

**Notice of Regular Meeting of the Board of Directors
Chambers County Public Hospital District No. 1
5:30 P.M. October 27, 2020
Wellness Center at Bayside Conference Room
Agenda**

1. **Call to Order**
 - a. Confirmation of a quorum.
 - b. Invocation.
 - c. Introduction of Guest.
 - d. Review and Approve Minutes of Previous Meeting(s) – September 22, 2020 Regular Meeting and Tax Adoption Meeting, September 29, 2020 Called Meeting, and October 7, 2020 Called Meeting.
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. **Executive Session:** Section 551.078; Discuss and Consider Medical Staff Reports and Quality Assurance/Process Improvement Reports.
 - a. Medical Staff QAPI Report
 - b. Hospital QAPI Report
 - c. Tomball QIPP 3 Quality Metrics Tracking
 - d. Tomball QAPI Review Summary
 - e. Credentials
 - f. Miscellaneous
4. Take Action, if necessary, regarding Executive Session Items
5. 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

6. Review and Approve Committee Reports
 - a. Compliance Report
 - b. Policy Committee Report
 - c. Budget Amendments
 - d. Miscellaneous
 - e. Liens for non-payment
 - f. Benchmarking Program
 - g. Safety Committee
7. Review and Approve Operational Reports
 - a. Chambers Community Health Center, Inc. (FQHC) Operations
 - b. Wellness Center at Bayside Operations
 - c. Contract Review
8. Administrative Reports
 - a. CEO's Monthly Update Report.

Old Business

9. ER Provider Staffing Discussion.
10. Emergency Room Canopy Design Bids.
11. Board Education Plan.



New Business

12. Discuss, Consider and Take Action on, if necessary, Board Meeting Holiday Schedule.
13. Discuss, Consider and Take Action on, if necessary, Annual Employee Paid Time Off Cash Out.
14. Discuss, Consider and Take Action on, if necessary, New or Revised Policies.
 - a. Recording of Conversations in the Workplace
15. Discuss, Consider and Take Action on, if necessary, SW Systems Contract Amendment Update.
16. Discuss, Consider and Take Action on, if necessary, To Lease a Licensed Nursing Facility and enter into an agreement to manage and participate in the State Quality Incentive Payment Program. [Executive Session]
17. Miscellaneous.
 - a. Medical Staff Attendance – Tuesday, November 17, 2020 at 5:30 pm at the Wellness Center at Bayside.
18. **Executive Session, if necessary –**

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

Section 551.074: Personnel Matters.

Consultation with Attorney and Deliberations about Real Property Pursuant to **Section 551.071 and 551.072** of the Texas Open Meetings Act, the Board will discuss such matters, as require confidentiality under the attorney client privilege.

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.

19. Considers and Take Action, if necessary, regarding Executive Session
20. Other.
21. Adjournment.

The next Board Meeting is scheduled for Tuesday, November 24, 2020, at 5:30 p.m. in the Conference Room at the Wellness Center.



Submitted by: Ann Newton Administrative Assistant

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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 WELLNESS
CENTER CONFERENCE ROOM ON OCTOBER 27, 2020, ANAHUAC, CHAMBERS COUNTY
TEXAS BEGINNING AT 5:33 P.M.**

A Regular Meeting of the Board of Directors of the Chambers County Public Hospital District No. 1 was conducted in the Wellness Center Conference Room, Anahuac, Texas on Tuesday, October 27, 2020 beginning at 5:33 p.m. with the following Directors present:

Theresa Greco, Vice Chairperson;
Marcia Smith, Secretary;
Leslie Turner, Director;
Mike Manders, Director;

Absent:

Marian Whitley, 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 Jay Hodges, Interim CEO; Ann Newton, Administrative Assistant, Kaley Smith, MHA, Clinics Executive Director; Elaine Duhon, RN, Acting DON; Prentice Sanders, CFO; Rick Groves, IT Contractor; Dr. Anthony Capili, Chief of Staff; Nellie Lunsford, Director Of Compliance & Education; Janice Jircik, Director of Wellness Center at Bayside; Aleta Bettis, Pharmacy Tech; Malinda Albritton; Dr. John Redman; Sue Hawthorne, The Progress; Pam Clark, RN, Interim CNO.

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

Previous Minutes: A motion was made by Director Turner and seconded by Director Manders to approve the minutes of September 22, 2020 Regular Meeting and Tax Adoption Meeting, September 29, 2020 Called Meeting, and October 7, 2020 Called Meeting. Motion carried unanimously.

Executive Session: The Board of Directors met in closed Executive Session under Section 551.078 at 5:35 o'clock p.m.

Open Session: The Board of Directors returned to Open Session at 5:40 o'clock p.m.

A motion was made by Secretary Smith and seconded by Director Manders to approve the Tomball QIPP 3 Quality Metrics Tracking as presented. Motion carried unanimously.

A motion was made by Secretary Smith and seconded by Director Manders to approve the proposed 4.4 EMERGENCY DEPARTMENT STAFF B. Prerogatives, Emergency Department Staff Members shall be eligible to: 1. As an ER physician, admit or co-admit patients to the Hospital with an Active Staff Member, and round on those patients, as appropriate. and C. Limitations, Emergency Department Staff Members: 1. (Remove sentence C.1. above). Motion carried unanimously.

Financial and Statistical Reports – Chambers County Public Hospital District No. 1: Prentice Sanders informed the Board:

- Total Cash in September is \$11,908,730.
- Cash on Hand is 256 days. In healthcare, 120 days cash on hand is standard for stable organizations.

- Net Accounts Receivable - \$2,883,599.
- There is a lot of red. When we receive grants, COVID, etc. it goes into a liability account and when the funds are spent it is moved over to the Income Statement. \$4.4 million in income will be moved over.

Vice Chairperson Greco asked if we knew how much has been spent on COVID? Prentice said we have spent \$1.48 million on COVID so far.

Director Manders asked if we were eligible for the full PPP loan? Prentice said that from what he had seen \$2.2 million in payroll will hopefully be forgiven.

- I have been doing a lot of learning on the first month to close.
- Kaley and I have spoken about the clinic financials and the grants that need to be added in the bottom line.
- Operating Loss – year to date is <\$5,289,934>.

A motion was made by Director Manders and seconded by Secretary Smith to approve the Financial and Statistical Reports – Chambers County Public Hospital District No. 1 as presented. Motion carried unanimously.

Consent Agenda: Mr. Hodges discussed his CEO Report:

- FEMA Nurses – Currently, we have 17 FEMA nurses assigned to the Hospital. Their current extension runs through November 30th, at this point. In mid-November, SETRAC will re-evaluate the COVID situation in Texas, and will work with FEMA on whether they will be modifying our allocation.
- COVID-19 status – Since we started testing in March, we have performed 2,663 tests. Of those 2,250 (84.5%) were negative, 407 (15.3%) were positive, 2 were indeterminate, and 4 are pending.
IP COVID-19 volumes by month
March – 1 patient, 3 days
April – 2 patient, 7 days
May – 4 patients, 11 days
June – 3 patients, 10 days
July – 10 patients, 84 days
August – 3 patients, 15 days
September – 3 patients, 9 days
October – 0 patients
- HR Director – After the HR Director interview phase completed, an offer was made to Natalie Clarke. She has accepted the position; and will be joining the team on Monday, November 30, 2020.
- ER Provider Staffing – Due to not being totally satisfied with the performance of Southwest Medical Group, we made the decision to transition away from them, when their current agreement expires on October 31st. We have entered into a two- month agreement with Concord Medical Group, for November and December. This will give us additional time to decide on a long-term solution to the ER Provider staffing question; and will allow us to evaluate Concord Medical at the same time. Additionally, Concord has offered to admit and round on Inpatients, as applicable. Dr. Kyle Sheets, the owner of Concord, is coming down on Thursday, October 29th to meet with our provider group, and discuss Concord and the upcoming transition.

- Texas Uncompensated Care DY6 Final Reconciliation Results – we received notice from Myers & Stauffer, auditors for the Texas Health and Human Services Commission (HHSC), They have finalized the audit of the DY6 year; and we will owe nothing back to the State by DY6.
- Upcoming IGT – On December 3rd, we will send an IGT to the State for Year 4 of the Nursing Home QIPP program; in the amount of \$550,362. After the funds are paid back, we will net out a positive \$382,368.

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

Mr. Hodges introduced Pam Clark the organizations Interim CNO.

Pam Clark presented her General Questions/Responses that she received from staff.

What's going well? Patient Care; Scheduling (Nursing); Small Town Atmosphere/Friendliness; Documentation; Registration; Clinics; Financially Stable; Right Leaders in right place; Standardized information given to Managers; Volumes up; Everyone helps each other.

What's not going well? RIF of Respiratory Therapy; Charges Respiratory Therapy services provided by Nursing & Medical Staff; RIF of Master's Social Work; Hospital Leadership/Board of Directors; Shining Stars/Appreciation; Lack of Vision from hospital leadership/Board of Directors; Patients confused where to enter and get registered for services; Policies and Procedures either not updated or non-existent; Board of Directors do not use the facilities here anymore; Too many changes in Administration.

Best Department: Laboratory; Imaging; Pharmacy; Health Information Management (Medical Records); Clinics;

Worst Department: Nursing; Administrative Team; Health Information Management (Medical Records);

Best Manager: Britney in HIM; Nellie in QA/PI; Noe; Elaine; Prentice; Christi; Laura; Ynna; Rick, Kaley;

Worst Manager: Jana – although she's gone now; Noe; All Administration; Board of Directors

OLD BUSINESS:

ER Provider Staffing Discussion: With the quality of Southwest we're going to switch to Concord Medical for November and December. This will give us time to make a final decision.

Emergency Room Canopy Design Bids: A motion was made by Secretary Smith and seconded by Director Manders to place this item on hold until a new CEO is hired. Motion carried unanimously.

Board Education Plan: Vice Chairperson Greco asked the Board if they would like to conduct this at the Regular Board Meeting or a different time during the month. We could set up a time to do monthly and remove this from the agenda.

NEW BUSINESS:

Board Meeting Holiday Schedule: Mr. Hodges informed the Board that the Holiday Schedule is looked at every year to make sure all members are available. Director Turner said that he would not be available for the November 24th meeting. Vice Chairperson Greco said that we may need to have a December meeting because of a possible new CEO.

A motion was made by Secretary Smith and seconded by Director Turner to have the November Regular Board Meeting on November 19th and the Regular December Meeting on December 15th. Motion carried unanimously.

Annual Employee Paid Time Off Cash Out: Mr. Hodges told the Board that it is that time of year to address the possible PTO Cash Out for the employees as provided for in the Personnel Policy & Employee Handbook. He informed the Board that currently there are a maximum of 44 out of 89 eligible employees who have over. 140 hours PTO accrued. The employees have not completed all their volunteer hours for the year due to COVID. If all 44 employees choose to request a PTO Cash Out of the full 40 hours, then the gross pay out would be \$59,604.80. This would be the maximum expected cash needed for the pay out this year. Last year the payout was \$34,026.41.

A motion was made by Secretary Smith and seconded by Director Manders to approve the Annual Employee Paid Time Off Cash Out as presented. Motion carried unanimously.

New or Revised Policies: a. Recording of Conversations in the Workplace: Vice Chairperson Greco said that she had consulted the organization's attorney Kevin Reed regarding this policy.

A motion was made by Secretary Smith and seconded by Director Turner to approve the New or Revised Policy (a.) Recording of Conversations in the Workplace. Motion carried unanimously.

SW Systems Contract Amendment Update: Mr. Hodges told the Board that a few months ago an amendment to the existing contract was signed for more compensation because of the extra work that was being done because of COVID. Rick said that he has had conversations with Prentice and Jay on some metrics to track the services provided. He shared that they have noticed a little dip in September but that it is back up in October. Mr. Hodges told the Board that Rick and Prentice would work on the metrics and bring back to the Board next month.

A motion was made by Secretary Smith and seconded by Director Manders to continue the contract adjustment until further review next month. Motion carried unanimously.

To Lease a Licensed Nursing Facility and enter into an agreement to manage and participate in the State Quality Incentive Payment Program [Executive Session]:

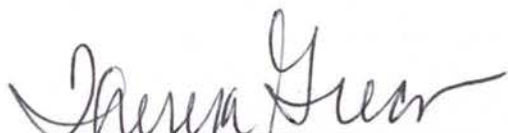
Miscellaneous: a. Medical Staff Attendance – Tuesday, November 17, 2020 at 5:30 pm at the Wellness Center at Bayside. Director Manders will attend with Vice Chairperson Greco as back-up.

Executive Session: The Board of Directors met in closed Executive Session under Section 551.071 and 551.072 at 6:37 o'clock p.m.

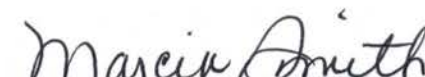
Open Session: The Board of Directors returned to Open Session at 7:38 o'clock p.m.

Adjournment: A motion was made by Director Manders and seconded by Director Turner to adjourn the meeting at 7:40 o'clock p.m. Motion carried unanimously.

APPROVED this the 17th day of November, 2020.



THERESA GRECO, VICE CHAIRPERSON
BOARD OF DIRECTORS



MARCIA SMITH, SECRETARY
BOARD OF DIRECTORS