

**Wilson County Memorial Hospital District dba
Connally Memorial Medical Center
District Board Meeting Minutes
February 20, 2020**

Present Tom Miller, Board President
Marcelo Laijas
Allison Lamberth
Larry Richardson
Justin Cook

Absent Jeff Jordan
Grace Perez

Also Present Bob Gillespie, CEO
Kyle Klein, CFO
Karl Hittle, Endeavor
Curtis Rojas, Endeavor
Mandi Sralla, CNO
Olivia Flores, CSD
Brandon McDowell, ED
Dr. Len Profenna
Savannah Alfaro, LMA
Katelyn Hogg, MA
Barbara Meza, Accounting Director
Amy Luna, Accounts Payable Specialist
Arnulfo Sandoval, Human Resources Director
Kimberly Jones, EA

Pledge of Allegiance / Texas Pledge / Reflection

Call Meeting to Order

Mr. Tom Miller, Board President, called the meeting to order at 6:12 p.m.

Roll Call of Board

The Board President called the roll of the Board and a quorum was present.

Approval of the Board Meeting Minutes

Mr. Miller presented the January 16, 2020 Board Meeting Minutes for approval.

Action Taken

Motion made by Larry Richardson and seconded by Allison Lamberth to approve the January 16, 2020 Board Meeting minutes as presented. Motion Carried.

Citizen Input – None

Review, consider and take action regarding any of the following issues:

Board of Directors Business – Tom Miller

Mr. Tom Miller reintroduced Sam Carter and stated he is still interested in becoming the Board of Director Member for Precinct 4.

Action Taken

Motion made by Allison Lamberth and seconded by Marcelo Laijas to Appoint Sam Carter as the Precinct 4 Board of Director Member. Motion Carried.

Swearing in of New Board Member, Precinct 4- Sam Carter

Tom Miller read the Oath of Office with new Board Member Sam Carter.

Tom Miller read an email received by Grace Perez- Board of Directors Member Precinct 2, stating her resignation; Tom stated this would be placed on next month's agenda. Discussion ensued by the Board of Directors.

Review, consider and take action regarding any of the following issues:

FY 2019 Audit Report- Durbin and Company

Mr. Kyle Klein introduced Andrew Castillo of Durbin and Company. He reviewed the 2019 fiscal year audit report results and general information with the Board. Mr. Castillo stated the auditor's opinion and stated the report is a clean opinion, meaning the audit found the financial reports to be in compliance with general accepted accounting principles. He discussed the various audit adjustment in detail and highlighted various results of the 2019 Audit Report. Board Discussion was held throughout the audit report.

Action Taken

Motion made by Marcelo Laijas and seconded by Allison Lamberth to approve the FY 2019 Audit Report as Presented. Motion Carried.

January Summary and Financial Analysis

Mr. Kyle Klein, CFO, presented the financial information for the month of January. The Board held discussion and questions regarding the information provided in the Summary and Financial Analysis. Board discussion ensued.

Action Taken

Motion made by Marcelo Laijas and seconded by Justin Cook to approve the January Summary and Financial Analysis as presented. Motion Carried.

Capital Expenditure /Service Agreement /Lease Agreement

OR Scopes – Brandon McDowell

Mr. Brandon McDowell proposed to the Board to spend \$60,000 for 3 New Advanced OR Scopes. This purchase complete our replacement of all scopes which are now compatible with the new system. Board discussion ensued.

Action Taken

A motion made by Marcelo Laijas and seconded by Larry Richardson to approve the purchase of 3 Advanced OR Scopes for \$60,000 as presented. Motion Carried.

Agreement with Edwin Morales, MD- Urology

Mr. Gillespie commented to the Board of upcoming Physician Agreement. All Board Members were present at the Finance Committee meeting for this presentation. No further discussion was needed.

Action Taken

A motion made by Marcelo Laijas and seconded by Allison Lamberth to approve the Physician Agreement for Dr. Morales as presented. Motion Carried.

Employee/Endeavor Quality Incentive for FY 2020

Mr. Karl Hittle commented that the Board approved the quality incentive fee two years ago of \$30,000 to Endeavor and that the employees, according to the Policy, will share \$30,000 as an incentive when CMMC reaches 4 stars. Should CMMC reach the 5 Star award the quality incentive bonus is \$60,000 and is also shared with the Employees. CMMC currently holds the 4 Star Silver quality rating.

Action Taken

A motion made by Marcelo Laijas and seconded by Justin Cook to approve the Employee/Endeavor Quality Incentive for FY2020 as presented. Motion Carried.

Endeavor Performance Fee for FY 2019

Mr. Karl Hittle commented to the Board that in the last three years Endeavor has not reached the goal to earn the Performance Fee, which is achieved by exceeding budget targets. He reviewed the various levels of fees compared to the budget targets. He also stated that this request has been reviewed by Mr. Klein and the Auditors, and the Performance Fee has been earned. Mr. Hittle asked the Board FY2019 Performance Fee of \$340,000 based on the Management Agreement with CMMC.

Action Taken

A motion made by Marcelo Laijas and seconded by Larry Richardson to approve the Endeavor Performance Fee of \$340,000 for FY 2019 as presented. Motion Carried.

Annual /Quarterly Board Reports**Annual Infection Control Plan – Sue Tackitt/Mandi Sralla**

Mandi Sralla presented the Infection Control Plan for 2020 to the Board. Ms. Sralla commented that there were no major modifications from last year's plan, other than some wording variations.

Action Taken

A motion made by Allison Lamberth and seconded by Justin Cook to approve the Annual Infection Control Plan as presented. Motion Carried.

Annual QAPI Plan– Valerie Vick/Mandi Sralla

Mandi Sralla presented information and the plan to the Board. Ms. Sralla commented that not much had changed since last year, other than wording updates. Discussion ensued by the Board.

Action Taken

A motion made by Justin Cook and seconded by Larry Richardson to approve the Annual QAPI Plan as presented. Motion Carried.

Annual Security/Safety/Risk Assessment– Brandon McDowell

Brandon McDowell commented on the following:

Server Update

Threat Management

Password Policy and Complexity

Self-Service Portal for password reset for employees

Audit Software

Vulnerability Scan

Anti-Theft Labels

Discussion ensued by the Board.

Quarterly Patient Experience Report – Mandi Sralla/Olivia Flores

Ms. Sralla commented on the following:

*Inpatient Rate

*IP Recommend

*ER Overall

*Surgical Services Overall

*Clinic System Overall – Olivia Flores Reviewed

Discussion ensued by the Board.

Marketing Update – Katelyn Hogg

Ms. Hogg reviewed the following news, sponsorship and current projects:

Advertisements:

-Flyers for Dr. Salazar's Open House,

-Dr. Salazar's island advertisement "in the middle" of WCN paper.

-Dr. Salazar's marketing video.

-Dr. Salazar's Facebook video stats.

Sponsorships

-To your health insert in the Wilson County News- back cover

Current Projects

-Patient Testimonial Video

-Home Health Valentine Rounding

-Home Health Carnations at New Haven

-Infusion Therapy Update

-Cowboy Breakfast

-Wear Red for February Heart Month

Upcoming Events

-Pediatric Open House

-St. Patrick's Day Snacks for Employees

-Pooh Senior Group – Balance Presentation

-Wilson County Health Fair

-Consolata Golf Tournament.

CEO Report – Bob Gillespie

Mr. Bob Gillespie reviewed the following updates:

-Physicians Recruiting Update

-Patient Service Center

-MOB Buildout Update

-Employee Survey, HR Director Arnulfo Sandoval reviewed the findings from the most recent Employee Survey that took place in the Fall of 2019.
Discussion ensued with the Board Members on the items above.

Executive Session

The Board President called for Closed Session.

The Board Members convened into Closed Session at 8:18pm on 2/20/2020.

Reconvene to Open Session

The Board President called for Open Session.

The Board Members convened into Open Session at 8:51pm on 2/20/2020.

Section 161.032 Texas Medical & Safety Code

Medical Staff Credentials – January and February

Action Taken

Motion made by Allison Lamberth and seconded by Larry Richardson to approve the January and February New Appointments, Re-appointment and Temporary Privileges for the Medical Staff as presented. Motion Carried.

With no further business, the meeting adjourned.



Marcelo Laijas, Board Secretary

