

**ELECTRA HOSPITAL DISTRICT
ELECTRA MEMORIAL HOSPITAL
BOARD OF DIRECTORS MEETING
OCTOBER 28, 2019**

Chairman Johnny Miller called the regular meeting of the Board of Directors to order at 6:02 p.m. in the Board Room of Electra Memorial Hospital, 1207 S. Bailey St, Electra, Texas. Board members present were Mr. Miller, Billy Don Clark, John Prickett, Stuart Smith, Paula Rodgers and Carol Bourland. Board member Roger Sanford was absent. Others present were Rebecca McCain, CEO/Administrator; Ginnie Holmes, CFO; and Laura Lynn, RT(R)(CT), Radiology Director.

Mrs. Rodgers gave the invocation.

PUBLIC COMMENT

None

PRESENTATION BY LAURA LYNN, RT(R)(CT)

Mrs. Lynn reported the current staff to the Board for Electra Memorial Hospital, Iowa Park Clinic and Park Clinic. Currently, the Iowa Park Clinic and Park Clinic each have one full-time tech and Electra has three full-time techs and one part-time tech. The radiology department offers x-rays, CT scans, and MRI's. Exams are read by Radiology Partners in Houston within 30-90 minutes. MRI's average 15 monthly and are now scheduled on Saturday morning. Mrs. Lynn reported the Saturday morning schedule was going well.

BOARD EDUCATION – HOME HEALTH ANNUAL REPORT

Mrs. McCain presented the Home Health Annual Report for 2019. In 2019, Electra Home Health delivered care to 255 patients by providing 10,731 home visits, an increase from 223 patients and 10,102 visits in 2018. The staff includes 8 full-time employees and contracted services for physical, occupational, and speech therapy. Mrs. McCain covered the utilization of services including the trend of patients and visits by fiscal year.

The number of patients served by the agency has increased 14% while the number of total visits has increased 3%. The agency has improved patient education which has reduced the need for patient visits during the admission periods. Even though visits have not increased at the same rate as the number of patients, the average payment has increased from \$2,314 to \$2,726.

No action was taken.

CONSIDER CONSENT AGENDA ITEMS

Mr. Smith moved to approve the consent agenda items as presented. The consent agenda is attached to and made a part of these minutes. Mrs. Rodgers seconded and the motion carried unanimously.

MEDICAL STAFF REPORT

Mr. Clark presented the September statistics to the Board. September included 20 admissions for 68 patient days, 13 swing bed admissions for 177 patient days, 12 observation days, and 209 emergency department visits.

CONSIDER MEDICAL STAFF APPOINTMENTS

Mrs. McCain presented the following roster credentialed by proxy as approved and recommended by the Medical Staff for appointment to the following category:

Courtesy Medical Staff JSA Health Telepsychiatry Roster

On motion by Mr. Clark, seconded by Mrs. Rodgers, the Board unanimously approved the roster as recommended.

CONSIDER APPROVAL OF MEDICAL STAFF BYLAWS

Mrs. McCain presented for approval of the Medical Staff Bylaws as reviewed and revised by the attorney. On motion by Mr. Clark, seconded by Mr. Prickett, the Board unanimously approved the Medical Staff Bylaws as recommended.

APPROVAL OF ENGAGING AN ARCHITECT FOR THE ADDITION OF A COVER TO THE NORTHWEST ENTRANCE

Mrs. McCain requested approval of engaging an architect for the addition of a cover to the northwest entrance. Rehab patients and visitors use that entrance. The Electra Hospital Foundation has offered to contribute approximately \$40,000 to the project. Mr. Clark made a motion to approve engaging an architect for the addition of a cover to the northwest entrance. Mrs. Bourland seconded and the motion carried unanimously.

APPROVAL OF HOME HEALTH ANNUAL REPORT

Mrs. McCain presented the annual Home Health Report during the Board education session. Mrs. Rodgers made a motion to approve the report as presented. Mr. Smith seconded, and the motion carried unanimously.

APPROVAL OF EMPLOYEE HEALTH INSURANCE PLAN

Mrs. McCain presented the 2019 employee health insurance plan for the Board's approval. The renewal has a maximum exposure of \$3,115,961.08 and expected cost is \$2,344,373.28. Mr. Clark moved to approve the health plan. Mrs. Rodgers seconded and the motion carried unanimously.

APPROVAL OF CONTRACT WITH DESIGNWORKS GROUP

Mrs. McCain recommended for approval a contract with DesignWorks Group for \$60,000, which is included in the 2019-2020 Budget. Mr. Smith made a motion to approve the contract. Mr. Prickett seconded and the motion carried unanimously.

RESOLUTION TO APPOINT REPRESENTATIVE TO WICHITA APPRAISAL DISTRICT BOARD OF DIRECTORS

Mrs. McCain presented a resolution to appoint Max Schlegel as representative to the Wichita Appraisal District Board of Directors. Mr. Clark moved to approve the resolution. Mr. Prickett seconded and the motion carried unanimously.

PURCHASE OF COMPUTER SOFTWARE

Mrs. McCain requested approval of the purchase of computer software from Entech Sales & Service to control the electronic HVAC system. The software costs \$5,738. Mr. Smith made a motion, seconded by Mrs. Bourland, to approve the purchase. The motion carried unanimously.

APPROVAL OF AMBULANCE REPAIRS

Mrs. McCain requested approval of ambulance repairs at Karl Klement Ford for the 2010 ambulance. The repair to the transmission will cost \$7,338.74. Mr. Smith made a motion, seconded by Mrs. Bourland, to approve the repairs. The motion carried unanimously.

APPROVAL OF EMPLOYEE ASSISTANCE EDUCATION LOAN APPLICATION

Mrs. McCain presented an Employee Assistance Education loan application from Stephanie Butler. Ms. Butler would like to use the loan to aid in becoming a Certified Wound Care Nurse. Mr. Clark made a motion, seconded by Mr. Smith to approve the application. The motion carried unanimously.

PURCHASE OF REPLACEMENT STONE FOR HOSPITAL LANDSCAPING

Mrs. McCain requested approval of the purchase of replacement stone for the hospital landscaping. The original stone is crumbling and was not cemented, so the stones are falling over and are not aesthetically pleasing. Longo Landscape will replace the white stone in front of the hospital at a cost of \$9,370. Mr. Clark made a motion, seconded by Mrs. Rodgers, to approve the purchase. The motion carried unanimously.

PURCHASE OF SMART SENSE ELECTRONIC TEMPERATURE MONITORS

Mrs. McCain requested approval of the purchase of Smart Sense electronic temperature monitors which would include 41 sensors in all locations that require temperature monitoring. The purchase will cost \$12,877.34. Mr. Clark made a motion, seconded by Mrs. Bourland, to approve the purchase. The motion carried unanimously.

SALE OF ENDOSCOPY EQUIPMENT

Mrs. McCain presented an offer to sell the endoscopy equipment that is no longer being used. Mr. Prickett moved to approve the sale. Mrs. Rodgers seconded and the motion carried unanimously.

PURCHASE OF 2014 FORD F150

Mrs. McCain requested approval of the purchase of a 2014 Ford F150 in the amount of \$6,800. The vehicle will be used by the maintenance department. Mr. Clark made a motion, seconded by Mrs. Bourland, to approve the purchase. The motion carried unanimously.

APPROVAL OF TAX RESALE DEEDS

Mrs. McCain requested approval of tax resale deeds for properties in Electra, TX located at 502 E Glisson and 210 E Bryan Ave. Mrs. Rodgers moved to approve the tax resale deeds. Mr. Clark seconded and the motion carried unanimously.

QUARTERLY QAPI REPORT

Mrs. McCain presented the QAPI report for the third quarter for the Board's review. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, Mr. Prickett made a motion to adjourn. Mr. Smith seconded, and the Board voted unanimously to adjourn at 7:21 p.m.

Johnny Miller, Chairman

Stuart Smith, Secretary