

**Wilson County Memorial Hospital District dba
Connally Memorial Medical Center
District Board Meeting Minutes
August 15, 2024**

Present Allison Lamberth, Board President
Larry Richardson
Nick Janysek
Marcelo Laijas
Don Finley
Steve Browning
Justin Cook

Absent Randy Bruett

Also Present Bob Gillespie, CEO
Karl Hittle, Endeavor
Kyle Klein, CFO
Brandon McDowell, COO
Gary Williams, CNO
Olivia Flores, Executive Director of Clinic System
Katelyn Hogg, Marketing Associate
Paublina Marquez, Marketing Associate
Kimberly Jones, Executive Assistant
WCN Representative

Call Meeting to Order

Allison Lamberth - Board President called the meeting to order at 5:45 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 18, 2024

Allison Lamberth presented the July 18, 2024 Board Meeting Minutes for approval.

Action Taken

Motion made by Marcelo Laijas and seconded by Nick Janysek to approve the July 18, 2024 Board Meeting Minutes as presented. Motion Carried.

Citizen Input - None

Review, consider and take action regarding Finance Committee Items:

July Summary and Financial Analysis

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 Justin Cook and seconded by Don Finley to approve the July Summary and Financial Analysis as presented. Motion carried.

OAFC Hospital District Resolution Status

Bob Gillespie reviewed the Opioid Abatement Fund Committee Resolution with the Board. This resolution is part of the approval process for CMMC to receive monies from the State's settlement funds to address issues locally related to the opioid crisis. Board discussion ensued.

Action Taken

Motion made by Justin Cook and seconded by Steve Browning to approve the resolution from the OAFC as presented. Motion carried.

Financial Investment Review

Kyle Klein reviewed the investment accounts with the Board of Directors. As CD's mature, he said that he would evaluate quarterly the cash needs to determine if reinvestment of funds in accordance with policy is needed. Board discussion ensued.

Discuss FY 2025 Operational Budget

Kyle Klein reviewed the following with the Board:

Assumptions for: Volumes, Reimbursements, Expenses, Gross Revenue and the proposed draft budget. No approval needed as this was just an overview to gain Board input before seeking approval next month.

Discuss FY 2025 Capital Expenditures Budget

Brandon McDowell reviewed the following with the Board:

Requests for capital projects and expenditures in the proposed draft capital budget. No approval needed as this was just an overview to gain Board input before seeking approval next month.

Discuss FY 2025 Tax Rates

Kyle Klein and Bob Gillespie reviewed the Tax Rate calculations from the Wilson County Tax Office. Past tax rates were 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. No approval needed as this was just an overview to gain Board input before seeking approval next month.

EKG Machines

Brandon McDowell requested \$15,000 for three EKG Machines. These digital EKG Machines are easy to transport, give high-quality waveforms and interface with the current EMR. This will allow more efficiency and quicker results to the Physicians.

Action Taken

Motion made by Justin Cook and seconded by Larry Richardson to approve the purchase of the three EKG machines as presented. Motion carried.

Urology Scopes

Brandon McDowell requested \$20,000 for the purchase of three Storz Urethrosopes. The scopes are used to examine the inside of the bladder and urethra to inspect for abnormalities, reach specific structures, and take tissue samples. Multiple scopes are needed as each instrument needs sterilization in the operating room to ensure proper technique and prevent cross-contamination per out infection control policy.

Action Taken

Motion made by Justin Cook and seconded by Marcelo Laijas to approve the purchase of the three Urethrosopes as presented. Motion carried.

Retinal View

Brandon McDowell requested \$13,000 for the purchase of a Retinal View. A diabetic retina exam is a procedure that checks for diabetic retinopathy to identify areas of the eye that may be damaged by diabetes, such as the blood vessels, optic nerves or back of the eye. This exam is a HEDIS quality measure under Medicare plans, which affects our overall STAR rating.

Action Taken

Motion made by Justin Cook and seconded by Steve Browning to approve the purchase of the Retinal View as presented. Motion carried.

GI Tower

Brandon McDowell requested \$55,000 for the purchase of the GI Tower. This purchase will support the General Surgery service line and provide redundancy for the GI service line for equipment failure.

Action Taken

Motion made by Justin Cook and seconded by Nick Janysek to approve the purchase of the GI Tower as presented. Motion carried.

Monthly /Annual/ Quarterly Reports

Annual Marketing Plan – Katelyn Hogg and Paublina Marquez

Katelyn and Paublina reviewed the following regarding the Annual Marketing Plan

- Urology
 - Welcome Home Campaign
 - Regain former patient and have 25% growth
 - Target marketing locations: Adkins, St. Hedwig, Nixon, Beeville, Elmendorf, Pleasanton, Poteet, George West, Three Rivers and South San Antonio
- Family Medicine
 - Additional Physicians, NP's, PA's and Dr. Motta
 - Increase patient appointment associability
 - Mid-Level for Dr. Patton
 - Return of Dr. Mancuso
 - Mid-Level growth in Pediatrics
- Convenient Care
 - La Vernia and Floresville Campuses
 - In the past 12 months, and estimated 23% of Convenient Care patients traveled from Floresville
- ENT
 - 2 Year Period
 - "Your ENT Team" Campaign
 - Dr Brian Baumgartner – November 11th and Dr. Thomas Willson
 - 5% growth for Dr. Willson and 100% growth for Dr. Baumgartner
- Pain Management
 - Market Share
 - Target marketing locations: Schertz, Nixon, Beeville, Poteet and South San Antonio
- Managed Care Medicare Advantage
 - 752 Current Patients
 - Goal of 1,000 patients by the end of 2025
 - Wellness program integration
 - Satisfaction surveys

- Hospice and Primary Home Care
 - Increase Service Capabilities
 - Market to CMMC Employees and Patients
 - Nydia to attend marketing events with Marketing Team
 - Current census of 40 with goal of 50-60 care givers
 - Hospice – 2025
- Waiting Room TV's
 - Full control of content playlist and personalized by locations
 - Content will be 100% CMMC advertising and initiatives
 - Possible future sales of advertising slot to various participants
- 3D Mammography
 - Corner the Market Share
 - 6.5% growth in Mammography
 - 4.8 % growth in CT
- New Medical Office Building
 - Rehabilitation
 - Podiatry
- 2025 – CMMC 20th Anniversary
- I Heart Health –
 - Line Dancing – Current participants 30, with a goal of 50 by the end of 2025
 - Senior Cardio and Strength Training – New addition to I heart Health, goal of 50 participants by the end of 2025
 - Balance and Tai Chi Exercise- Current participants 41, with a goal of 60 participants by the end of 2025
 - Water Aerobics – Current participants 30, with a goal of 40 participants by the end of 2025
 - Walking Group – Current participants 10, with a goal of 30 participants by the end of 2025
 - I Heart Health – 88 I Heart Health participants are CMMC Clinic Patients
 - New commercial promoting I Heart Health for our TV's

Quarterly Compliance Report – Kyle Klein

Mr. Kyle Klein stated that there were no compliance issues at this time.

Quarterly Investment Report

Mr. Kyle Klein stated at this time we are reinvesting CDs as they mature according to the Board's previous direction.

Policy Approvals

Utilization Management Plan – Gary Williams

Gary Williams reviewed the changes to the Utilization Management Plan with the Board of Directors.

Action Taken

Motion made by Justin Cook and seconded by Steve Browning to approve the Utilization Management Plan as presented. Motion carried.

Workplace Violence Prevention Plan – Gary Williams

Gary Williams reviewed the Workplace Violence Prevention Plan with the Board of Directors. This Plan is intended to specifically protect

- Healthcare Providers (Nurses and Physicians)
- All hospital employees working in healthcare
 - Establish a culture of safety
 - Prohibiting and preventing workplace violence

- Zero Tolerance
- Applies to all CMMC “Premises”
- Applies to anyone hospital providers and employee come into contact with
- Creation of three workplace violence elements
 - Committee
 - Policy
 - Plan
- Committee will be formed and must have the following
 - Must have one RN and one Physician who provide direct care to CMMC Patients
 - Must have one employee who provides security services to CMMC
 - Additional members may be designated by CEO
 - Implements and maintains the plan
 - Annually presents the Plan to the CMMC Board of Directors
 - Report aggregate data to the CMMC Board of Directors
- Policy
 - CMMC Board of Directors must give significant consideration to the workplace violence plan
 - Establishes a process for reporting incidents
 - Mandates compliance
 - Establishes a method for data collection and aggregated reporting
 - Allows any person to report incident to law enforcement
 - Prohibits any retaliation
- Plan
 - Requires all employees to have annual education and training
 - Follows the existing Occurrence Reporting process
 - Prescribes a process for responding and investigating incidents
 - Allows patient care assignments to be altered for the safety of the care provider
 - Addresses and educated employees on all “physical security and safety” modalities: panic button, exit routes, physical layout, equipment, lockdown procedures, safe rooms, etc.
- Process
 - CMMC Employees are
 - Strongly encouraged to report incidents
 - Not discouraged from reporting or filing charge with law enforcements
 - Not subject to disciplinary action or retaliation for reporting
 - Will be offered immediate medical treatment if needed
 - All must complete annual training/education on panic buttons, safe rooms, lock-down procedures, etc.

Action Taken

Motion made by Larry Richardson and seconded by Marcelo Laijas to approve the Workplace Violence Plan as presented. Motion carried.

CEO Report – Bob Gillespie

Bob Gillespie reviewed the following with the Board of Directors:

- Consolata Denim and Diamonds Casino Night Update
- Consolata Clay Shoot Update
- Crisis Incident Stress Management Class
- Chaplain Birdie – Certification
- Mega Code Training
- Mammography Inspection – No deficiencies
- Laboratory Inspection – 97% percent
- Joint Conference
- Antimicrobial Use and Resistance
 - Public Health Initiative

- CDC Approved
- For Outbreaks
- Electronic Laboratory Reporting
 - DSHS Approved
- Dates
 - Joint Conference September 9th @ 1:00 pm
 - Board Meeting September 24th

Executive Session

The Board President called for a Closed Session.

The Board Members convened into Closed Session at 6:37 pm on 08-25-2024.

Reconvene to Open Session

The Board President called for an Open Session.

The Board Members convened into Open Session at 7:05 pm on 08-15-2024.

Section Texas 161.032 Medical & Safety Code

Medical Staff Credentials

Action Taken

Motion made by Larry Richardson and seconded by Don Finley 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 at 7:01 pm.


Justin Cook, Board Secretary