Cogdell

SCURRY COUNTY HOSPITAL DISTRICT
GOVERNING BOARD RECORD OF MEETING
Thursday, December 5, 2024 | 8:00 am

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

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

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
Jason Cave	Ella Helms, CEO	Kevin Hough, DO	Bennie Marricle
Judy Moss	Robbie Dewberry, CFO	Shane Bryant	Mike Tyrrell
Loretta McCravey	Kathy Goodwin, RN, CNO	Ryan Dewberry	
Rod Partain	Rose Ragland, MSO Coord.	Chase Nobles	
Angie Strickland	Ryan Dewberry	Jackie Jaime	

I. Introduction

A. Call to Order — **B. Marricle**

The meeting was called to order at 8:18 am.

B. Invocation

Rod Partain gave the opening prayer.

C. Announcements/Public Comment (Board has the right to limit time for each person/topic) — **Receive**

No announcements.

D. Conflict of Interest Inquiry — **B. Marricle** — **Receive**

No conflict of interest.

II. Meeting Minutes

Minutes from previous meeting — **B. Marricle** — **Review > Approve**

III. Old Business

IV. New Business

A. Medical Staff Report — **K. Hough, DO** — **Review > Approve**

Dr. Hough gave the medical staff report. High Plains Radiology starting Jan. 2025. New FNP for Hough office starting next week.

B. Credentialing — **K. Hough, DO** — **Review > Approve**

1. New Appointments
   a. *Hayden Smiley, MD (Dr. Teague's office)*
   b. *Binod Wagle, MD (Telestroke)*
2. Reappointments
   a. *Vanessa Arnwine, PA*
3. Wound Care Privileges
   a. *Hayley Blackwell, PA*
   b. *James Burleson, MD*
   c. *Kevin Hough, DO*
   d. *Robert Wallette, MD*
   e. *Armando Monroy, MD*
   f. *Tanner Evans, MD*

The appointments were presented for review and approval. J. Cave made the motion to approve as presented. L. McCravey seconded the motion. Motion carried.

D. Approve Trust Agreement with CRI TPA Services — **R. Dewberry/ E. Helms, CEO** — **Review > Approve**

E. Helms presented the trust agreement for review and approval. R. Partain made the motion to approve as presented. A. Strickland seconded the motion. Motion carried.

E. Documents/Policies/Forms — **Kathy Virone, CNO** — **Review > Approve**

1. *Dietary P & P - Complete (no changes - updating format for CIHQ only)*
2. *Wound Care DOP*
3. *Respiratory P & P (see summary page no changes)*
4. *Radiology ((see summary page for list and revisions, adding High Plains P & P)*
   a. *Update Numed P & P*
   b. *High Plains P & P*

5. *Compliance P & P (see summary page for list and revisions)*

   a. *Accounting of Disclosures (retire)*
   b. *Background Check*
   c. *Compliance hotline*
   d. *Compliance Reporting Requirements*
   e. *Development of Effective Communication*
   f. *Documentation and Reimbursement*
   g. *Gifts*
   h. *Patient Notice Regarding Privacy Practices(retire)*
   i. *Patient Right to Access Records(retire)*
   j. *Patient Right to Amend Records (retire)*
   k. *Patient Right to Confidential Communication (retire)*
   l. *Patient Right to Restrict Records (retire)*

6. *Leadership Manual (see summary page for list and revisions)* — *E. Helms, CEO*

7. *HIPPA P & P (see summary page for list and revisions)*

   a. *Notice of Privacy Practices (revised)*
   b. *Patient Notice Regarding Privacy Practices (retire)*
   c. *Accounting of Certain Disclosures*
   d. *Disclosures of PHI for Treatment, Payment and Health Care Operations Purposes*
   e. *Disclosures of PHI requiring Authorization or an Opportunity to Agree or Object*
   f. *Minimum Necessary Uses and Disclosures of PHI*
   g. *Other Uses and Disclosures of Protected Health Information without Authorization*
   h. *Personal Representatives*
   i. *Request for Amendment of PHI*
   j. *Requests for Confidential Communications*
   k. *Requests for Restrictions on the Use and Disclosure of PHI*
   l. *Use of Protected Health Information in Marketing*
   m. *Uses and Disclosures of Protected Health Information for Research*
   n. *Access to Inspect and Copy Records*

8. *Provision of Care P & P (see summary page for list and revisions)*

   a. *Abuse Neglect Exploitation - Recognizing and Reporting*
   b. *Admission, General*
   c. *An Important Message from Medicare*
   d. *Attendance of Patient by Third Party, Same Gender*
   e. *Autopsy*
   f. *Baby Moses (Safe Haven)*
   g. *Birth Certificate and Acknowledgement of Paternity*
   h. *Conduct of Patient Discharge*
   i. *Continuum of Care*
   j. *Death Protocols*
   k. *Emergency Crash Carts*
   l. *Guidelines for the Handling of Requests for Transfers from Other Hospitals*
   m. *Initiation of Processes and-or Services (retire)*
   n. *Involuntary Admissions (retire)*
   o. *Leaving Against Medical Advice*
   p. *Pain and Comfort Management*
   q. *Patient Absence from Care Environment (retire)*
   r. *Patient Transfers*
   s. *Provision of Service (retire)*
   t. *Provisions for Treatment and Referral of Patients Admitted to the Hospital Developing Emotional Illness (retire)*
   u. *Safe Environment - Suicide and Ligature Risk*
   v. *Suicidal and Ligature Risk Sitter Training (retire)*
   w. *Suicidal Ideation Training and Risk Assessment Workflow for Emergency Department Patients (retire)*
   x. *Suicidal Ideation Training and Risk Assessment Workflow for Inpatients (retire)*
   y. *Texas Funeral Leave (Rename to Texas Funeral Laws)*

9. *Patient Relations - P & P (See Summary Page)*

   a. *Grievances (Patient-Family)*
   b. *Patient Care-Compliant-Ethical Issue Chain of Command*

10. *Risk Management - Occurrence - Accident - (see summary page for list and revisions)*

11. *Patient Rights P & P (see summary page)*

   a. *Advance Directives*
   b. *Nondiscrimination*
   c. *Patient Rights and Responsibilities*

12. *QAPI P & P - (see summary page for list)*

K. Virone presented the policy and procedures for review and approval. J. Moss made the motion to approve as presented. J. Cave seconded the motion. Motion carried.

F. Update for Wound Care Program (Opened 11/05/2024)	E. Helms, CEO	Review > Approve

E. Helms gave an update on the new wound care clinic that opened in November. All is going well. The clinic is in the process of building a list of patients for the wound care. We are also sending out notices to surrounding areas to inform them of the clinic and what is available. This is a much needed service for our area.

G. Ratify Deposit of Funds at Maverick Bank for Equipment Loan	**E. Helms, CEO**	**Review > Approve**

E. Helms presented a list of funds that the Maverick Bank loan will cover and the new equipment the loan will cover. Maverick Bank will be sending funds to cover the new equipment that is being ordered. J. Cave made the motion to approve as presented. L. McCravey seconded the motion. Motion carried.

H. ~~Approve Grievance Policy & Process~~		**Duplicate**
I. Ratify Contract with Hunter Pharmacy Group	**E. Helms, CEO**	**Review > Approve**

E. Helms presented the contract with Hunter Pharmacy Group for review and approval. J. Cave made the motion to approve the contract as presented. A. Strickland seconded the motion. Motion carried.

J. Ratify Contract with High Plains Radiology	**E. Helms, CEO**	**Review > Approve**

E. Helms presented the contract with High Plains Radiology for review and approval. J. Cave made the motion to approve the contract as presented. L. McCravey seconded the motion. Motion carried.

K. Approve purchase of Mammogram Machine	**E. Helms, CEO**	**Review > Approve**

E. Helms presented the purchase of new Mammogram machine. It was discussed to use the Cavender land funds for the purchase. If Cavender funds are used, a plaque will be posted outside the mammogram room and dedicated to the Cavender family. J. Cave made the motion to approve the purchase with use of Cavender funds with dedication plaque. J. Moss seconded the motion. Motion carried.

L. Annual staffing Report	**K. Virone**	**information only**

see attached report.

M. Updated Proposal for Retirement Plan	**E. Helms, CEO**	**Information only**

E. Helms shared the information on updated retirement plan with the board.

N. Reports (Other Committees/Meetings)

1. Finance Report	R. Dewberry, CFO	Inform

a. Review of Credit Card Statement
b. Financial Reports

R. Dewberry presented the financial reports for review. They have a plan to pay down obligations. Leases set up short term & long term. November revenue is down from last year. They lost another biller this week. Looking for options of remote billers. A/P - Cerner balance is $2 million.. Nothing over 45 days for normal billings. Received grant funds of $250k.

2. Nursing Report - Monthly Update	Kathy Virone, RN	Inform

see attached report

3. Quality Management	Kathy Virone, RN	Inform

see attached report

4. Administration Report	E. Helms, CEO	Inform

E. Helms gave administration report. Quality customer service training for employees that work with patients/public. Behavioral Health will be doing training in December.

Surgery - Dr. Thames has been talking about retirement. Ella is currently trying to recruit someone to replace him. Med Staff wants to move forward with Dr. Eggle (SWAT Group).

There is a grant through A & M we are currently reviewing for swing bed program. Services through A & M would be free to us. Going to do a test market for this program.

Evaluation services - contracting with PIEM to do utilization reviews.

5. Clinic Report	S. Bryant	Inform

S. Bryant gave clinic report. We are currently training more schedulers. Clinic volumes were down in September. YTD - 34k visits. 880 no shows for 2024. They are working on templates for physicians. Referrals are going out. Cutting overtime - only productive time on clock. New FNP will be taking walk-in ins for Hough as of today. Call returns are better. Annual well child plan starting in January.

O. Announcements

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

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

1. Quality and Personnel Matters

The board convened in executive session @ 10:05 am.

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

A. Possible action(s) regarding closed session

1. Possible action regarding closed session

The board convened back into open session @ 10:30 am, with no action taken.

VII. Meeting Finalization	B. Marricle
Next meeting scheduled for Thursday, January 30, 2025	
VIII. Adjourn	B. Marricle

R. Partain made the motion to adjourn. J. Moss seconded the motion. Motion carried. Meeting was adjourned @ 10:35 am.

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

President of the Board

01/30/25
Date

December 2024 Reports

NURSING

Agency use for nursing is stable at **19%.**

Med Surg	33%	(4/12 are agency nurses)
OB	25%	(2/8 are agency nurses; one returning RN 12/15 will reduce this to 1/8)
ER	13%	(1/8 are agency nurses; Last RN position is filled/start date in January)
OR	0	
HS	0	

Roby Lester, RN, MBA will be starting as the new Med Surg Director in early January. Jina Sterling will then move solely to Director of Surgical Services.

The patient census has been down the last few months. This has afforded the opportunity to 1) allow staff to have time off (PTO) and to cross-train staff to other departments.

QUALITY

Quality Meetings:

Emergency Dept/Trauma Program (11/12/2024)

- Meetings with the State regarding the trauma program are ongoing. First data submission was completed on 11/15.
- Dr. Jimmy Stickles is the new ER/Trauma Medical Director, replacing Dr. Nicole Malouf, who resigned from the position for family reasons.
- Behavioral Health is partnering with the ED to assist with patients at risk for suicide.
- Two multidisciplinary case reviews completed.

Physician Case Review is scheduled for 12/12/2024.

P&T (Pharmacy & Therapeutics) is scheduled for 1/14/2025.

Quality Committee Structure is being reorganized for 2025 to ensure all departments are involved in and report to a quality committee. Angie and I are working hard to communicate the importance of quality reporting and improvement and make the work being done meaningful in terms of leading to safe and excellent patient care.

New committees will include:

- Patient Safety
- Nursing Clinical Excellence (with Nursing Peer Review as a sub-committee)
- Outpatient Clinics

Restructuring and updating the Policy Manuals is ongoing. This is a very labor-intensive project. New/revised policies are incorporating the language from the new accreditation organization (CIHQ).

Accreditation survey with CIHQ is anticipated early in 2025 and survey preparedness is ongoing.

December 5, 2024

Med-Surg		OB		ER		HS				TOTALS
RNs	8	RNs	7	RNs	6	RN	4	RN		28
LVNs	4	LVNs	1	LVNs	2	Emp RN	4	LVN		8
Agency RN	4	Agency RN	2	Agency RN	1	OR		Emp Nurse		30
Agency LVN	0	Agency LVN	0	Agency LVN	0	RN	3	Agency Nurse		7
Aide	4	Emp Nurse	7	Techs	2	LVN	1	Total Nurses		36
Emp Nurse	8	Agency Nurse	2	Emp Nurse	7	Emp Nurse	4			
Agency Nurse	4			Agency Nurse	1	Agency Nu	0	RN	78%	28
Emp Aide	4			Emp Tech	2	Emp ST	3	LVN	22%	8
Agency Aide	0			Agency Tech	0	Agency ST	0	Employee	84%	30
Agency Use	33%	Agency Use	25%	Agency Use	13%	Agency Use	0%	Agency	19%	7