

GRAHAM HOSPITAL DISTRICT
BOARD OF DIRECTORS MINUTES
April 21, 2020

The Board of Directors of Graham Regional Medical Center met in the Education Conference Room Tuesday, April 21, at 12:00 P.M. and via telephone conference since the Office of the Governor suspended certain provisions of the Open Meetings Act to allow telephonic or videoconference meetings to avoid congregate settings in physical locations effective March 16, 2020.

Board members present: Wyatt Pettus, Dr. Behr, Terry Bishop, Suzy Graham, Sylvia Overton, and Jon Garvey

Board member via telephone: Barrie Strickland

Members of management present: Shane Kernell and Jeff Casbeer

Members of management via telephone: Curtis Rojas, Sharon Hilliard, Shelly Walls, Jeff Clark, Mandy Rodriguez, and Karl Hittle

Others present: Erin Freeman; Deborah Whitley with BKD

Presiding Secretary: Tammy Whittenburg

1. Call to Order and Record of Attendance

President Pettus called the meeting to order at 12:00 P.M. Invocation was given by President Pettus.

2. Public Comment

There were no public comments.

3. Department Directors Report

Shelly Walls provided an update on Home Health and Hospice.

4. Meeting Minutes

Consider and take action on minutes of regular meeting March 24, 2020
The Directors were asked to review the minutes for any revisions or corrections.

Action

Motion by Terry Bishop, second by Dr. Behr to approve the regular board minutes of March 24, 2020. Motion carried.

5. Finance Committee Report

March 2020 Financials – Jeff Casbeer

- a. Presented and reviewed were the Financial Highlights for March; Income and Expense Statement for the Month Ended March 31, 2020; Balance Sheet as of March 31, 2020; Statement of Sources and Uses of Cash Flow, March 2020; Scorecard for March 2020 showing Admissions, Patient Days, Observation, Surgery Procedures, Radiology Procedures, Laboratory Procedures, and Visits Statistics. Also presented were the Statistics Trended; Net Revenue to Cash Analysis; GRMC POS Cash Analysis; MD Save Tracker; FTE/AOB Analysis; Scorecard for March 2020 showing DCOH, EBIDA Margin, Debt Service

Ratio, Average Payment Period; Days of Cash on Hand; and Cost by FC – FY 2018 & FY 2019. GRMC has been approved for the EMS UPL Program. This will require a separate EMS cost report that is due for FYE September 30, 2020.

- b. We have spent \$5,010 on supplies that are directly tied to the preparation of treatment of patients with COVID. In the month of March, we deferred 39 surgical procedures and 51 radiology procedures.
- c. The Accelerated Payment application has been completed for GRMC, YCFC, EMS, and the Ortho Clinic. YCFC has been approved while all the others are pending. These are 0% loans based on July 2019 – December 2019 Medicare Collections. There will be a four-month grace period and then Medicare will recoup every claim payment until the total amount is repaid.
- d. GRMC received \$390,664.27 on April 10. This is part of the CARES Act Provider Relief Fund and is a grant that will not have to be paid back.
- e. GRMC will be paid \$90,000 from the SHIP COVID Funding. This payment is expected the week of April 20, and while there are no reporting requirements, this is a grant as well.
- f. The Payroll Protection Act is not applicable to Hospital Districts at this time. Mr. Casbeer has spoken to five different banks and believes if the funds do become available, at least three of the banks are willing to submit our application.
- g. Curtis Rojas presented the Revenue Cycle charts.

Action

Motion by Terry Bishop, second by Sylvia Overton to approve the financial statements as presented. Motion carried.

6. Action Items

a. FYE 2019 Audit Presentation

Deborah Whitley, BKD CPAs and Advisors, presented the Independent Auditor's Report for Graham Hospital District d/b/a Graham Regional Medical Center for the year ended September 30, 2019. BKD's opinion was that the financial statements provided presented fairly, in all material respects, the financial position of the District as of September 30, 2019, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Action

Motion by Terry Bishop, second by Dr. Behr to approve the FYE 2019 Audit as presented. Motion carried.

b. Board Resolution Designating Ad Valorem Proceeds for Providing Inpatient Care

Mr. Kernell presented the Resolution of Graham Regional Medical Center. This is a procedural process to get back to the position of receiving DSH payments again. When we delivered babies, we used to receive DSH money for Medicaid. It was about half a million dollars a year. When you forgo delivering babies in Texas, you lose the right to receive DSH monies. There are other avenues to start receiving DSH money again. First rule in Texas is you must have two doctors on medical staff who are willing to take elective deliveries. We have Dr. Audra Kennedy who is on our medical staff. She has agreed to do elective deliveries. For our second doctor, we have reached out to Olney and spoken to Dr. Christie Caceres to be on courtesy medical staff. She has agreed. We are working on getting Dr. Caceres credentialed. The second rule is that we have a board resolution that 90% of our ad valorem proceeds go towards taking care of inpatients. We must meet both criteria in Texas. Each state has their own rules.

Action

Motion by Dr. Behr, second by Terry Bishop to approve the Board Resolution Designating Ad Valorem Proceeds for Providing Inpatient Care as presented. Motion carried.

c. Human Resources Report

Mandy Rodriguez presented the 2019 Annual Human Resources Board Report. The report covered Recruitment, Average Days to Fill a Position, Turnover, Terminations, New Hires, Average Length of Stay, Average Age, Training, On the Job Injuries, and Efforts for 2020 in regards to improving recruiting, increase retention, improve employee morale, and provide better training.

Action

Motion by Dr. Behr, second by Sylvia Overton to approve the Human Resources Report as presented. Motion carried.

7. Reports

a. Medical Chief of Staff Report

- i. Dr. Pat Martin was not in attendance.

b. CEO Report – Shane Kernell

- i. Elective imaging has opened up. We will start outpatient surgeries next week and inpatient procedures after May 8.
- ii. Mandy Rodriguez's last day as HR Director is May 1. We posted the position nationally, on Indeed and Facebook, and have 12 applicants. We have lined up three interviews.
- iii. COVID-19 has put a lot in a holding pattern as far as pain management. We had talked to Dr. Chad Stephens and Dr. Castillo. Once we get through the COVID-19 crisis, we will resume talks about pain management.
- iv. We do not have a date when the Wellness Center will open back up. We are waiting on direction from the governor. We had received all the new equipment about a week before having to shut down based on our local health authority's recommendation. Physical therapy was never shut down. That has continued for patients needing it. Aaron Walker and staff have been cleaning the exercise equipment and rooms from top to bottom. In the pool area, they have taken out the old blue mats and cleaned the floor and tile around the pool and caulked the gasket around the floor. The mats around the pool will be replaced.
- v. We have been posting our statistics daily on Facebook. We have a system set up in place where we aggregate all the data for Young County from Olney Hamilton, GRMC, Urgent Care, YCFC, GMA and Brazos Clinic. They send the numbers daily to us and Sarah Lundgren posts it on Facebook. Mr. Kernell confers daily with Dr. Pat Martin who is our local health authority.
- vi. It is still taking two days to receive test results from CPL. It is taking up to seven days from Quest. We have four machines in our lab to conduct tests, but have not received any of the test kits. They are all going to the hot spots. We have not received any of the IGG tests that tell you if you have had COVID or been exposed to it. It is a finger stick and in 15 minutes you get the results. We have ordered 500 of the tests, but those are on back order. They are finding out that the exposure is 55 times higher than previously thought. People have had it and showed none or very little symptoms.

- vii. We are working on ordering banner signs for YCFC. The signs will be put on top of the roof on both sides facing East Street and Montgomery Road. They are inexpensive and can be replaced when needed.

8. Executive Session

President Pettus convened into Executive Session at 2:45 P.M.

Executive Session: The Board will meet in closed session pursuant to:

- a. Texas Health and Safety Code §161.032, deliberation of information from the Medical Staff regarding applications for appointment and/or reappointment to the Medical Staff and information from the Compliance Officer to consider quality assurance/performance improvement reports

Executive Session adjourned at 3:02 P.M.

9. Open Session

The Board reconvened in open session at 3:02 P.M.

Action

Motion by Suzy Graham, second by Sylvia Overton to approve the Physician Appointments and/or Reappointments of:

- a. REAPPOINTMENTS
 - Hospital Based, Diagnostic Radiology
 - John Doan, MD
- b. NEW APPOINTMENTS
 - I. Provisional, Emergency Medicine
 - Douglas Hume, MD

Action

Motion by Dr. Behr, second by Suzy Graham to approve the Quality Report as presented. Motion carried.

Action

Motion by Dr. Behr, second by Sylvia Overton to approve the Compliance Report as presented. Motion carried.

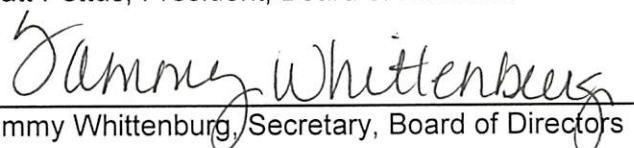
Action

Motion by Terry Bishop, second by Sylvia Overton to adjourn the meeting. Motion carried.

There being no further business, the meeting adjourned at 3:04 P.M.



Wyatt Pettus, President, Board of Directors



Tammy Whittenburg, Secretary, Board of Directors