



**SCURRY COUNTY HOSPITAL DISTRICT  
GOVERNING BOARD RECORD OF MEETING  
Wednesday, August 24, 2022 | 8:00 am**

Hospital Administrative Board Room, 1700 Cogdell Blvd., Snyder, Texas

MISSION	VISION
<i>To provide compassionate, high quality healthcare to the patients we serve and to improve healthcare and healing within our</i>	<i>To be the Regional Healthcare System of choice for patients, physicians and employees.</i>

The purpose of this meeting is to discuss and, as necessary, act on the agenda items enumerated below.

Conflict of Interest Statement			
Board Members Present	Cogdell Staff Present	Others Present	Absent
J. Cave, OD B. Marricle A. McCravey R. Riggan	Ella Helms, CEO John Everett, COO Kristi Hanley, RN, CQO Kathy Goodwin, RN, CNO Rose Ragland, MSO Coord.	Ryan Morris, DO	Judy Moss Mike Tyrrell Andrea Martini

**I. Introduction**

<b>A. Call to Order</b>	<b>R. Riggan</b>
-------------------------	------------------

*The meeting was called to order at 8:00 am.*

<b>B. Invocation</b>
----------------------

*Jason Cave gave the opening prayer.*

<b>C. Announcements/Public Comment (Board has the right to limit time for each person/topic)</b>	<b>Receive</b>
--	----------------

*No announcements.*

<b>D. Conflict of Interest Inquiry</b>	<b>R. Riggan</b>	<b>Receive</b>
--	------------------	----------------

**II. Meeting Minutes**

<b>Minutes from July 27, 2022 Meeting</b>	<b>R. Riggan</b>	<b>Review &gt; Approve</b>
---	------------------	----------------------------

**III. Old Business**

**IV. New Business**

<b>A. Medical Staff Report</b>	<b>R. Morris, DO</b>	<b>Inform</b>
--------------------------------	----------------------	---------------

*Dr. Morris gave the medical staff report. Physicians are excited to have new physician coming to Snyder. School is back in session. This version of covid is more contagious, but less severe. Less patients hospitalized for covid this round. No known cases of monkey pox in the area. We have recently had a baby boom in Snyder area.*

<b>B. Credentialing</b>	<b>R. Morris, DO</b>	<b>Review &gt; Approve</b>
-------------------------	----------------------	----------------------------

**1. New Appointments**

- a. Steve Robinson, MD (Envision)
- b. Kristen Ashby, MD (Direct Radiology)
- c. Robert Berger, MD (Direct Radiology)
- d. Mark Camens, MD (Direct Radiology)
- e. Feras Jalab, MD (Direct Radiology)
- f. Russell Kosik, MD (Direct Radiology)
- g. Shree Shah, MD (Direct Radiology)
- h. Carson Van Sanford, MD (Telestroke)

**2. Reappointments**

- a. Acevedo, Jason MD (ENT)

*Dr. Morris presented the new appointments and reappointments to the board for review and approval. B. Marricle made the motion to approve all of the appointments as presented. J. Cave seconded the motion. Motion carried.*

<b>C. Mission Moment – Jackie Rubio, Medical Financial Assistance Program</b>	<b>Inform</b>
---	---------------

<b>D. Finance</b>	<b>J. Everett, COO</b>
-------------------	------------------------

1. Annual Budget	Receive > Approve
------------------	-------------------

2. Annual Tax Rate	Receive > Approve
--------------------	-------------------

*J. Everett presented the annual budget for 2023. John also presented the suggested NNR of .2378 for 2022 Tax Year. J. Cave made the motion to approve the budget and the tax rate as presented. B. Marricle seconded the motion. Motion carried.*

**E. Documents/Policies/Forms****K. Hanley, CQO**

Where complete manuals have been submitted for approval, only new documents, documents with substantive changes and/or documents to be retired have been listed. Please see attached summary for change history and complete list of documents reviewed.

<b>1. Behavioral Health Manual</b>			<b>Tabled</b>
<b>2. Emergency Department (Individual Policies)</b>			<b>Receive&gt;Approve</b>
a.	1.PTC.ED.TBDA	Revised	Forensic Nursing - TeleSAFE Policy
b.	1.PTC.ED.TBDB	New	Physician Order Set for Sexual Assault Patients
c.	1.PTC.ED.TBDB	Adopted	Texas Teleforensic Remote Assistance Center (Tex-TRAC) Consent Form
d.	1.PTC.ED.TBDB	Adopted	Authorization for Forensic Examination, Treatment, Collection of Evidence and Release of Medical Records
<b>3. Lab Manual</b>			<b>Receive&gt;Approve</b>
a.	1.PTC.LS.1.043	Revised	Dry Spot Pneumo
b.	1.PTC.LS.1.085	Revised	Covid Test Collection
c.	1.PTC.LS.1.007	Other	Reference Lab Approval
d.	1.PTC.LS.1.009	Other	Reflex Testing Approval
<b>4. Medication Management Manual</b>			<b>Receive&gt;Approve</b>
a.	1.PTC.MM.0105	Revised	Management of Information-Data Processing
b.	1.PTC.MM.0111	New	Medication Reconciliation Assessment Process (MRAP)
c.	1.PTC.MM.0203	Revised	Antibiotic Stewardship Protocol
d.	1.PTC.MM.0406	Revised	Patients Own Medication
e.	1.PTC.MM.0501	Revised	Pharmacy Security
<b>Medication Management Manual (Continued)</b>			<b>Receive&gt;Approve</b>
f.	1.PTC.MM.0509	Revised	Controlled Substance Accountability Procedures at Patient Care Units
g.	1.PTC.MM.0513	Revised	Automated Dispensing Machines - Malfunctions or Downtime
h.	1.PTC.MM.0516	Revised	Automated Dispensing Machines - Removing Medications (Generally)
i.	1.PTC.MM.0814	Revised	Renal Dosing Adjustments
j.	1.PTC.MM.0902	Obsolete > Retire	Sterile Admixture
<b>5. Staffing Management/Human Resources Manual (See summary)</b>			<b>Receive&gt;Approve</b>
a.	HR 1.00	Obsolete > Retire	Mission, Vision, Values
b.	HR 1036	Relocate	Photographing and Video/Audio Taping
c.	HR 1059	Relocate	Media Inquiries
d.	1.ORG.HR.1040	Revised	Employment Policy
e.	1.ORG.HR.1050	Revised	American with Disabilities Act
f.	1.ORG.HR.1060	Revised	EEOC & Non-Discrimination
g.	1.ORG.HR.1080	Revised	Personnel Action Procedures
h.	1.ORG.HR.1090	Revised	Employment Classification
i.	1.ORG.HR.1091	Revised	Work from Home
j.	3.ORG.HR.1110	Revised	Required Certifications
k.	1.ORG.HR.1120	Revised	Health Screening
l.	1.ORG.HR.1130	Revised	Employee Trial Period
m.	1.ORG.HR.1140	Revised	Promotions and Transfers
n.	1.ORG.HR.1190	Revised	Orientation
o.	1.ORG.HR.1200	Revised	Departmental & Unit Specific Orientation
p.	1.ORG.HR.1220	Revised	Forensic Personnel & Volunteers
q.	1.ORG.HR.1230	Revised	Hospital-Wide Safety Awareness Program
r.	1.ORG.HR.1231	Revised	Health Insurance Portability and Accountability Act (HIPAA) Training
s.	1.ORG.HR.1240	Revised	Basic Life Support Training Requirements
t.	1.ORG.HR.1260	Revised	Assessing and Reporting Employee Competence
u.	1.ORG.HR.1280	Revised	Grievance Procedure
v.	1.ORG.HR.1290	Revised	Personnel Records & Confidentiality
w.	1.ORG.HR.1300	Revised	Employee Handbook
x.	1.ORG.HR.1330	Revised	PTO-ETO
y.	1.ORG.HR.1331	Obsolete > Retire	PTO/ETO - COVID-19
z.	1.ORG.HR.1360	Revised	Workers' Compensation
aa.	1.ORG.HR.1370	Revised	Employee Incident Reporting & Investigation
bb.	1.ORG.HR.1390	Revised	Payroll Procedures
cc.	1.ORG.HR.1420	Revised	Call-Back and Standby Pay Rates
dd.	1.ORG.HR.1430	Revised	Benefits
ee.	1.ORG.HR.1440	Revised	Funeral Leave
ff.	1.ORG.HR.1470	Revised	Family and Medical Leave
gg.	1.ORG.HR.1480	Revised	Direct Deposit
hh.	1.ORG.HR.1490	Revised	Employee Retirement Program
ii.	1.ORG.HR.1511	Revised	Employee Referral Bonus
jj.	1.ORG.HR.1532	Revised	Education Travel
kk.	1.ORG.HR.1540	Revised	Performance Appraisal
ll.	1.ORG.HR.1560	Revised	Code of Conduct
mm.	1.ORG.HR.1581	Revised	Drug and Alcohol Testing
nn.	1.ORG.HR.1590	Revised	Harassment (Including Sexual Harassment)

oo. 1.ORG.HR.1630	Revised	Personal Appearance & Professionalism Code
pp. 3.ORG.HR.1630	Revised	Dress Code and Scrub Guidelines
qq. 1.ORG.HR.1640	Revised	Solicitation on Hospital Premises
rr. 1.ORG.HR.1650	Revised	Internet Acceptable Use Policy
ss. 1.ORG.HR.1670	Revised	Involuntary Separation

K. Hanley presented the policy and procedure manuals along with the revised and retired policies. After review of all the changes and updates J. Cave made the motion to approve all as presented. L. McCravey seconded the motion. Motion carried.

**F. Reports (Other Committees/Meetings)**

1. Finance Report J. Everett, COO Inform

J. Everett presented the financial report. Revenue is inflated. There has not been any soft loss claims this year. J. Cave made the motion to approve the 2023 budget and 2022 tax rate. B. Marricle seconded the motion. Motion carried.

2. Nursing Report - Monthly Update K. Goodwin, CNO Inform

K. Goodwin gave the nursing report. The nurses are training with the TeleSANE Program through Texas A & M. There are 7 hospitals in Texas working with this program. CMH has had 12 RN's go through the full day of training. She is working on setting up Nursing Boot Camp in September. Recently hired 3 new RN's. Received 14 application from Philippine nurses. One nurse has signed with recruiter. The recruiter takes care of all the legal issues.

3. Quality Management K. Hanley, CQO Inform

No report.

4. Administration Report E. Helms, CEO Inform

E. Helms updated the board on several things. Dr. Kowalik will be here November 1st. Foundation is having Bunco fundraiser in September. Lubbock Radiology will be closing the end of October. We are currently working with Abilene Radiology to get them credentialed. We are ending our contract with Vitalant and signing with Meek Blood Bank.

**G. Announcements**

**V. Board to convene in executive session pursuant to:**

R. Riggan

Section 161.032(b) of the Texas Health and Safety Code, Re: Receive and Discuss Quality Assurance Report & Compliance Report

Section 551.074 of the Texas Health and Safety Code, RE: Personnel Matters

Section 551.071. Consultations with Attorney

1. 340B Program Audit & Compliance Report
2. Personnel Matters

The board convened in executive session @ 8:20 am.

**VI. Board to convene in open session and take action if needed on matter discussed in Executive Session**

The board reconvened into open session at 8:40am. No actions were taken.

**VII. Meeting Finalization**

R. Riggan

Next meeting scheduled for September 21, 2022

**VIII. Adjourn**

R. Riggan

The Board was adjourned @ 8:41 am.

These minutes have been reviewed and approved by the Board of Directors.

  
President of the Board

  
Date

