

**Wilson County Memorial Hospital District dba  
Connally Memorial Medical Center  
District Board Meeting Minutes  
August 18, 2022**

**Present** Tom Miller, Board President  
Allison Lamberth  
Marcelo Laijas  
Larry Richardson  
Justin Cook  
Nick Janysek  
Steve Browning  
Bonna Reed

**Absent** Don Finley

**Also Present** Bob Gillespie, CEO  
Kyle Klein, CFO  
Brandon McDowell, COO  
Olivia Flores, Clinic Executive  
Gary Williams, CNO  
Karl Hittle, Endeavor  
Katelyn Hogg, Marketing Associate  
Kayte Cowser, Marketing Associate  
Kimberly Jones, Executive Assistant  
Greg Ripps, WCN

**Call Meeting to Order**

Mr. Tom Miller - Board President called the meeting to order at 6:22 p.m.

**Pledge of Allegiance / Texas Pledge / Reflection**

**Roll Call of Board**

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

**Approval of the Board Meeting Minutes – July 21, 2022**

Mr. Miller presented the July 21,, 2022 Board Meeting Minutes for approval.

**Action Taken**

Motion made by Justin Cook and seconded by Larry Richardson to approve the July 21, 2022 Board Meeting minutes as presented. Motion carried

**Citizen Input – None**

**Review, consider and take action regarding Executive Committee Items:**

**July 28, 2022**

Mr. Tom Miller stated to the Board that the Executive Committee meet on July 28, 2022 regarding Designation of Tax Officer. At this meeting there was a motion made by Allison Lamberth and a second by Tom Miller to approve Dawn Polasek Barnett as our Tax Officer, to calculate the 2022 Tax Rate.

**Action Taken**

Motion made by Larry Richardson and seconded by Bonna Reed to ratify the Executive Committee's action of approving Dawn Polasek as the 2022 Tax Rate Officer as presented. Motion carried.

**Review, consider and take action regarding Finance Committee Items:****July Summary and Financial Analysis**

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

**Action Taken**

Motion made by Marcelo Laijas and seconded by Steve Browning to approve the July Summary and Financial Analysis as presented. Motion carried.

**Discuss FY 2023 Operational Budget**

Mr. Kyle Klein reviewed the following with the Board:

Assumptions for: Volumes, Reimbursements. Expenses, Gross Revenue and the proposed draft budget. No action was taken as this was just an overview to gain Board input.

**Discuss FY 2023 Capital Expenditures Budget**

Mr. Kyle Klein reviewed the following with the Board:

Requests for capital projects and expenditures in the proposed draft budget. No action was taken as this was just an overview to gain Board input.

**Discuss FY 2023 Tax Rates**

Mr. Kyle Klein reviewed the Tax Rate calculations from the County Tax Office. Past tax rates shown and other measurable tax rates were reviewed that would be received by the hospital for the year. Reviewed timeline of events that coincide with the Tax Rate process (Newspaper Ads, Agenda date submission and website postings). Discussion ensued with the Board Members.

**Action Taken**

Motion made by Marcelo Laijas and seconded by Allison Lamberth to set the tax rate at .0955 per \$100.00 valuation for the 2023 fiscal year. Motion Carried.

**CMMC Team and Endeavor Quality Incentive Bonus for August 2022**

Mr. Karl Hittle commented that the Board added the quality performance fee in 2018 to Endeavor's agreement and that the employees will share that incentive when CMMC reaches a 4 or 5 star rating. CMS scores all hospitals on performance measures related to the care the patients receive along with patient satisfaction and outcomes. Payout of \$30,000 would be paid by September to Endeavor and he recommended \$60,000 to CMMC employees which was the amount paid when earned in December of last year. Discussion Ensued by the Board.

**Action Taken**

Motion made by Marcelo Laijas and seconded by Larry Richardson to approve the payment of the incentive fee of \$30,000 to Endeavor and \$60,000 to the CMMC Employees for their achievement of reaching the 4 star rating as presented. Motion Carried.

### **Agreement with Travis Holloway, DPM – Podiatry**

Mr. Gillespie reviewed the agreement for Dr. Travis Holloway with the Board. Board discussion ensued.

### **Action Taken**

A motion made by Marcelo Laijas and seconded by Bonna Reed to approve the renewed Physician Agreement for Dr. Travis Holloway as presented. Motion Carried.

### **Architectural Consultant – Downing, Ferguson and Peoples**

Mr. Karl Hittle requested approval from the Board the agreement with Downing, Ferguson and Peoples to assist with the Design, Build and oversight of full construction process of the new construction project for a medical office building. Asking for \$57,600 which is the estimate of 10 hours a Months for 24 Months (\$240.00 an hour). Board discussion ensued.

### **Action Taken**

A motion made by Marcelo Laijas and seconded by Nick Janysek to approve the agreement of with Downing, Ferguson and Peoples as presented. Motion Carried. Board discussion ensued.

### **Architectural Consultant – RVK Architectural**

Mr. Brandon McDowell requested \$80,000 for the proposed consultant RVK Architectural to assist with the creation of as-build's building documents, for mechanical, engineering and plumbing documents for suite 5 and 6 for the 495 building renovations. Board discussion ensued.

### **Action Taken**

Motion made by Marcelo Laijas and seconded by Steve Browning to approve the agreement with RVK Architectural as presented. Motion carried.

### **Monthly /Annual/ Monthly Reports**

#### **Quarterly Patient Service Center Report – Olivia Flores**

Ms. Olivia Flores reviewed the following

- Percentage of call handled
- Calls Presented
- Average Handled Time
- Average Speed of Answer
- Top 2 Training Opportunities
  - Silent Moments
    - Representatives notify patients what they are doing throughout the call
- Call Wrap Up
  - Improvement needed in closing the call

#### **CEO Report – Bob Gillespie**

Bob Gillespie reviewed the following updates:

- Employee Recognition
- Denim and Diamonds
  - \$49,000 raised
  - Around 58 tables
  - 14 Sponsors
- Clay Shoot, Saturday, October 22<sup>nd</sup>
- Facilities needed to meet Market Growth
  - Discussion of Service Area

- Outpatient Market Share
- Subdivisions
- Patients by year
- Patients by city
- Patients by Zip Code
- Patients by PCP
- Outpatient Market Share
- Outmigration Volumes
- Total New Patients Appointments by Month
- Current State
  - Wilson County / Service Area
    - Size of market currently
    - Projected size of market
    - # of providers currently
    - # of PCPs and Specialists and NP's needed for the next 10 years
    - Potential to capture more market share 10 year
    - Current space Sq. Ft.
    - Space needed to meet demand for 10 years to service all above
      - Assuming 1500 sq. ft. per provider
  - Projected Wilson County population 2019 – 2050
  - Projected Wilson County PCP's 2019 – 2050
  - City vs. area population
- Current State
  - Wilson County / Service Area
    - Size of market currently - 52,000
    - Projected size of market in 10 years – 72,100
    - # of Providers needed based on current market – 37 Providers
    - # of Providers currently – 17 Physicians / 28 Midlevels
    - # of PCP's, Specialists and Midlevels needed for the next 10 years – 70
    - Providers needed to capture market share 10 years – 25 more Providers
    - Current Space Sq. Ft. – 39,776 / 27
    - Current Physicians
      - Primary care – 13 this next fiscal year
      - Specialist – 11
        - CMMC – 24
      - Leased Space – 8/4 Full-Time Physicians
        - 7300 Sq. Ft.
      - Rehab – 3800 Sq. Ft.
    - Space needed to meet demand for 10 years to service all above
      - 7 Primary Providers – 16,500 Sq. Ft.
      - Specialist or growing Rehab would be additional
- Current State and Potential for our 3 Submarkets
  - Main and North Campus
    - Size of Market
    - Projected size of market in 10 years – 24,463
    - # of Providers needed based on current market – 18 PCP's
    - # of Providers currently

- 9 PCP's
- 10 Specialists
- # of PCP's, Specialists and Mid-levels needed for the next 10 years
  - 13 PCP's
  - 12 Specialists
- Current space Sq. Ft. – 34,776
- Space needed to meet demand for 10 years to service all above
  - Assuming 1500 Sq. Ft. per Provider
  - 5 Providers
  - 7,500 Sq. Ft. Providers
  - 4,500 Sq. Ft. Rehab
- La Vernia Campus
  - Size of Market (Population) Currently – 20,885
  - Projected size of market in 10 years – 27,250
  - # of Providers needed based on current market – 15
  - # of Providers currently
    - 3 CMMC
    - 11 Other
  - # of PCP's, Specialists and Mid-levels needed for the next 10 years
    - 20 PCP's
  - Potential to capture market share 10 years – 5 PCP's
  - Current space Sq. Ft – 5,000 Leased
  - Space needed to meet demand for 10 years to service all above
    - Assuming 1500 Sq. Ft. per Provider
    - 9,000 Sq. Ft.
    - 2,500 Sq. Ft. Ancillary Services
- Recommendation/Cost Based on Recommendation
 

• Renovate 495	FY2023	\$750,000
• Build 12k Sq. (Main)	FY2023 - FY2024	8 Million
• Renovate 4.5k Sq. Ft. (497)	FY2024 - FY2025	1.35 Million
• Build La Vernia	FY2025 - FY2026	9 Million
• Expand North Campus	FY2026 - FY2027	9 Million
- Discussion of Cash Impact if paid out of Reserves
- Each Project will be approved on its own merits once actual construction costs are know
- Significant analysis will be conducted to determine what specialties and services are located in each facility
- Construction costs will be finalized once facility specialties and services is determined based on analysis
- Similar to Capital Budget process where each item comes back for approval

Discussion ensued with the Board Members on the items above.

### **Executive Session**

The Board President called for a Closed Session.

The Board Members convened into Closed Session at 7:38 pm on 08/18/2022.

**Reconvene to Open Session**

The Board President called for an Open Session.

The Board Members convened into Open Session at 8:06 pm on 08/18/2022.

**Section Texas 161.032 Medical & Safety Code**

Medical Staff Credentials

**Action Taken**

Motion made by Larry Richardson and seconded by Bonna Reed to approve the Medical Staff Credentials as presented. Motion carried.

**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.

  
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**Marcelo Laijas, Board Secretary**