

W0-96-2021-54798

**Notice of Regular Meeting of the Board of Directors  
Chambers County Public Hospital District No. 1  
5:30 P.M. July 29, 2021  
Bayside Community Hospital Conference Room  
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) – June 24, 2021
  
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.

**Consent Agenda**

3. **Review and Approve Committee Reports**
  - a. Compliance Report
  - b. Safety Committee
  
4. **Review and Approve Operational Reports**
  - a. Chambers Community Health Center, Inc. (FQHC) Operations
  - b. Wellness Center at Bayside Operations
  - c. Contract Review
  
5. **Administrative Reports**

CEO's Monthly Update Report

  - a. Newport Health Network
  - b. Action Cue Quality Review
  - c. FY 2022 Capital Budget
  - d. Swing Bed Discussion-eCW Referral
  - e. BeWell Baytown Grant
  - f. Castle Development update
  - g. Pursuit of Excellence

**Old Business**

6. Discuss, Consider and Take Action on if necessary, keeping the depository account at Allegiance Bank.

**New Business**

7. Discuss, Consider and Take Action on if necessary, Financial and Statistical Reports
  - a. Chambers County Public Hospital District No. 1
  
8. Discuss, Consider and Take Action on if necessary, to add William Kiefer, CEO, Paul Aslin, COO, and Jay Hodges, CFO, as authorized signers on all current Hospital District bank accounts and safe deposit boxes held by Allegiance Bank.
  
9. Discuss, Consider and Take Action on if necessary, to assign Jay Hodges, CFO, administrative rights to all current Hospital District bank accounts held by Allegiance Bank. Mr. Hodges is authorized to add any sub-users, as appropriate, to handle the banking needs of the District regarding Treasury Management Services. Mr. Hodges is also authorized to make modifications to what banking services each account should have.

10. Discuss, Consider and Take Action on if necessary, to remove Ann Newton, Prentice Sanders, Steve Gularte, Theresa Cheaney (if they are removing her also) or any other former employees, from any Hospital District bank accounts and safe deposit boxes held by Allegiance Bank, to which they are still listed as authorized signers.
11. Discuss, Consider and Take Action on if necessary, an updated Board Member Roster with Allegiance Bank.
12. Discuss, Consider and Take Action on if necessary, New or Revised Policies
  - a. Emergency Department Documentation
  - b. Emergency Department Diversion
  - c. Emergency Room Extended Stay
  - d. Intravenous Access
  - e. Panic/Critical Values
  - f. Therapeutic Functional Dry Needling (DN)

**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.

13. Considers and Take Action, if necessary, regarding Executive Session discussion about executive benefits.
14. Other.
15. Adjournment.

The next Board Meeting is scheduled for Thursday August 26, 2021, at 5:30 p.m. in the Conference Room at Bayside Community Hospital.



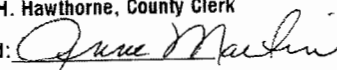
Submitted by: Nellie Lunsford, Director of Business Development

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Heather H. Hawthorne, County Clerk

Recorded: 

**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 JULY 29, 2021, ANAHUAC, CHAMBERS COUNTY TEXAS BEGINNING AT 5:34 P.M.**

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, July 29, 2021, beginning at 5:34 P.M. with the following Directors present:

Theresa Greco, Chairperson;  
Marcia Smith, Vice Chairperson;  
Mike Emmons, Director;  
Geraldine Brown, Director

Absent:

Leslie Turner, Secretary

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

Also present were William Kiefer, CEO/CNO; Paul Aslin, COO; Christy McAdams, Administrative Assistant; Kaley Smith, Clinics Executive Director, Sue Hawthorne, The Progress and Dr. Capili.

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

**Previous Minutes:** A motion was made by Vice Chairperson Smith and seconded by Director Brown to approve the minutes of June 24, 2021, as presented. Motion carried unanimously.

**Consent Agenda:**

**Compliance Report:**

- Kiefer discussed the Compliance Report. There was one claim of Safety Checks are being made and continue to make efforts to ramp up the safety of our medical records.

**Safety Committee:**

- Kiefer reminds the Board that Noe Meja is handling the Safety Committee meetings and doing a great job.

**Chambers Community Health Center, Inc. (FQHC) Operations:**

- Kaley Smith, Clinic Executive Director discussed her reports and notified the Board that the HRSA Grant was renewed. It began in 2009 and contains a free malpractice insurance to our FQHC Providers, that helps protect and reduce lawsuits.

## **CEO's Monthly Update Report:**

### **Newport Health Network:**

- Kiefer spoke on Newport Health Network's Sleep Medicine Program. He believes bringing this service to our hospital will drive volume and revenue. Newport would update and manage the equipment, while using our space, and we benefit from the income. Doctor Capili agreed that this is a service we can bring to the hospital instead of referring patients out to Baytown.

### **Action Cue Quality Review:**

- Kiefer demonstrated the Action Que software. Each department can up with their goals. Our processes aren't perfect – but this helps us see what needs work and holds accountability while working towards our benchmark. We now can identify challenges and make the necessary improvements.

### **Swing Bed Discussion – eCW Referral:**

- Kiefer has spoken with Bayshore Hospital Administration in regard to them using our facility as a Swing Bed destination for patients. They are averaging 30-40 patients holding in their ER. If we affiliate Bayshore, we could pull those extra patients to come here to our facility for care.

### **BeWell Baytown Grant:**

- Kaley Smith spoke about the BeWell Baytown Grant we have been awarded for the next 3 years. This grant helps patients obtain free preventative cancer screenings and follow-up healthcare. The grant is for \$493,928 and we will partner with MD Anderson and Exxon Mobil.

### **Pursuit of Excellence:**

- Aslin compiled a group of 5 employees that are rated as highly influential to form an internal group of coaches to help train their peers the best way of doing things vs. the current process. This helps these coaches to define better processes – then bring those ideas back to their team and improve working conditions.

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:**

- Kiefer and Hodges discussed the two outstanding options on banking: Allegiance or Anahuac National Bank. Hodges recommends staying with Allegiance, at this time. A motion was made by Director Emmons and seconded by Chairperson Smith to keep the depository account with Allegiance Bank.

### **New Business:**

### **Financial and Statistical Reports:**

Jay Hodges, CFO, presented the June Financials, for review.

Regarding the QIPP Program, Mr. Hodges informed the Board:

- 7 out of the 11 new nursing homes have received their Medicaid numbers.
- The Medicaid funds will start off setting the draws that the Nursing Homes have made on their working capital accounts.

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

**Remove Ann Newton, Prentice Sanders, Steve Gularte, Theresa Cheaney, or any other former employees from any Hospital District bank accounts and safe deposit boxes held by Allegiance Bank, to which they are still listed as authorized signers.**

A motion was made by Director Brown and seconded by Vice Chairperson Smith to approve removing the above listed former employees from the Allegiance accounts.

**Designate Kiefer, Aslin, and Hodges to be the authorized signers on any Hospital District bank accounts and safe deposit boxes held by Allegiance Bank.**

A motion was made by Director Brown and seconded by Director Emmons to approve them as signers. Motion carried unanimously.

**Assign Hodges administrative rights to all Hospital District bank accounts, held by Allegiance Bank. Mr. Hodges is authorized to add any sub-users as appropriate, to handle the banking needs of the Hospital District, regarding any Treasury Management services. Mr. Hodges is also authorized to make modifications to what banking services each account should have.**

A motion was made by Director Brown and seconded by Vice Chairperson Smith to give Hodges Administrator authority on all accounts held with Allegiance Bank. Motion was carried unanimously.

**Update Board Member Roster with Allegiance Bank.**

A motion was made by Vice Chairperson Smith and seconded by Director Emmons to approve sending to Allegiance Bank, an updated Board Member roster.

**New or Revised Policies: All listed Policies ratified by Medical Staff.**

A motion was made by Vice Chairperson Smith and seconded by Director Emmons to approve Policies. Motion carried unanimously.

**Executive Session:**

A motion was made by Director Emmons to adjourn to Executive Session and seconded by Director Brown at 7:32 PM. Motion carried unanimously.

**Subcommittee for Bylaws NFP and update District will be Chairperson Greco and Director Emmons.**

A motion was made to approve the Subcommittee by Director Brown and seconded by Chairperson Smith.

A motion was made to approve Credentials by Chairperson Smith and seconded by Director Brown.

A motion was made to approve car and phone allowance for Kiefer by Chairperson Greco and seconded by Chairperson Smith.

The Board returned from Executive Session at 7:57PM.

**Adjournment:**

A motion was made by Director Emmons to adjourn meeting and seconded by Chairperson Smith at 8:03 PM. Motion carried unanimously.

Approved this 26<sup>th</sup> the day of August 2021.

A handwritten signature in black ink that reads "Theresa Greco". The signature is written in a cursive style with a long horizontal stroke at the end.

THERESA GRECO, CHAIRPERSON  
BOARD OF DIRECTORS