

GRAHAM HOSPITAL DISTRICT
BOARD OF DIRECTORS MINUTES
March 25, 2021

The Board of Directors of Graham Regional Medical Center met via Zoom and in the Education Conference Room Thursday, March 25, at 12:00 P.M.

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

Board member absent: Sylvia Overton

Members of management present: Shane Kernell, Jeff Casbeer, Sharon Hilliard, Christie Wainscott, and Chrissy Horton

Members of management present via Zoom: Terri Busey, Jeff Clark, Enoc Espinoza, and Shelly Walls

Others present: Deborah Whitley with BKD and Erin Freeman

Others present via Zoom: Bryan Ogle and Curtis Rojas

Presiding Secretary: Tammy Whittenburg

1. Call to Order and Record of Attendance

President Pettus called the meeting to order at 12:05 P.M. Invocation was given by President Pettus.

2. Public Comment

There were no public comments.

3. Department Directors Report

Christie Wainscott, Revenue Cycle Manager, provided an update on automating the registration process and point of services collections, and Chrissy Horton, Health Information Manager, provided an update on the process of analyzing and processing all patient charts that come through the hospital daily.

4. Meeting Minutes

The Directors were asked to review the minutes of the regular meeting on February 25, 2021, for any revisions or corrections.

Action

Motion by Suzy Graham, second by Dr. Behr to approve the regular board minutes of February 25, 2021. Motion carried.

5. Finance Committee Report

February 2021 Financials – Jeff Casbeer

- Presented and reviewed were the Financial Highlights for February; Income and Expense Statements for the Month Ended February 28, 2021; Balance Sheet as of February 28, 2021; Statement of Sources and Uses of Cash Flow for February 2021; Scorecards for February 2021 showing Admissions, Patient Days, Observation, Surgery Procedures,

Radiology Procedures, Laboratory Procedures, and Visits Statistics. Also presented was the Statistics Trended FY 2021 and 2020; Net Revenue to Cash Analysis; GRMC POS Cash Analysis; MD Save Tracker; FTE/AOB Analysis; Scorecards for February 2021 showing DCOH, EBIDA Margin, Debt Service Ratio, Average Payment Period, SWB/Net Patient Revenue, Salary % Net Patient Revenue, Days of Cash on Hand, EBIDA, Net Patient Revenue vs Cash Collections, FTEs/AOB Exclude Clinics, Total POS Cash, and Days of Cash on Hand.

- Curtis Rojas reviewed the Revenue Cycle charts.

Action

Motion by Terry Bishop, second by Suzy Graham to approve the financial statements as presented. Motion carried.

6. Action Items

a. Meditech Hosting Agreement

We are looking for a vendor to move our EHR. We have had Meditech for about 20 years and have always had a hosted solution for our servers. We don't have servers on-site. We started with Dell Computers who sold to NTT Data, and NTT Data has decided to quit that line of business. They informed us as of October this year, they will no longer be our hosting solution. We have to have a replacement. Our choices are to spend a million dollars on servers or find another hosting solution. We went to three different vendors for quotes. We currently spend about \$19,000 a month for NTT Data to host our Meditech. The three vendors were Engage, Google Cloud Service, and Meditech. Of those, Meditech is the one we are recommending today. They came in at \$17,450 a month which is about a \$22,000 savings. It is a month-to-month agreement, so if we find another EHR we want to go with, we are not tied to them. Engage and Google were similar dollar amounts, but they required a five-year commitment. The agreement has been reviewed by our attorney, Robert Spurck. It will start July 15, 2021. There is a one-time fee to transition from NTT Data to Meditech. Meditech has a new version of Meditech. We are interested and asked for a credit for the transition fee to go towards the new version which they agreed to.

Action

Motion by Dr. Behr, second by Jon Garvey to approve the Meditech Hosting Agreement as presented. Motion carried.

b. FYE 2020 Audit Presentation

Deborah Whitley, BKD CPAs and Advisors, presented the draft Independent Auditor's Report and Financial Statements for Graham Hospital District d/b/a Graham Regional Medical Center for the year ended September 30, 2020, and 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, 2020, and 2019, and the changes in its financial position and its cash flows for the years 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 FYE 2020 Audit as presented. Suzy Graham left the meeting and was not present to vote. Motion carried with a quorum of votes.

7. Reports

a. Medical Chief of Staff Report

- i. Dr. John Lucas was not in attendance.

b. CEO Report – Shane Kernell

- i. Mr. Kernell will be attending the TORCH convention next week. He will be the only one attending from Graham Regional since attendance has been capped at 400.
- ii. We are redoing our imaging waiting room. It should be completed this week. The old waiting room was very tiny. We have doubled the size and purchased new chairs. This was done in-house by John Strawbridge and Jess Stansell.
- iii. The flooring in the Wellness Center has been completed. The carpet was replaced with laminate. This was funded by the Graham Hospital Foundation. There was money donated to the foundation specifically marked for the Wellness Center. We have a new piece of equipment, the cable cross machine, that is coming soon.
- iv. We are in the process of implementing all capital expenditures items approved in January – the nurse call locator, the cardiopulmonary telemetry unit, and the badging system should be done by the end of April.
- v. We have done very well with the vaccine clinic and vaccinating the city and Young County. We have received enough vaccines to vaccinate 30% of the population. Mrs. Hilliard provided statistics – GRMC and YCFC together have received 3700 vaccines. The first shipment was January 28. We have given to date 3393 in all locations. The reason we can do this is they send a vial that says it is for 10 doses, but sometimes we get 11 or 12 doses out of it because they overdose the vials. The HUB we did at Graham High School Auditorium was March 18 and 19. We received 900 doses and were able to give 1083 vaccines out of it. We gave 964 first doses and 219 second doses. We had targeted that HUB so the teachers and daycare workers could be involved. We only vaccinated 38 teachers, so that is why we opened it up to the public. It was well received and very efficient. YCFC is doing the bulk of all the other vaccines for us, and we are assisting them with data entry. Daily, you have to enter into the Texas Department of Emergency Management EMTRAC EM Resource and Teletracking. We did receive information that we will probably be getting 100 doses of the Johnson & Johnson vaccine this next week. We have been asking for them for a couple of weeks. Half the patients that came for the HUB came from Young County and lots of other counties in Texas. We had lots from Palo Pinto, the Wichita Falls area, and from the metroplex. Those were the big areas that came here. We will be servicing them their second dose the week of April 5 through YCFC. We meet weekly with our Emergency Management Team which is a 13-county area. We talk about how we are responding to the COVID situation as well as we talk about the vaccines. Young County is very fortunate in the amount we have received and the emphasis we have given to our public as well as our drug stores and urgent care and Olney Clinic. We have received a notice from the state saying due to the patients who have not responded to come for their vaccines, they are opening up the state to ages 16 and older.
- vi. Paylocity implementation is going well. The first live payroll will be in April.
- vii. In the April board meeting, we will be bringing a capital request for an EMS building. Our EMS has been on site since 1989. Their dorm situation was built for two people. We have five people living in it with the director. It is not conducive. It will go where there is currently a large storage building by the EMS barn. It will qualify for COVID money.

8. Executive Session

President Pettus convened into Executive Session at 2:20 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 3:18 P.M.

9. Open Session

The Board reconvened in open session at 3:18 P.M.

Action

Motion by Dr. Behr, second by Barrie Strickland to approve the Quality Report as presented. Suzy Graham left the meeting and was not present to vote. Motion carried with a quorum of votes.

Action

Motion by Terry Bishop, second by Dr. Behr to adjourn the meeting. Suzy Graham left the meeting and was not present to vote. Motion carried with a quorum of votes.

There being no further business, the meeting adjourned at 3:18 P.M.



Wyatt Pettus, President, Board of Directors



Tammy Whittenburg, Secretary, Board of Directors