

GRAHAM HOSPITAL DISTRICT
BOARD OF DIRECTORS MINUTES
June 23, 2020

The Board of Directors of Graham Regional Medical Center met in the Education Conference Room Tuesday, June 23, at 12:00 P.M.

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

Board member absent: Suzy Graham

Members of management present: Shane Kernell, Jeff Casbeer, Sharon Hilliard, Jeff Clark and Karl Hittle

Others present via Zoom: John Henderson, TORCH CEO/President; Shelly Walls; Dana Price; Pamela Harvell; Erin Freeman; Teri Robertson; and Curtis Rojas

Others present: Madalyn Heimann with the *Graham Leader*

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. TORCH Report

John Henderson, President/CEO of TORCH, presented updates and changes occurring in rural hospitals across Texas. He also provided updates on federal and state legislative priorities our government is working on.

4. Meeting Minutes

Consider and take action on minutes of regular meeting May 19, 2020

The Directors were asked to review the minutes for any revisions or corrections.

Action

Motion by Dr. Behr, second by Sylvia Overton to approve the regular board minutes of May 19, 2020.

Motion carried with a quorum of votes.

5. Finance Committee Report

May 2020 Financials – Jeff Casbeer

- Presented and reviewed were the Financial Highlights for May; Income and Expense Statement for the Month Ended May 31, 2020; Balance Sheet as of May 31, 2020; Statement of Sources and Uses of Cash Flow, May 2020; Scorecard for May 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 May 2020 showing DCOH, EBIDA Margin, Debt Service Ratio, Average Payment Period; and Days of Cash on Hand.

- June cash is projected to increase by \$612K based on collections through June 16, 2020. This includes a net payment of \$711K for UC and the \$350,000 from the sale of Home Health and Hospice.
- Development of the 2021 Budget has commenced with the first version to be presented at the August Finance Committee Meeting.
- GRMC has spent \$18,558 on supplies that are directly tied to the preparation of treatment of patients with COVID.
- GRMC nursing personnel are screening patients from 6:00 A.M. to 5:00 P.M. Monday through Friday. In the month of March, there were 12 days that were covered by screeners for a cost of \$5,578. In April GRMC spent \$24,937 on payroll for staff who were reallocated due to COVID. In May, GRMC spent \$9,561 on payroll for staff who screened patients in the lobby.
- In the month of March, GRMC deferred 39 surgical procedures. The procedure count consisted of 17 orthopedic cases, 12 cataracts, and 10 general surgery cases. Estimated cash collections were impacted by \$18,780 for cataracts, \$94,038 for orthopedic cases, and \$11,334 for general surgery cases, for a total of \$124,152. In the month of April, GRMC deferred 23 cases. The procedure count consisted of 17 orthopedic cases and 6 general surgery cases. Estimated cash collections were impacted by \$125,304 for orthopedic cases and \$4,623 for general surgery cases, for a total of \$129,927. There were no deferrals in May.
- Accelerated Payments have been received for EMS in the amount of \$88,394 and the Ortho Clinic for \$39,893. YCFC and the hospital's payments are on hold per Novitas pending further direction from CMS.
- In April GRMC received CARES grants in the amount of \$390,664.27 for GRMC, \$32,757 for EMS, \$5,575 for YCFC, and \$12,595 for the Ortho Clinic. In May, GRMC received \$3,499,887 from the Rural Relief Fund, \$293,667 for the RHC, and another \$49,461 for the RHC.
- GRMC was also paid \$84,317 from the SHIP COVID Funding.
- The Payroll Protection Act loan was received on May 4, 2020, in the amount of \$1,732,538. This is an 8-week loan to be used for payroll expenses and maintaining the same number of employees as in the prior 4 months.
- The newest concern raised by our auditors as well as TORCH is that all of these funds will need to be justified via audit that they were used to prevent, prepare for, and respond to the coronavirus. Therefore, all monies, excluding the SHIP grant, have been recorded as a payable until such time as there is confirmation of which funds GMRC will be allowed to keep.
- Curtis Rojas reviewed 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. Lab Equipment Procurement

Three laboratory analyzer options were presented - BioFire Torch, BioFire 2.0, and ePlex. The BioFire Torch is a large unit and does multiple tests at a time. The BioFire 2.0 just does one test at a time. ePlex is the least costly and is more flexible. Three tests can be run at

one time. It takes 44 minutes for a test which normally takes 24 to 36 hours. A five year pro forma was presented and reviewed on ePlex.

Action

Motion by Terry Bishop, second by Jon Garvey to approve the purchase of the ePlex System and Reagent Usage as presented. Motion carried.

b. Quality Improvement Report

Pamela Harvell, Quality Director, presented the Quality Improvement Board Report; Quality Improvement Summary 2019-2020; Quality Improvement Plan for 2020; Organizational Quality Assessment/Performance Improvement (QAPI) Policy; and HCAHPS Top Box Trends. The purpose of the program is to provide a formal process to systematically monitor and objectively evaluate the quality, appropriateness, efficiency, effectiveness, and safety of the care and services provided to GRMC patients.

Action

Motion by Barrie Strickland, second by Sylvia Overton to approve the Quality Improvement Report as presented. Motion carried.

c. Infection Control Plan

Dana Price, Infection Control Nurse, presented the Infection Prevention and Control Board Report 2020; Infection Prevention Summary 2020; Infection Prevention Plan for 2020; Infection Prevention Policy; Emerging Infectious Disease Policy and Plan; and Risk Assessment. The Infection Prevention and Control Program is monitored by the Infection Control Committee, a multidisciplinary team that includes a member of medical staff and Chief Nursing Officer. The Infection Prevention Program is a hospital-wide program addressing surveillance, prevention and control of infection in patients, employees, medical staff, students, volunteers and visitors.

Action

Motion by Barrie Strickland, second by Terry Bishop to approve the Infection Control Plan as presented. Motion carried.

d. Fitness and Rehabilitation Bids for Renovation

This item was tabled.

e. Dr. Michael Castillo's Income Guarantee Agreement

Dr. Castillo has been discussed for a couple of years. He is a family practitioner who did his fellowship in sports medicine and pain procedures. He did his residency at John Peter Smith. He will be able to move to Graham in September with his wife and young child to practice medicine full time. He will work at GMA with an income guarantee provided by the hospital for one year up to \$180,000. That will be an all-inclusive number to include the \$30,000 sign on bonus, \$10,000 moving allowance, and the remainder of the \$140,000 on a monthly basis up to 12 months. In return he would owe back four years' worth of time in Graham to pay back the income guarantee. Dr. Castillo is currently employed by UT Southwestern which ends in August. He plans to start in September.

Action

Motion by Sylvia Overton, second by Dr. Behr to approve Dr. Michael Castillo's Income Guarantee Agreement as presented. Motion carried.

f. Heroes Bonus

The Heroes Bonus is something that has been put together by a lot of organizations through the pandemic. The intent of the Heroes Bonus is to reward personnel for staying on essential jobs during the COVID19 pandemic. This will be a one-time discretionary bonus. Administration recommends a one-time bonus for full-time, part-time, and PRN employees who worked on average of 12 hours or greater per week, over the last six months. Full-time staff would receive \$600 and part-time staff would receive \$300. PRN staff who worked an average of greater than 30 hours would be eligible to receive \$600 while all other PRN staff between 12 and 29 hours would receive \$300. The checks will be grossed up so that employees receive the entire \$600 or \$300. There are four employees who are recommended to receive \$1,000 bonuses. These four employees went above and beyond to ensure GRMC was prepared to handle a COVID influx.

Action

Motion by Sylvia Overton, second by Jon Garvey to approve the Heroes Bonus as presented. Motion carried.

g. House Bill 3834 Completion of Cybersecurity Training

House Bill 3834 states that local governments must complete Security Awareness Training by June 14 of each year and require periodic audits to ensure compliance. Local governments must annually certify their training compliance by June 15 of each year. Graham Regional Medical Center has successfully submitted the required annual Cybersecurity Training Certification for fiscal year 2020. The course was assigned to 187 employees and 7 board members. The Board must sign the House Bill 3834 Certification document that states Graham Regional Medical Center is in compliance with the employee security awareness training and in compliance with the audit requirements of Section 2054.5191 Government Code.

Action

Motion by Terry Bishop, second by Sylvia Overton to approve the House Bill 3834 Completion of Cybersecurity Training and is in compliance with the audit requirements of Section 2054.5191 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. The health fair GRMC has sponsored for the last 50 plus years is cancelled due to COVID19.
- ii. The TORCH Spring Conference was cancelled this year that is held annually in April. There is a Fall Conference coming up September 23-25. Enoc Espinoza and Sharon Hilliard will be attending with Mr. Kernell. It will be held at Lost Pines.
- iii. We have switched to Press Ganey for mailing surveys starting April 1.
- iv. We received two bids for the renovation of the Wellness Center. We received the second bid late yesterday and will need time to check on a reference. The bids will be presented to the Board at the July board meeting. We will also be working up a bid process for YCFC. We are undergoing some equipment upgrades and would like to get bids on flooring for the clinic and also get bids on the parking lot.
- v. The Business Plan will be presented in July. The preliminary budget will be presented to the Finance Committee in August, and the final budget presented in September.

- vi. Kippi Lattimore, NP, has been hired to work at YCFC. She is a new nurse practitioner. She has been employed in our OR for several years. She will start full-time in July and report to Dr. Brown.
- vii. Our infusion therapy program has done well. We see patients 24 hours a day, seven days a week. Shelly Walls oversees the program. We have one room dedicated with six chairs and one bed. We need to expand the program and need more space.
- viii. We have had the cardiac and pulmonary rehab program at the hospital for several years, and the program has been moved back to the Wellness Center where we will keep it. We intend to grow this program as well.
- ix. Sleep studies have been down due to COVID19. That is one department we had to close. We are working on plans to bring it back hopefully in the fall.

8. Executive Session

President Pettus convened into Executive Session at 2:04 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 2:30 P.M.

9. Open Session

The Board reconvened in open session at 2:30 P.M.

Action

Motion by Sylvia Overton, second by Jon Garvey to approve the Physician Appointments and/or Reappointments and Privilege Change Request of:

- a. NEW APPOINTMENTS
 - 1. Provisional
 - a. Edna Waterlander, CRNA
- b. REAPPOINTMENTS
 - 1. Active, Surgery
 - a. Steven Vaughn, MD
 - 2. Allied Health, Family Medicine
 - a. Leah Smith, NP
 - 3. Allied Health, Orthopedic Surgery
 - a. Mark Fanning, CSA
 - 4. Hospital Based, Radiology
 - a. William Schucany, MD
 - 5. Hospital Based, Emergency Medicine
 - a. Kory Martin, MD
 - 6. Consulting, Gastroenterology

a. Javier Gomez, MD

Action

Motion by Barrie Strickland, second by Dr. Behr to approve the Quality Report as presented. Motion carried.

Action

Motion by Dr. Behr, second by Sylvia Overton to adjourn the meeting. Motion carried.

There being no further business, the meeting adjourned at 2:31 P.M.



Wyatt Pettus, President, Board of Directors



Tammy Whittenburg, Secretary, Board of Directors