

HOSPITAL DISTRICT

Rankin County Hospital District Board of Trustees
Board Meeting Minutes
January 22nd, 2020

1. Call the meeting to order:
 - *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*
2. Board member roll call:
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*
3. Prayer:
 - *Prayer led by Jim Horton, CEO.*
4. Approval of previous minutes:
 - *Hal Hutchens made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*
5. Public Comments:
 - *No public comments.*
6. Medical Staff Report:
 - *Dr. Christopher Hall presented the medical staff report.*
 - *Everything going well with nothing new to report.*
 - *Clinic visits picking up.*
7. Approval of Accounts Payable:
 - *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
 - *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Linda Dusek and carried unanimously.*
8. Board to consider and/or take action on Financial Reports:
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Cash up \$1.6 million from prior year.*
 - *Liabilities decreased from prior year by \$761k.*
 - *Fund balance up \$715k from prior year.*
 - *Linda Dusek made the motion to accept the financial report. The motion was seconded by Hal Hutchens and carried unanimously.*
9. Board to consider and/or take action to declare ambulance #106 as surplus to be bid on and sold at auction:

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- *Hal Hutchens made the motion to declare ambulance #106 with VIN 1FDWE35P76DA44707 as surplus and approved to be placed up for auction. The motion was seconded by Tracy Clanton and passed unanimously.*
10. Board to have discussion with Hayley Abalos, Elections Administrator, regarding the upcoming November election:
- *Cost of county-run election will be between \$3,000 and \$5,000.*
 - *The cost of a run-off election would be roughly half of initial cost.*
 - *Deposit would be between \$750 and \$1000.*
11. Board to consider and/or take action on RCHD Health Benefits Plan:
- *The new United Health care premium increased by 3.5%, but has a lower deductible and lower out-of-pocket maximums than the previous plan.*
 - *Cheryl Roberts made the motion to approve the new United Healthcare Employee Health Benefit Plan. The motion was seconded by Hal Hutchens and carried unanimously.*
12. Board to consider and/or take action on Collective Medical Technologies agreement:
- *Cheryl Roberts made the motion to authorize Jim Horton to terminate agreement with Collective Medical Technologies. The motion was seconded by Paul Prewozniak and carried unanimously.*
13. Chief Nursing Officer's Report:
- *Tiana Wells, CNO, present the Nursing Report.*
 - *Central monitoring unit recently shipped.*
 - *Fully staff with no agency use.*
14. CEO Report:
- *Jim Horton, CEO, presented the CEO report.*
 - *Highlighted the recent Rural Matters article covering Medicare Advantage.*
15. Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:
- *None.*
16. Board to consider and/or take action related to executive (closed) session:
- *None.*
16. Set date/time for next meeting:
- *The next meeting was set for February 19th, 2020, at 6pm.*
17. Adjourn:
- *Hal Hutchens made the motion to adjourn at 6:56pm. The motion was seconded by Paul Prewozniak and carried unanimously.*

HOSPITAL DISTRICT

Rankin County Hospital District Board of Trustees
Board Meeting Minutes
February 19th, 2020

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the meeting to order at 6:01pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. Prayer:

- *Prayer led by Jim Horton, CEO.*

4. Approval of previous minutes:

- *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Hal Hutchens and carried unanimously.*

5. Public Comments:

- *No public comments.*

6. Medical Staff Report:

- *Dr. Christopher Hall presented the medical staff report.*
- *Everything going well with nothing new to report.*
- *New CT and X-Ray are now installed and running well.*

7. Approval of Accounts Payable:

- *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
- *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Linda Dusek and carried unanimously.*

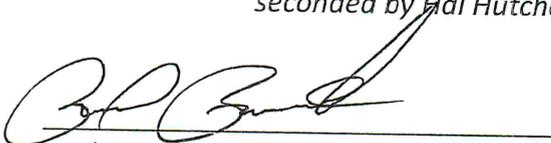
8. Board to consider and/or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
- *YTD gross patient revenue favorable to budget by 2.16%*
- *Cash up 2.6 million from prior year.*
- *Fund balance up 1.2 million from prior year.*
- *Liabilities decreased by 1 million from prior year.*
- *Paul Prewozniak made the motion to approve the financial reports. The motion was seconded by Linda Dusek and carried unanimously.*

9. Board to consider and/or take action on Buy-Board purchase of Chevy Traverse:

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- *Hal Hutchens made the motion to approve the purchase of a Chevy Traverse on the Buy-Board. The motion was seconded by Paul Prewozniak and carried unanimously.*
10. Board to consider and/or take action on renewal of Cerner agreement:
- *Jim has requested that a clause be added stating that we do not have to pay to upgrade equipment.*
 - *Tabled until next meeting.*
11. Chief Nursing Officer's Report:
- *Tiana Wells, CNO, present the Nursing Report.*
 - *Central monitoring unit parts are in and will be installed soon.*
 - *Three current swing bed patients.*
12. CEO Report:
- *Jim Horton, CEO, presented the CEO report.*
13. Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:
- *The board entered into closed session at 6:39pm and came out of closed session at 6:54pm.*
14. Board to consider and/or take action related to executive (closed) session:
- *None.*
15. Set date/time for next meeting:
- *The next meeting was set for March 18th, 2020, at 6pm.*
17. Adjourn:
- *Paul Prewozniak made the motion to adjourn at 6:55pm. The motion was seconded by Hal Hutchens and carried unanimously.*



Paul Prewozniak, Board Secretary

3/18/2020
Date



**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
March 18th, 2020**

- 1. Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:01pm.*

- 2. Board member roll call:**
 - *RCCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

- 3. Prayer:**
 - *Prayer led by Jim Horton, CEO.*

- 4. Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

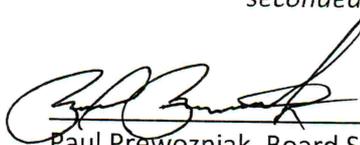
- 5. Public Comments:**
 - *No public comments.*

- 6. Medical Staff Report:**
 - *Dr. Christopher Hall presented the medical staff report.*
 - *Staying up-to-date on all Coronavirus information.*
 - *Med staff is prepared for possible influx of patients.*

- 7. Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
 - *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Paul Prewozniak and carried unanimously.*

- 8. Board to consider and/or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Total cash on hand, including restricted monies currently sits at \$14.5 million.*
 - *Net income for the month of \$577, 857.*
 - *Overall liabilities down \$1.5 million from prior year.*
 - *Fund balance increased by \$1.7 million from prior year.*
 - *Ms. Anderson briefly discussed FY 2019 audit highlights.*
 - *Linda Dusek made the motion to approve the financial report. The motion was seconded by Hal Hutchens and carried unanimously.*

9. **Board to consider and/or take action on renewal of Cerner agreement:**
- *Cerner agreed to cover the cost of equipment upgrades for four years and guaranteed no cost increases through 2033. Paul Prewozniak made the motion to approve the Cerner agreement. The motion was seconded by Hal Hutchens and carried unanimously.*
10. **Chief Nursing Officer's Report:**
- *Tiana Wells, CNO, present the Nursing Report.*
 - *Central monitoring system to be installed by April 13th.*
 - *Nurse staffing committee meeting was held on March 12th.*
11. **CEO Report:**
- *Jim Horton, CEO, presented the CEO report.*
 - *No activity with Lighthouse Services.*
 - *Coronavirus update.*
 - *Activated emergency plan with daily meetings.*
 - *Working on PPE and preparing for possible influx of patients.*
12. **Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:**
- *None.*
13. **Board to consider and/or take action related to executive (closed) session:**
- *None.*
14. **Set date/time for next meeting:**
- *The next meeting was set for April 22nd, 2020, at 6pm.*
15. **Adjourn:**
- *Hal Hutchens made the motion to adjourn at 7:06pm. The motion was seconded by Paul Prewozniak and carried unanimously.*


Paul Prewozniak, Board Secretary

4/22/2020
Date



Rankin County Hospital District Board of Trustees
Board Meeting Minutes
April 22nd, 2020

1. Call the meeting to order:
 - Board President, Tracy Clanton, called the meeting to order at 6:01pm.
2. Board member roll call:
 - RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.
3. Prayer:
 - Prayer led by Jim Horton, CEO.
4. Approval of previous minutes:
 - Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Hal Hutchens and carried unanimously.
5. Public Comments:
 - No public comments.
6. Medical Staff Report:
 - Dr. Christopher Hall presented the medical staff report.
 - Nothing new to report well, all going well.
 - Could possibly be hiring someone to cover weekends since Mike Reddell left, but for now, the providers are handling the weekends well.
7. Approval of Accounts Payable:
 - The Accounts Payable Report was reviewed in a previous finance committee meeting.
 - Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Linda Dusek and carried unanimously.
8. Board to consider and/or take action on Financial Reports:
 - Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.
 - Total cash on hand, including restricted monies currently sits at \$14.6 million.
 - March gross patient revenue 19% unfavorable to budget.
 - March operating expenses 8% favorable to budget.
 - Fund balance up 26% from prior year.
 - Received \$149,999 HHS COVID stimulus check.
 - Will receive \$158,000 in tobacco funds.
 - Advanced Medicare payment of \$460K. This **could be** partially recouped if we do not generate \$460K in Medicare revenue in the coming months.

- \$11,000 donation from Phillips 66.
 - \$750k Medicare settlement coming in May.
 - THIE is returning one million dollars to customers. RCHD should be receiving roughly \$12,000.
 - SHIP Grant will be close to \$90K.
 - Paul Prewozniak made the motion to approve the financial report. The motion was seconded by Hal Hutchens and carried unanimously.
9. Board to consider and/or take action on approval of RCHD "Guidelines and Criteria for Abatement."
- No changes from most the recent abatement granted.
 - Linda Dusek made the motion to approve the Guidelines and Criteria for Abatement. The motion was seconded by Paul Prewozniak and carried unanimously.
10. Chief Nursing Officer's Report:
- Tiana Wells, CNO, present the Nursing Report.
 - Nurses are doing great with COVID changes.
 - Two nurses have resigned, but both have been replaced.
 - Central monitoring system will be installed when COVID restrictions are lifted.
11. CEO Report:
- Jim Horton, CEO, presented the CEO report.
 - Large order of PPE coming in soon.
 - Sending draft of abatement to Craig Carter.
 - Everything running smoothly.
12. Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:
- None.
13. Board to consider and/or take action related to executive (closed) session:
- None.
14. Set date/time for next meeting:
- The next meeting was set for May 20th, 2020, at 6pm.
15. Adjourn:
- Cheryl Roberts made the motion to adjourn at 6:41 pm. The motion was seconded by Paul Prewozniak and carried unanimously.


Paul Prewozniak, Board Secretary

5/20/2020
Date



Rankin County Hospital District Board of Trustees
Board Meeting Minutes
May 20, 2020

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the meeting to order at 6:06pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. Approval of previous minutes:

- *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

4. Public Comments:

- *No public comments.*

5. Medical Staff Report:

- *Dr. Christopher Hall presented the medical staff report.*
- *Nothing new to report well, all going well.*
- *Clinic is slowly starting to pick up.*
- *Providers are fine with the schedule for now, but may bring on another PA to cover a weekend shift every now and then.*

6. Approval of Accounts Payable:

- *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
- *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Linda Dusek and carried unanimously.*

7. Board to consider and/or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
- *Total operating revenue up 8% from prior year.*
- *Gross patient revenue down 3% from prior year.*
- *Total cash on hand \$14,687,157, up \$5,042,884 from prior year.*
- *Total fund balance \$10,142,906, up \$1,421,897 from prior year.*
- *Linda made the motion to approve financial report, seconded by Paul. The motion carried unanimously.*

8. **Board to consider and/or take action on abatement agreement between RCHD and Appaloosa Run Renewable Energy Project, LLC.**
 - *No changes from most the recent abatement granted.*
 - *Hal Hutchens made the motion to approve the abatement agreement between RCHD and Appaloosa Run Renewable Energy Project, LLC. The motion was seconded by Paul Prewozniak and carried unanimously.*

9. **Chief Nursing Officer's Report:**
 - *Tiana Wells, CNO, present the Nursing Report.*
 - *Central monitoring system will be installed the first week of June.*

10. **CEO Report:**
 - *Jim Horton, CEO, presented the CEO report.*
 - *Reopening going smoothly.*
 - *Will revisit opening guidelines on a weekly basis.*

11. **Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:**
 - *Board entered into executive session at 6:56 pm and came out of executive session at 7:24 pm.*
 - *The topic of discussion whether it is possible to protect a vulnerable employee who is very close to retirement from COVID-19 exposure by reassigning him/her until retirement date.*

12. **Board to consider and/or take action related to executive (closed) session:**
 - *None.*

13. **Set date/time for next meeting:**
 - *The next meeting was set for May 17th, 2020, at 6pm.*

14. **Adjourn:**
 - *Tracy Clanton made the motion to adjourn at 7:25 pm. The motion was seconded by Hal Hutchens and carried unanimously.*


Paul Prewozniak, Board Secretary

6/17/2020
Date

HOSPITAL DISTRICT

Rankin County Hospital District Board of Trustees Board Meeting Minutes June 17th, 2020

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. Prayer:

- *Prayer led by Jim Horton, CEO.*

4. Approval of previous minutes:

- *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

5. Public Comments:

- *No public comments.*

6. Medical Staff Report:

- *Dr. Christopher Hall presented the medical staff report.*
- *Nothing new to report well, all going well.*
- *Clinic numbers slowly picking up.*
- *Don Hillman, PA will be covering a weekend shift every now and then.*
- *PT very busy.*

7. Approval of Accounts Payable:

- *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
- *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Linda Dusek and carried unanimously.*

8. Board to consider and/or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
- *Gross patient revenue 14% unfavorable to budget.*
- *Total operating revenue 2% favorable to budget.*
- *Total cash on hand up 43% from prior year.*
- *Liabilities down 2.5% from prior year.*
- *Hal Hutchens made the motion to approve the financial report. The motion was seconded by Paul Prewozniak and carried unanimously.*

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9. Chief Nursing Officer's Report:

- Tiana Wells, CNO, present the Nursing Report.
- Central monitoring system currently being installed.
- Currently training an RN who will replace Gary Sparks in October.

10. CEO Report:

- Jim Horton, CEO, presented the CEO report.
- Still at zero COVID cases for Upton County.
- Big shipment of masks coming in soon.
- Contacting TCDRS to explore a possible 5-year vesting option.

11. Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:

- None

12. Board to consider and/or take action related to executive (closed) session:

- None.

13. Set date/time for next meeting:

- The next meeting was set for July 22nd, 2020 at 6pm.

14. Adjourn:

- Cheryl Roberts made the motion to adjourn at 6:34pm. The motion was seconded by Paul Prewozniak and carried unanimously.



Paul Prewozniak, Board Secretary

7/22/2020
Date

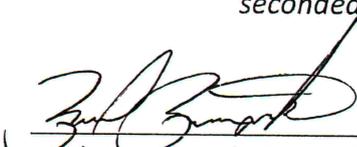
COUNTY
HOSPITAL DISTRICT

Rankin County Hospital District Board of Trustees
Board Meeting Minutes
July 22nd, 2020

1. **Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:02pm.*
2. **Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, and Linda Dusek.*
3. **Prayer:**
 - *Prayer led by CEO, Jim Horton.*
4. **Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Linda Dusek and carried unanimously.*
5. **Public Comments:**
 - *No public comments.*
6. **Medical Staff Report:**
 - *Allen Graham presented the medical staff report.*
 - *Nothing new to report well, all going well.*
 - *Hired PA Don Hillman to help cover shifts every now and then.*
7. **Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
 - *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Paul Prewozniak and carried unanimously.*
8. **Board to consider and/or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Cash on hand up 49% from prior year.*
 - *Fund balance up 29% from prior year.*
 - *Gross patient revenue down 24% from prior year.*
 - *Total operating expenses under budget by 3%.*
 - *Non-operating revenue up 97% from prior year.*
 - *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Paul Prewozniak and carried unanimously.*
9. **Board to consider and/or take action on employment agreement with Bryan Bautista, RN:**

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- *All money spent by RCHD to buy out Bryan Bautista's contract will be paid back in full by Mr. Bautista.*
 - *Cheryl Roberts made the motion to enter into a 5-year employment agreement with Bryan Bautista, RN. The motion was seconded by Paul Prewozniak and carried unanimously.*
10. **Board to consider and/or take action on employee health initiative:**
- *Paul Prewozniak made the motion to approve the employee health initiative. The motion was seconded by Cheryl Roberts and carried unanimously.*
11. **Chief Nursing Officer's Report:**
- *Tiana Wells, CNO, was out-of-town.*
12. **CEO Report:**
- *Jim Horton, CEO, presented the CEO report.*
 - *COVID update.*
 - *Employee donation to Braden family.*
 - *Considering change from an 8-year vesting requirement to a 5-year.*
 - *August 17th filing deadline for board election.*
13. **Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:**
- *None.*
14. **Board to consider and/or take action related to executive (closed) session:**
- *None.*
15. **Set date/time for next meeting:**
- *The next meeting was set for August 19th, 2020, at 6pm.*
14. **Adjourn:**
- *Tracy Clanton made the motion to adjourn at 6:49 pm. The motion was seconded by Cheryl Roberts and carried unanimously.*



Paul Prewozniak, Board Secretary

8/18/2020
Date

HOSPITAL DISTRICT

Rankin County Hospital District Board of Trustees Board Meeting Minutes August 19th, 2020

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the meeting to order at 6:04pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. Prayer:

- *Prayer led by CEO, Jim Horton.*

4. Approval of previous minutes:

- *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

5. Public Comments:

- *No public comments.*

6. Medical Staff Report:

- *Chris Hall presented the medical staff report.*
- *Nothing new to report well, all going well.*
- *Preparing for school and upcoming flu season.*
- *He feels comfortable prescribing hydroxychloroquine if needed.*

7. Approval of Accounts Payable:

- *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
- *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Paul Prewozniak and carried unanimously.*

8. Board to consider and/or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
- *Cash on hand up \$8 million from year.*
- *Liabilities decreased from prior year by \$251K*
- *Net patient revenue for month under by \$58k*
- *Operating expenses favorable to budget by \$41k*
- *Net income for the month of \$723k*
- *Paul Prewozniak made the motion to approve the financial reports. The motion was seconded by Linda Dusek and carried unanimously.*

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9. **Board to consider and/or take action on 2020-2021 Budget:**
 - *Cheryl Roberts made the motion to approve the 2020-2021 budget. The motion was seconded by Hal Hutchens and carried unanimously.*

10. **Board to consider and/or take action on paying off the Byline Financial lease for TOSOH Lab Analyzer:**
 - *Cheryl Roberts made the motion to pay off the Byline Financial lease for TOSOH Lab Analyzer. The motion was seconded by Paul Prewozniak and carried unanimously.*

11. **Chief Nursing Officer's Report:**
 - *Tiana Wells, CNO, presented the nursing report.*
 - *Bryan Bautista's buyout was less than expected.*
 - *Currently fully staffed.*
 - *With Rose retiring, Lupe Cura will take over as RHC manager.*

12. **CEO Report:**
 - *Jim Horton, CEO, presented the CEO report.*
 - *COVID update.*
 - *IRS finally cleared up the 2012 payroll tax issue.*

13. **Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:**
 - *None.*

14. **Board to consider and/or take action related to executive (closed) session:**
 - *None.*

15. **Set date/time for next meeting:**
 - *The next meeting was set for September 23rd, 2020, at 6pm.*

14. **Adjourn:**
 - *Tracy Clanton made the motion to adjourn at 7:24 pm. The motion was seconded by Hal Hutchens and carried unanimously.*


Paul Prewozniak, Board Secretary

9/23/2020
Date



Rankin County Hospital District Board of Trustees
Board Meeting Minutes
September 23rd, 2020

1. **Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*

2. **Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. **Prayer:**
 - *Prayer led by CEO, Jim Horton.*

4. **Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Hal Hutchens and carried unanimously.*

5. **Public Comments:**
 - *No public comments.*

6. **Medical Staff Report:**
 - *Chris Hall presented the medical staff report.*
 - *Nothing new to report well, all going well.*
 - *Rapid COVID testing machines ordered.*
 - *Looking at possibly ordering 14-panel lab testing machine.*

7. **Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
 - *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Paul Prewozniak and carried unanimously.*

8. **Board to consider and/or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Cash on hand up 40% from prior year.*
 - *Total fund balance up 36% from prior year.*
 - *Gross patient revenue 10% under budget on the year.*
 - *Net income on the month \$793,818.*
 - *Made bond payment in August, reducing long-term debt by \$605,000*
 - *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Paul Prewozniak and carried unanimously.*

9. **Board to consider and/or take action on Hazardous Duty Pay during the COVID-19 Pandemic:**
 - *Cheryl Roberts made the motion to approve a Premium Pandemic Pay for all employees. The motion was seconded by Hal Hutchens and carried unanimously.*
10. **Board to consider and/or take action on adopting the tax rate of .195998/\$100 valuation:**
 - *Hal Hutchens made the motion to adopt the tax rate of .195998/\$100 valuation. The motion was seconded by Paul Prewozniak and carried unanimously.*
11. **Board to consider and/or take action on changing the TCDRS vesting period from 8 years to 5 years:**
 - *Paul Prewozniak made the motion to change the TCDRS vesting period from 8 years to 5 years. The motion was seconded by Hal Hutchens and carried unanimously.*
12. **Board to consider and/or take action on tuition assistance for Sandra Correa:**
 - *Going to nursing school at Midland College.*
 - *Current paramedic with RCHD.*
 - *Cheryl Roberts made the motion to approve tuition assistance without payback for Sandra Correa contingent on her continued employment with RCHD for three years after graduation. The motion was seconded by Paul Prewozniak and carried unanimously.*
13. **Board to consider and/or take action on the reappointment of providers:**
 - *Chris Hall, M.D.*
 - *Mark Edwards, M.D.*
 - *Kristy Edwards, M.D.*
 - *Allen Graham, PA-C*
 - *Troy Wilborn, FNP*
 - *Brandon Sue, PA-C*
 - *Robert Baldree, PA-C*
 - *High Plains Radiology Medical Staff*
 - *Cheryl Roberts made the motion to reappoint the providers. The motion was seconded by Paul Prewozniak and carried unanimously.*
14. **Board to consider and/or take action on the approval of all policy/procedure/by-laws manuals:**
 - *Cheryl Roberts made the motion to approve all policy/procedure/by-laws manuals. The motion was seconded by Linda Dusek and carried unanimously.*
15. **Board to consider and/or take action on cancelling the November 2020 RCHD Board Election due to only having current board members running for re-election unopposed:**
 - *Linda Dusek made the motion to cancel the November 2020 RCHD Board Election. The motion was seconded by Paul Prewozniak and carried unanimously.*

16. **Board to consider and/or take action on the Upton County Appraisal District Contract for Assessment and Collection of Taxes:**
- *Paul Prewozniak made the motion to approve the Upton County Appraisal District Contract for Assessment and Collection of Taxes. The motion was seconded by Cheryl Roberts and carried unanimously.*
17. **Chief Nursing Officer's Report:**
- *Tiana Wells, CNO, presented the nursing report.*
 - *Currently fully staffed.*
 - *Looking for a replacement for Kylie when she leaves.*
 - *Still seeing patients outside, but will soon be working on a new set of protocols for seeing patients.*
18. **CEO Report:**
- *Jim Horton, CEO, presented the CEO report.*
 - *COVID update.*
19. **Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:**
- *None.*
20. **Board to consider and/or take action related to executive (closed) session:**
- *None.*
21. **Set date/time for next meeting:**
- *The next meeting was set for October 28th, 2020, at 6pm.*
14. **Adjourn:**
- *Tracy Clanton made the motion to adjourn at 7:02 pm. The motion was seconded by Hal Hutchens and carried unanimously.*


Paul Prewozniak, Board Secretary

10/28/2020
Date



Rankin County Hospital District Board of Trustees
Board Meeting Minutes
October 28th, 2020

1. **Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*

2. **Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. **Prayer:**
 - *Prayer led by CEO, Jim Horton.*

4. **Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

5. **Public Comments:**
 - *No public comments.*

6. **Medical Staff Report:**
 - *Allen Graham presented the medical staff report.*
 - *Nothing new to report well, all going well.*
 - *Utilizing a new protocol for patient flow. No longer seeing COVID patients in the back of the hospital.*

7. **Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
 - *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Linda Dusek and carried unanimously.*

8. **Board to consider and/or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Fund balance increased by \$ 4. 8 million compared to prior year.*
 - *Current liabilities down \$707,000 from prior year.*
 - *A reversal of partial COVID funds was made to allow for FYE 2021 expenditures.*
 - *Gross patient revenue exceeding monthly budget by \$15k, but short of yearly budget by \$423k due to COVID.*
 - *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Paul Prewozniak and carried unanimously.*

9. **Board to consider and/or take action on the purchase of the BioFire Respiratory Panel System using COVID-19 Federal Stimulus Funds:**
 - *Cheryl Roberts made the motion to approve the purchase of the BioFire System. The motion was seconded by Hal Hutchens and carried unanimously.*

10. **Board to consider and/or take action on the purchase of the Vitros 7600 Lab Analyzer using COVID-19 Federal Stimulus Funds:**
 - *Hal Hutchens made the motion to purchase the Vitros 7600 Lab Analyzer. The motion was seconded by Paul Prewozniak and carried unanimously.*

11. **Board to consider and/or take action on the approval of the purchase of two new Ambulances using COVID-19 Federal Stimulus Funds:**
 - *Paul Prewozniak made the motion to approve the purchase of two new ambulances. The motion was seconded by Hal Hutchens and carried unanimously.*

12. **Board to consider and/or take action on the purchase of a new laboratory refrigerator and freezer to store new reagents for the Vitros 7600 analyzer using Federal COVID-19 Stimulus funds:**
 - *Linda Dusek made the motion to approve the purchase of a new refrigerator and freezer for reagent storage. The motion was seconded by Cheryl Roberts and carried unanimously.*

13. **Board to consider and/or take action on the purchase of a new portable x-ray machine using COVID-19 Federal Stimulus Funds:**
 - *Cheryl Roberts made the motion to approve the purchase of a new portable x-ray machine. The motion was seconded by Paul Prewozniak and carried unanimously.*

14. **Chief Nursing Officer's Report:**
 - *Tiana Wells, CNO, presented the nursing report.*
 - *Moving Luis to clinic.*
 - *Successful flu shot clinic at the school.*
 - *Hired a new RN and working on hiring one more..*

15. **CEO Report:**
 - *Jim Horton, CEO, presented the CEO report.*
 - *COVID update.*
 - *Staff very appreciative of pandemic pay.*
 - *Gary Sparks retired.*
 - *Recent swing beds are making for a great start to new fiscal year.*

16. **Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:**
 - *None.*

17. Board to consider and/or take action related to executive (closed) session:

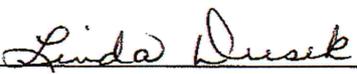
- *None.*

18. Set date/time for next meeting:

- *The next meeting was set for November 18th at 5:30 pm.*

19. Adjourn:

- *Tracy Clanton made the motion to adjourn at 6:38 pm. The motion was seconded by Paul Prewozniak and carried unanimously.*



~~Paul Prewozniak~~, Board Secretary
LINDA DUSEK,

11-18-2020
Date



Rankin County Hospital District Board of Trustees
Board Meeting Minutes
November 18th, 2020

1. **Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 5:30pm.*
2. **Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*
3. **Prayer:**
 - *Prayer led by CEO, Jim Horton.*
4. **Installation of new board members: Tracy Clanton, Hal Hutchens, and Cheryl Roberts.**
 - *Tracy Clanton, Hal Hutchens, and Cheryl Roberts read their board member installation oath.*
5. **Election of Officers: President, Vice President, and Secretary.**
 - *Cheryl Roberts made the motion to re-elect Tracy Clanton as board President, elect Paul Prewozniak as board Vice President, and Linda Dusek as board Secretary.*
6. **Approval of previous minutes:**
 - *Paul Prewozniak made the motion to approve the minutes from the previous board meeting. The motion was seconded by Cheryl Roberts and carried unanimously.*
7. **Public Comments:**
 - *No public comments.*
8. **Medical Staff Report:**
 - *Dr. Hall and the providers were not available during the meeting.*
 - *CEO, Jim Horton, noted that the past month was very busy.*
9. **Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
 - *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Paul Prewozniak and carried unanimously.*
10. **Board to consider and/or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*



- *Gross patient revenue for the month exceeded budget by \$100,506.*
 - *Operating expenses were \$554,653 over budget on the month. This was expected due to premium pandemic pay.*
 - *Current liabilities down \$572,058 from prior year.*
 - *Total cash on hand \$13,725,190, up \$6,442,831 from prior year.*
 - *Paul Prewozniak made the motion to approve the financial report. The motion was seconded by Linda Dusek and carried unanimously.*
11. **Board to consider and/or take action on Durbin and Co. engagement letter to perform annual audit and cost report:**
- *Cheryl Roberts made the motion to approve the engagement letter with Durbin and Company. The motion was seconded by Hal Hutchens and carried unanimously.*
12. **Board to consider and/or take action on bids to replace roofs on hospital properties resulting from 2018 hail storm:**
- *Item was tabled.*
13. **Chief Nursing Officer's Report:**
- *Tiana Wells, CNO, presented the nursing report.*
 - *Will see an increase in overtime due to nurses contracting COVID.*
 - *Will be fully staffed December 1st.*
 - *2nd flu shot clinic at RISD went well.*
14. **CEO Report:**
- *Jim Horton, CEO, presented the CEO report.*
 - *Swingbeds are doing well with a new patient coming in soon.*
 - *New city hall construction may impede on EMS space. Consider looking at new EMS station options.*
15. **Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:**
- *None.*
16. **Board to consider and/or take action related to executive (closed) session:**
- *None.*
17. **Set date/time for next meeting:**
- *The next meeting was set for December 16th at 5:30 pm.*
18. **Adjourn:**
- *Paul Prewozniak made the motion to adjourn at 6:38 pm. The motion was seconded by Cheryl Roberts and carried unanimously.*



Linda Dusek
Linda Dusek, Board Secretary

12-16-2020
Date



Rankin County Hospital District Board of Trustees
Board Meeting Minutes
December 16th, 2020

1. **Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 5:01pm.*

2. **Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. **Prayer:**
 - *Prayer led by CEO, Jim Horton.*

4. **Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Hal Hutchens and carried unanimously.*

5. **Public Comments:**
 - *No public comments.*

6. **Medical Staff Report:**
 - *Dr. Chris Hall provided the medical staff report.*
 - *Currently very busy in both the clinic and ER.*

7. **Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a previous finance committee meeting.*
 - *Cheryl Roberts made the motion to approve Accounts Payable. The motion was seconded by Linda Dusek and carried unanimously.*

8. **Board to consider and/or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Gross patient revenue currently \$991,837 ahead of budget.*
 - *Operating expenses were favorable to budget by \$119,036.*
 - *Total fund balance increased by \$5,952,732 compared to prior year.*
 - *Net income for the month of \$1,312,945.*
 - *Paul Prewozniak made the motion to approve the financial reports. The motion was seconded by Hal Hutchens and carried unanimously.*

9. **Board to consider and/or take action on bids to replace roofs on hospital properties resulting from hailstorm two years ago. (Insurance has paid both claims):**



- *Hal Hutchens made the motion to approve the bid from Badger Roofing. The motion was seconded by Paul Prewozniak and carried unanimously.*

10. Chief Nursing Officer's Report:

- *Tiana Wells, CNO, presented the nursing report.*
- *Patient satisfaction surveys will pick up again soon.*
- *Increase in overtime due to COVID.*
- *Frontline employees will get vaccine soon.*
- *Looking at admission status software and high-flow O2 machine.*

11. CEO Report:

- *Jim Horton, CEO, presented the CEO report.*
- *John Bell doing a great job covering for Shanna Woolf.*
- *Our Christmas donation to the food pantry/backpack program fed 23 families over the Christmas Break.*

12. Board to consider and/or take action on entering into executive (closed) session Pursuant to Texas Administrative Code Section 551.024- Personnel Matters:

- *None.*

13. Board to consider and/or take action related to executive (closed) session:

- *None.*

14. Set date/time for next meeting:

- *The next meeting was set for December 20th at 5:30 pm.*

15. Adjourn:

- *Tracy Clanton made the motion to adjourn at 5:26 pm. The motion was seconded by Paul Prewozniak and carried unanimously.*



Linda Dusek, Board Secretary

1-20-2021
Date