

**Wilson County Memorial Hospital District dba
Connally Memorial Medical Center
District Board Meeting Minutes
June 17, 2021**

Present Tom Miller, Board President
Marcelo Laijas
Allison Lamberth
Larry Richardson
Jeff Jordan

Absent James Rethaber
Sam Carter
Justin Cook

Also Present Bob Gillespie, CEO
Kyle Klein, CFO
Brandon McDowell, COO
Olivia Flores, Executive Dir. Of Clinics
Gary Williams, CNO
Karl Hittle, Endeavor
Dr. Len Profenna *
Katelyn Hogg, MA
Amanda Yates, MA
WCN Representative
Kimberly Jones, EA

* via video conference

Call Meeting to Order

Mr. Tom Miller- Board President called the meeting to order at 6:04 p.m.

Pledge of Allegiance / Texas Pledge / Reflection

Roll Call of Board

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

Approval of the Board Meeting Minutes – May 20, 2021

Mr. Miller presented the May 20, 2021 Board Meeting Minutes for approval.

Action Taken

Motion made by Larry Richardson and seconded by Jeff Jordan to approve the May 20, 2021 Board Meeting minutes as presented. Motion Carried.

Approval of the Called Board Meeting Minutes – June 3, 2021

Mr. Miller presented the June 3, 2021 Board Meeting Minutes for approval.

Action Taken

Motion made by Jeff Jordan and seconded by Allison Lamberth to approve the June 3, 2021 Called Board Meeting minutes as presented. Motion Carried.

Citizen Input – none

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

Acceptance of James Rethaber's Resignation

Mr. Tom Miller reviewed the email from Mr. James Rethaber stating that he would be resigning as a Board of Director. Discussion Ensued by the Board

Action Taken

Motion made by Jeff Jordan and seconded by Allison Lamberth to approve the resignation of Mr. James Rethaber as presented. Motion Carried.

Approval of Long Range Planning Report

Mr. Larry Richardson summarized the Long Range Planning Meeting that took place 06-03-2021. Discussion Ensued by the Board

Action Taken

Motion made by Allison Lamberth and seconded by Marcleo Laijas to approve the Long Range Planning report as presented. Motion Carried.

Review, consider and take action regarding Finance Committee Items:

May Summary and Financial Analysis

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

Action Taken

Motion made by Marcelo Laijas and seconded by Jeff Jordan to approve the May Summary and Financial Analysis as presented. Motion Carried.

Annual Investment Report – Kyle Klein

Mr. Klein stated that there hasn't been any significant changes and that the CD Rates are extremely low right now. Discussion Ensued by the Board.

CMMC Team and Endeavor Quality Incentive for June 2021

Mr. Karl Hittle commented that the Board approved the quality incentive fee in Endeavor's agreement and that the employees will share that incentive when CMMC reaches a 4 or 5 star rating. CMS scores hospitals on performance measures related to the care the patients receive along with patient satisfaction and outcomes. Payout of \$30,000 each would occur in the month of June to Endeavor and CMMC employees per policy. Discussion Ensued by the Board.

Action Taken

A motion made by Larry Richardson and seconded by Allison Lamberth to approve the payment of the incentive fee to Endeavor and to the CMMC Employees for their achievement of reaching the 4 star rating that will be awarded in June as presented. Motion Carried.

Physician Recruitment Contract - Tacore

Mr. Gillespie requested approval from the Board for the renewal of the TACORE agreement for \$25,000 for recruitment of a primary care physician.

Action Taken

A motion made by Marcelo Laijas and seconded by Jeff Jordan to approve the agreement with TACORE for \$25,000 as presented. Motion Carried

Physician Recruitment Contract - Medicus

Mr. Gillespie requested approval from the Board for the renewal of the Medicus agreement for \$40,000 for recruitment of a primary care physician.

Action Taken

A motion made by Marcelo Laijas and seconded by Allison Lamberth to approve the agreement with Medicus for \$40,000 as presented. Motion Carried

Medication Management Platform - Pyxis

Mr. Brandon McDowell requested approval from the Board of the purchase of the Pyxis Medication Management Platform for \$425,000. This will replace the end of life Omnicell med stations with 8 new med stations with an average additional capacity of 30% compared to current capacity. In addition, includes 5 new refrigerators with locked drawers and option for single dose dispensing units in all areas. New analytics, interoperability and operations dashboard for real time alerts. Discussion Ensued by the Board.

Action Taken

A motion made by Marcelo Laijas and seconded by Larry Richardson to approve the Pyxis Medication Management Platform for \$425,000 as presented. Motion Carried.

Hospital/MOB Exterior Cleaning and Painting Proposal – Clear Energy

Mr. Brandon McDowell requested approval from the Board of the proposal to clean and paint the exterior of both the Hospital and MOB for the amount of \$170,000. This will include pressure washing both the exteriors, stucco repair and painting. Microbial Exterior latex paint will be used. Discussion Ensued by the Board.

Action Taken

A motion made by Marcelo Laijas and seconded by Allison Lamberth to approve the Hospital/MOB Exterior cleaning, repair and painting by Clear Energy for \$170,000 as presented. Motion Carried.

Annual /Quarterly/Month Board Reports

Bi-Annual Organizational Chart – Bob Gillespie

Mr. Bob Gillespie reviewed the up to date Organization Chart with the Board of Directors. Discussion Ensued by the Board

Annual Staffing Ratio Report – Gary Williams

Mr. Gary Williams reviewed information on the CMMC Staffing Effectiveness Committee to include:

- Committee of 60% Registered Nurses who are 50% at bedside
- Members representative of all hospital clinical areas
- Members selected by their peers
- CNO & Quality Director vote
- Meet quarterly, report to the CMMC Governing Board biannually, report to the State annually

The purpose of the Committee

- Develop & recommend the hospital staffing plan to the Board
- Solicit, evaluate & respond to staffing concerns expressed to the committee
- Identify, measure & report nurse-sensitive outcome measures
- Evaluate & document at least twice each year the effectiveness of the official nursing service staffing plan & whether it meets patient needs, nursing sensitive indicators & evidenced-based nurse staffing standards.

Nursing Staffing Plan

Staffing is driven by census and can flex either up or down with minimal safe staffing levels built into each department budget.

- Med-Surg – Matrix staffing based on hours-per-patient-day (HPPD). Flex with census taking acuity into account. Maximum nurse-to-patient ratio of 1:6, 1 Ward Clerk and 1 Nurses Aide. 1 RN (Charge Nurse) required 24/7. Nursing skill mix of RN's, LVN's and Nurse's Aides.
- ICU – Based on census and acuity. 1:2-3 nurse-to-patient-ration.
- ED- Flex scheduling based on number of visits and acuity. 2 RN's 24/7 with RN's and LVN's during mid-shifts based on visits and acuity. ER Techs scheduled mid-shifts and 1 Ward Clerk on day-shift
- OR – Minimal Staffing with on-call for after hours and weekends. Pre-Op – 2 RN's, GI Lab – 1 RN and 1 Surg. Tech, OR 1 RN Circulator and 2 Surg. Techs, PACU – 1 RN.

Annual Patient Service Center Report – Olivia Flores

Ms. Olivia Flores review the following:

- Calls Presented
- Percent Handled from those calls
- Average Handle Time
- Average Abandoned Time
- Average Speed of Answer
- Average Calls Per Agent
- Average Talk Time
- Average Calls Per Hour
- Number of Agents Needed Per Hour
- Calls by Location/Provider
- Daily Dashboard
- Call Back Feature
- Increase FTE by 1
- Increase pool by 1
- Lunch Coverage Adjustments
- Weekly Internal Audits

Annual Emergency Disaster Plan – Brandon McDowell

Mr. Brandon McDowell reviewed the changes that were made to the 2021 Emergency Disaster Plan, which included the changes of staffing names/titles, MOB suite number/layout, and grammatical changes.

Discussion Ensued by the Board.

Action Taken

A motion made by Allison Lamberth and seconded by Larry Richardson to approve the 2021 Emergency Disaster Plan as presented. Motion Carried.

CEO Report – Bob Gillespie

Mr. Bob Gillespie reviewed the following updates:

- *Certificate of Designation Level 4 Trauma Facility
- *Touch a Truck event
- *Marketing report in July
- *Growing Pediatrics, Dr. Patton, Podiatry, Urology and General Surgery
- *Actively vetting a Marketing Associate
- *Entertaining proposals from Marketing Assessment Companies

*Consolata Meetings have resumed, save the following dates:

- October 2, 2021- Sporting Clay Shoot
- March 2, 2022 – Golf Tournament
- August 6, 2022 – Denim and Diamonds

New Consolata President – Linda Dunn

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 7:37 pm on 06-17-2021.

Reconvene to Open Session

The Board President called for Open Session.

The Board Members convened into Open Session at 8:13 pm on 06-17-2021.

Section Texas 551.072 Deliberations Regarding Property

No Action Taken

Section Texas 551.085 Deliberation of Governing Board of Certain Providers of Health Care Services.

No Action Taken

With no further business, the meeting adjourned.



Marcelo Lajas, Board Secretary

