

**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
January 18<sup>th</sup>, 2017**

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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, Linda Dusek, Paul Prewozniak, and Cheryl Roberts.*
3. **Prayer:**
  - *Prayer led by Jim Horton, CEO.*
4. **Approval of previous minutes:**
  - *After correcting the minutes to show that board member, Hal Hutchens, was not present, Linda Dusek made the motion to approve the minutes from the December 21<sup>st</sup>, 2016 board meeting. The motion was seconded by Cheryl Roberts and carried unanimously.*
5. **Public Comments:**
  - *No public comments.*
6. **Medical Staff Report:**
  - *Provider, Lindsey Bownds, discussed upcoming time studies the medical staff plans to conduct with a sample of patients. The goal is to identify ways in which patient flow in, and out of the clinic can be improved. Mrs. Bownds indicated that the study will be conducted both before, and after the new window is installed. Lastly, Mrs. Bownds reminded the board of the upcoming aesthetic training her and Allen Graham will be attending.*
7. **Approval of Accounts Payable:**
  - *Leticia Fox, CFO, presented the accounts payable report. While most board questions were answered in a previously held finance committee meeting, Mrs. Fox did discuss plans to acquire an RCHD credit card to be used for purchases larger than the debit card's \$300 a day limit allow. Linda Dusek made the motion to approve the accounts payable report. The motion was seconded by Paul Prewozniak and carried unanimously.*
8. **Board to consider/take action on Financial Reports:**
  - *Leticia Fox, CFO, presented the financial reports. Revenue for the month of December came in under the projected amount; however, revenue for the year is*

sill above projections. Mrs. Fox noted increased EMS collections and expects an upturn in tax revenue over the coming weeks. As a result of old, uncollectable AR, an adjustment of \$600,000 - \$700,000 is expected to be made during the audit, putting days in AR at approximately 46. In closing, Mrs. Fox clarified that the 2013 UC Tool Recoupment is included in AP liabilities, and also attributed an increase in operating expenses from prior year to a recent payment to the Upton County Tax Assessor. Cheryl Roberts made the motion to approve the financial reports. The motion was seconded by Linda Dusek and carried unanimously.

**9. Board to consider/and or take action on letter to Crockett County Judge regarding inmate patients:**

- In response to a recent incident involving an inmate patient from Crockett County, Jim Horton composed a letter to the Crockett County Judge expressing his concerns. Mr. Horton highlighted details of the Emergency Medical Treatment and Active Labor Act (EMTALA), which states that emergency medical treatment cannot be delayed due to financial circumstances. While Mr. Horton feels that Crockett County may be inclined to send inmates elsewhere for medical care moving forward, the board, as a whole, requested information regarding Crockett County indigent policies. Any standing agreements between the Upton County Jail and Crockett County will also be reviewed if needed.

**10. Marketing/Community Relations Report:**

- Corey Owens, Marketing Director, presented the marketing report. Mrs. Owens presented the details of the recently launched health initiative benefiting both employees, and the general public. Main components of the health initiative include a public soup and salad bar, healthy vending options, and readily available drinking water in all departments. Mrs. Owens also presented an article recently published in the TORCH "Rural Matters" magazine highlighting RCHD. The article will appear in the Winter 2017 issue. In closing, with the help of Rural Health Clinic Director, Rose Allman, Mrs. Owens discussed the results of recently submitted patient satisfaction surveys. While surveys indicated that the clinic is doing a great job, Mrs. Allman noted that they're constantly looking for ways to improve.

**11. Chief Nursing Officer's Report:**

- Brandy Cruz, CNO, presented the nursing report. Mrs. Cruz reported several new hires within the nursing department including both PRN, and full-time nurses. Mrs. Cruz also discussed plans for nursing education in March and April. ACLS, PALS, and basic burns/trauma training will be required for all nursing staff.

**12. CEO Report:**

- Jim Horton discussed the timeline of the upcoming Cerner conversion. While the go-live date is February 18<sup>th</sup>, 2018, weekly meetings are already underway to

ensure the process is as smooth as possible. Multi-view, the computer program used on the financial side of Cerner, will go live in May of 2017. This includes AP, Payroll, and General Ledger. Business Office Manager, Kathy Parker, discussed the need to use CPSI through FY 2018, but added that in the spring of 2017, RCHD will no longer use Truebridge for billing. This will result in significant savings as RCHD is currently paying Truebridge 8% of collected payments.

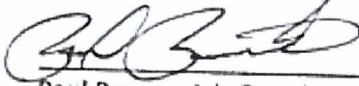
- Mr. Horton will visit with orthopedic surgeon, Dr. McFee, on the 23<sup>rd</sup> to discuss the possibility of seeing patients at RCHD. There will be more to report on this matter next month.
- Mr. Horton also met with Dr. Edwards, a friend of Dr. Hall, who is being considered as a back-up when Dr. Hall takes leave later this year. While no terms have been set, Mr. Horton feels confident the cost to RCHD will be minimal if he were to come on board. Cheryl Roberts requested clarification on the terms of Dr. Hall's existing contract before moving forward with adding a back-up physician.
- In closing, Mr. Horton discussed the upcoming critical access meeting RCHD will be hosting. While the agenda has not been finalized, Craig Carter is confirmed to speak, as well as Brent Fuller, a critical access financial expert.

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

- The next meeting was set for February 15<sup>th</sup>, 2017, at 6pm.

**15. Adjourn:**

- Tracy Clanton made the motion to adjourn at 7:00pm. The motion was seconded by Paul Prewozniak and carried unanimously.

  
Paul Prewozniak, Board Secretary

2/15/2017  
Date



**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
February 15<sup>th</sup>, 2017**

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**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, Linda Dusek, Paul Prewozniak, Cheryl Roberts, 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. Dr. Hall recognized provider Brandon Sue for being named employee of the month, and also acknowledged Dara Williams' consistent quality work on the QA report. Dr. Hall then turned his attention to the recent issues with treating inmates and guard supervision. RCHD's policy states that each inmate must be accompanied by a guard, meaning a 1:1 inmate/guard ratio. In recent visits, two inmates were being escorted by one guard, which poses a risk to hospital staff, patients, and visitors. Furthermore, the jail's trustee inmate was not wearing handcuffs during his visit which was also concerning to staff. Hal Hutchens stated that the jail had recently changed its policy to a 1:1 inmate/guard ratio, and also noted that trustee inmates are considered very low risk. Mr. Horton acknowledged the low risk, but clarified that RCHD's policy does not distinguish between regular inmates and trustee inmates.*
- *Mr. Hutchens added that Sherriff Dan Brown was upset with the letter Mr. Horton sent to both the Upton, and Crockett County judges regarding a previous incident in which a Crockett County inmate being housed in Upton County was seen in the ER. Mr. Horton explained that it was never his intention to upset anyone, or go over anyone's head. He felt that it was ultimately a Crockett County issue and only sent the Upton County judge a copy of the letter to keep*



him in the loop. Mr. Horton noted that he would reach out to Dan Brown and attempt to clear the air on the matter.

- Provider Lindsey Bownds gave a brief presentation over the aesthetic services RCHD will soon be offering. Description of services, cost per treatment, recommended treatment charge, and projected rates of returning customers were all discussed. Mrs. Bownds explained the capabilities of a Dermafrac machine and the projected benefits of purchasing one. Lastly, Mrs. Bownds detailed the Dermafrac proposal from Genesis Biosystems.
- Mr. Horton noted that while the Dermafrac machine is not in the current budget, savings were found in other departments that would cover the purchase.

**7. Approval of Accounts Payable:**

- The month's accounts payable report was presented in the finance committee meeting held prior to the regular board 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/take action on Financial Reports:**

- Mr. Horton introduced CPA Traci Anderson, RCHD's new CFO.
- Mrs. Anderson noted that patient receivables were up and that more swing bed payments should be arriving soon. Business Office Manager, Kathy Parker, noted that some of the swing bed payment were hung up, but that she identified the issue and is currently working to resolve them. Mrs. Anderson pointed out that the month contained three pay periods, resulting in higher than usual salary costs. She also added that there may be other areas of investment with higher returns the hospital should consider.
- Mrs. Anderson expects around \$1 million in AR to be adjusted and ultimately written off by the auditors. Linda Dusek stated that it will be nice to receive a consistent report with true numbers moving forward. While current AR is in the neighborhood of 130 days, Traci feels the goal should be 50-60 days. Kathy Parker added that they're seeing fewer and fewer rejections.
- Mrs. Anderson presented the monthly statistic report noting strong swing bed numbers in comparison to prior year. Linda Dusek asked that aesthetic services be added to the statistic report when they're up and running. Mr. Horton detailed bank account balances and discussed plans to move the Security Bank CD to a bank with better returns.
- Linda Dusek asked Mr. Horton if he would explain the separation of duties between Kathy Parker and Ernie Cruz. He explained that Kathy would handle the proof of cash report and the reconciling of bank accounts. Mrs. Parker noted that while Trish posts payments everyday, she personally handles the contractuals. Linda Dusek voiced concern that the auditors may feel there's not enough separation in duties with this particular area. Mrs. Anderson stated that in small hospitals it's often impossible to avoid those types of situations, but

*when the new payroll system is implemented, she will have more involvement in the process. Ernie will be responsible for overseeing AP. Mr. Cruz stated that Mayra inputs the AP information, he double checks for accuracy, and then gives the ok to cut the checks. The departments are coded and Mayra assigns each payment accordingly.*

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

**9. Board to consider/and or take action on 4<sup>th</sup> Quarter 2016 QA Report:**

- *Director of Imaging Services, Dora Williams presented the QA report. Mrs. Williams reported a minor issue with the 72 hours dispense meds where the patient had received the correct meds, but it had been logged wrong on the documentation side. Mrs. Williams also noted a mix up with one of the consent forms. While it's still unclear where the mix up occurred, all departments involved are taking a closer look at procedures to ensure it doesn't happen again.*
- *Cheryl Roberts made the motion to approve the QA report. The motion was seconded by Linda Dusek and carried unanimously.*

**10. Board to consider/and or take action on purchase of the Genesis Biosystem Dermafrac:**

- *Cheryl Roberts made the motion to approve the purchase of the Dermafrac machine based on the finding of unused, budgeted funds from other departments which would cover the expense. The motion was seconded by Tracy Clanton and carried unanimously.*

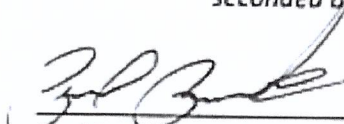
**11. Chief Nursing Officer's Report:**

- *Brandy Cruz, CNO, presented the nursing report. Mrs. Cruz stated that while they haven't seen an overwhelming amount of flu cases, they are seeing some. Cheryl Roberts added that many of this year's flu shots have been ineffective. Mrs. Cruz reported 7 new PRNs, 6 of which will be attending TMCC at the end of March.*

**12. CEO Report:**

- *Jim Horton discussed the latest happenings with the Cerner conversion, noting that Ernie Cruz has taken on a majority of the workload up to this point. Mr. Cruz added that on March 27<sup>th</sup>, RCHD will hold the leadership alliance portion of the conversion, and plans on keeping the community involved. Mr. Horton detailed the success of the newly added public salad bar which saw 495 visits in the first month, with roughly \$600 in cost. Details of the upcoming Regional Critical Access Meeting, which RCHD is hosting, were discussed. Representatives from Genemed, Dubin and Associates, Jackson and Carter LLC., and RCHD will all be presenting. In closing, Linda Dusek asked Traci Anderson how comfortable she is with Cerner. She explained that the program she will be using the most is Multi-View, which goes live May 1<sup>st</sup>.*

13. Executive/closed session pursuant to Texas Government Code Section 551.074 regarding personnel matters
  - Board members went into executive session at 7:18 pm, and came out at 8:01pm.
14. Board to consider/and or take action on personnel matters discussed in closed session:
  - No action taken.
15. Set date/time for next meeting:
  - The next board meeting was set for March 22<sup>nd</sup>, 2017, at 6pm.
16. Adjourn:
  - Tracy Clanton made the motion to adjourn at 8:03 pm. The motion was seconded by Paul Prewozniak and carried unanimously.

  
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Paul Prewozniak, Board Secretary

3/22/2017  
Date



**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
March 22<sup>nd</sup>, 2017**

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**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.*

**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, noting that "TMCC" should actually be "TNCC." The motion was seconded by Tracy Clanton and carried unanimously.*

**5. Public Comments:**

- *No public comments.*

**6. Board to consider and/or take action on 2016 Audit Report:**

- *Presentation of the 2016 Audit Report was postponed until the next meeting.*

**7. Medical Staff Report:**

**a. Board to consider/and or take action on the reappointment of Chris Hall, M.D.**

- *Dr. Christopher Hall presented the medical staff report, noting that everything was currently going very well. Provider Allen Graham discussed the upcoming launch of aesthetic services, including an employee skincare seminar on April 2<sup>nd</sup>, and a community open house event on April 12<sup>th</sup>. Allen reported a great deal of positive feedback with the addition of these services.*
- *Paul Prewozniak made the motion to reappoint Dr. Chris Hall, M.D. The motion was seconded by Cheryl Roberts and carried unanimously.*

**8. Approval of Accounts Payable:**

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

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

- *Mr. Horton presented the financial reports while CFO, Traci Anderson, was stuck in traffic. Mr. Horton began by pointing out that old, uncollectable AR is still bringing the "days in AR" average down, but it has still improved significantly*

over the past year. This uncollectable debt will be placed in "bad debt" after the current audit.

- The 2016 Tax Collection Report was reviewed, showing totals from 10/1/16-2/28/17.
- While February was relatively slow, the statistics report showed March to be much busier. Swing beds were up 98.7% from prior year, with Physical Therapy seeing an increase from prior year as well.
- (Mrs. Anderson arrived at 6:15 pm) Mrs. Anderson noted that prior year shows more money in operations, but that the majority of that was bond money. Liabilities have reduced by 3.5 million from this time last year, while the fund balance has increased by 3.2 million. Mrs. Anderson reported that RCHD sent in a \$353,000 IGT payment, and ended up getting back a total of \$452,000. In closing, Mrs. Anderson explained that this year's provider salary expense is higher than budgeted due to a miscalculation in projected hours worked. Overall, our operating expenses are well under budget.
- The financial reports were approved by unanimous consent.

**10. Board to consider and/or take action on Non-Discrimination Policy:**

- Cheryl Roberts made the motion to approve the Non-Discrimination Policy. The motion was seconded by Paul Prewozniak and carried unanimously.

**11. Board to consider and/or take action on approval of Department Policy Manuals:**

- Cheryl Roberts noted that if the medical staff is not already involved with making, or reviewing department policies, it would be good practice to begin doing so.
- Cheryl Roberts made the motion to approve the Department Policy Manuals
- (Compliance, QA, Fire Safety, Lab, Radiology, Nursing, Clinic, Administration, Indigent and Charity, Medical Records, Dietary, Housekeeping, Finance/Business Office, Physical Therapy, EMS, Pharmacy, Infection Control, ER, Swing Bed, Risk Management.) The motion was seconded by Tracy Clanton and carried unanimously.

**12. CEO Report:**

- Jim Horton discussed the latest happenings with the Cerner conversion, noting that Ernie Cruz has taken on a majority of the workload up to this point. Mr. Cruz added that on March 27<sup>th</sup>, RCHD will hold the leadership alliance portion of the conversion, and plans on keeping the community involved. Optimum and Multiview are set to go live on May 1<sup>st</sup>, with the final phases currently in motion. Cheryl Roberts asked for clarification as to whether Optimum and Multiview would be integrated or interfaced. Mr. Cruz stated they would be interfaced.

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

- The next board meeting was set for April 26th, 2017, at 6pm.

14. Adjourn:

- *Tracy Clanton made the motion to adjourn at 6:34 pm. The motion was seconded by Paul Prewozniak and carried unanimously.*

  
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Paul Prewozniak, Board Secretary

4/26/17  
Date



# **RANKIN + COUNTY HOSPITAL DISTRICT**

## **Finance Committee Meeting April 25, 2017**

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### **Minutes**

**1). Call to order.**

- The meeting was called to order by Linda Dusek at 1:00. Those present were: Linda Dusek, Cheryl Roberts, Ernie Cruz, and Jim Horton with Traci Anderson, CFO, on the phone.

**2). Approve minutes.**

- Previous minutes were unanimously approved.

**3). Review and discuss the March 2017 Financial Report**

- March 2017 financials were reviewed and discussed. The Operations Summary for the month showed that inpatient revenue was down, however, outpatient revenue was strong for the month. Expenses are being kept below budget. Tax revenue is over 97% collected, so very little tax revenue hit in March which would have added to the bottom line. The previous CFO recorded actual tax collections in real time so the first few months of the fiscal year show huge profits because of large tax payments but then the last few months show huge losses because there are no more taxes to collect. Next year Traci will spread our tax collections over 12 months so the picture is more accurate throughout the year. Overall, we show a positive bottom line of 3.6M for the year which is very strong. The balance sheet shows a very strong cash position with 4.2M in our operating funds. Our Accounts Receivable is still high, but the audit will correct this and we will have a true picture of both our AR and our AP after the adjustments are made. Overall our fund balance has grown from 8.5M to 11M since last year.

**4). Review and discuss the 2016 Audit**

- The 2016 audit was discussed at length. Overall the audit was very good. We showed a 16% increase in our net position compared to a 15% decrease in net position in 2015. Our expenses were down and our operating revenue was up. Deficiencies and findings were much fewer than last year. Brent Fuller from Durbin and Associates will be at the board meeting to present the audit report tomorrow night.

**5). New Business – None**

**6). Adjourn – The meeting was adjourned at 3:10 pm.**

Rankin County Hospital District  
1611 Spur 576 – Rankin, TX 7977  
Tel. (432)693-1200 Fax (432)693-1296

**Mission Statement:** To honor God in all we do by providing superior service and support to our patients, clients, families, employees, and the health care community. To this end, we will always strive to create a caring, responsive environment that will nurture individual growth, focus on teamwork, and foster meaningful community relations.

State of Texas – Upton County

April 12, 2017

**Notice:** is hereby given that the Board of Directors of Rankin County Hospital District, the city of Rankin, Upton County, Texas, will hold a Board meeting on Wednesday, April 26, 2017 at 6:00 p.m. in the RCHD Board Room in the Rankin County Hospital, Upton County, Texas to consider matters in the Agenda set out below. Witness my hand this the 12<sup>th</sup> day of APRIL, 2017.

Jim Horton, CEO  
Jim Horton, CEO

**AGENDA  
Board Meeting  
April 26, 2017**

1. Call the Meeting to Order
2. Board Member Roll Call
3. Prayer
4. Approval of Previous Meeting Minutes
5. Public Comments: Limit of 3 minutes per person and must sign up to speak
6. Board to consider and/or take action on 2016 Audit Report.
7. Medical Staff Report
8. Approval of Accounts Payable
9. Board to consider and/or take action on Financial Reports
  - a. Chief Financial Officer's Report
    - i. March 2017 Financial Reports
    - ii. Discussion from Finance Committee Chair
10. Board to consider and/or take action on 2017 QA/PI Plan
11. Board to consider and/or take action on Approval of Department Policy Manuals
12. CEO Report
  - a. Cerner/Multiview/Optimum Electronic Health Record Conversion Update
  - b. *The Capitol Voice* – Handout From TORCH
13. Set date/time for next meeting
14. Adjourn

**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
April 26<sup>th</sup>, 2017**

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**1. Call the meeting to order:**

- *Board President, Tracy Clanton, called the meeting to order at 6:02pm.*

**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 Linda Dusek and carried unanimously.*

**5. Public Comments:**

- *Jeanette Paige chose to speak after the audit.*

**6. Board to consider and/or take action on 2016 Audit Report:**

- *The 2016 audit report was presented by Brent Fuller of Durbin and associates. Mr. Fuller detailed all aspects of the audit, noting great reimbursement and an incredible turnaround in the hospital's cash position from prior year. Mr. Fuller briefly discussed the hospital's long term debt and how to record the interest payments. In closing, Mrs. Dusek asked if the recommended AR adjustments should be made now, or at the end of the fiscal year. Mr. Fuller recommended doing it now.*
- *Linda Dusek made the motion to approve the 2016 audit report. The motion was seconded by Paul Prewozniak and carried unanimously.*

**7. Medical Staff Report:**

- *Dr. Christopher Hall presented the medical staff report, noting that the Clinic, ER, and Swing Bed Program were all very busy. He touched on the early success of the aesthetic procedures and skin care product sales. Linda Dusek asked Dr. Hall how often he gets calls from our providers with medical questions. Dr. Hall felt that on average, he gets roughly 1 call per day due to the wide range of swing bed patients RCHD treats.*

**8. 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.*



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

- *Jim Horton, CEO, presented the financial reports. After giving a detailed summary of current account balances, statistics, and current tax revenue, Mr. Horton discussed the tax outlook for FY 2018. With new legislation, the current rollback rate of 7.9 would be reduced to 4.9, putting RCHD in very good shape.*
- *While swing bed revenue was down in March, outpatient revenue was up. Actual swing bed days remain up from prior year, with average swing bed length of stay up nearly 50%.*
- *In closing, Linda Dusek reiterated the need to explore other investment opportunities with higher returns as we move forward.*
- *Cheryl Roberts made the motion to accept the financial reports. The motion was seconded by Paul Prewozniak and carried unanimously.*

**10. Board to consider and/or take action on 2017 QA/PI Plan:**

- *Hal Hutchens made the motion to approve the Non-Discrimination Policy. The motion was seconded by Cheryl Roberts and carried unanimously.*

**11. Board to consider and/or take action on approval of Department Policy Manuals:**

- *This item was approved in the March board meeting and was added to the agenda in error.*

**12. CEO Report:**

- *Jim Horton discussed the latest happenings with the Cerner/Multiview/Optimum conversion, including details of the on-site trainings. Project manager, Ernie Cruz, discussed the recently completed "system review," which is the 2<sup>nd</sup> key event in the overall process. While the next key Cerner event will not take place until July, Multiview and Optimum will go live May 1<sup>st</sup>.*
- *AT&T internet services were recently upgraded to fiber connections. This will not only help connection speeds, but should also save money.*
- *In closing, Mr. Horton shared details from the "Capitol Voice," a TORCH publication that relays updates on federal and state issues impacting Texas rural hospitals. Although rural hospitals have not been affected thus far in the current legislative session, there are still several hurdles to clear moving forward.*

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

- *The next board meeting was set for May 17th, 2017, at 6pm.*

**14. Adjourn:**

- *Tracy Clanton made the motion to adjourn at 7:34 pm. The motion was seconded by Paul Prewozniak and carried unanimously.*

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Paul Prewozniak, Board Secretary

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Date



**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
May 17<sup>th</sup>, 2017**

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**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 with the correction of agenda item 2. (Linda Dusek's name was inadvertently left off the board member roll call.) 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 smooth day-to-day operations in both the clinic, and ER. The quarterly Rural Health Clinic Patient Satisfaction Survey showed that patients continue to value and trust the health care they receive at the RCHD clinic. Consistent with the previous quarter's findings, the RCHD clinic providers and staff are perceived as caring, knowledgeable, and accessible.*

**7. Approval of Accounts Payable:**

- *The Accounts Payable Report was reviewed in a prior finance committee meeting. After a brief discussion, 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:**

- *Traci Anderson, CFO, presented the financial reports. After providing a detailed summary of current financials and bond balances, Ms. Anderson noted that net operating revenue was up from prior year, while operating expenses were down 12% from prior year.*
- *Linda Dusek questioned what "other assets" were on the balance sheet. The current amount shown, \$725,823, is the same exact amount as prior year. Traci*



*explained that it's more than likely pension since the auditors didn't address it, but that she'd research further for certainty.*

- *Traci and Jim discussed RCHD's current tax rate, tax revenue, and possible tax scenarios for the upcoming fiscal year.*
- *Cheryl Roberts made the motion to approve the financial reports. The motion was seconded by Linda Dusek and carried unanimously.*

**9. Board to consider and/or take action on Nurse Staffing Plan:**

- *Cheryl Roberts stated that all requirements of the plan were met. Hal Hutchens made the motion to approve the Nurse Staffing Plan. The motion was seconded by Paul Prewozniak and carried unanimously.*

**10. Board to consider and/or take action on Credit Card Policy:**

- *Cheryl Roberts made the motion to approve the Credit Card Policy. The motion was seconded by Paul Prewozniak and carried unanimously.*

**11. Board to consider and/or take action on issuing RFP for CDs maturing in June, 2017:**

- *Traci discussed the possibility of treasury bills with higher returns. If a RFP is issued, Eric Barbee with Happy Trust Company will be sending over a proposal detailing investment options. Paul Prewozniak made the motion to issue a RFP for CDs maturing in June, 2017. The motion was seconded by Cheryl Roberts and carried unanimously.*

**12. Marketing Report:**

- *Marketing Director, Corey Owens, presented the marketing report. Mrs. Owens highlighted details of the proposed community garden project. Upton County, The City of Rankin, Rankin ISD, and RCHD have all committed specific resources to the project. A materials cost proposal was submitted to the Barbados Committee and will go under review in July.*
- *In honor of staff appreciation week, each Rankin ISD staff member was given a free one-month membership to the RCHD Wellness Center.*

**13. CEO Report:**

- *Jim Horton discussed the latest happenings with the EHR conversion.*
- *Project manager, Ernie Cruz, discussed the transition to Multiview and Optimum. Mr. Cruz noted minor kinks with GLs and benefits, but overall, great progress continues to be made on a consistent basis. All staff deadlines and requirements are continually being met.*

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

- *The next meeting was scheduled for Tuesday, June 27<sup>th</sup>, 2017 at 6pm.*

15. **Adjourn:**

- *Tracy Clanton made the motion to adjourn at 7:12pm. The motion was seconded by Hal Hutchens and carried unanimously.*

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Paul Prewozniak, Board Secretary

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Date

Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
June 27<sup>th</sup>, 2017

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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:
  - *Linda Dusek made the motion to approve the minutes from the previous board meeting with the correction of the following:*
    - *change Traci Anderson's title to "CFO," rather than "CEO" (item 8)*
    - *correct the spelling of Ms. Anderson's name*
  - *The motion was seconded by Cheryl Roberts and carried unanimously.*
5. Public Comments:
  - *No public comments.*
6. Medical Staff Report:
  - *Allen Graham presented the medical staff report. The clinic and ER continue to run smoothly with no recent issues. Aesthetic services continue to grow with roughly 22 visits in May.*
7. Approval of Accounts Payable:
  - *The Accounts Payable Report was reviewed in a prior finance committee meeting. After a brief discussion, Hal Hutchens made the motion to approve accounts payable. 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. After providing a detailed summary of current financials and bond balances, Ms. Anderson noted that May was a very good month in terms of patient revenue. Cash remains steady with total operating costs resting 20% below prior year. Accounts payable is down roughly one million from prior year, while the fund balance has grown to \$1.7 million (including the UC payable.)*



- *While admissions and observations are slightly down from prior year, swing bed stays are up 178%, with PT and Lab showing increases as well.*
- *In closing, Ms. Anderson added that 101.2% of tax revenue has been received.*
- *Linda Dusek made the motion to approve the financial reports. The motion was seconded by Cheryl Roberts and carried unanimously.*

**9. Board to consider and/or take action on Local Depository Contract:**

- *The local depository contract was reviewed prior to this meeting. Hal Hutchens made the motion to accept the local depository contract. The motion was seconded by Paul Prewozniak and carried unanimously.*

**10. Board to consider and/or take action on Investment Proposals:**

- *After researching and discussing investment options, it was clear that Happy State Bank offered the greatest returns for RCHD. Cheryl Roberts made the motion to grant CEO, Jim Horton, the power to cash in all existing CD's. From there, \$850,000 will be invested in a Happy State Bank CD, \$750,000 will be invested in a Fidelity Money Market Account, and the remaining \$100,000 will be transferred to RCHD's local checking account with First State Bank of Rankin. The motion was seconded by Paul Prewozniak and carried unanimously.*

**11. Board to consider and/or take action on Quarterly QA Report:**

- *Jim Horton presented the Quarterly QA Report prepared by Dora Williams. The report showed consistent improvement in verifying consent forms are properly signed, as well as the need for repeat x-rays. An EMS response time issue was identified and adjustments were made. When a call comes through, the EMS crew has a maximum of 4 minutes to report to the station. Linda Dusek made the motion to approve the Quarterly QA Report. The motion was seconded by Paul Prewozniak and carried unanimously.*

**12. CEO Report:**

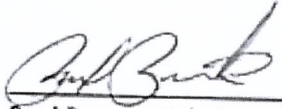
- *Jim Horton discussed progress with the Cerner conversion, noting that Traci Anderson is doing a good job with Multiview considering they've only provided one day of actual training. They have since committed to sending a team down next month to walk Traci through month-closing procedures.*
- *In closing, Mr. Horton gave a brief legislature update. With RCHD being Medicare-driven, Mr. Horton doesn't expect to see too many changes (for the time being.)*

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

- *The next meeting was scheduled for Wednesday, July 26<sup>th</sup>, 2017 at 6pm.*

14. Adjourn:

- *Tracy Clanton made the motion to adjourn at 6:42pm. The motion was seconded by Cheryl Roberts and carried unanimously.*

  
\_\_\_\_\_  
Paul Prewozniak, Board Secretary

7/26/17  
Date

**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
July 26<sup>th</sup>, 2017**

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**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, and Linda Dusek.*

**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:**

- *Allen Graham presented the medical staff report. The clinic and ER continue to run smoothly with no recent issues. Aesthetic services remain steady with Mr. Graham reporting 14 visits for the month.*

**7. Approval of Accounts Payable:**

- *The Accounts Payable Report was reviewed in a prior finance committee meeting. After a brief discussion, Linda Dusek made the motion to approve accounts payable. 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. After providing a detailed summary of current financials and bond balances, Ms. Anderson noted that while patient revenue was down for the month, total revenue is 3.3 million ahead of projections.*
- *Cash on hand is up 2.2 million from prior year.*
- *With next month's bond payment, long-term debt will go down.*
- *Fund balance up 1.6 million from prior year.*
- *CEO, Jim Horton, discussed the recent ½ billion-dollar tax valuation increase which will allow RCHD to drop tax rate roughly 4.5-5 cents. Mr. Horton proposed setting a tax rate of 0.25788, which will require 3 public hearings to adopt.*



- With 680k in outstanding EMS receivables, Linda Dusek suggested meeting with the Emergency Services District to discuss the possibility of sharing more of the expense associated with running an EMS department.
- Cheryl Roberts 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 assigning signors for the Happy Trust account:**

- Cheryl Roberts made the motion to assign both Jim Horton, and all current RCHD board members as signors on the Happy Trust account. The motion was seconded by Linda Dusek and carried unanimously.

**10. Board to consider and/or take action on contracts for Mark Edwards, MD, and Kristy Edwards MD:**

- Mr. Horton explained the details of the recently negotiated contracts for MD coverage in the event that Dr. Hall cannot be present. While both physicians will be considered part-time, it will still count towards TCDRS accruals. Allen Graham is currently handling the documentation needed to bring both MDs on board.
- Linda Dusek made the motion to accept the contracts for Mark Edwards, MD, and Kristy Edwards, MD. The motion was seconded by Paul Prewozniak and carried unanimously.

**11. CEO Report:**

- Jim Horton discussed progress with the Cerner conversion. Project manager, Ernie Cruz, provided specific details.
- Mr. Cruz briefly outlined the executive status summary, noting a significant increase in activity. Interface calls are underway and a mock "go-live" has been scheduled for September 18<sup>th</sup>.
- In response to Linda Dusek's question, Mr. Cruz explained that "DCW," which is used throughout the summary, stood for Data Collection Worksheet. These help each department organize data, making the input process much easier.

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

- The next meeting was scheduled for Wednesday, August 23<sup>rd</sup>, 2017 at 6pm.

**14. Adjourn:**

- Tracy Clanton made the motion to adjourn at 6:50pm. The motion was seconded by Cheryl Roberts and carried unanimously.

  
\_\_\_\_\_  
Paul Prewozniak, Board Secretary

8-23-2017  
Date

**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
August 23<sup>rd</sup>, 2017**

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**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, as well as the minutes from the August 14<sup>th</sup> special tax meeting. The motion was seconded by Linda Dusek and carried unanimously.*

**5. Public Comments:**

- *No public comments.*

**6. Medical Staff Report:**

- *Allen Graham presented the medical staff report. Both Allen Graham and Brandon Sue completed the Cerner Super User training. With many of the providers having used Cerner in the past, he expects a smooth conversion.*
- *Lindsey Bownds attended a Women's Health Conference in Denver and brought back a great deal of useful information for the clinic.*
- *Allen briefly discussed the ongoing efforts to allow mid-level providers to operate on their own (not under a Medical Doctor's license.) Both the AMA and Texas Medical Association strongly oppose the idea, but it could still happen several years down the road.*

**7. Approval of Accounts Payable:**

- *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
- *Regarding the purchase of two cardiac monitors, EMS Director, Shanna Woolf, explained that the hospital would be reimbursed for these charges with JRAC grant money.*
- *Linda Dusek made the motion to approve accounts payable. 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. Ms. Anderson noted a net loss for the month, but had the tax money been distributed equally over the full year, no loss for the month would have occurred.
- \$3.5 million in net revenue YTD, \$2.9 million ahead of budget
- \$1.7 million ahead in projected fund balance
- After dissecting patient receivables, Ms. Anderson determined that some minor adjustments would need to be made in August or September.
- Stat report showed swing bed days up 166%, continued PT growth, and an increase in ER visits and labs.

**9. Board to consider and/or take action on approval of 2017-2018 RCHD Budget:**

- CEO, Jim Horton, presented the 2017-2018 budget, highlighting the following:
  - Clarification of "contingent capital request" items. These items (above \$5,000), if needed, would require board approval to purchase.
  - Now that bond interest payments will be recorded as an expense, overall expenses are projected to increase slightly.
  - Possible 40% increase in employee health care costs.
  - Exploring the idea of bringing in a cardiologist periodically.
  - One full-time employee will be added in the wellness center, one current part-time maintenance employee will become full-time, and one PRN position will be added in the pharmacy.
- Hal Hutchens made the motion to approve the 2017-2018 budget. The motion was seconded by Paul Prewozniak and carried unanimously.

**10. Board to consider and/or take action on auction of RCHD property:**

- Mr. Horton discussed the ongoing issues with the brick house on Severn Street and the possibility of selling it. While Ty and his crew do their best to maintain the property, it's becoming increasingly clear that the issues with the home outweigh the benefits. The current RCHD employee residing on the property will be given plenty of notice before an auction takes place.
- Cheryl Roberts made the motion to authorize Jim Horton to pursue auction of 501 Severn and solicit bids at a point in time he deems acceptable. The motion was seconded by Hal Hutchens and carried unanimously.

**11. Board to receive report from Shanna Woolf, EMS Director:**

- Mrs. Woolf gave an overview of the current ambulance fleet, noting that 302 and 105 are the two used the most. Ambulance 301 is used as back-up and ambulance 106 is not currently used. The Emergency Services District purchased two load systems at \$25,000 each. Mrs. Woolf is currently in the process of writing grants for assistance with department costs.

**12. Board to receive report from Corey Owens, Marketing and Director:**



- Mrs. Owens discussed the latest community involvement including the recent RISD staff luncheon. RCHD hosted an RISD employee luncheon to welcome them back to school. RCHD plans to cook over 300 hamburgers at the upcoming "Meet the Red Devils" tailgate event. Lastly, Mrs. Owens discussed the RCHD Health Fair that will be held in October. Along with each RCHD department, several outside health related organizations will have booths at the event. The fair will include a United Blood Services blood drive and RCHD will be taking part in a "Shattered Dreams" presentation on this day as well.

13. CEO Report:

- CEO, Jim Horton, gave updates on the Cerner project, noting that everything is running smooth and on schedule.

14. Set date/time for next meeting:

- The next meeting was set for September 21<sup>st</sup>, 2017, at 6pm.

15. Adjourn:

- Linda Dusek made the motion to adjourn at 7:33pm. The motion was seconded by Hal Hutchens and carried unanimously.

  
Paul Prewozniak, Board Secretary

9/21/2017  
Date

**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
September 21<sup>st</sup>, 2017**

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- 1. Call the meeting to order:**
  - *Board President, Tracy Clanton, called the meeting to order at 6:05pm.*
- 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:**
  - *Cheryl Roberts made the motion to approve the minutes from the previous board meeting, as well as the minutes from the September 6<sup>th</sup> special tax meeting (with board member roll call correction.) 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 smooth and steady day-to-day operations.*
  - *Rural health clinic passed its survey with an "excellent" status.*
  - *Linda Dusek asked Dr. Hall how he felt about the new analyzer the lab was looking to purchase. Dr. Hall stated that the machine would have the capability to run several common labs that are currently being sent off, saving money and time in the long run.*
- 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:**
  - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
  - *While the bond interest payment caused a net loss for the month, YTD revenue is 2.4 million ahead of projections.*
  - *The \$800,000 out in AR was identified as uncollectable ambulance charges and will be adjusted.*

- *While ER visits have plateaued, clinic visits are up and swing bed days are up 76% from prior year.*
- *Cheryl Roberts 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 Tuition Agreements for Afton Ellison & Brandy Cruz:**

- *Director of Nurses, Brandy Cruz, and Registered Nurse, Afton Ellison, will both begin pursuing their BSN to fine-tune their leadership and critical thinking skills within the realm of nursing.*
- *Cheryl Roberts made the motion to approve both tuition agreements (under the condition that if they do not complete the program, they pay RCHD back for tuition costs.) The motion was seconded by Linda Dusek and carried unanimously.*

**10. Board to consider and/or take action on Upton County Appraisal District Contract:**

- *With no changes from the previous contract, Linda Dusek made the motion to approve the contract with the Upton County Appraisal District. The motion was seconded by Paul Prewozniak and carried unanimously.*

**11. Board to consider and/or take action on seeking proposals for health insurance and related benefits:**

- *Currently, RCHD's health insurance policy is bought directly off the health exchange. CEO, Jim Horton, would like to explore other options in hopes of lowering overall costs and providing better benefits for employees.*
- *Paul Prewozniak made the motion to allow CEO, Jim Horton, to seek proposals for health insurance and related benefits. The motion was seconded by Linda Dusek and carried unanimously.*

**12. Board to consider and/or take action on capital lease of Tosoh 900 Analyzer:**

- *Lab Director, Brian Wilkie, presented the highlights and features of the Tosoh 900, as well as the benefits it would bring.*
- *After 5 years of lease payments, RCHD would own the machine.*
- *Past issues with Troponin testing will not be a concern with this machine.*
- *Training will be provided.*
- *Cheryl Roberts made the motion to approve the purchase of the Tosoh 900 Analyzer. The motion was seconded by Paul Prewozniak and carried unanimously.*

**13. CEO Report:**

- *CEO, Jim Horton, gave updates on the Cerner project. The medical staff is currently in the middle of intense, 8-hour long trainings. The next phase of training will be on the financial side.*

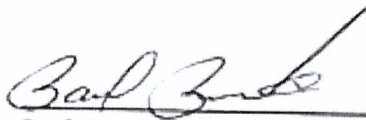


14. Set date/time for next meeting:

- The next meeting was set for October 25<sup>th</sup>, 2017, at 6pm.

15. Adjourn:

- Tracy Clanton made the motion to adjourn at 7:03pm. The motion was seconded by Linda Dusek and carried unanimously.

  
\_\_\_\_\_  
Paul Prewozniak, Board Secretary

10/25/17  
Date

Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
October 25th, 2017

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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, Hal Hutchens, and Linda Dusek.*
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. Christopher Hall presented the medical staff report.*
  - *Clinic and ER visits remain steady.*
  - *The latest patient satisfaction survey results were very good, showing increases in almost every category.*
7. **Approval of Accounts Payable:**
  - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
  - *AT&T bill is now a direct draft from bank account.*
  - *A few September payments reflected two billing cycles.*
  - *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:**
  - *Traci Anderson, CFO, presented the financial reports and provided a detailed summary of current financials and bond balances.*
  - *While a net loss was recorded for the month, a \$2.1 million bottom line for the year was still recorded, with cash considerably ahead of prior year.*
  - *Ms. Anderson briefly discussed the \$740,000 bad debt write off. This write off brings AP to a more realistic number.*
  - *Lab, Wellness Center, Clinic, and Swing Bed all saw increases from prior year.*

- Cheryl Roberts made the motion to accept the financial reports. The motion was seconded by Linda Dusek and carried unanimously.
9. Board to consider and/or take action on RCHD Investment Policy:
- Cheryl Roberts made the motion to approve the Investment Policy. The motion was seconded by Paul Prewozniak and carried unanimously.
10. Board to consider and/or take action on Diagnostic Management Group MRI proposal:
- Current volume not high enough to justify cost. There have only been 10 MRI referrals in the last 5 months. A minimum of 10 each month are needed to cover cost.
11. CEO Report:
- Jim Horton, CEO, presented the CEO report.
  - In the process of getting quotes on more affordable employee insurance plans.
  - Ernie Cruz gave Cerner updates, noting upcoming onsite visits on Dec 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>. These visits will be mock go-live trainings.
  - Everyone is becoming more comfortable with Multiview and everything is on track.
12. Set date/time for next meeting:
- The next meeting was set for November 15<sup>th</sup>, 2017, at 6pm.
15. Adjourn:
- Tracy Clanton made the motion to adjourn at 6:50pm. The motion was seconded by Paul Prewozniak and carried unanimously.

  
Paul Prewozniak, Board Secretary

11/15/17  
Date



**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
November 15th, 2017**

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- 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, 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:**
  - *Allen Graham presented the medical staff report.*
  - *Clinic numbers are up and ER visits remain steady.*
  - *One current swing bed patient, one coming in soon, and one currently transitioning.*
  - *The Edwards' are now taking call.*
- 7. Approval of Accounts Payable:**
  - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
  - *Linda Dusek noted that the \$197,862 payment to Texas HHSC is the 2016 UC Tool recoupment.*
  - *Linda Dusek made the motion to approve accounts payable. 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.*
  - *Revenue exceeded budget for the month.*
  - *418K net operating revenue.*
  - *Tax revenue will be accrued across 12 months.*
  - *Cash still strong at \$3 million.*

- Fund balance at \$6.5 million, but will change in the upcoming audit.
- AR now at a more realistic number.
- Paul Prewozniak made the motion to approve the financial report. The motion was seconded by Cheryl Roberts and carried unanimously.

**9. Board to consider and/or take action on approval of lab policies:**

- Cheryl Roberts made the motion to approve the lab policies. The motion was seconded by Linda Dusek and carried unanimously.

**10. Board to consider and/or take action on Health Insurance/Benefits Plan:**

- A representative from the Marsh and McLennan Agency presented a general overview of the guidance they would provide as our broker of record.
- Cheryl Roberts made the motion to name Marsh and McLennan as RCHD's broker of record. The motion was seconded by Paul Prewozniak and carried unanimously.

**11. Board to consider and/or take action on 3<sup>rd</sup> Quarter QA Report:**

- Cheryl Roberts made the motion to approve the 3<sup>rd</sup> Quarter QA Report. The motion was seconded by Linda Dusek and carried unanimously.

**12. Board to consider and/or take action on Durbin and Associates Engagement Letter:**

- Paul Prewozniak made the motion to accept the Durbin and Associates Engagement Letter. The motion was seconded by Tracy Clanton and carried unanimously.

**13. CEO Report:**

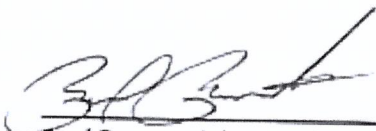
- Jim Horton, CEO, discussed the hard work and long hours the staff has been putting in with the Cerner conversion.
- While minor glitches with Multiview are still in the process of being corrected, financials are finally reflecting true numbers.

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

- The next meeting was set for December 20<sup>th</sup>, 2017, at 6pm.

**15. Adjourn:**

- Tracy Clanton made the motion to adjourn at 7:14 pm. The motion was seconded by Paul Prewozniak and carried unanimously.

  
Paul Prewozniak, Board Secretary

12/20/17  
Date

**Rankin County Hospital District Board of Trustees  
Board Meeting Minutes  
December 20, 2017**

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1. **Call the meeting to order:**
  - *Board President, Tracy Clanton, called the meeting to order at 6:00pm.*
2. **Board member roll call:**
  - *RGHD 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:**
  - *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 smooth and steady day-to-day operations. He congratulated the providers for another good year and discussed the trust and respect he has for each provider. He mentioned that the Cerner conversion is going well and that Allen Graham had spent last week with the Cerner group focused on preparations for conversion. He mentioned our swing bed numbers and observation numbers and mentioned that we were going to work to maximize revenue while remaining in compliance with the state and federal CAH guidelines. He closed by wishing everyone a Merry Christmas and a Happy New Year. Tracy Clanton thanked him and the rest of the medical staff for their commitment to our hospital and community.*
7. **Approval of Accounts Payable:**
  - *The Accounts Payable Report was reviewed in a prior finance committee meeting.*
  - *Linda Dusek made the motion to approve accounts payable. 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.*
  - *Paul Prewozniak made the motion to accept the Financial Report and Cheryl seconded the motion. The motion carried unanimously.*



**9. Board to consider and/or take action on Approval of Employee Health Policies:**

- *After a brief presentation by Clinic Manager/Employee Health Nurse Rose Allmon, LVN, Cheryl Roberts made the motion to approve the employee health policies and Linda Dusek seconded the motion. The motion carried unanimously. Linda made the comment that she appreciates the fact that Cheryl, a retired Registered Nurse, is on the board and can read and understand policies such as these. The diversity of our board was noted.*

**10. Board to consider and/or take action on Marsh and McLennan employee benefit proposal:**

- *After a thorough discussion about various options for Health Insurance, Dental Insurance, Vision Insurance, Short-term Disability Insurance, and Life Insurance, Cheryl Roberts made the motion to approve the following:*
  - *BCBSTX G652CHC Blue Choice Plan with employee insurance paid 100% by RCHD, Children paid 50% by RCHD (\$312.35/month) for employees making less than \$40,000/year. See proposal, page 1.*
  - *Guardian NAP/Value Plan (Dental) as presented on page 5 at \$2,862.14/month – no change from previous year.*
  - *Guardian VSP – Full Feature Plan (Vision) as presented on page 6 at \$5578.03/month – no change from previous year.*
  - *Guardian Life Insurance Plan 50k/10k/5k as presented on page 7 at \$664.05/month.*
  - *Guardian Short-term Disability as presented on page 9 at \$2,073.50 per month.*
- *The motion was made by Cheryl Roberts and seconded by Linda Dusek. The motion carried unanimously.*

**11. Board to consider and/or take action on seeking proposals for health insurance and related benefits:**

- *Currently, RCHD's health insurance policy is bought directly off the health exchange. CEO, Jim Horton, would like to explore other options in hopes of lowering overall costs and providing better benefits for employees.*
- *Paul Prewozniak made the motion to allow CEO, Jim Horton, to seek proposals for health insurance and related benefits. The motion was seconded by Linda Dusek and carried unanimously.*

**13. CEO Report:**

- *CEO, Jim Horton, gave updates on the Cerner project. He also shared his appreciation to the board for working to improve the employee benefit package as we become more financially stable.*

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

- *The next meeting was set for January 24, 2018, at 6pm.*

15. Adjourn:

- Tracy Clanton made the motion to adjourn at 7:15 pm. The motion was seconded by Linda Dusek and carried unanimously.

  
\_\_\_\_\_  
Paul Prewoznlak, Board Secretary

1/24/18  
\_\_\_\_\_  
Date