

TRINITY MEMORIAL HOSPITAL DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
May 20, 2019

- I. **CALL TO ORDER** The meeting was called to order at 5:30 PM by Randy Karnes.

Board Members Present:

Randy Karnes, President
Carlyn Bluis, Vice President
Marjory Pulvino, Secretary
Jerry Russ
Cheryl Spearman
Charles Gardner
Michelle Medlock

Board Members Absent:

Keith Johnson
Laura Vanecek

Others Present:

Billy Goodin, Executive Assistant to the Board
Orrin Hargrave, On Point
Eric Todd, HealthPoint
Cas Perez, HealthPoint
Connie Bryant, HCA
Claudette Loper
Bob Check

- II. **INVOCATION** Jerry Russ provided the invocation.

III. **PUBLIC FORUM**

Randy Karnes welcomed the guests and gave visitors the opportunity to address the Board. Claudette Loper and Bob Check asked questions and voiced concerns about the ER Project and the tax increase. Randy Karnes and Carlyn Bluis clarified the current status including the proposed relationship between the ER and the Livingston hospital.

IV. **READING AND APPROVAL OF MINUTES**

The minutes of the April 15, 2019 meetings were reviewed by the Board.

Action: A motion to accept the minutes as written was made Carlyn Bluis, was seconded by Jerry Russ, and the motion was unanimously approved by the Board.

V. **PRESENTATION OF STATISICAL AND FINANCIAL REPORTS**

Monthly Financial Report

The monthly financial report was distributed, and it was presented by Orrin Hargrave. Mr. Hargrave also reported that tax collections were at 87% of the adjusted levy so far for the current collection period ending April 30, 2019. Mr. Hargrave also discussed Accounts Payable and the Money Market Account at First National Bank of Trinity.

<u>Compilation of Financial Statements – Assets</u>	<u>April 30, 2019</u>
Cash on hand	\$ 250.00
Checking	\$ 38,075.84
Money market account FNB	\$ 643,608.21
CD – Pioneer Bank 3769	\$ 131,571.55
CD – First National Bank	\$ 250,000.00
CD – Pioneer Bank 1011	\$ 110,089.16
CD - First National Bank	\$ 250,000.00
Property taxes receivable	\$ 510,112.80
Less allowance for doubtful accounts	\$ (217,354.06)
<u>Total Current Assets</u>	<u>\$ 1,716,353.50</u>

For the one-month ending, April 30, 2019, Total Revenues were **\$53,804.53**. Total Operating Expenses were **\$127,681.63**. Operating Revenues in Excess of (Less Than) Expenses were **(\$73,877.10)**.

Action: Jerry Russ moved that the financial report be accepted by the Board. Carlyn Bluis seconded the motion, and it was unanimously approved by the Board.

VI. **PRESENTATION OF COMMITTEE REPORTS**

A. **Executive Committee:** No topics were discussed.

B. **Budget Committee:** Carlyn Bluis presented and discussed the proposed budget for 2019-2020 (attached).

Action: Jerry Russ moved that the proposed budget be accepted by the Board. Carlyn Bluis seconded the motion, and it was unanimously approved by the Board.

C. **Election Committee:**

1. Installation of Board positions 1,3,5,7 and 9. Cheryl Spearman discussed the installation process, and that Billy Goodin would notarize the appropriate documents. Board members Charlie Gardner-Position 1, Marjory Pulvino-Position 3, Michelle Medlock-Position 5, Cheryl Spearman-Position 7 and Jerry Russ-Position 9 were issued the Oath of Office by Randy Karnes. Each member signed the

Statement of Officer and was presented with a signed and notarized Certificate of Election.

D. Executive Assistant to the Board

Billy Goodin reported on the following issues:

Facility:

Storm Damage:

1. A section of fencing in the back of the building will need to be replaced. Billy and Jackie will acquire the necessary material and do the repairs.
2. Canopy lights under the ED entrance sustained some damage- Will have All Around Electric give us a bid for repair.
3. AC Drain system supports need to be repaired.
4. Discovered that the roof had been impaled by a tree limb. The roof was repaired by Contractors Plus.

Utilities: The generator functioned as required. The generator ran for 25 plus hours with no issues noted. There was an issue with the clinic emergency power switch not engaging automatically. Will have the system checked.

Fire and Safety: Annual inspections of the fire sprinkler system and the fire extinguishers are due and should be performed within the next couple of weeks.

CHI (Clinic):

1. Received rounding form from HealthPoint. Minor issues were noted and fluorescent bulb replacement will resolve most of the issues. Bulbs will be ordered from Batteries Plus to resolve the issue.
2. Need new light fixtures for the new HealthPoint clinic sign. All Around Electric will prepare a bid for the replacement.

Petty Cash Report: The petty cash was reconciled on 5/20/2019. Cash \$28.74 and receipts \$221.26, for a total of \$250.00. Balanced 0 short/over. Report attached.

Questions and Suggestion from the Board: None

VII. PRESENTATION OF HEALTHPOINT REPORT:

Eric Todd's report included an update on the signage for the clinic. Illumination will be the next step to complete. Mr. Todd briefly discussed the landscape project at the clinic which used plants and materials that will require less maintenance. Mr. Todd also asked the Board for input and ideas for outreach methods for the community.

Mr. Todd presented a report that included an overview of the clinic as well as provider productivity, payor mix and finances. Dr. Quan added that good clinic management is allowing providers to focus on providing quality care.

Mr. Todd reported that HealthPoint has received an Episcopal Health Resource Grant for \$551,650 over 3 years. The grant will provide for additional Women's Health services, including family planning and colposcopy which is a procedure to detect cancer. It will fund the establishment of a Health Resource Center which will assist patients who need help with transportation to medical appointments, assistance with obtaining

medications, and specialty referrals. Assistance with the set up of this center will be provided by staff from Texas A&M School of Public Health.

Michelle Medlock asked if the clinic could use students for high school programs for students interested in medical careers. Mr. Todd explained that they have not historically pursued this avenue due to HIPAA issues.

Cas Perez added that HealthPoint does use The Rose to provide mammography. The Rose will come in August to provide up to 48 mammograms at no cost.

Carlyn Bluis reported that she had recently helped someone obtain care at the Madisonville HealthPoint clinic and had a very positive experience at the clinic and the Bryan pharmacy.

VIII. UNFINISHED BUSINESS: None

IX. NEW BUSINESS:

1. Proposed Budget-See above under Budget Committee
2. Letter to Engage Auditor- Marjory Pulvino moved that the Board authorize the Board president to sign the letter of engagement for our annual audit by Todd, Hamaker and Johnson, LLP. Cheryl Spearman seconded the motion which was unanimously approved by the Board.
3. Public Notice for Budget-Carlyn Bluis will submit to the newspaper to be published.
4. Annual Conflict of Interest and Confidentiality Statements-Conflict of Interest and Confidentiality Statements were distributed and signed by all Board Members that were present.
5. Public Information Act Course Information-Billy Goodin provided information on where and how to complete the course.

X. ADJOURNMENT TO EXECUTIVE SESSION, IF REQUIRED- There was no business requiring an Executive Session.

XI. REOPEN MEETING FOR SUBSEQUENT ACTIONS- There was no business requiring an Executive Session.

XII. ADJOURNMENT – There being no further business, Marjory Pulvino moved to adjourn the meeting; Carlyn Bluis seconded the motion, and the meeting adjourned at 7:10 PM.

Billy Goodin, Executive Assistant to the Board

Date