

**Wilson County Memorial Hospital District dba  
Connally Memorial Medical Center  
District Board Meeting Minutes  
March 23, 2023**

**Present**

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

**Absent**

**Also Present**

Bob Gillespie, CEO  
Kyle Klein, CFO  
Brandon McDowell, COO  
Olivia Flores, Clinic Executive  
Gary Williams, CNO  
Karl Hittle, Endeavor  
Curtis Rojas, Endeavor  
Barbara Meza, Accounting Director  
Katelyn Hogg, Marketing Associate  
Paublina Marquez, Marketing Associate  
Andrew Castillo, Durbin and Company  
WCN Representative  
Kimberly Jones, Executive Assistant

**Call Meeting to Order**

Mr. Tom Miller - Board President called the meeting to order at 5:30 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 – February 16, 2023**

Mr. Miller presented the February 16, 2023 Board Meeting Minutes for approval.

**Action Taken**

Motion made by Larry Richardson and seconded by Steve Browning to approve the February 16, 2023 Board Meeting Minutes as presented. Motion Carried.

**Citizen Input – None**

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

**FY 2022 Audit Report- Durbin and Company**

Mr. Andrew Castillo of Durbin and Company reviewed the 2022 fiscal year audit report results and general information with the Board. Mr. Castillo stated the auditor's opinion 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 adjustments in detail and highlighted various results of the 2022 Audit Report. Board Discussion was held throughout the audit report.

**Action Taken**

Motion made by Bonna Reed and seconded by Marcelo Laijas to approve the FY 2022 Audit Report as Presented. Motion Carried.

**Endeavor Performance Fee for FY 2022**

Mr. Karl Hittle reviewed the performance fee terms of the agreement with Endeavor Healthcare and explained to the Board that in FY2022 the performance fee was earned by exceeding budget targets as confirmed by the audit. Mr. Hittle asked the Board FY2022 Performance Fee of \$340,000 be paid to Endeavor Healthcare based on the Management Agreement.

**Action Taken**

A motion made by Marcelo Laijas and seconded by Larry Richardson to approve the Endeavor Performance Fee of \$340,000 for FY 2022 as presented. Motion Carried.

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

**February Summary and Financial Analysis**

Mr. Kyle Klein, CFO, reviewed the financial information for the month of February. 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 Don Finley to approve the February Summary and Financial Analysis as presented. Motion carried.

**Property Insurance Renewals- Kyle Klein**

Mr. Kyle Klein reviewed the proposed Property Insurance Renewals for \$184,000, which increased 75 percent from last year. Discussion ensued by the Board.

**Action Taken**

Motion made by Marcelo Laijas and seconded by Steve Browning to approve moving forward with the property insurance renewals as presented. Motion Carried

**Stryker –Camera- Brandon McDowell**

Mr. Brandon McDowell requested the purchase of the Stryker Urology Camera for \$26,000. With increased volume, purchasing the Stryker Camera would promote efficiencies in the OR. Currently we have 4 cameras/light cords that were purchased in 2019. Board discussion ensued.

**Action Taken**

Motion made by Marcelo Laijas and seconded by Nick Janysek to approve the purchase of the Stryker Camera as presented. Motion carried.

## **Monthly /Annual/ Quarterly 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
- Patient Access – New Appointment
- Patient Access – Office Visit: Goal 14 days or less
- Patient Satisfaction

### **Marketing Report– Katelyn Hogg/ Paublina Marquez**

The Marketing Team reviewed the following Marketing update to the Board.

- Recruitment Advertisements
- Social Media Advertisement Variations
- Dr. Krause Article on Platelet Rich Plasma in WCN 2/8
- Dr. Holloway on WCN Live 3/8
- Perfect Stroke Survey Article, Front page of WCN 3/8
- Incisive CT System Gathering
- Incisive CT System Advertisements
- Phillips and CMMC
- Valentine Greetings for Referring Physicians
- I heart Health Program
- Physician Farwell's – Dr. Leonardo Profenna and Dr. Blond

### **CEO Report – Bob Gillespie**

Bob Gillespie reviewed future plans for the growth of CMMC, to include proposed building layouts for the following properties/buildings.

- 493 10<sup>th</sup> Street
- 5 Physicians
  - 2 Orthopedic Surgeons
  - 1 Orthopedic Nurse Practitioner
  - 1 Podiatrist
  - 1 Opening
  - X-Ray Room
  - Rehabilitation
- 495 10<sup>th</sup> Street
- 7 Physicians
  - 1 Primary Care
  - 1 Nurse Practitioner
  - 1 ENT
  - 1 Convenient Care
  - 23 + Exam Rooms
- 497 10<sup>th</sup> Street
- 16 Physicians
  - 2 Physician Leases
  - 63 Exam Rooms
- 6 Physician Office Openings

**Executive Session**

The Board President called for a Closed Session.

The Board Members convened into Closed Session at 6:48 pm on 3-23-2023.

**Reconvene to Open Session**

The Board President called for an Open Session.

The Board Members convened into Open Session at 7:22 pm on 3-23-2023.

**Section Texas 161.032 Medical & Safety Code**

Medical Staff Credentials

**Action Taken**

No Credentials presented

**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**