551.085 at 8:05 o'clock p.m.

Open Session: The Board of Directors returned to Open Session at 9:52 o'clock p.m.

A motion was made by Vice Chairperson Smith and seconded by Director Brown to approve the appointments of Christi Morris, FNP-C to Active Staff, Greta Ludwig, PT to Allied Health Professional and the re-appointments of Irene Amoako-Attah, FNP-C to Active Staff and Jessie Adame, MD to Active Staff as recommended by the Medical Staff. Motion carried unanimously.

A motion was made by Director Brown and seconded by Vice Chairperson Smith to approve proceeding with the Dayton project. Motion carried unanimously.

Adjournment:

A motion was made by Secretary Turner and seconded by Director Brown to adjourn the meeting at 9:55 o'clock p.m. Motion carried unanimously.

APPROVED this the 13th day of February, 2021.

Theresa Greco

THERESA GRECO, CHAIRPERSON
BOARD OF DIRECTORS

Leslie Turner

LESLIE TURNER, SECRETARY
BOARD OF DIRECTORS