

**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
January 24th, 2018**

- 1. Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*
- 2. Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*
- 3. Prayer:**
 - *Prayer led by Jim Horton, CEO.*
- 4. Approval of previous minutes:**
 - *Paul Prewozniak made the motion to approve the minutes from the previous board meeting. The motion was seconded by Hal Hutchens and carried unanimously.*
- 5. Public Comments:**
 - *No public comments.*
- 6. Medical Staff Report:**
 - *Dr. Chris presented the medical staff report, noting a very busy clinic and ER. Dr. Hall briefly highlighted the contributions of both the medical staff, and the clinic staff in earning THA Bill Aston Award for Quality.*
- 7. Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
 - *Linda Dusek made the motion to approve the Accounts Payable Report. The motion was seconded by Cheryl Roberts and carried unanimously.*
- 8. Board to consider/and or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Cash is ahead \$354,000 from prior year.*
 - *Total liabilities are down \$1.5 million from prior year.*
 - *Net fund balance up \$700,000 from prior year.*
 - *Current cash flow is strong.*
 - *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Paul Prewozniak and carried unanimously.*
- 9. Board to consider and/or take action on 2018 Board of Directors election information:**

- *The decision was made to continue using the Upton County Elections Coordinator. The first day to file for a place on the ballot is July 21st.*

10. CEO Report:

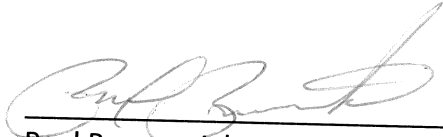
- *Jim Horton, CEO, discussed the upcoming Cerner go-live and how well the staff has prepared.*
- *Mr. Horton also recognized the clinic for earning its certificate of membership with the National Association of Rural Health Clinics.*

11. Set date/time for next meeting:

- *The next meeting was set for February 21st, 2018, at 6pm.*

12. Adjourn:

- *Tracy Clanton made the motion to adjourn at 6:26 pm. The motion was seconded by Cheryl Roberts and carried unanimously.*



Paul Prewozniak, Board Secretary

2/21/2018
Date

**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
February 21st, 2018**

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*

3. Prayer:

- *Prayer led by Jim Horton, CEO.*

4. Approval of previous minutes:

- *Hal Hutchens made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

5. Public Comments:

- *No public comments.*

6. Medical Staff Report:

- *Dr. Chris Hall presented the medical staff report, noting a very smooth Cerner conversion and a busy clinic.*
- *Ernie Cruz and Jim Mace detailed the first 2 weeks of the conversion. Overall, the conversion has been very successful. Revenue is beginning to flow and they will be switching over to long-term support very soon. Mr. Mace noted that the entire RCHD staff was fully prepared for the conversion and completely onboard with project goals.*

7. Approval of Accounts Payable:

- *The Accounts Payable Report was reviewed in a prior finance committee meeting. Cheryl Roberts made the motion to approve accounts payable. The motion was seconded by Linda Dusek and carried unanimously.*

8. Board to consider/and or take action on Financial Reports:

- *Jim Horton, CEO, presented the financial reports.*
- *Cash up from prior year.*
- *Fund balance up from prior year.*
- *Operating expenses are under budget, while operating revenue has exceeded projections.*
- *While swing bed days are down, admissions, ER visits, Labs, X-Ray, and PT are all up from prior year.*

14. CEO Report:

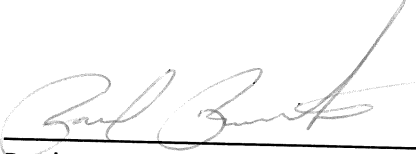
- *CEO, Jim Horton, elaborated on the Cerner conversion and the overall success of the project.*
- *Discussed details of the Bill Aston Award for Quality.*
- *Numbers are up across the board and cash flow is strong.*

15. Set date/time for next meeting:

- *The next meeting was set for Wednesday, March 21st at 6pm.*

16. Adjourn:

- *Tracy Clanton made the motion to adjourn at 7:50pm. The motion was seconded by Paul Prewozniak and carried unanimously.*



Paul Prewozniak, Board Secretary

3-21-2018
Date

**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
March 21st, 2018**

- 1. Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:06pm.*
- 2. Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*
- 3. Prayer:**
 - *Prayer led by Jim Horton, CEO.*
- 4. Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*
- 5. Public Comments:**
 - *No public comments.*
- 6. Presentation of the FY 2017 Financial Audit by Durbin and Associates:**
 - *Brent Fuller of Durbin and Associates presented the FY 2017 audit report.*
 - *Linda Dusek made the motion to accept the FY 2017 audit report. The motion was seconded by Cheryl Roberts and carried unanimously.*
- 7. Medical Staff Report:**
 - *Dr. Chris Hall presented the medical staff report.*
 - *Cerner transition continues to be smooth. Still working on portal provider messaging.*
 - *Lindsey Bownds is out on maternity leave until June.*
 - *Jim Horton discussed a recent ER visit when a patient came in with chest pains. Had it not been for the RCHD staff and facilities, the patient wouldn't have made it. Mr. Horton plans on relaying the story to help support the fight for rural hospitals.*
 - *CT use and potential revenue was briefly discussed.*
- 8. Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
 - *Cheryl Roberts made the motion to approve the Accounts Payable Report. The motion was seconded by Linda Dusek and carried unanimously.*

9. Board to consider/and or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
- *Cash flow is steady.*
- *Revenue currently ahead of budget, while operating expenses are under budget.*
- *UC report was included and there will be no recoupment for FY17.*
- *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Hal Hutchens and carried unanimously.*

10. Board to consider and/or take action on approval of Quality Assurance Plan:

- *Cheryl Roberts made the motion to approve the Quality Assurance Plan with the correction of typo on page one. The motion was seconded by Paul Prewozniak and carried unanimously.*

11. Board to consider and/or take action on Policy and Procedure manuals for:

A. Radiology Department

B. Risk Mgt/Safety/Workplace Violence/Active Shooter

- *Cheryl Roberts made the motion to approve the Policy and Procedure Manual for the Radiology Department, as well as the Policy and Procedure Manuals over Risk Mgt/Safety/Workplace Violence/Active Shooter. The motion was seconded by Paul Prewozniak and carried unanimously.*

12. Board to receive Clinic Patient Satisfaction Survey Report:

- *Jim Horton and Rural Health Clinic Director, Rose Allmon, presented the Clinic Patient Satisfaction Survey Report.*
- *Waiting time needs some improvement, but overall, patients are having a very positive experience.*
- *More surveys needed moving forward.*

13. Board to receive Wellness Center Report:

- *Bree Lance, Wellness Center Director, presented the Wellness Center Report.*
- *286 current active members, 23 inactive*
- *382 Personal Training Sessions year to date.*
- *Specialized, daily pool maintenance has made a huge impact on pool appearance and usability.*

14. Board to consider and/or take action on Texas Hospital Association Supplemental Retirement Plan:

- *Item was tabled.*

15. CEO Report:

- *Jim Horton, CEO, presented the CEO Report.*
- *Cerner transition still going very well.*
- *Minor issues with Multiview are still being worked out.*

- *Charges being reconciled to the penny each day.*
- *Ernie Cruz, CIO, noted that everyone has stepped up to finish the project strong. Current minor issues will be resolved in the coming months.*

16. **Set date/time for next meeting:**

- *The next meeting was set for April 25th, 2018, at 6pm.*

17. **Adjourn:**

- *Tracy Clanton made the motion to adjourn at 7:37 pm. The motion was seconded by Paul Prewozniak and carried unanimously.*



Paul Prewozniak, Board Secretary

4-25-18
Date

**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
April 25th, 2018**

- 1. Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*
- 2. Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*
- 3. Prayer:**
 - *Prayer led by Jim Horton, CEO.*
- 4. Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Hal Hutchens and carried unanimously.*
- 5. Public Comments:**
 - *No public comments.*
- 6. Medical Staff Report:**
 - *Robert Baldree presented the medical staff report noting steady clinic numbers and a busy ER.*
- 7. Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a prior finance committee meeting. Other than a minor payroll/insurance adjustment, everything looked good.*
 - *Cheryl Roberts made the motion to approve the Accounts Payable Report. The motion was seconded by Paul Prewozniak and carried unanimously.*
- 8. Board to consider/and or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *Cash holding steady.*
 - *Revenue currently ahead of budget, while operating expenses are under budget.*
 - *Fund balance at 7.8 million.*
 - *Outpatient and inpatient numbers are up.*
 - *Linda Dusek made the motion to approve the financial report. The motion was seconded by Paul Prewozniak and carried unanimously.*

9. Board to consider and/or take action on Abatement Agreement with High Lonesome Wind Power, LLC:

- *"Installed Megawatts Capacity" definition needs to be clarified in agreement.*
- *Linda Dusek requested that an attorney review the agreement.*
- *Cheryl Roberts made the motion to approve the abatement agreement with High Lonesome Wind Power LLC., provided no changes are recommended by attorney. The motion was seconded by Paul Prewozniak and carried with a 4-1 vote (Linda Dusek voted "no").*

10. CEO Report:

- *Jim Horton, CEO, presented the CEO Report.*
- *Still experiencing problems with Multiview in regards to the balance statement, but they're working daily to resolve the issue and hope to have it cleared up soon. May will be better and June should be all clear.*
- *Severn house sold for \$35,000 and is currently at the title office.*
- *Mr. Horton discussed the possibility of renting three of the hospital RV spots to local law enforcement.*

11. Set date/time for next meeting:

- *The next meeting was set for May 23rd, 2018, at 6pm.*

12. Adjourn:

- *Tracy Clanton made the motion to adjourn at 6:58 pm. The motion was seconded by Cheryl Roberts and carried unanimously.*


Paul Prewozniak, Board Secretary

5/23/2018
Date

**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
May 23rd, 2018**

- 1. Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:01pm.*
- 2. Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*
- 3. Prayer:**
 - *Prayer led by Jim Horton, CEO.*
- 4. Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*
- 5. Public Comments:**
 - *No public comments.*
- 6. Medical Staff Report:**
 - *Dr. Christopher Hall presented the medical staff report noting steady clinic and ER numbers, with smooth day-to-day operations.*
- 7. Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
 - *Cheryl Roberts made the motion to approve the Accounts Payable Report. The motion was seconded by Linda Dusek and carried unanimously.*
- 8. Board to consider/and or take action on Financial Reports:**
 - *Jim Horton, CEO, presented the financial reports and provided a detailed summary of current financials and account balances.*
 - *Cash holding steady, \$300,000 ahead of prior year.*
 - *Still cleaning up minor AP issue (majority of long-term debt is bond.)*
 - *Outpatient and clinic revenue strong.*
 - *Admissions up 150%, Patient days up 22%.*
 - *Preliminary tax roll shows a 30% increase for 2018 tax year.*
 - *Hal Hutchens made the motion to approve the financial reports. The motion was seconded by Paul Prewozniak and carried unanimously.*

9. Board to consider and/or take action on Abatement Agreement with High Lonesome Wind Power, LLC:

- *Requested changes to original agreement were verified.*
- *Cheryl Roberts made the motion to approve the Abatement Agreement with High Lonesome Wind Power, LLC. The motion was seconded by Paul Prewozniak and carried with a 4-1 vote (Linda Dusek voted "no".)*

10. Board to consider and/or take action on approval of Board Bylaws (no new changes):

- *Paul Prewozniak made the motion to approve the Board Bylaws. The motion was seconded by Hal Hutchens and carried unanimously.*

11. CEO Report:

- *Jim Horton, CEO, presented the CEO report.*
- *Minor issues with Multiview are almost completely resolved. Financials were easier to compile this month.*
- *Servern house sold and deal finalized.*
- *Briefly discussed email from provider, Allen Graham, that praised the ER staff's performance during a recent trauma situation.*

12. Set date/time for next meeting:

- *The next board meeting was set for Tuesday, June 19th, at 6pm.*

13. Adjourn:

- *Tracy Clanton made the motion to adjourn at 6:39pm. The motion was seconded by Hal Hutchens and carried unanimously.*


Paul Prewozniak, Board Secretary

6/19/18
Date

**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
June 19th, 2018**

- 1. Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:03pm.*
- 2. Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, and Linda Dusek.*
- 3. Prayer:**
 - *Prayer led by Jim Horton, CEO.*
- 4. Approval of previous minutes:**
 - *Paul Prewozniak made the motion to approve the minutes from the previous board meeting. The motion was seconded by Linda Dusek and carried unanimously.*
- 5. Public Comments:**
 - *No public comments.*
- 6. Medical Staff Report:**
 - *Dr. Christopher Hall presented the medical staff report, noting steady clinic and ER numbers and smooth day-to-day operations. Lindsey Bownds is back from maternity leave and working full-time again. Dr. Hall noted that RCHD will comply with new DNR policy requirements.*
- 7. Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
 - *Cheryl Roberts made the motion to approve the Accounts Payable Report. The motion was seconded by Linda Dusek and carried unanimously.*
- 8. Board to consider/and or take action on Financial Reports:**
 - *Jim Horton, CEO, presented the financial reports.*
 - *Revenue ahead of budget.*
 - *Cost report settlement included in financials.*
 - *Slight increase in patient receivables, Jim looking in to it.*
- 9. Board to consider and/or take action on DNR/Advanced Directive Policy:**
 - *Cheryl Roberts made the motion to approve the DNR/Advanced Directive Policy. The motion was seconded by Linda Dusek and carried unanimously.*

10. Board to review Unencumbered Funds/Indebtedness Report:

- *Board reviewed the Unencumbered Funds/Indebtedness submitted to the Upton County Appraisal District.*

11. Board to consider and/or take action on purchase of budgeted riding lawnmower:

- *Paul Prewozniak made the motion to approve the purchase of a riding lawnmower, not to exceed budgeted amount. The motion was seconded by Cheryl Roberts and carried unanimously.*

12. CEO Report:

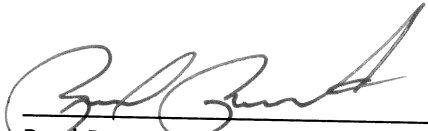
- *Three staff members currently attending Multiview training in Nashville.*
- *Mayra Solis resigned from her position, has until July 30th to be out of hospital house. Jenny Clark will assume the payroll/AP duties, while Corey Owens will assume the HR duties.*
- *Hired Rowdy Green as the new clinic nurse, and Cheyenne Norris as the new registration clerk.*
- *Fences are currently being replaced at the provider houses.*

13. Set date/time for next meeting:

- *The next meeting was set for July 18th, 2018 at 6pm.*

14. Adjourn:

- *Linda Dusek made the motion to adjourn at 6:41pm. The motion was seconded by Paul Prewozniak and carried unanimously.*



Paul Prewozniak, Board Secretary

7-18-18
Date

Rankin County Hospital District Board of Trustees
Board Meeting Minutes
July 18, 2018

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the meeting to order at 6:01pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*

3. Prayer:

- *Prayer led by Jim Horton, CEO.*

4. Approval of previous minutes:

- *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

5. Public Comments:

- *No public comments.*

6. Medical Staff Report:

- *Dr. Hall presented the medical staff report noting steady clinic numbers and a busy ER. He stated that everything is going very well and there are no current issues to discuss. He complimented all staff on working together through recent changes.*

7. Approval of Accounts Payable:

- *The Accounts Payable Report was reviewed in a prior finance committee meeting. Cheryl reported that questions about AP were asked and answered.*
- *Cheryl Roberts made the motion to approve the Accounts Payable Report. The motion was seconded by Linda Dusek and carried unanimously.*

8. Board to consider/and or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
- *Linda Dusek made the motion to approve the financial report. The motion was seconded by Paul Prewozniak and carried unanimously.*

9. Board to consider and/or take action on Upton County Election Administrator conducting November board member election:

- *Mary Martha and her team presented the election contract.*

- Cheryl Roberts made the motion to approve the election contract and order the November election. The motion was seconded by Linda Dusek and carried unanimously.

10. Board to consider and/or take action on PTO buy-back policy:

- The new policy was presented. Several steps were added to ensure strong oversight when an employee requests to sell PTO time back to RCHD. Every request will be reviewed by the department manager, payroll, HR, and the CEO. No PTO sell-back will be approved without signatures from all parties. Motion to approve the policy was made by Paul Prewozniak and seconded by Cheryl Roberts and carried unanimously.

11. CEO Report:

- Jim Horton, CEO, presented the CEO Report.
- Staffing update open spots from recent turnover have been filled.
- NG Technologies: Thomas Ng is our new IT director who will manage our IT department remotely. The agreement was signed and Thomas quickly protected our system with new passwords and has begun working toward improving our systems.
- Security Risk Assessment: Rod Troutman will be on-site in two weeks to perform our security risk assessment.

12. Board to consider and or take action on entering into executive (closed) session pursuant to Texas Administrative Code Section 551.024 – Personnel Matters:

- The board entered into executive session at 6:41.

13. Board to consider and/or take action related to executive (closed) session:

- No action was taken.

14. Set date/time for next meeting:

- The next meeting was set for August 15, 2018, at 6pm.

15. Adjourn:

- Tracy Clanton made the motion to adjourn at 7:21 pm. The motion was seconded by Cheryl Roberts and carried unanimously.

Paul Prewozniak, Board Secretary

Date

Rankin County Hospital District Board of Trustees
Board Meeting Minutes
August 15th, 2018

1. **Call the meeting to order:**
 - *Board President, Tracy Clanton, called the meeting to order at 6:04pm.*
2. **Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*
3. **Prayer:**
 - *Prayer led by Jim Horton, CEO.*
4. **Approval of previous minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting with specified changes. The motion was seconded by Paul Prewozniak and carried unanimously.*
5. **Public Comments:**
 - *No public comments.*
6. **Medical Staff Report:**
 - *Dr. Hall presented the medical staff report noting smooth day-to-day operations. The medical staff is very pleased to have Tiana serving as the new Director of Nursing.*
7. **Approval of Accounts Payable:**
 - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
 - *Linda Dusek made the motion to approve the Accounts Payable Report. The motion was seconded by Hal Hutchens and carried unanimously.*
8. **Board to consider/and or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
 - *While July was relatively slow, operating revenue is still \$24,000 ahead of budget.*
 - *Admissions up 147% from prior year.*
 - *Swing Bed up 12% on number of patients, down on days.*
 - *Labs up 19% from prior year.*
 - *Paul Prewozniak made the motion to approve the financial statements. The motion was seconded by Linda Dusek and carried unanimously.*

9. **Board to discuss proposed 2018-2019 annual budget:**
- *Proposed budget was discussed. No action taken.*
10. **Board to consider and/or take action on approval of the Certified Tax Roll as presented by the Upton County Appraisal District:**
- *Cheryl Roberts made the motion to approve the Certified Tax Roll as presented by the Upton County Appraisal District. The motion was seconded by Hal Hutchens and carried unanimously.*
11. **Board to consider and/or take action on discussion of tax rate and recording of the vote:**
- *Linda Dusek made the motion to approve the roll back rate of .206744, which is .051136 lower than the current tax rate. The motion was seconded by Paul Prewozniak and carried unanimously.*
12. **Board to consider and or take action on setting the dates and times for the required two public hearings prior to meeting to set the tax rate. Meetings must have a quorum and must be no less than three days apart and no more than 14 days apart. Furthermore, notice of the meetings must be at least seven days in advance of the first public hearing:**
- *Cheryl Roberts made the motion to set the following public hearing dates: August 30th, 2018 at 12:00pm, September 13th at 12:00pm, and September 19th at 6pm. The motion was seconded by Hal Hutchens and carried unanimously.*
13. **Board to consider and/or take action on printer/copier/end-point security agreement with UBEO:**
- *Item was tabled.*
14. **Board to consider and/or take action on settlement with with XEROX:**
- *Cheryl Roberts made the motion to accept the \$10,093.25 XEROX settlement. The motion was seconded by Paul Prewozniak and carried unanimously.*
15. **Board to consider and/or take action on tuition agreements for Corey Owens, Tiana Wells, and Jennifer Clark:**
- *Cheryl Roberts made the motion to approve tuition agreements, not to exceed \$20,000, for Corey Owens, Tiana Wells, and Jennifer Clark. The motion was seconded by Paul Prewozniak and carried unanimously.*

16. Board to consider and/or take action on RCHD Organizational Chart:

- *Hal Hutchens made the motion to approve the RCHD Organizational Chart with the specified changes. The motion was seconded by Paul Prewozniak and carried unanimously.*

17. Board to consider and/or take action on quote for purchase of IV pumps as included in 2018 capital budget.

- *Cheryl Roberts made the motion to approve the purchase of IV pumps not exceed \$24,000. The motion was seconded by Paul Prewozniak and carried unanimously.*

18. Chief Nursing Officer's Report:

- *Chief Nursing Officer, Tiana Wells, presented the CNO Report.*
- *September 27th will be fully staffed.*
- *The plan is to use no agency nurses moving forward.*
- *One strong nurse on every shift.*
- *Currently have a strong PRN staff.*
- *Made changes in tardiness policy.*
- *Mock Medicare survey helped identify needs.*

19. CEO Report:

- *CEO, Jim Horton, presented the CEO report.*

20. Board to consider and/or take action on entering into executive (closed) session pursuant to Texas Administrative Code Section 551.024- Personnel Matters

- *Board entered executive session at 7:40pm, and came out of executive session at 8:36pm.*

21. Board to consider and/or take action related to executive (closed) session:

- *No action taken.*

22. Set date/time for next meeting:

- *The next meeting was set for September 19th, 2018 at 6pm.*

23. Adjourn:

- *Tracy Clanton made the motion to adjourn at 8:38pm. The motion was seconded by Paul Prewozniak and carried unanimously.*



Paul Prewozniak, Board Secretary

9/19/18
Date

Rankin County Hospital District Board of Trustees
Public Hearing/Board Meeting Minutes
September 19th, 2018

1. **Call the meeting to order:**
 - *Board President, Tracy Clanton, called the public hearing to order at 6:01pm.*
2. **Board member roll call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*
3. **Prayer:**
 - *Prayer led by Jim Horton, CEO.*
4. **Approval of previous Public Hearing minutes:**
 - *Cheryl Roberts made the motion to approve the minutes from the previous public hearing. The motion was seconded by Hal Hutchens and carried unanimously.*
5. **Board to consider and/or take action on setting the 2018-2019 Ad valorem tax rate at:**
 - *Total rate: 0.206744/\$100*
 - *M&O rate: 0.158059/\$100*
 - *I&S rate: 0.048685/\$100*
 - *Cheryl Roberts made the motion to approve the total tax rate of 0.206744/\$100, an M&O rate of 0.158059/\$100, and an I&S rate of 0.048685/\$100. The motion was seconded by Paul Prewozniak and carried unanimously.*
6. **Public Comments:**
 - *None.*
7. **Adjourn Public Hearing:**
 - *Linda Dusek made the motion to adjourn the public hearing at 6:03pm. The motion was seconded by Hal Hutchens and carried unanimously.*
8. **Call Board Meeting to order:**
 - *Board President, Tracy Clanton, called the board meeting to order at 6:04pm.*
9. **Board Member Roll Call:**
 - *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*
10. **Approval of previous board meeting minutes:**
 - *Linda Dusek made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*
11. **Public Comments:**
 - *None.*

12. **Board to consider and/or take action on certifying the two unopposed candidates for the upcoming November RCHD Board of Directors election:**
 - *Cheryl Roberts made the motion to certify the two unopposed candidates for the upcoming November RCHD Board of Directors election. The motion was seconded by Hal Hutchens and carried unanimously.*
13. **Board to consider and/or take action on ordering the cancellation of the upcoming November RCHD Board of Directors election.**
 - *Hal Hutchens made the motion to order a cancellation of the upcoming November RCHD Board of Directors election. The motion was seconded by Cheryl Roberts and carried unanimously.*
14. **Medical Staff Report:**
 - *The medical staff report was present my Dr. Christopher Hall.*
 - *Dr. Hall noted that things were running smoothly in both the clinic and ER.*
 - *Reappointing PA privileges later in the meeting.*
 - *Allen Graham currently handling credentialing and certificates.*
 - *Chiropractor Ry Weaver saw 17 patients during his first RCHD visit.*
15. **Approval of Accounts Payable:**
 - *Payroll was higher because it included three pay periods.*
 - *Cheryl Roberts made the motion to approve the accounts payable report. The motion was seconded by Linda Dusek and carried unanimously.*
16. **Board to consider and/or take action on Financial Reports:**
 - *Traci Anderson, CFO, presented the financial reports.*
 - *Revenue for the ahead of budget.*
 - *Payroll and Luker Pharmacy both paid three times this month.*
 - *YTD Net Income of \$536,577.*
 - *\$810,000 cash ahead of prior year.*
 - *\$664,000 IGT payable will hit soon.*
 - *Shanna Woolf presented current EMS numbers. Board discussed meeting with surrounding hospitals using RCHD transfer services to develop a better plan of reimbursement.*
 - *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Paul Prewozniak and carried unanimously.*
17. **Board to consider and/or take action on approving the RCHD 2018-2019 Annual Budget:**
 - *Paul Prewozniak made the motion to approve the RCHD 2018-2019 annual budget. The motion was seconded by Hal Hutchens and carried unanimously.*
18. **Board to consider and/or take action on engagement letter with Durbin & Company for the 2017-2018 annual audit and cost report:**
 - *Cheryl Roberts made the motion to approve the engagement letter with Durbin & Company to perform the 2017-2018 annual audit and cost report. The motion was seconded by Paul Prewozniak and carried unanimously.*
19. **Board to consider and/or take action on approving the Upton County Appraisal District Collection Contract. The cost is exactly the same as the previous year.**

- *Linda Dusek made the motion to approve the Upton County Appraisal District Collection Contract. The motion was seconded by Hal Hutchens and carried unanimously.*

20. Board to consider and/or take action on reappointment of hospital/RCH privileges for:

- *Cheryl Roberts made the motion to reappoint hospital/RCH privileges for*
 - *Chris Hall, M.D.*
 - *Mark Edwards, M.D.*
 - *Kristi Edwards, M.D.*
 - *Allen Graham, PA-C*
 - *Robert Baldree, PA-C*
 - *Troy Wilborn, FNP*
 - *Lindsey Bownds, PA-C*
 - *Brandon Sue, PA-C*
 - *Radiology Group Physicians*
- *The motion was seconded by Paul Prewozniak and carried unanimously.*

21. Board to consider and/or take action on annual approval of policy/procedure/department manuals:

- *Linda Dusek made the motion to approve the following policy/procedure/department manuals:*
 - *RCHD By-laws*
 - *RCHD Medical Staff By-laws and Rules and Regulations*
 - *Quality Assurance Plan*
 - *Administrative Manual*
 - *Indigent/Charity Plan*
 - *Medical Records/Privacy Plan*
 - *Fire Safety Plan*
 - *Dietary P&P*
 - *Housekeeping P&P*
 - *Clinic P&P*
 - *Radiology P&P*
 - *Laboratory P&P*
 - *Finance/Business Office P&P*
 - *Physical Therapy P&P*
 - *EMS P&P*
 - *HR P&P*
 - *Pharmacy P&P*
 - *Nursing P&P*
 - *Infection Control P&P*
 - *Compliance Committee P&P*
 - *ER P&P*
 - *Swing Bed P&P*
 - *Risk Management P&P*

- *The motion was seconded by Paul Prewozniak and carried unanimously.*

22. Board to receive report on Security Risk Assessment:

- *Jim Horton discussed the findings of the risk assessment.*
- *Issues identified have been corrected or are in the process of being corrected.*

23. Chief Nursing Officer's Report:

- *Tiana Wells, CNO, presented the nursing report.*
- *Almost completely staffed and will no longer use agency nurses.*
- *Overtime down. Tardy policy in effect.*

24. CEO Report:

- *Jim Horton and Board entered closed session.*

25. Board to consider and/or take action on entering into executive (closed) session pursuant to Texas Administrative Code Section 551.024- Personnel Matters.

- *Entered closed session at 7:32pm.*
- *Came out of closed session at 8:05pm.*

26. Board to consider and/or take action related to executive (closed) session:

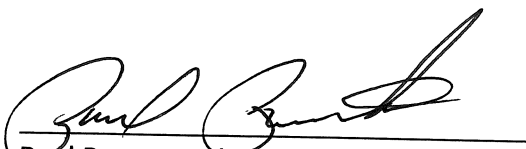
- *No action taken.*

27. Set date and time for next meeting:

- *The next meeting was set for Thursday, October 25th, at 6pm.*

28. Adjourn:

- *Hal Hutchens made the motion to adjourn at 8:06pm. The motion was seconded by Paul Prewozniak and carried unanimously.*


Paul Prewozniak, Board Secretary

Date

10 / 25 / 18

**Rankin County Hospital District Board of Trustees
Public Hearing/Board Meeting Minutes
October 25th, 2018**

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the public hearing to order at 6:03pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Hal Hutchens, and Linda Dusek.*

3. Prayer:

- *Prayer led by Jim Horton, CEO.*

4. Approval of previous board meeting minutes:

- *Cheryl Roberts made the motion to approve the minutes from the previous board meeting and EMS meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

5. Public Comments:

- *Mayra Solis, former HR/payroll director, addressed the board with concerns regarding her time as an employee at RCHD. Tracy Clanton, board president, advised Mrs. Solis to request being added to next month's board agenda.*

6. Medical Staff Report:

- *Dr. Christopher Hall presented the medical staff report.*
 - *Everything running smoothly in clinic and ER.*
 - *Dr. Ry Weaver, chiropractor, is seeing between 20-30 patients every other Friday.*

7. Approval of Accounts Payable:

- *The accounts payable report was reviewed in a prior finance committee meeting. Cheryl Roberts made the motion to approve the accounts payable report. The motion was seconded by Linda Dusek and carried unanimously.*

8. Board to consider and/or take action on Financial Reports:

- *CFO, Traci Anderson, presented the financial reports.*
 - *Gross patient revenue ahead of budget.*
 - *YTD operating revenue is \$5,373,000.*
 - *Operating expenses under budget.*
 - *\$850,000 increase in cash from prior year.*
 - *Expected UC Payable is \$438,000.*
 - *Bottom line increase of 21%.*
 - *Jim Horton explained the discovery of a missing AR component in the Cerner system. A major part of the revenue cycle was never installed, causing AR to be off each month. This is in the process of being fixed.*
 - *Expecting a large swing bed payment, hoping to get through the remainder of the year without pulling money from savings.*

- *For the first time, RCHD is 100% compliant with CMS quality data.*
- *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Hal Hutchens and carried unanimously.*

9. Board to consider and/or approve Christopher Hall, M.D., employment contract:

- *Paul Prewozniak made the motion to approve Dr. Hall's employment contract. The motion was seconded by Cheryl Roberts and carried unanimously.*

10. Board to consider and/or approve BCBSTX agreement:

- *Cheryl Roberts suggested checking with Durbin before changing charge master. Hal Hutchens made the motion to approve the agreement with BCBSTX. The motion was seconded by Linda Dusek and carried unanimously.*

11. Board to consider and/or approve Durbin & Company Charity contract:

- *Linda Dusek made the motion to approve the Durbin & Company charity contract. The motion was seconded by Hal Hutchens and carried unanimously.*

12. Board to consider and/or raising the employee salary minimum for receiving discount on employee/family health insurance premiums:

- *Cheryl Roberts made the motion to raise the employee salary minimum for discounted health insurance premiums to \$50,000 a year. The motion was seconded by Paul Prewozniak and carried unanimously.*

13. Board to receive report on Laboratory COLA accreditation:

- *Brian Wilkie, Lab Director, along with Debbie Teich and Dr. Hall, put in a great deal of work to ensure the RCHD lab is COLA accredited.*

14. Chief Nursing Officer's Report:

- *Tiana Wells, CNO, presented the chief nursing officer's report.*
- *Fully staffed. Hired several experienced PRN nurses who are being rotated in and out to gain experience in the Cerner system.*
- *Meaningful use flowing.*

15. CEO Report:

- *Jim Horton, CEO, presented the CEO report.*
- *Closed Session*

16. Board to consider and/or take action on entering into executive (closed) session pursuant to Texas Administrative Code Section 551.024- Personnel Matters:

- *Board entered closed session at 7:03pm, and came out of closed session at 7:47pm.*

17. Board to consider and/or take action on related to executive (closed) session:

- *No action taken.*

18. Set date/time for next meeting:

- *The next meeting was set for November 28th, 2018, at 6pm.*

19. Adjourn:

- *Tracy Clanton made the motion to adjourn at 7:48pm. The motion was seconded by Paul Prewozniak and carried unanimously.*

Paul Prewozniak, Board Secretary

Date

Rankin County Hospital District Board of Trustees
Board Meeting Minutes
November 28 2018

1. Call the Board Meeting to order:

- *Board President, Tracy Clanton, called the public hearing to order at 6:01pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, and Linda Dusek.*

3. Prayer:

- *Prayer led by Jim Horton, CEO.*

4. Approval of previous board meeting minutes minutes:

- *Paul made the motion to approve the minutes. The motion was seconded by Cheryl Roberts and carried unanimously.*

5. Public Comments:

- *None.*

6. Medical Staff Report:

- *Dr. Hall shared positive sentiment about the way things are going in the hospital. He stated that all is well and no concerns to share.*

7. Approval of Accounts Payable:

- *After brief discussion about the accounts payable, Cheryl Roberts made the motion to approve the accounts payable. Seconded by Linda Dusek and carried unanimously.*

8. Board to consider and/or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports. Linda made the motion to approve the financial reports. Seconded by Paul and carried unanimously.*

7. Board to consider and/or take action on raising the TCDRS retirement contribution match:

- *The board discussed the importance of providing a strong benefit package to recruit and retain quality employees. The current TCDRS retirement match is 175%. Many hospitals around us provide a higher match, ranging from 180% to 250%. The board felt it was prudent to make an increase, but not to the point that the hospital matches more money than the employee contributes. 200% match makes the employee contribution and the hospital contribution almost equal. Furthermore, Upton County matches at 200%. Cheryl made the motion to*

raise the TCDRS employer contribution from 175% to 200%. The motion was seconded by Paul and carried unanimously.

8. Chief Nursing Officer's Report:

- *Tiana Wells, CNO, presented the nursing report.*
- *We are 100% staffed and no agency nursing has been used since Tiana assumed the role of CNO.*
- *The new IV pumps will be in soon and training is currently taking place.*

9. CEO Report:

- *No report.*

10. Board to consider and/or take action on entering into executive (closed) session pursuant to Texas Administrative Code Section 551.024- Personnel Matters.

- *Entered closed session at 6:30 pm.*
- *Came out of closed session at 6:40 pm.*

26. Board to consider and/or take action related to executive (closed) session:

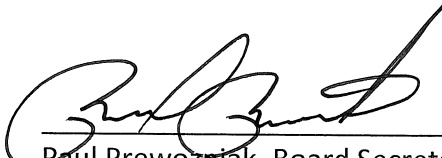
- *No action taken.*

27. Set date and time for next meeting:

- *The next meeting was set for Tuesday, December 18th, at 6pm.*

28. Adjourn:

- *Paul made the motion to adjourn at 6:44 pm. The motion was seconded by Linda and carried unanimously.*



Paul Prewozniak, Board Secretary

Date

12/18/18



Rankin County Hospital District
Board Member Installation

I, Linda Dusek, recognizing the important responsibility I am undertaking in serving as a member of the board of directors of the Rankin County Hospital District, hereby pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a board member. I acknowledge that my primary role is:

1. To contribute to defining the RCHD's mission and to govern the fulfillment of that mission, and;
2. To carry out the functions of the office of board member as outlined in the by-laws.

My role as a board member will focus on the development of board policies that govern the implementation of institutional plans and purposes.

I will exercise the duties and responsibilities of this office with integrity, professionalism, and due care.

RCHD Vice President
Board Position Held

November 2018- November 2022
Term of Office

Linda Dusek
Signature of Incoming Board Member

Installed by: Tracy Clanton
Tracy Clanton, Board President

12-18-18
Date:



Rankin County Hospital District
Board Member Installation

I, Paul Prewozniak, recognizing the important responsibility I am undertaking in serving as a member of the board of directors of the Rankin County Hospital District, hereby pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a board member. I acknowledge that my primary role is:

1. To contribute to defining the RCHD's mission and to govern the fulfillment of that mission, and;
2. To carry out the functions of the office of board member as outlined in the by-laws.

My role as a board member will focus on the development of board policies that govern the implementation of institutional plans and purposes.

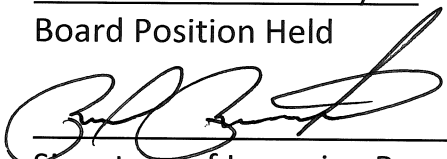
I will exercise the duties and responsibilities of this office with integrity, professionalism, and due care.

RCHD Board Secretary

Board Position Held

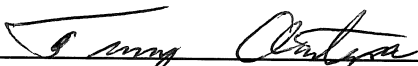
November 2018 – November 2022

Term of Office



Signature of Incoming Board Member

Installed by:



Tracy Clanton, Board President

12-18-18
Date:

**Rankin County Hospital District Board of Trustees
Board Meeting Minutes
December 18th, 2018**

1. Call the meeting to order:

- *Board President, Tracy Clanton, called the meeting to order at 6:01pm.*

2. Board member roll call:

- *RCHD Board Members present: Tracy Clanton, Paul Prewozniak, Cheryl Roberts, Linda Dusek, and Hal Hutchens.*

3. Prayer:

- *Prayer led by Jim Horton, CEO.*

4. Board to install re-elected board members Linda Dusek and Paul Prewozniak:

- *Both Linda and Paul read and signed the Board Member Installation Oath.*

5. Approval of previous minutes:

- *Cheryl Roberts made the motion to approve the minutes from the previous board meeting. The motion was seconded by Paul Prewozniak and carried unanimously.*

6. Public Comments:

- *No public comments.*

7. Medical Staff Report:

- *Provider, Brandon Sue, presented the medical staff report.*
- *Nothing new to report. Clinic and ER both running smoothly.*

8. Approval of Accounts Payable:

- *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
- *Linda Dusek made the motion to approve the Accounts Payable Report. The motion was seconded by Paul Prewozniak and carried unanimously.*

9. Board to consider/and or take action on Financial Reports:

- *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
- *Clinic revenue 8% ahead of budget.*
- *Operating expenses 9% under budget.*
- *Stats lower in most areas compared to prior year.*
- *Ideas were discussed on bond payments due each December. Jim and Tracy are looking in to the possibility of moving payments to January after Tax Revenue begins to flow.*

- *Motion was made by Linda to approve the minutes, seconded by Hal, and carried unanimously.*

10. Chief Nursing Officer's Report:

- *CNO, Tiana Wells, presented the CNO's report.*
- *For the first time ever, all employee health records are up to date.*
- *Nursing education and professional development will begin next month.*
- *Nearing completion of stage 3 quality measures.*
- *LTAC- potential swing bed source.*

11. CEO Report:

- *Jim Horton, CEO, discussed employee insurance renewal. The United Healthcare proposal came in with much lower premiums and better coverage than BCBS.*
- *Looking in to Health Savings Accounts.*
- *Will be providing RCHD employees with more information about Lighthouse services and what they do for the hospital.*
- *Cardiologist, Jerry Hild, will be seeing patients every 4th Monday at RCHD.*

12. Board to consider and/or take action on entering into executive session (closed) session pursuant to Texas Administrative Code Section 551.024- Personnel Matters.

- *The board decided not to enter into closed session.*
- *Jim Horton discussed the recent meeting with investigators, auditor, and other law enforcement regarding specifics of the ongoing investigation. Overall, the meeting was very positive with continued progress expected in the upcoming months.*

13. Board to consider and/or take action related to executive (closed) session:

- *None taken.*

14. Set date/time for next meeting:

- *The next meeting was set for January 23rd, 2019, at 6pm.*

15. Adjourn:

- *Tracy Clanton made the motion to adjourn at 6:51 pm. The motion was seconded by Cheryl Roberts and carried unanimously.*


Paul Prewozniak, Board Secretary

Date

1-23-2019