

**ELECTRA HOSPITAL DISTRICT
ELECTRA MEMORIAL HOSPITAL
BOARD OF DIRECTORS MEETING
OCTOBER 24, 2022**

Chairman Johnny Miller called the regular meeting of the Board of Directors to order at 6:04 p.m. in the Dining Room of Electra Memorial Hospital, 1207 S. Bailey St, Electra, Texas. Board members present were Mr. Miller, Billy Don Clark, Roger Sanford, Stuart Smith, Carol Bourland, and James Brockriede. Others present were Rebecca McCain, CEO/Administrator; Ginnie Holmes, CFO; Tina Price, Electra Medical Supply Director; and Anita Williams, RN, DON.

Mr. Clark gave the invocation.

PUBLIC COMMENT

None

PRESENTATION BY TINA PRICE, DIRECTOR – ELECTRA MEDICAL SUPPLY

Tina Price, Director of Electra Medical Supply, provided an update to the Board. Electra Medical Supply, which is located inside Goldsmith's provides patients with medical equipment to use in their home. Patients can come into the store, or one of the three full-time employees will deliver, set up and train the patient or patient's family on how to operate the equipment. The Maintenance staff assists with delivery and set up of large equipment. Recent issues include the Phillips Respironics CPAP recall which caused 138 machines to be replaced. This year, there have been 57 new patients on the waitlist for CPAP setup. Currently, Electra Medical Supply has 65 active oxygen patients and takes care of patients in Electra, Vernon, Iowa Park, Wichita Falls, and Burkburnett.

NURSE STAFFING REPORT – ANITA WILLIAMS, RN, DON

Mrs. Williams gave the Nurse Staffing Committee report. The Committee meets biannually. Reported vacancies included three tech's and one LVN. The main topic of discussion at the committee meeting was developing hands-on education and education on documentation for the staff. Kristie Boswell, NP was hired as a Clinical Educator and is working on educational projects. Jenny Kubicek, RN moved to a new position as Patient Care Coordinator. Currently, six staff members are attending school to advance their licensure.

BUILDING COMMITTEE REPORT – ROGER SANFORD

Mr. Sanford reported that the Building Committee met last week. The committee continues to discuss and explore options to best meet the needs of the hospital, Park Clinic, Goldsmith's, and DME. The acquisition of real estate is the current priority and the committee plans to have a recommendation for property in Electra at the next Board meeting. Considerations for Park Clinic are still being explored.

BOARD EDUCATION – CYBERSECURITY

Mrs. McCain presented a video on cybersecurity and discussed the recent THA cybersecurity forum that she, Brandon Huffstutler, CIO and Bethany Butler, Compliance Officer attended in Lubbock. Malware and ransomware were discussed followed by security measures that Mr. Huffstutler has implemented.

No action was taken.

CONSIDER CONSENT AGENDA ITEMS

Mr. Clark moved to approve the consent agenda items as presented. The consent agenda is attached to and made a part of these minutes. Mr. Brockriede seconded, and the motion carried unanimously.

MEDICAL STAFF REPORT

Mr. Clark presented the September statistics to the Board. September included 12 admissions for 37 patient days, 6 swing bed admissions for 40 patient days, 4 observation days, and 263 emergency department visits.

CONSIDER MEDICAL STAFF APPOINTMENTS

Mrs. McCain presented the following practitioners as approved and recommended by the Medical Staff for appointment to the following categories:

Courtesy Medical Staff:	Corrie Gulley, APRN-CNP	Allied Health Professional
Consulting Staff:	JSA Health Telepsychiatry	Proxy Roster

APPROVAL OF ANNUAL SUBSCRIPTION TO LIPPINCOTT EDUCATION RESOURCES

Mrs. McCain requested approval of an annual subscription to Lippincott that will include guidance for patient safety, survey readiness, competency testing, checklists, flow charts, quality measures, and clinical decision-making guidance. The cost is \$10,684.88 per year. Mr. Smith moved to approve the educational subscription. Mr. Clark seconded, and the motion carried unanimously.

APPROVAL OF ARCHITECTURAL FEES

Mrs. McCain presented the architectural fees with Guide Architects in the amount of \$651,800. Mr. Clark made a motion to approve the fees. Mr. Sanford seconded, and the motion carried unanimously.

APPOINTMENT OF BETHANY BUTLER AS HIPAA PRIVACY OFFICER

Mrs. McCain requested approval to appoint Bethany Butler, Compliance Officer, as the HIPAA Privacy Officer. Mr. Sanford made a motion to approve the appointment. Mr. Brockriede seconded, and the motion carried unanimously.

APPROVAL OF EMPLOYEE HEALTH INSURANCE POLICY

Mrs. McCain recommended renewal of the Employee Health Insurance Policy. The total estimated costs, including premiums and claims, having an annual maximum exposure of 1% less than last year. Mr. Clark moved to approve the renewal as presented, Mr. Brockriede seconded, and the motion carried unanimously.

APPROVAL OF EMPLOYEE DENTAL INSURANCE POLICY

Mrs. McCain presented the Employee Dental Insurance Policy and recommended purchasing the policy through Healthsure. Healthsure has an employee portal for health, dental, life and all ancillary products that allows employees to self-enroll and evaluate their options. Employees' deductions are calculated as products are selected, enabling them to see total deductions for all products in one place. This will make the enrollment process more transparent for employees and more efficient for Human Resources. Mr. Brockriede moved to approve, Mr. Sanford seconded, and the motion carried unanimously.

APPROVAL OF EMPLOYEE LIFE INSURANCE POLICY

Mrs. McCain presented the Employee Life Insurance Policy and recommended purchasing the policy through Healthsure for the same reasons as the dental policy. Mr. Brockriede moved to approve, Mr. Clark seconded, and the Board unanimously approved the policy as recommended.

APPROVAL OF STRATEGIC PLANNING RETREAT FOR 2023

Mrs. McCain discussed options for a Strategic Planning Retreat in 2023. Mr. Sanford made a motion to engage the same consultants as last year and hold the retreat after February. Mr. Clark seconded, and the motion carried unanimously.

CONSIDER APPOINTMENT TO BOARD OF DIRECTORS, PLACE 1

Mr. Miller recommended the appointment of John Prickett to Electra Hospital Board of Directors Place 1. Mr. Brockriede moved to approve the appointment, Mr. Clark seconded, and the motion carried unanimously.

CONSIDER APPROVAL OF TAX RESALE DEED

Mrs. McCain requested approval of a tax resale deed for a property in Electra, TX located at 715 N Electra. Mr. Smith made a motion, seconded by Mr. Sanford to approve the tax resale deed as requested, which was approved unanimously.

QUARTERLY QAPI REPORT

This item was tabled.

ADJOURNMENT

There being no further business to come before the Board, Mr. Smith made a motion to adjourn. Mr. Sanford seconded, and the Board voted unanimously to adjourn at 7:25 p.m.

Johnny Miller, Chairman

Stuart Smith, Secretary