

**MINUTES  
BOARD OF DIRECTORS  
MEDINA COUNTY HOSPITAL DISTRICT**

April 22, 2024

**TIME AND PLACE:**

The Medina County Hospital District Board of Directors met in regular session on Monday, April 22, 2024, at 6:30 p.m. at the Medina Regional Hospital Boardroom, 3100 Avenue E., Hondo, Texas.

**PRESENT:**

Tim Hardt, President  
Tony Johnson, Secretary  
Carlton "Corky" E. Young, DVM, Vice President  
Judy Winkler, Director  
Zachary Windrow, MD, Director  
William "Bill" Bain, Director  
Mary Mangold, Director

Billie Bell, Chief Executive Officer  
Kevin Frosch, Chief Financial Officer  
Rebecca Deen, Chief Nursing Officer  
Ashley Lowe, Chief Operating Officer  
Marc Strode, Methodist Healthcare System  
Louisa Cuellar, Executive Assistant/Recording Secretary

**ABSENT:**

**GUEST:**

1. **CALL TO ORDER  
AND RECORD OF  
ATTENDANCE** Mr. Hardt called the meeting of the Medina County Hospital District Board of Directors to order at 6:30 p.m. He stated for the record that the Board of Directors has seven members with seven members being present at that time and representing a quorum.
2. **PUBLIC COMMENT** There were no members of the public present.
3. **BOARD EDUCATION  
Texas Open  
Meetings Act and  
Public Information  
Act** Ms. Bell presented a brief overview of the Texas Open Meetings Act and Public Information Act.

**CONSENT AGENDA**

4. **CONSIDER  
APPROVAL OF  
MINUTES  
A. Regular Session of  
March 21, 2024** The Minutes from the Board Meeting of March 21, 2024, were approved as presented in the Board Packet.
5. **CONSIDER  
APPROVAL OF CHIEF  
NURSING OFFICER'S  
REPORT** Ms. Deen reported that clinical leaders, Tanya Moore, Director of Rehabilitation Services; Sylvia Lopez, Director of Imaging Services; Laurie Charles, Director of Cardiopulmonary Services; Susan Collins, Director of Medical-Surgical Services; and Yvette Proctor, Director of Surgical Services, will attend Methodist leadership training courses. Ms. Deen reported that the Emergency Department (ED) continues to have steady patient volume, averaging 1,068 visits per month in FY2024. The left without being seen visitors increased in January, but the CNO met with ED staff

and the ED Medical Director to make significant improvements, with only 0.63% left without being seen in March 2024. Ms. Deen reported that on April 17<sup>th</sup> she, Andrea Casas, Quality Director, Billie Bell, CEO, and Alisha Rush, Clinical Educator attended the 2024 Methodist Healthcare System Quality and Patient Summit in San Antonio. Ms. Deen and Ms. Casas presented the process of implementing barcode medication verification and its impact on decreasing medication errors and improving the patient experience. Ms. Deen presented a brief overview of HCAHPS patient experience scores: Q2 2023 - Q1 2024 impacts. Ms. Deen mentioned that on April 11<sup>th</sup> she, Kristi Evans, Trauma Program Manager, and Lori Helm, Trauma Registrar, participated in a STRAC Clinical Roundtable in San Antonio. Multiple hospitals, including Medina Regional, presented trauma cases to review and highlight the importance of the trauma system.

**6. CONSIDER APPROVAL OF CHIEF OPERATING OFFICER'S REPORT**

Ms. Lowe reported that Mandy Ralph, NP, Lauren Rothe, NP, and Tabatha Dominguez, NP, tendered their resignations. Ms. Lowe mentioned that McKenzie Knapick, PA, will be out on maternity leave in May. Lisa Nolan, PA, is back full-time and will cover at the Devine Clinic. Emily Schorr, NP, and Kaleigh Pruett, NP, will cover at the Hondo clinic for the time being. Jordan Adams is a potential candidate for a Pediatric PA but is under a National Health Service Corp commitment until mid-fall; this is a long term solution to our current provider gaps.

Dr. Benjamin McCollum covers the Hondo and Castroville clinics as well as on-call.

Ms. Lowe reported that Dr. Meher Mavuram has started rotating in the Specialty Clinics. Ms. Lowe is working with TDDC on a set schedule. As of now, complete coverage was not occurring, and we continued to have delays in scheduling procedures. Ms. Lowe spoke with the team at TDDC, and a schedule was finalized.

Ms. Lowe mentioned that to ensure we can provide GI services long term, recruitment of Dr. Jorge Munoz as a full-time GI continues.

Ms. Lowe reported that Dr. Ian Thompson, Urologist, visited with the physicians, April 12<sup>th</sup>. An FMV was completed, and an agreement was provided for his review.

Ms. Lowe reported she met with Dr. Garcia on April 2<sup>nd</sup> to discuss cardiology services and the long term goals for the cardiology program at Medina. The target is additional cardiologists and vascular specialists and targeted growth along Hwy 90.

Ms. Lowe mentioned expanding Dermatology services in Castroville is being considered. The providers are interested in three days a week. They were offered, Monday, Wednesday, Friday. The providers are discussing this option.

Ms. Lowe commented Dr. Kavanagh, Ophthalmologist, has reached out for additional space, especially in Castroville. This request is being reviewed. Ms. Lowe met with Dr. Kavanagh to discuss patients being scheduled for surgery and long term need for block time within the Medina Regional Hospital OR.

Ms. Lowe provided an update on the TORCH Clinically Integrated Network. With the departure of Nurse Practitioner Dominguez, the Annual Wellness Visits will be paused, but will be integrated in the near future. A bonus incentive is being reviewed to ensure continued viability and success of this initiative.

Ms. Lowe mentioned the physician with Main Street met with the provider team this month to ensure the process for the CCA forms is working for both parties.

Ms. Lowe reported that the lab continues to grow. Although there was a bit of a downturn in lab testing for the month, there was a 15% increase when comparing March 2024 to March 2023.

Ms. Lowe reiterated the donor portal has been initiated and is built within the Medina Healthcare System's website. It is geared toward the annual fundraising event at this time but will also include links to donate to the annual fund or to the memorial/honorarium program. Ms. Lowe provided a brief social media, website, and marketing update.

Ms. Lowe reported the weekend clinic has been a success, with a total of 566 visits.

Ms. Lowe mentioned the Community Needs Assessment was completed March 26-27. There was a great showing from all areas of the county.

Ms. Lowe informed the Board that the Call Center Director, Juan Campos, resigned. An offer was extended and accepted by Valeria Norris. Ms. Norris is currently the Patient Access Supervisor and will transition to the Call Center Director role in May. Ms. Lowe reported that for the month, customer service percentage remained high and the response to call rate is in line with the goal. The focus will now shift to the quality of the interactions with our callers.

**7. CONSIDER MEDICAL STAFF REPORT**

Dr. Windrow provided a verbal report on RHC volume and ongoing EHR enhancements.

**8. CONSIDER PUBLIC  
CORRESPONDENCE  
REPORT**

Mr. Johnson presented the public correspondence report for the month of April. There were 20 questionnaires returned from patients after receiving care at MHS. There were no negative comments.

**MOTION**

Ms. Winkler made a motion to approve the Consent Agenda. Mr. Johnson seconded.

**VOTE**

The motion passed unanimously.

**9. CONSIDER CHIEF  
EXECUTIVE  
OFFICER'S REPORT**

Ms. Bell provided an update of the Strategic Plan Progress toward FY2024 Goals.

Ms. Bell reported on Information Technology (IT) projects. It has been a full year since the implementation of the Meditech Expanse EHR. We now serve as a reference site for Meditech, sharing our feedback on the product when other facilities are in the selection process. IT is working on decommissioning older file servers. The cutover from CommZoom to Spectrum is complete.

Ms. Bell commented that May kicks off a month-long promotional campaign highlighting the obstetrical services of Medina Healthcare System.

Ms. Bell reported that Campus Security is available seven days a week, Sunday-Thursday from 5:30P-7:30A and Friday and Saturday from 3:30P-8:30A. This schedule covers both the 7A and 7P shift changes that are critical periods of transition for the staff, frequently taking place after dark. Their presence has given staff additional peace of mind and has been a substantial element of our workplace violence prevention program.

Ms. Bell reported on several campus updates. Ms. Bell, Mr. Frosch, and Mr. Haby met with Architect Ed Garza to review the blueprints for the WIC building renovations. Mr. Garza will take the feedback received from the meeting, make the minor changes, and present a final product by the end of the month. Mr. Garza toured the Rehab Department to discuss ideas to achieve the vision of this critical expansion project, with the goal of adding approximately 5,700 square feet. Various options are being considered to maximize available space and use creative approaches to minimize costs.

Mr. Haby and Mr. Lainhart, VP of IT, are working on modest renovation plans for the current administration building, which will house HIM and IT once the new administration building is ready for occupancy.

Ms. Bell is collaborating with Grant Works to write and submit a \$4M federal grant request for the emergency room expansion. This USDA grant, a Community Project Funding initiative, is highly competitive and if approved, funding would not become available until Congress passes the appropriations bill for fiscal year 2025. Letters of support from Representative Tony Gonzales, County Judge Keith Lutz, and Board Chair Tim Hardt will accompany the submission packet.

Ms. Bell and Mr. Haby had an introductory meeting with Terry Tschirhart from Executive Signs to discuss goals and the vision for new campus signage.

Bids for the construction of a covered walkway from the Hondo RHC to the main hospital entrance closed on April 15<sup>th</sup> and bid selection will be finalized at this board meeting.

Renovations were completed at the Medical Clinic of Castroville, adding office space and exam rooms to accommodate the addition of Dr. Benjamin McCollum.

Renovations to the Business Office building are scheduled for completion in early May. The final stage is to install badge access and a security camera to enhance workplace safety.

Ms. Bell and Mr. Lainhart are working with the State Office of Rural Health to apply for a non-competitive grant for eligible rural hospitals in Texas. The funds, authorized by the American Recue Plan Act, can be used to improve internet capacity and various other information technology investments. Each grant will be no less than \$100,000.

Ms. Bell presented several Federal legislative updates. Lawmakers lauded the benefits of telehealth during a hearing on April 17<sup>th</sup>, but also raised questions about cost, quality, and access that still need to be answered as a year-end deadline looms. As a December deadline draws closer, legislators are working to hash out details about extending or making pandemic-era telehealth flexibilities permanent. The Centers for Medicare & Medicaid Services (CMS) has released an updated online validator tool for hospitals to check price transparency machine-readable files for compliance with the new federal format and data specifications. The new requirement for data compliance will go into effect on July 1<sup>st</sup> of this year and data specifications on Jan. 1, 2025.

MOTION

Mr. Bain made a motion to approve the CEO report as presented in the Board packet. Ms. Mangold seconded.

VOTE

The motion passed unanimously.

**10. CONSIDER  
FINANCIAL REPORT**

**A. Consider  
approval of the  
March 2024  
Financial  
Report**

Dr. Young asked if any of the Board members had any questions or concerns from the Finance Committee Meeting. There were no changes to the finance report presented by Mr. Frosch.

MOTION

Dr. Young made a motion to approve the Financial Report for March 2024 as presented during the Finance Committee meeting. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**11. CONSIDERATION  
AND APPROPRIATE  
ACTION REGARDING  
BID SELECTION FOR  
THE COVERED  
WALKWAY FROM  
THE HONDO RURAL  
HEALTH CLINIC TO  
THE MAIN HOSPITAL  
ENTRANCE**

Ms. Bell reported there was only one bid submitted. NC Construction submitted a bid in the amount of \$123,400.

MOTION

Ms. Mangold made a motion to approve the bid submitted by NC Construction in the amount of \$123,400 for the walkway from the Hondo rural health clinic to the main hospital entrance as presented in the Board packet. Ms. Winkler seconded.

VOTE

The motion passed unanimously.

**12. CONSIDERATION  
AND APPROPRIATE  
ACTION FOR THE  
PURCHASE OF A  
NEW ULTRASOUND  
MACHINE**

Mr. Bell presented the GE Healthcare quote for the amount of \$119,172.50 for a new ultrasound machine.

MOTION

Mr. Bain made a motion to approve the purchase of the ultrasound machine for the amount of \$119,172.50 as presented in the Board packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

**13. ANNUAL REVIEW  
THE CONFLICT OF  
INTEREST POLICY  
AND CONFLICT OF  
INTEREST FORM  
COMPLETION BY  
THE BOARD OF  
DIRECTORS**

Ms. Lowe explained that the Conflict-of-Interest Forms are an annual requirement for the Board of Directors as part of the Conflict of Interest Policy and Board Bylaws. The Conflict of Interest forms were completed, signed by all of the Board of Directors, and returned to Ms. Cuellar.

**14. CONSIDERATION  
AND APPROPRIATE  
ACTION REGARDING  
2024 Q1 BOARD OF  
DIRECTORS EXPENSE  
REPORT**

Mr. Hardt reviewed the expense reports for the first quarter of 2024. There were no changes.

MOTION

Mr. Bain made a motion to approve the 2024 Q1 Board of Directors Expense Report as presented in the Board packet. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**15. CONSIDERATION  
AND APPROPRIATE  
ACTION REGARDING**

Ms. Deen reported there have been changes to the OB RN Medical Screening Authorization report since the last Board approval; three nurses were added.

**OB RN MEDICAL  
SCREENING  
AUTHORIZATION**

**MOTION**

Dr. Young made a motion to approve the OB RN Medical Screening Authorization as presented in the Board packet. Ms. Winkler seconded the motion.

**VOTE**

The motion passed unanimously.

**16. CONSIDERATION  
AND APPROPRIATE  
ACTION REGARDING  
CREDENTIALING OF  
BOTH ALLIED AND  
COURTESY  
STAFF**

Ms. Bell presented the Allied and Courtesy Staff members that are due for appointment, reappointment, or retirement of privileges from the Medina Healthcare System.

**MOTION**

Ms. Winkler made a motion to approve the credentialing of both Allied and Courtesy Staff as presented in the Board packet. Ms. Mangold seconded the motion.

**VOTE**

The motion passed unanimously.

**17. EXECUTIVE SESSION**

The Board of Directors of Medina Regional Hospital District went into Closed Session, at 7:21 p.m., this date April 22, 2024. The Closed Session is being held pursuant to Section 551.074 of Texas Government Code.

**CONSIDER PERSONNEL MATTERS – SECTION 551.074**

The Board of Directors of Medina Regional Hospital District adjourned Closed Session at 7:40 p.m. and returned to Open Session at 7:41 p.m.

**18. CONSIDER ANY  
NECESSARY ACTION  
FROM EXECUTIVE  
SESSION**

No action was taken.

**19. NEXT BOARD  
MEETING**

May 20, 2024

**20. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:41 p.m.

  
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Tim Hardt, President

  
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Tony Johnson, Secretary