April

HASKELL COUNTY HOSPITAL DISTRICT BOARD MEETING MINUTES - April 25, 2023

The Haskell County Hospital District Board held its regularly scheduled monthly meeting on April 25, 2023, at 6:00 PM in the Haskell Hospital Education Building, 2 North Avenue N, Haskell, Texas, per the Open Meetings Act.

Attending: President Robbie Peiser, Vice-President Tom Long, Secretary Reida Penman, Member Amy Martin, Member Elna Camacho (Jenny), CEO Michelle Stevens, COO Mary Belle Olson, CFO Elizabeth Miller, Controller Crystal Molina, CNO Meghan Shelton, Internal Business office Manager Kris Mitchell, QA RN Medora Mitchell, and Patient Relations Nurse Carla Long RN.
Absent: None
General Public Attending:
Haskell Star/Stamford Star Reporter Dusty Garison, Lynn Dudensing, Cole and Susan Turner, Karen Lehrman, and Pam Klose Opitz.

Meeting called to order by President Peiser at 6:00 PM. Quorum certified present.
President Robbie Peiser opened the meeting with a prayer.

1. Review Meeting Minutes for March 28, 2023. Reviewed. Accepted as presented.
2. Review Meeting Minutes for April 21, 2023. Reviewed. Accepted as presented.
3. Public Comment: President Peiser opened the public comment session by thanking those who attended the meeting and reminding them to limit comments to two minutes. No public comments were made.

4. Review Patient Census – CEO Stevens presented the patient census information for the month of March 2023. There were 0 inpatient admissions, 8 Observation admissions, and 6 Swing Bed Admissions. Average lengths of stay were 0 Inpatient days, 2.22 Observation days, 16.25 Swing Beds days, as well as 2 deaths in March. The Combined Daily Census was 4.26 and the Combined Length of Stay was 18.47. She pointed out that Swing Bed Patients generate the most revenue for the hospital. Total ER visits were 203. The Walk-in-Clinic had 254 visits, the Rural Health Clinic had 275 visits, for a combined total of 529 Clinic Visits. There were 35 MRIs performed which is an increase over February 2023.
5. Financial Report – CFO Miller presented the financial report including the AP Check Register, Employee Census, Income Statements, Balance Sheets, Financial Statistics, Monthly Cash Flow Projection, Monthly Cash Summary, AP Summary, Invoice Reconciliations, Denial Statistics, and the Stamford Family Health Clinic data. Stamford Family Health Clinic has not responded to the invoice sent to them, and the 90-day window to respond and get a discount is closing fast. This will be discussed further at the May 2023 Board Meeting if no response or payment has been received by that time.

   CFO Miller stated there were some discrepancies between Cerner's Lights On collection numbers and the Multiview collections numbers. These will be reviewed by Controller Crystal Molina. Senex and Cerner are working with us to get processes up to speed to keep things current and consistent. Senex is doing a great job and has produced good collection numbers for us. Revenue is down from March of 2022, but it is up from February 2023. Contractuals and income are up. The tobacco settlement funding numbers were approved, and we should be receiving these funds soon. Nancy Clark has completed the Stamford Family Health Clinic Project and is now going to work on a payroll project for Haskell related to Departmental On-Call hours worked (lab, x-ray, etc.).

   CFO Miller stated we continue to maintain a 3 day hold for DNFB (Discharge Not Final Billed) collections to make sure all departmental charges are in place before billing. Ms. Miller reminded the Board that Tom had asked to see the Denials at the previous Board Meeting. Denials were presented in detail at this Board Meeting. Multiple Board Members expressed their appreciation for all of the valuable information presented. Reida Penman moved to approve the financial report including the AP Check Register and Employee Census and Denials as presented. Jenny Camacho seconded the motion and the motion passed.

6. Old Business: None
7. New Business:
   A. Review and approve Quarterly Compliance Reports: QA Nurse Medora Mitchell presented the Patient Complaint QA report. President Peiser asked if follow ups were being made on the complaints. CEO Stevens stated, "Yes. CNO, Case Manager, and the Patient Relations Nurse were all following up on complaints received. Medora Mitchell stated the 2023 Patient Complaints Project is to increase Patient Satisfaction Levels. Elizabeth Miller asked if the compliment note was praise from a patient. Medora Mitchell stated "Yes." Tom Long moved to accept the QA Patient Complaints Report as presented. Amy Martin seconded the motion, and the motion passed.

      Medora Mitchell presented the Infection Control Report noting there were 25 reportable infectious diseases this quarter. 28 patients received antibiotics while admitted, and there were 0 hospital acquired infections. 2 Employee needle sticks were reported, and the 2023 Infection Control Project is to reduce needlesticks. Amy Martin moved to approve the Infection Control Report as presented. Reida Penman seconded the motion and the motion carried.

   B. Appoint District Board Member to Foundation Board: CEO Stevens explained the requirement to have two Hospital District Board members on the Foundation Board and the need to appoint a member from the Hospital District Board to fill the vacancy left after Jerry Cannon's resignation. She asked for volunteers. Amy Martin asked about the timing and frequency of the Foundation Board meetings and events. COO Olson stated the Foundation meets every other month, except when there is an event or planning need then it changes to once a month, always on a Tuesday night. Amy Martin was nominated by Jenny Camacho with a motion to appoint her to the Foundation Board starting at the May 9, 2023, Meeting. Tom Long seconded the motion and appointment. Appointment and motion carried. Amy Martin accepted the nomination and appointment to the Foundation Board.

8. Review and approve Policies and Procedures: No new policies or procedures.

9. Review and approve Medical Staff Credentials: No Medical Staff Credentials to review.

10. CNO Report: Meghan Shelton presented the CNO Report.
    1. Nursing still short two RNs on night shift.
    2. The Sleep Study Program scheduled to start very soon with both in-house and at home sleep studies. The in-house sleep studies are to be done in two rooms on the hospital floor that have been prepared for this purpose and are homey and pleasant. CNO Shelton stated they are working on the training for sleep studies. CFO Miller stated the Pro forma indicated this could increase hospital revenue by half a million dollars a year. COO Olson stated the ribbon cutting ceremony for the sleep study program is scheduled for the 2nd week in May with a reception to follow. She added that Missy Lewis would be doing marketing around the area to let physicians know we now have this testing available. Tom Long asked what rooms the sleep studies would take place in. CEO Stevens stated Rooms 18 and 19.

11. COO Report: COO Mary Belle Olson presented updates:
    1. NHC Program – COO stated that the hospital had been approved to be an NHSC nurse corps participant, which allows nurses and mid-level providers who sign contracts to work here for a designated length of time to be eligible to receive Student Loan reimbursement help. This should help us recruit and retain nurses and mid-level providers.

2. Hospital Foundation Board – To give out 5 Scholarships again this year to students who are going into medically related fields of study. The Foundation Board has more funds due to Bunco Fund Raiser and will possibly increase Scholarship dollar amounts.
3. Chapel Renovation and Dedication – Chapel renovation is being completed by the Foundation Board and is to be dedicated to Jerry Cannon, former Hospital District Board Secretary and Foundation Board President. Dedication ceremony to be scheduled after his family is contacted to determine the best time frame for them to attend the ceremony.

12. CEO Report: CEO Michelle Stevens presented CEO Report.
    1. Building Issues Update: Park Hill Architecture Firm to assist with obtaining a Structural Engineer's evaluation of the foundation problems and estimates for repair. They believe there is asbestos in the plumbing that will have to be addressed. Black Plumbing has given us an estimate of $326,000 without the asbestos abatement and they have said that the asbestos abatement and the total plumbing replacement can be done simultaneously in stages to prevent total shut down of the hospital during repair. TD Industries in Abilene to provide a second quote to compare with Black Plumbing. Batjer also provided an estimate for repairs but has since withdrawn their Bid.

Next meeting scheduled for May 23, 2023, at 6:00 PM. President Peiser adjourned regular session at 6:53 PM with Executive Session to follow. CEO Stevens states no need to return to the regular session. No action to be taken. The executive session as called to order at 7:02 PM and adjourned at 8:40 PM. The board returned to the regular meeting at 8:40 PM and adjourned at 8:41 PM.

Carla Long RN — 5-23-23
Note taker/Typist — Date

Robbie Peiser — 5-23-23
President — Date

Freida Penman — 5-23-23
Secretary — Date

Michelle Stevens — 5-23-23
Administrator — Date