Cochran County Hospital District
Board of Directors
Meeting Minutes
February 15, 2023

Cochran Memorial Hospital Lobby
201 E Grant Ave
Morton, Texas 79346

ATTENDANCE

<u>Board of Directors</u>
Betty Lyon
Richard Houston
John Schmidt
Ray O'Brien
William (Bill) Albus

<u>Absent</u>

<u>Hospital Administration</u>
Kody Kitchens

<u>Minutes Taker</u>
Mary McKnight

<u>Guests</u>
Maggie Ramon
Amanda Turney

1. **Opening**
   a. Quorum present
      i. Called to order 1703
   b. Invocation led by John Schmidt
   c. Public Comments/Open Forum
      i. Frontier Ambulance meeting did not take place as there was not a quorum present. Two (2) new ambulances slated to be finished February 22, 2023. Painting to begin March 1st.
   d. Review and Consider Approval of Previous Meeting Minutes
      i. Motion made to approve the January 18, 2023 regular session meeting minutes as presented. Motion seconded. Four (4) votes in favor of approving minutes, zero (0) votes against. Motion passed.
2. **Matters for Review**
   a. Durbin & Co. field audit for year ending September 30, 2022.
      i. Vacation hours showing for former employees who were paid for their vacation at the time they left employment, making it appear as though those persons owe the hospital money when they do it. We are unable to remove former employees, it is a computer issue that will need to get help with.
      ii. Have other issues, due to policy, we can only roll over so many vacation hours after January 1st, the system automatically took out a certain amount of hours. Current policy reads employees can only roll over 24 hours, with the exception of nursing staff and certain other employees who are always able to take all their vacation hours due to being short staffed. Looking to update the policy
      iii. We do have a public funds investment act policy, Kody will need to get ten (10) hours of financial training. He has signed up for a class. Policy will need to be updated.
      iv. Need a credit card usage policy.
      v. Will need to put an official contract in place for Kody Kitchens. Will contact the lawyer to write the contract.

3. **Reports**
    a. Financials
        i. Tax revenue report unavailable at this time, not available from the Tax Assessor/Collector office at the time of meeting.
        ii. Patient charges, computer system fairly accurate. Having to write off several charges from 2020-21 that were billed incorrectly.
        iii. January 2023 Payroll down $9,300 compared to January 2021.
        iv. Line items from financial report discussed.
        v. Credit card use policy discussed.
        vi. Purchasing and receiving practice discussed.
        vii. American Express card in Larry's name was been destroyed. Still getting statements because Larry is the only one that can access the account.
    b. Administrator Report
        i. CDs reviewed. Interest rates better on a twenty-five (25) month term. Discussed renewing some of the CDs for a shorter term to take advantage of possible changes in interest rates.
        ii. Mary Barton resigned.
        iii. Tina has brought in a couple people who have been training in lab and x-ray.
        iv. Policies and procedures for lab are being updated.
        v. Savannah Amalla is training in lab. She is also doing x-ray classes.
        vi. Commode by Dr. Hughes office flooded Dr. Hughes' office and Barbie's office. Was able to dry it out. Will have to fix the floors eventually. New commodes, plumbing lines, and sink installed. New sink installed in Emergency Room.
        vii. Discussed updating the lobby including painting, new lighting, replacing ceiling tiles.
        viii. City of Morton has not yet asked be placed back on the agenda to continue EMS billing discussions.
4. **Executive Session**
    a. Entered Executive Session at 6:15 p.m.
    b. Exited Executive Session at 7:56 p.m.
5. **Adjournment**
    a. Motion made to adjourn. Motion seconded. Four (4) votes in favor; zero (0) oppose. Motion carried.
        i. Meeting adjourned 8:00 p.m.

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Cochran Memorial Hospital CEO Date

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Cochran Memorial Hospital President, Board of Directors Date