HASKELL COUNTY HOSPITAL DISTRICT BOARD MEETING MINUTES
May 23,2023

Haskell County Hospital District Board held its regularly scheduled meeting on May 23,2023, at 6:00 PM in the Haskell Hospital Education Building as per the Open Meetings Act. In attendance: Robbie Peiser, President; Reida Penman, Secretary; Amy Martin, Member; Jenny Camacho, Member; Michelle Stevens, CEO; Mary Belle Olson, COO; Elizabeth Miller, CFO; Meghan Shelton, CNO; and Crystal Molina, Controller. Invited Guests: Kyle Lee, Consultant. General Public: Dusty Garison, Haskell/Stamford Star Reporter; Lyndale Dudensing, Karen Lehrman, Fran McCown. Absent: Tom Long, Vice-President; Carla Long, Patient Relations Nurse.

President Robbie Peiser called the meeting to order at 6:02 PM.

- Minutes from April 25, 2023, board meeting: reviewed and approved as presented.
- Public Comment: None
- FYE 9/30/22 Audit Presentation – Tabled.
- Energy Audit Presentation – Tabled.
- Cost Report Reimbursement Projections: Kyle Lee presented the New Hospital Performa and Cost Report Reimbursement Projects. Main increases would come from Swing Bed, with more patients and more patient days, and the ability to offer more Physical Therapy services. All surrounding hospitals are facing the same issues of recovery and less government funding. We need to recover early to get more business before others do. Discussion is now focused on renovations and small building projects on the current campus. Estimate to be presented soon by Park Hill Architects, but CEO Stevens felt the board needed to hear this presentation before considering the Park Hill Estimates. Mr. Lee also discussed the reimbursement projections from Medicare and Medicare Advantage.

- Patient Census: Presented by CEO Stevens. There were 4 In-Patient Admissions, 16 Observation Admissions, 1 Swing bed Admission, 1 Death, 211 ER Visits, 149 Walk-in-Clinic Visits, 313 Rural Health Clinic Visits, and 29 MRI Visits. In-Patient Days were 14, Observation Days were 33, Swing bed Days 56, and Combined Length of Stays were 20.81. President Peiser asked for information on promoting our MRI to other providers in surrounding areas to let them know it is available and get more of that business. Michelle reported that they have been in contact with some and are continuing to reach out to others. CNO Shelton is following up on these contacts.

- Financial Report: CFO Miller presented the financial report: including Employee Census, AP Check Register, Financial Statement Notes, Comparative Balance Sheets, Comparative Income Statements, HCHD Rolling 13 Income Statement, Monthly Cash Flow Projection, Cash Summary, AP Summary, the SHD Due (to) from Report, SGHC Income Statements, Cerner Dashboards with Lights On, Denials, and Stats. CFO Millier stated the cash flow is lower, and that employee overtime has been reduced by half, and that administrative staff are being moved back from the office downtown which will do away with the rental cost of that building. Cerner is working on old charges. AR is going up because of the old billing company and now suspended charges are now being written off. We are currently at 50% collectability.

General Session adjourned for break at 7:11PM.
General Session resumed at 7:12PM.

Financial Report Continued: CFO Miller and Crystal Molina Controller gave the Cash Summary and discussed the closing of the US Bank account and moving funds to the First State Bank from Haskell National Bank. President Peiser asked how things were going with Concord. CEO Stevens reported that they have cut back and are hoping to find someone to cover all positions soon. Jenny Camacho moved to approve the financial report including the Employee Census, AP Check Register, and HCHD Rolling 13 Income Statement. Secretary Penman seconded the motion and the motion carried.

- Old Business:
  - Stamford Hospital District Invoice terms: CEO Stevens and CFO Miller stated the telephone call with Stamford on the 16th was cancelled by them, and that CEO Stevens received an email stating all communications with Stamford Hospital District are now to go through their attorney. HCHD's invoice for what is owed to HMH from Stamford was discussed. and an Engagement letter for Charlie Self with The Whitten Law Firm, PC, ($1000.00 retainer) to represent Haskell County Hospital District against Stamford Hospital District for amount owed was reviewed. The terms given to SHD were to remit payment due to HCHD, per transfer agreement, within 90 days from date of invoice. If paid in full within that time a discount will be applied. Total due from Stamford Hospital District to Haskell County Hospital District is $940,037.64. Amy Martin moved to obtain a letter of Engagement with The Whitten Law Firm to represent HCHD, and the invoice terms as presented. Jenny Camacho seconded the motion, and it passed.
- New Business:
- Nurse Staffing Report: CNO Shelton presented the Nurse Staffing Report and the CNO Report. Several employees have been out with COVID 19. She stated they are down 2 LVNs and PRN RN recruits are also needed. CNO Shelton is talking to students about a career in the medical field to try to get interest, and visiting colleges to recruit graduates from Abilene, Vernon, and at Texas Tech.
  - Adverse Drug Events: no adverse drug reactions – 100%
  - Work-related injuries / illnesses: 3 staff members out due to Covid, 33 staff members out from October through March due to other illnesses.
  - Patient Complaints and Grievances:
    Medication Barcode Scanning: 100% - Cerner problems/medications not scanning correctly noted. Not in policy under patient complaints and grievances so new indicator selected and this quarter will be included in next quarterly meeting. Variations between Staffing Plan and Actual Staffing: Met.
    Additional Member is needed on committee to meet requirements per Staffing Committee Policy.

    Reida Penman moved to Approve the Nursing Staffing Committee Report as presented. Amy Martin seconded the motion. The motion carried.

- FYE 9/30/22 Audit Report: Tabled.

- Monthly Line of Credit Loan Payment: CFO Miller and Controller Molina presented the Transfer Authorization for the Bank to automatically transfer Line of Credit Loan Payment from the Hospital Account to make the monthly payment. Jenny Camacho moved to approve the Line of Credit automatic Loan Payment Agreement. Amy Martin seconded the motion and it carried.
- N/A
- N/A

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- Jenny Camacho discussed the Community Advisory Board created by the school to get community input on construction needs, priorities, and to provide information and receive input. There would be 4-5 meetings between now and August to get input before the bond election. The school hopes to complete construction with no tax increase. They are asking, if they have five million to spend, what should it be spent on?

- Chief Operating Officer Report: Mary Belle Olson presented the COO Report. There will be a Sleep Study ribbon cutting in June. A Test study was done, and a few weeks are needed to receive the accreditation. It is to be here in June. Marketing for this is ongoing. COO Olson also informed the board that the hours for the RHC are changing from 9 to 6 and will be going to 8 to 5 on June 5th. The RHC is getting a refresh of the lobby and the Foundation Board will be working on the front landscaping soon in memory of Katherine Schonerstedt. The hospital is also working on signage to show directions to the RHC. Botox prices are dropping into the more competitive range now from $12 to $9.

- Chief Executive Officer Report: CEO Stevens stated nothing for her to report but an Executive Session is needed.

Regular Session Adjourned at 7:34PM.

Carla Long RN — 6/27/23
Notes taken/typed by — Date

Robbie Peisen — 6/27/23
Board Secretary — Date

Robbie Peisen — 6/27/23
Board President — Date

Michelle Stevens — 6/27/23
CEO — Date