

Cochran County Hospital District
Board of Directors
Meeting Minutes
April 19, 2023

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

ATTENDANCE

Board of Directors

Betty Lyon
John Schmidt
Ray O'Brien
William (Bill) Albus

Absent

Richard Houston (Late)

Hospital Administration

Kody Kitchens
Minutes Taker
Mary McKnight

Guests

Maggie Ramon
Amanda Turney
Grant Turner
Rick Levitt

1. Opening

- a. Quorum present
 - i. Called to order 1701
- b. Invocation led by John Schmidt
- c. Public Comments/Open Forum
 - i. None
- d. Review and Consider Approval of Previous Meeting Minutes
 - i. Motion made to approve the March 15, 2023 regular session meeting minutes as presented. Motion seconded. Three (3) votes in favor of approving minutes, zero (0) votes against. Motion passed.

2. Reports

- a. Financials
 - i. Total year-to-date taxes have been corrected and updated.
 - ii. Previous issues running reports have been fixed.
 - iii. Tax district payments received up through February, numbers now correct.
 - iv. Second vending machine account set up as it was needed for the card reader function.
 - v. Line items from financial report discussed.
 - vi. Bank statement & deposits discussed.
- b. Administrator Report
 - i. Savannah Amalla finished training, waiting on some errors to be corrected. She is continuing hands on training until she gets her certification.
 - ii. Sandy is training in the lab, going well. Was requested she be made aware of the facility's policy regarding social media posts as she had posted work related material on Facebook and that the post was made during work hours. Information is available in the employee handbook. All employees need to be aware of personal phone use during business hours should be limited to emergencies only.
 - iii. CMS Life & Safety Survey on March 22, 2023.

1. Kitchen doors need to be replaced; inspector recommended steel doors for the kitchen.
- iv. CMS Survey expected within the next 2 months
- v. Billing Department: Novitas Solutions one account was set up incorrectly as Ambulance Supplies, we could bill but it they would deny it. It has been corrected. We have lost 176 claims due to this issue.
- vi. Attended conference learned we qualify for tax credits, working with auditors to get started on claiming the tax credits. In order to claim we have to prove we did COVID screenings, locked doors, and that employees used PPE.
- vii. Inquiry made as to whether we need to join TORCH.
 1. TORCH membership would give us access to communication with other hospitals, policy banks, grants, and other resources. It is geared toward helping rural hospitals. Membership would be \$1,800.00
 2. Request made to add TORCH membership to agenda for the May 2023 meeting to be voted upon.

3. Matters for Discussion/Action

- a. Morton City Council
 - i. Not discussed
- b. Tax deed for property R13116
 - i. Motion made to accept Tax Deed R13116; motion seconded. Three (3) votes in favor of accepting, zero (0) votes against. Motion passed.
- c. Kitchen door replacement
 - i. Kitchen doors need to be replaced. They are fire doors, recommended they be replaced with steel doors. The current doors have been patched on, but they need to be replaced. Price quote presented to the board.
 - ii. Inquiry made to taxes included on the quote as Cochran Memorial Hospital is a tax-free entity. Kody will contact the company to discuss removing the taxes.
 - iii. Motion made to approve replacement of the three (3) kitchen door; motion seconded. Three (3) votes in favor, zero (0) votes against. Motion to replace three (3) kitchen doors approved.
- d. Loading dock repair estimates
 - i. Four (4) quotes presented to the board for repair of the loading dock.
 1. Soliz Concrete from Clovis: requested payment upfront for supplies
 2. El Rubio Concrete, local: poured the concrete for the pavilion at Strickland Park and has done concrete work for other local businesses.
 3. Max Concrete in Levelland: Gilbert Martinez contacted them
 4. Manuel Zapata, local: has done work for the City of Morton.
 - ii. Request to have Gilbert contact El Rubio Concrete and clarify what the jobs entails to ensure the correct quote was given.

Richard Houston arrived to meeting during this time

- iii. Request made to table loading dock repairs until May 2023 meeting. Topic tabled.
- e. Public Funds Investment Act Policy
 - i. Kody attended training.
 - ii. Policy put in place, needs to be reviewed annually. Policy presented to the board. Policy reviewed and discussed; no changes made.
 - iii. Motion made to name Kody Kitchens Investment Officer and to approve the Public Funds Investment Act Policy as presented; motion seconded. Four (4) votes in favor; zero (0) against. Motion carried; Kody Kitchen is named Investment Officer and the Public Funds Investment Act Policy was approved as presented.
- f. Hospital Organizational Chart
 - i. New facility organizational chart presented and reviewed.
 - ii. Changes
 - 1. EMS removed
 - 2. Accounting removed, now have AP and Payroll, Billing and Credentialing as we do not have an actual accounting department.
 - 3. Charge nurse no longer over pharmacy, now under CNO
 - 4. Quality Assurance added to chart under CNO
 - 5. Registration under Clinic Coordinator
 - iii. Motion made to approve the facility organizational chart as presented; motion seconded. Four (4) votes in favor; zero (0) against, motion carried. Organizational Chart approved as presented.
- g. New Contract: Anthony Mechanical Services
 - i. Only company that services the type of heating/air system we have.
 - ii. Price increase is \$5,500 annually.
 - iii. New annual contract start date is May 3, 2023 and will renew annually unless either party issues written notice of termination within thirty (30) days of the end of the contract.
- h. New Contract: Chief Executive Officer
 - i. Contract reviewed.
 - ii. Board members asked to completed the annual CEO evaluation and return them.
 - iii. Motion made to approve the CEO contract presented; motion seconded. Four (4) votes in favor; zero (0) votes against. Motion carried. CEO contract presented approved.

4. Personnel

- a. Motion to move into executive session.

5. Executive Session

- a. Entered Executive Session at 6:34 p.m.
- b. Exited Executive Session at 7:29 p.m.

6. Adjournment

- a. Motion made to adjourn. Motion seconded. Four (4) votes in favor; zero (0) oppose. Motion carried.
 - i. Meeting adjourned 7:31 p.m.

Cochran Memorial Hospital CEO

Date

Cochran Memorial Hospital President, Board of Directors

Date