

Cochran County Hospital District
Board of Directors
Meeting Minutes
September 13, 2023

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

ATTENDANCE

Board of Directors

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

Hospital Administration

Kody Kitchens

Minutes Taker

Mary McKnight

Guests

Maggie Ramon
Grant Turner
Amanda Turney
Ashley Davidson

1. Opening

- a. Quorum present
 - i. Called to order 5:02 p.m.
- b. Invocation led by Richard Houston
- c. Public Comments/Open Forum
 1. None
- d. Review and Consider Approval of Previous Meeting Minutes
 - i. Motion made to approve the August 16, 2023 regular session meeting minutes as presented. Motion seconded. Four (4) votes in favor of approving minutes, zero (0) votes against. Motion passed; August 16, 2023 minutes approved as presented.

2. Matters for Discussion/Action

- a. Warren Computer Company (I.T. back-up)
 - i. We currently have no back-up for I.T. should David be on vacation or if David Turney were to leave suddenly, there is no one else who has access to the system.
 - ii. Ben Warren does I.T. work for the county, the city, Littlefield hospital. Kody spoke with persons at Littlefield hospital, they said he does good work and they use the same system we do, so he is familiar with our electronic health record system. Dixie Mendoza, tax assessor for the county spoke highly of him as well. We also do not have a good tracking system to trace who is doing what in the system, which is something we need to have. Warren does have that program and can add it to our system.
 - iii. It will cost about \$1,500.00 a month; he charges \$36.00 per computer.
 - iv. Motion made to hire Ben Warren/Warren Computer Company to the I.T. department. Motion seconded. Four (4) votes in favor, zero (0) against. Motion passed. Ben Warren/Warren Computer Company will be hired to the I.T. department.

- b. Community Hospital Corporation (group purchasing)
 - i. Based on the amount of money we spend on supplies and medications, the group purchasing plan shows a significant savings for us. Lockney and few other hospitals are also using the company. This will give us access to more supplies and medications that we may not normally have access to.
 - ii. Motion made to join the Community Hospital Corporation purchasing group. Motion seconded. Four (4) votes in favor; zero (0) against. Motion passed. Cochran Memorial Hospital will join the Community Hospital Corporation purchasing group.
- c. Tax Rate
 - i. Discussion held regarding the tax rate of 51.26% that was proposed at the August 16, 2023 Board of Directors meeting.
 - ii. John Schmidt requested the amount of money allotted to Frontier Ambulance Service be increased for one (1) year to \$30,000.00 from \$25,000.00. Discussion tabled to be discussed during this meeting for agenda item 2d: 2024 Budget.
 - iii. Motion made to set tax rate at 51.26%. Motion seconded. Four (4) votes in favor; zero (0) against. Motion passed. Tax rate will be set at 51.26%
- d. 2024 Budget
 - i. Kody Kitchen presented the 2024 fiscal year budget
 - 1. Total salaries increased to \$63,000, with adding in a 3% across the board for all employees. Would like to give raises based on merit. Not all salaries will get the 3%; Top 90% evaluations would get 3%, 20% would get a 2% raise and those who get 7% would not get a raise. This is an incentive for employees to work hard. Some employees who had been here over 20 years who have not had a raise were given cost of living increases. It is easier and cheaper to keep the staff we currently than try to find and train new ones. Also included in this budget is \$60,000 for Christmas bonuses, which would be \$1,000 per employee and we pay the taxes, same as last year.
 - ii. Inquiries made regarding equipment.
 - 1. Kody stated at this time he was unaware of any equipment that needed updated as we used COVID money to update most of equipment over the past two years.
 - iii. John Schmidt requested the amount of money allotted to Frontier Ambulance Service be increased for one (1) year to \$30,000 from \$25,000. John also made the suggestion that the \$30,000 not be paid in one lump sum, it should be split in to at least two (2) payments, with the first payment being in January 2024.
 - 1. Discussion held. Kody stated the additional \$5,000 could be moved from plant maintenance to EMS.

2. Motion made to move \$5,000 from plant maintenance to EMS to increase money allocated for Frontier Ambulance Service from \$25,000 to \$30,000 for one (1) year only, with the provision that it is to be paid out over two (2) payments. Motion seconded. Four (4) votes in favor, zero (0) votes against. Motion approved. \$5,000 will be moved from plant maintenance to Frontier Ambulance Service. Cochran Memorial Hospital will give Frontier Ambulance Service \$30,000 to be paid over (2) payments for one (1) year only with the first payment being in January 2024.
3. Motion made to approve the budget presented with the above changes made. Motion seconded. Four (4) votes in favor; zero (0) against. Motion passed. Presented 2024 fiscal year budget approved with the above changes made.
- iv. Motion to approve 2024 presented with the above amendment regarding plant maintenance and EMS. Motion seconded. Four (4) votes in favor; zero (0) against. Motion passed. 2024 Budget approved with the above amendment to plant maintenance and EMS.

3. Reports

a. Financials

- i. Numbers are a little more accurate. Went to training in Colorado City last month. A lot of the issues were not system errors, they were entry error problems, a lot of which were lack of training issues.
- ii. Changes in inpatient charges from July to August most likely due to census. That will fluctuate month to month.
- iii. Line items from financial report discussed.
 1. Inquiry regarding IP Pathways
 - a. Lab supplies
- iv. Alpine Power Wash
 1. Kitchen hood, has to be cleaned once a year.
- v. Sanofi Pasture
 1. Flu Vaccines.
- vi. Texas A&M Health Science Center
 1. Provider Peer Review – we are required to have someone oversee provider charts.

b. Administrator Report

- i. Gilbert Martinez, facility maintenance passed away. Closed down a couple hours day of funeral so employees could attend. Still have not received keys back from Gilbert's daughter. Have been in contact with her and she has scheduled a time to drop them off and collect Gilbert's personal belongings.
- ii. Clinic immunization inspection went great, no errors.
- iii. New kitchen doors are installed and up to code.
- iv. The same guys that installed the kitchen doors measured the window on the ER door, they will replace it.
- v. Back flow water meter passed inspection

- vi. Cummins service agreement signed for \$4,000.
- vii. Plumbing in Dietary Department has been fixed. Piece of a water bladder was stuck in the pipe and part of the line had collapsed from when Lowery Plumbing repaired it. Was discovered that the grease trap was bypassed years ago. To reconnect to the grease trap would require tearing down a lot of structure. Other options include installing a new grease trap or they can come out every six months for \$200 to clean out the lines. The plumbers will come out every six months to clean out the lines. Kitchen set up in dining room using electric grills and such to continue food service.

c. Personnel

- i. Motion to enter executive session.
- ii. Executive session entered 6:49 p.m.
- iii. Executive session exited 7:54 p.m.

4. Adjournment

- a. Motion made to adjourn. Motion seconded. Four (4) votes in favor; zero (0) oppose. Motion carried.
 - i. Meeting adjourned 7:55 p.m.

Cochran Memorial Hospital CEO

Date

Cochran Memorial Hospital President, Board of Directors

Date