

## Board of Directors Meeting

May 20, 2021

### Members

Cory Pittman, Board President  
Sharon Carr, Board Vice-President  
Christy Francis, CEO and Board Secretary  
Sharon Carr  
Karen Gullett  
Colby Leach  
Jesse Hanes

### Administration

Rich Henkel, Chief Administrative Officer  
Kelsey Haley, Chief Administrative Officer  
Jennifer Cox, Thomas & Thomas Financial Management Services  
Renaë Thomas, Thomas & Thomas Financial Management Services

### Directors and Coordinators

Melissa Eagan, Executive Assistant  
David Troublefield, HR Director  
Amber Harrison, Central Supply  
Melissa Bundy, RHC Director/Sleep Study  
Lori Jack, Marketing  
Weldon Allison, Plant Operations  
Shelby Schwerzenbach, ADON/ Informatics Nurse  
Vanessa Gonzalez, EVS/Dietary  
Ashley Morales, Home Care Services  
Sondra Hill, Mesa View Assisted Living  
Terrell Thomas, Mesa View Senior Living

### Guests

Cathy Ricketts, Canadian Record  
Steven Thummel, Durbin & Company

#### **I. Call to Order**

Cory Pittman called the meeting to order at 5:00 P.M. via Zoom Teleconference and offered the opening Prayer.

#### **II. Approval of Minutes**

Minutes from April 20,2021 were presented. MOTION MADE by Colby Leach to approve as presented, seconded by Karen Gullett and carried.

#### **III. Public Comment**

No public comment

#### **IV. Medical Staff Reports**

Christy Francis presented the Medical Staff report. See attached.

#### **V. Administrative/Financial Reports**

##### **HEMPHILL COUNTY HOSPITAL DISTRICT ADMINISTRATIVE/FINANCIAL REPORTS-**

Jennifer Cox presented the District financial report. See attached. Christy Francis stated the Nursing Home Committee will meet on April 21<sup>st</sup> to review options for the old nursing home building. Christy stated the tear down is estimated at \$190,000.00 without the abatement. It will cost approximately \$5,000 to sample prior. Christy updated the board on a pipeline lawsuit in the court system. The Appraisal district has stated they will request \$30k-\$50k from HCH in additional legal fees to help pay for the lawsuit. Christy reminded the board that a called board meeting has been scheduled for June 7, 2021 at 5:00PM.

#### **VI. Old Business**

**Nursing Home Construction Update-** Christy stated the hospital is working with SCI to complete a punch list. Christy stated all bond funds have been dispersed and the remaining retainage has been released to SCI Construction.

#### **VII. New Business**

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Canvass Votes –** Melissa Eagan canvassed the votes. See attached. Election resulted in Cory Pittman, Colby Leach, and Jesse Hanes as winners of the HCHD Board Election. MOTION WAS MADE BY Sharon Carr to approve as presented, seconded by Karen Gullett and carried.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Statement of Officers, Oath of Office, and Statement of Confidentiality –** Christy Francis performed the Statement of Officers, Oath of Office, and Statement of Confidentiality for Cory Pittman, Colby Leach, and Jesse Hanes.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Election of Officers –** MOTION WAS MADE BY Sharon Carr to elect Cory Pittman as Board President, seconded by Karen Gullett and carried to approve. MOTION WAS MADE BY Colby Leach to elect Sharon Carr as Board Vice President, seconded by Karen Gullett and carried to approve. MOTION WAS MADE BY Karen Gullett to elect Christy Francis as Board Secretary, seconded by Colby Leach and carried to approve.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Audit Report Presented by Durbin & Company –** Presented by Steven Thummel. See attached. MOTION WAS MADE BY Sharon Carr to approve the audit report as presented, seconded by Colby Leach and carried to approve.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Policy and Procedure Updates for Social Services, Human Resources-** Christy Francis reviewed the policies and procedures. MOTION WAS MADE BY Karen Gullett to approve as presented, seconded by Colby leach and carried.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: D&O Insurance Policy Renewal-** Christy Francis stated the D&O renewal premium is \$16,638.00 and the expiring premium was \$14,625.00. MOTION WAS MADE BY Colby Leach to approve as presented,

seconded by Sharon Carr and carried.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Expanding Sleep Center-**

Melissa Bundy submitted a request to purchase a second sleep machine to expand the sleep center. Melissa stated the demand has increased significantly. The sleep center can perform two studies each night instead of one. This will also allow one sleep technician to perform the two sleep studies. The ROI was reviewed. Christy Francis stated the sleep center will be hardwired into the cottage at Mesa View. MOTION WAS MADE BY Sharon Carr to approve the request to purchase a second sleep machine, seconded by Karen Gullett and carried.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Lawn Maintenance**

**Options-** Rich Henkel stated he would like to explore bringing the lawn maintenance in house. Rich stated the change would not take place until December. MOTION WAS MADE BY Karen Gullett to explore the option of bringing lawn maintenance in house, seconded by Jesse Hanes and carried.

**DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Roof Replacement on**

**Duplex, EMS House, and MVSL Cottages-** Christy Francis stated the roofs need to be replaced on the Duplex, EMS House, and MVSL Cottages. The deductible for all roofs is \$34,259.00. MOTION WAS MADE BY Colby Leach to approve the roof replacement, seconded by Sharon Carr and carried.

**VIII. EXECUTIVE SESSION**

Pursuant to Section 161.032 of the Texas Health & Safety Code, regarding Quality Assurance/Performance Improvement reports for Hemphill County Hospital, Canadian Family Physicians, Harvester Family Medical Clinic, Hemphill County Hospital Home Health Agency, Hemphill County Hospice, Hemphill County EMS, Gray County EMS, Mesa View Senior Living, and Mesa View Assisted Living by Coordinator. Entered Executive session at 7:56 P.M. Reports presented by Shelby Schwerzenbach.

**A) DISCUSS, CONSIDER AND, IF NECESSARY, TAKE ACTION ON: Quality**

**Assurance/ Performance Improvement Reports by Coordinator-** Out of executive session at 8:16 P.M. MOTION WAS MADE BY Sharon Carr to come out of Executive Session, seconded by Colby Leach and carried. MOTION WAS MADE BY Karen Gullett to approve as presented, seconded by Sharon Carr and carried.

**Adjournment**

There being no further business, the meeting was adjourned at 8:16 P.M.

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Cory Pittman, President

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Christy Francis, Secretary

\_\_\_\_\_ Date Approved