

**Wilson County Memorial Hospital District dba
Connally Memorial Medical Center
District Board Meeting Minutes
June 19, 2025**

Present Allison Lamberth, Board President
Justin Cook
Marcelo Laijas
Randy Bruett
Larry Richardson
Steve Browning

Absent Don Finley
Nick Janysek

Also Present Bob Gillespie, CEO
Kyle Klein, CFO
Brandon McDowell, COO
Gary Williams, CNO
Olivia Flores, Executive Clinic Director
Katelyn Hogg, Marketing Associate
Paublina Marquez, Marketing Associate
Nupe Sandoval, HR Director

Call Meeting to Order

Allison Lamberth called the meeting to order at **5:00 p.m.**

Pledge of Allegiance / Texas Pledge / Reflection

Roll Call of Board

A roll call of the Board of Directors confirmed a quorum was present.

Citizen Input – None

Approval of the Board Meeting Minutes May 15, 2025

Action Taken:

Motion made by **Marcelo Laijas** and seconded by **Steve Browning** to approve the minutes of the **May 15, 2025** Board Meeting as presented. **Motion carried.**

Ratify Actions that took place at the By-Law & Personnel Committee Meeting – May 14, 2025

Bob Gillespie summarized the meeting, noting no changes were recommended to the Board of Directors' By-Laws. He reviewed recommended revisions to the Employee Handbook and Medical Staff By-Laws. As well as discussing the Whistleblower policy.

Action Taken:

Motion made by **Larry Richardson** and seconded by **Marcelo Laijas** to approve moving forward with process of presenting the Medical Executive Committee the Medical Staff By-Laws. **Motion carried.**

Action Taken:

Motion made by **Steve Browning** and seconded by **Marcelo Laijas** to ratify the By-Law and Personnel Committee approval of the CMMC Policy and Procedures/Employee Handbook to reflect time and half changes. **Motion carried.**

Action Taken:

Motion made by **Marcelo Laijas** and seconded by **Randy Bruett** to ratify the By-Law and Personnel Committee approval of the CMMC Policy and Procedures/Employee Handbook to reflect sick time for hospital stays for employee and immediate family to include guardianship. **Motion carried.**

Action Taken:

Motion made by **Justin Cook** and seconded by **Randy Bruett** to ratify the By-Law and Personnel Committee approval of the Whistleblower Policy. **Motion carried.**

Finance Committee Items

May Summary and Financial Analysis

Kyle Klein, CFO, presented the financial summary for May. The Board discussed and asked questions regarding the information.

Action Taken:

Motion made by **Justin Cook** and seconded by **Larry Richardson** to approve the May Summary and Financial Analysis. **Motion carried.**

Discuss and take action on appointing Dawn Polasek Barnett, Wilson County Tax Assessor-Collector, as the designated officer to calculate the No-New Revenue Tax Rate and the Voter-Approval Tax Rate for the 2025 tax year, as outlined in Chapter 26 of the Texas Tax Code.

Action Taken

Motion made by **Justin Cook** and seconded by **Steve Browning** to make Dawn Polasek Barnett, Wilson County Tax Assessor-Collector, as the designated officer to calculate the No-New Revenue Tax Rate and the Voter-Approval Tax Rate for the 2025 tax year, as outlined in Chapter 26 of the Texas Tax Code. Motion Carried.

Capital Expenditures / Service Agreements / Lease Agreements

Surgery Sterilization Service Agreement - Brandon McDowell requested up to **\$35,000** for the Service Agreement of two Sterrad and one Evotech Surgical Sterilization units, one year service agreement. Board Discussion ensued.

Action Taken:

Motion made by **Justin Cook** and seconded by **Randy Bruett** to approve the Surgical Sterilization Service Agreement as presented. Motion carried.

Physician Agreement – Ana Mancuso, MD; Pediatrics – Bob Gillespie reviewed the agreement for Ana Mancuso, MD; Pediatrics with the Board. Board Discussion ensued.

Action Taken:

Motion made by **Justin Cook** and seconded by **Marcelo Laijas** to approve the Physician Agreement for Ana Mancuso, MD as presented. Motion carried.

Monthly /Annual/ Quarterly Reports

Bi-Annual Staffing Ratio Plan – Gary Williams

Mr. Gary Williams reviewed the Staffing Effectiveness Plan

- Required by State Law
- Must meet quarterly – Met in February and May 2025
- Comprised of 60% Registered Nurses who are 50% at the bedside
- Members are representatives of the types of nursing services provided in the hospital
- Members are selected by their peers
- CNO is a voting member and represents the SEC to the Governing Board
- Reports to the Governing Board semi-annually
- Voting Members and Non-Voting Members
- Purpose of the SEC
 - Supports having the right staff in the right place to provide safe, high-quality care
 - Develops & recommends the hospital staffing plan to the Governing Board
 - Solicits, evaluates and responds to staffing concerns expressed to the committee
 - Identifies, measures and report's nurse-sensitive outcome measures
 - Evaluate and documents at least twice each year the effectiveness of the official nursing service staffing plan and whether it meets patient needs, nursing sensitive indicators and evidenced-based nurse staffing standards
- SEC Policy and Plan
 - Follows Texas laws that govern hospital nurse staffing
 - Safe staffing is determined by outcome measures: patient needs, Nurse Sensitive Indicators, nursing stratification measures and evidence -based nurse staffing standards
 - Correlation are looked for between NSI's and the adequacy of staffing
- Nursing Sensitive Indicators (NSI)
 - Patient Fall without Injury
 - Patient Falls with Injury
 - Medication Errors
 - Hospital Acquired Conditions
 - Left Without Being Seen
 - Nursing Turnover
 - Security/Safety Events
- Nursing Sensitive Indicators Results for Q1 -2025
- Staffing Policy and Plan Highlights
- Minimum Safe Staffing

Annual Employee Survey Report – Arnulfo Sandoval

Mr. Nupe Sandoval reviewed the Annual Employee Survey Report to include metrics on the following:

Mr. Sandoval went over the results of the Annual Employee Survey to include

- *Response Rates
- *Engagement Indicator
- *Key Drivers of Engagement
- *Resilience Index
- *Diversity Index
- *Top Performing Items
- *Leader Index
- *Well-Being

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 the Investment funds balance as of May 31st is slightly over \$17M and earning right at 4% interest. The funds previously with Wells Fargo Advisors have all been transferred to a Wells Fargo Sweep account.

Bob Gillespie updated the Board on:

- Memorial Day Service
- EMS Week BBQ
- CMMC Full Medical Staff Meeting 05/28
- Zero Violation Mammography Survey
- SpawGlass Building -PAID IN FULL and \$146,980 under budget!
- WellMed – Medicare Advantage
- New Physician Growth
- Consolata Denim and Diamond Casino Night – August 2nd
- CMS Hospital Commitment to Health Equity - Reporting

Executive Session

The Board entered Closed Session at **6:12 PM**.

Reconvene to Open Session

The Board reconvened at **7:07 pm**.

Take Action on Executive Session items

Medical Staff Credentials

Action Taken Section 161.032:

Motion made by **Larry Richardson** and seconded by **Randy Bruett** to approve the Medical Staff Credentials as presented. **Motion carried**

Personnel Matters – Amendments to the budget

Action Taken Section 551.074

Motion made by **Larry Richardson** and seconded by **Marcelo Laijas** to approve the amendment to the budget for Dr. Sessions Agreement as presented. **Motion carried**

Motion made by **Justin Cook** and seconded by **Steve Browning** to approve the amendment to the budget for Dr. Caro Agreement as presented. **Motion carried**

Motion made by **Justin Cook** and seconded by **Marcelo Laijas** to approve the amendment to the budget for Urology Service Line as presented. **Motion carried**

Motion made by **Justin Cook** and seconded by **Marcelo Laijas** to approve the amendment to the budget for ER Physicians Agreement as presented. **Motion carried**

Motion made by **Justin Cook** and seconded by **Larry Richardson** to approve the amendment to the budget for Hospitalists Agreement as presented. **Motion carried**

Motion made by **Justin Cook** and seconded by **Marcelo Laijas** to approve the amendment to the budget for Endeavor Agreement as presented. **Motion carried**

Motion made by **Justin Cook** and seconded by **Randy Bruett** to approve the amendment to the budget for Dietary and EVS Agreement as presented. **Motion carried**

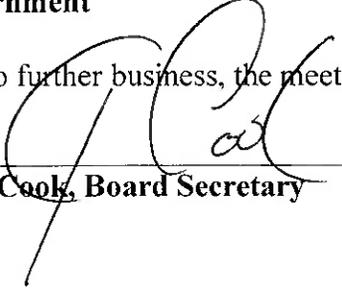
Motion made by **Larry Richardson** and seconded by **Marcelo Laijas** to forgo email from CEO and follow previous plan of structure discussed in Executive Session. **Motion carried**

Other Sections

- No actions taken under **Texas 551.072**, or **Texas 551.085**.

Adjournment

With no further business, the meeting adjourned at **7:12 PM**.



Justin Cook, Board Secretary

