

**Board of Directors
Muenster Hospital District
October 28, 2020
MMH Board Room**

The Board of Directors of the Muenster Hospital District met at 7 p.m., Wednesday, October 28, 2020, in regular session in the Board Room of Muenster Memorial Hospital, and via teleconference due to COVID 19. Present were board members Aaron Hess, Don Richardson, Lisa Schilling (via phone) and Ronnie Weinzapfel. Also present: Brian Roland, Chief Executive Officer, and Marion Willimon, Chief Financial Officer. Absent: Board Members Beverly Fuhrmann and T.J. Walterscheid.

President Ronnie Weinzapfel announced quorum and called the meeting to order at 7:05 p.m. Invocation was led by Weinzapfel. There were **no public comments**.

CEO Brian Roland presented a **COVID 19 Update** to the Board.

-Personal Protective Equipment: MHD is maintaining optimum stock in preparation for increasing numbers of COVID/flu cases in the coming months.

-Copies of CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19 and 10 Strategies for Communicating with Staff During a Crisis were distributed in board packets for reference. The Interim Guidance piece outlines steps for screening, monitoring and testing of employees who may have had an exposure. This protocol is being used by the hospital. The second document outlined key staff communication strategies during the crisis. Roland stated that he sends out emails to all staff on a regular basis.

-Local COVID Spike: Roland told board members he had checked with legal regarding the hospital's right to quarantine employees who do not take recommended precautions against COVID exposure outside work. By law, the hospital can quarantine employees who may pose a risk to their co-workers or patients through willful neglect, up to 2 weeks without pay. Board member Aaron Hess disagreed with that opinion and discussion ensued. Roland stated that it was a measure he did not wish to implement, but felt it important to research in light of increasing possible exposures among staff outside work.

Discussion also took place clarifying testing and results protocol for the clinic.

Item 5 – Approval of Board Minutes from September 2020: Motion made to approve by Hess; second by Richardson; approved 4-0.

CFO Willimon began her monthly **financial report** with utilization statistics for September and Year to Date. Acute admissions were down, from 3 to 2, August to September. Swing Bed admissions and days were down. Medicare utilization in the hospital was reported at 92% for September and 80% for the year to date. Total patient days were 154 for the month, and 622 for the year, which is about 27.9% lower than last year. Clinic visits were up for the month at 335. FY21 visits showed a 40% decrease from FY20 with a total of 874, compared to 1464 this time last year. Other ancillary stats were also reviewed,

showing Therapy visits down for the year about 19%, ER visits down 24%, Radiology down 25%, Lab down 2.8% (helped with the volume of outpatient COVID testing) and pharmacy scripts flat at -2.4%.

The financial report for the District (Hospital, Family Health Clinic and Retail Pharmacy combined), September 2020, was presented by CFO. Total gross revenue was reported at \$699,808.83, with deductions of \$233,645.10, leaving net patient revenue of \$466,163.73 and operating revenue of \$975,832.53. After expenses of \$981,735.28, the District showed a loss of \$5,902.75 (\$117,777.81 minus tax revenue) for September. No tax money was drawn for September, but HHS funds in the amount of \$9,275.45 were used.

Willimon announced that new guidelines regarding what HHS stimulus money could be used for were just released that day, and seemed to revert to the original guidelines set forth upon receipt of the funds. The hospital will continue its policy of extensive documentation and conservative use, as the guidelines are always subject to change.

Board members also reviewed individual financials for entities of the District. Hospital revenue was down for September; net revenue for the clinic was down (some COVID funds will be used for lost clinic revenue); and retail pharmacy total operating revenue was down. Fortunately expenses were also down, causing a basic break-even for the month. Discussion was heard on retail pharmacy expenses and revenue and how the operation can be best utilized for the benefit of the district.

Other financial indicators including patient type and financial class, revenue by payer source, collections, bad debt, AR days and cash on hand were also reviewed and questions answered. Willimon noted that Payroll Protection Program money was still on the books, and that the loan forgiveness paperwork was nearly complete.

Hess made a motion to approve September 2020 financials as presented. Weinzapfel seconded. Approved 4-0.

Item 7 – Consider and Approve ZOLL Defibrillator Bid: Beginning February 2021, the defibrillator units in the hospital will no longer be supported by the manufacturer. Two units need to be replaced. Bids were obtained for new vs. refurbished units. New units would be supported with 5-year warranties and back-up batteries and the difference in the bids was negligible. A motion was made by Richardson to approve the purchase of two new units at \$19,700.30. Weinzapfel seconded. Approved 4-0.

Item 8 – Physician Credentialing: Privileges were granted to: New Appointments - Sean Biggs, MD, Radiology, and Kwabuaa Dow, MD, Emergency Medicine, provisional, one year. Reappointments were: David Miksits, M.D., Pathology; and Perry Reding, MD, and Maurice LaPerriere, MD, Emergency Medicine, two years. Motion to accept by Weinzapfel, seconded by Richardson. Approved 4-0.

Item 9 – Nurse Staffing Plan/Nurse Staffing Committee: Review and approval of the Nurse Staffing Plan and semi-annual report of Nurse Staffing Committee. Plan based on staffing to volume. Motion made

to accept Nursing Staffing Plan and report of Nurse Staffing Committee made by Richardson and seconded by Weinzapfel. Approved 4-0.

Item 10 – Hospital District Strategic Plan. Roland explained to the board that the hospital needed to position itself for life after COVID and a plan needed to be put in place to ensure survival when COVID funds run out. Roland recommended that the hospital’s Vision, Mission and Core Values be updated as a first step in the process. The process would also include long-range goals and a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, both departmental and district-wide. Timeline would be 6 months and actions and recommendations would be reported back to the board quarterly. After adoption of initial steps, a detailed action plan could be put into place.

Item 11 – New Employee Safety, Return to Work: Roland advised the board that the district would be updating its new employee and return-to-work physicals based on the job duties required. Return to work with physician release will require that the employee be able to meet the minimum requirements of their job. Roland said this should help with productivity, insurance costs and result in less incidents of re-injury.

Roland reminded members of the **board meeting schedule:** November 18, 2020 and December 16, 2020 (early for holidays) and January 27, 2021, at which time the annual audit is scheduled for presentation.

At 7:50 p.m., Weinzapfel made the motion that the board move into **closed session** pursuant to Sections 551.074 (Personnel), 551.085 (Strategic Planning) of the Texas Government Code and 161.032 (Compliance) Texas Health and Safety Code. Richardson seconded. Approved 4-0.

The Board of Directors of the Muenster Hospital District adjourned its closed session and returned to open session at 8:44 p.m., on a motion by Weinzapfel, seconded by Richardson and approved unanimously. No action taken. Hess made a motion to adjourn, seconded by Richardson. Approved 4-0. Meeting adjourned at 8:46 p.m.

Ronnie Weinzapfel - Board Chairman

Aaron Hess - Board VP/Secretary