

SABINE COUNTY HOSPITAL DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

September 7, 2017

The Sabine County Hospital District Board of Directors met for a Regular Meeting on September 7, 2017 at 12:15 PM in the Sabine County Hospital Board Room.

Present

Phil Yocom, President
Joe McNaughten, Secretary
Earl Willis, Board Member
Diane Powell, Contracted Employee
Chloe Schafer, Interim EMS Administrator

Others Present

Martha Stone, Tax Assessor and Collector
Jacy Daugherty, Administrative Assistant
Jerry Howell, Sabine County Hospital Administrator
Montez McNaughten, Citizen
Pennie Ferguson, Daily News & More

Absent

Mark Pearson, Vice President

- I. Mr. Yocom called the meeting to order at 12:16 p.m.
- II. Mr. McNaughten opened the meeting in prayer.
- III. Public Comments: None
- IV. Mr. Willis moved to accept the financials and minutes from July 24, 2017, August 10, 2017, and August 16, 2017. Mr. McNaughten seconded. Motion passed by raise of hands.
- V. Mr. Howell presented the Hospital Administrator's Report. Mr. Howell stated that inpatient days were 11% more than last year for the month. Overall, he said, the numbers of patients in the hospital are showing a downward trend. Mr. Howell stated that hospital staff are continuing to go out into the community for community outreach. He said they will be in Pineland later this month; they have been in Hemphill already, as well as Fairmount. Mr. Howell stated that the hospital will have employee appreciation day on the 15th of September. Mr. Howell said that the hospital will be doing some customer

service training with a man from SFA. Mr. Howell stated that the hospital had some air handler problems during Hurricane Harvey and the ceiling had water in it. He stated that they have had a surge in the emergency room with the number of people passing through town because of Hurricane Harvey. Mr. Howell finished by adding that the hospital would be renewing the service contract on the CT machine and the cost is \$68,000 per year. Mr. Willis moved to accept the Hospital Administrator's Report. Mr. McNaughten seconded. Motion passed by raise of hands.

- VI. Ms. Schafer presented the EMS Administrator's Report. Ms. Schafer stated that call volume went down for the month of July. It was 161 last year and 126 this year. She stated that there were also 19 refusals. Ms. Schafer said that year to date call volume is down from this time last year. Ms. Powell added that Sabine County EMS is 125 calls short of last year's call volume year to date. Ms. Schafer stated that response time was faster compared to July of last year. Ms. Schafer said that Sabine County EMS has had 90 911 calls, 3 emergent facility transfers, 13 non-emergent facility transfers, and 20 medical facility transfers. Ms. Schafer stated that the zone breakdown is about the same as it usually is with the nursing home, hospital, and Hemphill area taking up the majority of the calls. She added that Pendleton has still had a lot of activity and Pineland only had 8 calls for the month of July. Mr. Yocom asked Ms. Schafer to bring everyone up to speed on the status of the med units. Ms. Schafer stated that, at the time, Sabine County EMS had two working trucks. Med 1 was towed to Diesel Diagnostics in Lufkin the day before. Ms. Schafer was waiting on a call from Diesel Diagnostics to inform her of what was actually wrong with Med 1. Ms. Schafer said that the door on Med 3 was not opening properly. She stated that it was taken to Reynold's & Wright's and the problem with the door was fixed. Ms. Schafer said that Med 3 also had two fuses that went out, one was for the windshield wipers and the pump and the other was for the power windows. She stated that the windshield wipers were supposed to be fixed and she was going to check on it after the meeting. She said power windows were going to take more to work on and she may have to take it in again the following week. Ms. Powell added that she wanted the board to think about the fact that Sabine County EMS is down 125 calls so far this year. She said that the settlement for June was only \$39,000 and it is usually \$60,000-\$70,000. Ms. Powell said that it is time to start thinking about cutting back to only two med units throughout the week, instead of the usual three on Thursday-Sunday. She stated that EMS would still have a med unit at the Pineland station a couple of days a week, but they would have to bounce back and forth to the Hemphill station when the other med unit went out on a call. Mr. Yocom asked for Ms. Schafer's opinion since she has been the Interim EMS Administrator. Ms. Schafer responded that calls in Pineland have been steadily declining while there were still a lot of calls coming from Pendleton so it would make sense to have the Pineland truck bounce back to Hemphill. Ms. Powell added that if they made the decision to drop one truck before finalizing the budget, the budget would change a little, also. Mr. Yocom asked what would happen if there were a sudden spike in call volume. Ms. Powell responded there would still be a truck on standby that Ms. Schafer and a basic that lives in the county could take if needed. Mr. Yocom asked what would be some instances when call volume might spike. Ms. Powell said it could be a number of things. She stated if there were a sudden spike in call volume for a month, the two trucks with a call out truck would work. She added that

they could also leave the three trucks on, just in case, however the monetary inflow might not cover the cost. Mr. Yocom stated that the primary consideration of EMS is not to make money but to take care of the citizens of the county, but the money does have to be a consideration. Mr. Yocom proposed to give the Administrators at the EMS office authorization to add or subtract trucks as they see necessary. Mr. Willis moved to authorize administrative staff to make changes to the number of ambulances on duty, as they deem necessary. Mr. Yocom seconded. Motion passed by raise of hands. Ms. Schafer finished by discussing dates of football games in the county that ambulances must be present. Mr. Willis moved to accept the EMS Administrator's Report. Mr. McNaughten seconded. Motion passed by raise of hands.

- VII. Mr. Howell presented the 2nd Quarter Financials for Sabine County Hospital. Mr. Howell directed the board's attention to the Income Statement, stating that gross patient revenue was \$6.4 million versus \$7.3 million that was budgeted. Mr. Howell said that total revenue is about \$250,000 under budget. He said that operating expenses through the month of June were \$4.2 million versus the budgeted \$4.5 million. Mr. Howell said operating loss was around \$309,000 versus the budgeted \$408,000. Mr. Howell stated that, after the transfers from the county, net income was around \$114,000 versus the budgeted \$8,400 loss. Mr. Willis moved to accept the 2nd Quarter Financials for Sabine County Hospital. Mr. McNaughten seconded. Mr. Willis and Mr. McNaughten voted for. Mr. Yocom voted against. Motion passed.
- VIII. Mr. Yocom opened the discussion concerning FRO Funds for the 1st half of 2017 by asking how many valid FROs there were. Ms. Powell responded that she did not receive a report from Pendleton Harbor VFD. Ms. Powell stated that, as of that day, Pendleton's FRO license was still expired and had been since January. Ms. Powell stated that Pineland's FRO license also expired in January. However, they sent in their renewal paperwork, but it took a while to be approved. Ms. Powell said, as of that day, Pineland was in good standing. Ms. Powell said that Shamrock Shores VFD was also having some issues in that their only first responder expired at the end of June. She stated that would become an issue in the second half of the year, but wasn't an issue for this period. Ms. Powell said that Fairmount VFD and Six Mile VFD also turned in their report. Ms. Powell presented the breakdown of how the FRO Funds would be allocated to each department. Ms. Powell asked if Pendleton were to turn their report in and be in good standing with the state, would they be allocated funding since they did respond to calls. Mr. Yocom responded that because their report wasn't turned in by the deadline, they would not receive any funding. Ms. Powell agreed. Mr. McNaughten also agreed. Mr. Yocom moved to approve the calculations submitted for the allocation of the FRO Funds. Mr. Willis seconded. Motion passed by raise of hands.
- IX. Mr. Yocom stated that the board needed to formalize the consulting contract with Ms. Powell with terms that the board agreed to previously. Ms. Powell asked what the time period was. Mr. Willis responded that it would be as long as they needed her. Ms. Powell asked when the terms of the consulting contract would go into effect. Mr. Yocom responded that it would be when a replacement was hired for her position and she could begin training them. Mr. Yocom moved to enter into the contract with Ms. Powell at

\$3,000 a month effective upon the filling of her position for a period to be determined later. Mr. McNaughten seconded. Motion passed by raise of hands.

X. Mr. Yocom opened the discussion to establish a process to fill District and EMS Administrator positions. Mr. Yocom stated that he and Ms. Powell met and came up with an outline of duties for both positions. Mr. Yocom stated that they discussed the structure of Sabine County EMS and determined that the new EMS Administrator should decide if anything should change concerning job structure. Ms. Powell added that there is a lot of upheaval at Sabine County EMS in anticipation of the EMS Administrator position being filled. Ms. Powell said that it is important to get someone into the EMS Administrator position permanently and it should be priority. Mr. Willis asked if the EMS Administrator would report to the District Administrator. Mr. Yocom responded that both the EMS Administrator and District Administrator would report directly to the board. Mr. Yocom added that there is very little overlap in the new job duties outlined for the EMS and District Administrators. Ms. Powell said that it should be required of the new EMS Administrator to take some human resource classes. Ms. Powell said that she has received about six resumes regarding the EMS Administrator position but the job had not yet been posted. Mr. Yocom said that the job needed to be posted on the Sabine County EMS Facebook page and sent to Daily News and More no later than the next day and remain posted for 10 calendar days. Mr. Willis asked how many local people had turned in resumes. Ms. Powell responded that there was none yet but that there were current employees that had. Mr. Yocom requested to schedule a special meeting on September 19 after the tax meeting for the board to look at all of the resumes. Mr. Yocom moved to post the EMS Administrator position to accept resumes. Mr. Willis seconded. Motion passed by raise of hands.

XI. Board Member Comments:

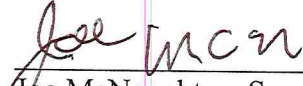
Mr. Willis: None

Mr. McNaughten: None

Mr. Yocom: None

XII. Board meeting adjourned at 12:47 p.m.

Phil Yocom, President
Sabine County Hospital District
Board of Directors



Joe McNaughten, Secretary
Sabine County Hospital District
Board of Directors