

SABINE COUNTY HOSPITAL DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

January 26, 2015

The Sabine County Hospital District Board of Directors met for a Regular Meeting on January 26, 2015 at 5:30 PM in the Sabine County Hospital Board Room 167.

Present

Phil Yocom, President
Earl Willis, VP & Treasurer
Mark Pearson, Member at Large
Gary Williams, EMS Administrator
Diane Powell, District Administrator
Mary Dodson, Administrator Assistant

Absent

Joe McNaughten, Secretary
Dr. Lana Comeaux, Member
Tyler Williams, EMS Assistant

Others Present

Diana Taylor, Sabine County Hospital Administrator
Penny Ferguson, Sabine County Reporter
Bob Kusterman, Sabine County Citizen
Mike Easley, Director of Operations, Preferred Management

- I. Mr. Yocom called the meeting to order at 5:30 p.m.
- II. Mr. Pearson opened the meeting with prayer.
- III. No Public Comments.
- IV. Mr. Kusterman introduced himself as past commander of the VFW post, past commander of American Legion, and a member of the D A D in Louisiana. Mr. Kusterman said that anything the D A D can do to help the Veterans out that's what they do. Mr. Kusterman asked if the board would consider getting approval to accept the new Veteran's Administration card for the Veterans of Sabine County. Mr. Yocom explained that the Sabine County Hospital is managed by Preferred Management and any requests would need to go through Diana Taylor, Hospital Administrator. Ms. Taylor asked if there was phone number she could call to get more information on this. Mr. Kusterman stated he has the phone number and would be happy to share this with her. Mr. Yocom asked if Mr. Kusterman knew how many veterans live in Sabine County, Mr. Kusterman said he did not know however Beau Mayo would know. Mr. Yocom stated that he would get in touch with him to find out. No action was taken.

- V. Mr. Willis moved to accept the minutes from the regular meeting on December 22, 2014. Mr. Willis stated that the Hospital District has 3 types of years in reference to the financials concerning the Hospital District; one is the tax year, which starts in October, second is the fiscal year for the District which is the calendar year and March is the beginning of Preferred's contract year. Mr. Willis asked what the new contract amount for Preferred is in 2015. Ms. Powell stated it is \$780,000 Mr. Willis stated the ambulance payments the District receives from Preferred are \$53,000 per quarter. Mr. Willis asked if the Hospital District was going to continue to pay the \$53,000.00 for the ambulance service to Preferred just for them to give the money back to us. Ms. Taylor said that Preferred would like for the Hospital District to continue to include the \$53,000.00 towards the 1115 waiver because they get 40% return on the money and let them pay the \$53,000.00 back to the Hospital District. Mr. Willis asked what the total amount the District owes Preferred at the end of February. Ms. Powell said \$16,000.00. Mr. Willis also moved to accept the financials. Mr. Pearson seconded Motion passed.
- VI. Ms. Taylor reported the inpatient census days are down 27%, swing bed days are up 10%, ER Visits are up 16%, outpatient visits are up 5%, transfers are up 36%, clinic visits are up 17%. Ms. Taylor reported that a proposed contract is pending with Dr. Greg Backofen. All other recruitment efforts have been halted at the present time pending contract signing. Dr. Backofen will be available for practice this summer upon completion of his residency program. New procedural changes were made effective 1/1/2015 in the Emergency Department regarding the provision of services for non-emergent patients. All patients are still receiving a medical screening exam by a PA or MD per EMTALA guidelines. Persons who are presenting with non-emergent conditions are asked to pay 200.00 deposit before being seen or if they have insurance, their ER co-pay up front. As of 1/26/2015, only two formal patient complaints regarding the change in procedures have been received. Volume (29 ER visits) appears to be decreased by approximately 10% as compared to January 2014 volume to date with 9% of those presenting as having been medically screened as non-emergent. A purchase order has been put into place for the replacement of the X-ray equipment at the hospital. Both X-ray machines are out of operation and due to the age of the equipment, replacement parts cannot be secured any longer. Preferred is purchasing a \$95,000.00 new Shimadzu unit with anticipated installation within 30 days. A portable back up X-ray machine is in place so some limited X-rays can still be performed but full X-ray services are curtailed until the new equipment can be installed. Kathy Mechler will be assuming the position of Corporate Clinical Director with Preferred to replace position vacated by Louise Grose on her retirement Mrs. Mechler will be at Sabine on Feb 17 and 18 to conduct a mock JCAHO survey to assist the hospital with preparations for the upcoming Joint Commission Survey that will occur the first ½ of the year. The hospital will conduct a Strategic Risk Assessment per requirements for meeting Meaningful Use standards of the Electronic Medical Records this week. Rod Troutman, an outside consultant, will be onsite for 2 days to conduct the survey to determine the hospital's compliance with privacy and security standards and to run tests on the hospital computer systems. All reporting requirements for the DSRIP and Uncompensated Care funds have been submitted to HHSC for approval for the DY3 year. The purchase of a new Ultrasound Sonosite for use in the ER as well as 5 new hospital beds has been completed in accordance with the Capital Improvement Grant funds that were approved in 2014. The only portion of the grant that is still pending completion is the installation of the new cabinets for the Nurses' Station which should occur within 30 days. A

formal end of the year presentation will be provided at the February 2015 District Board meeting to provide a recap of activities and numbers for the hospital and clinics in 2014. Mr. Willis moved to accept report. Mr. Pearson seconded. Motion passed.

VII. Mr. Willis stated the there is a possibility that we can use the ambulance funds for the 1115 Wavier Project and Intergovernmental Transfers without doing a 501. No Action Taken.

VIII. No action taken-Needs to be add to February Agenda.

IX. Mr. Williams stated that Sabine County EMS continues to be very busy, last month Sabine County EMS responded to 143 calls with an average response time of 8 minutes and 24 seconds. Out of 143 calls ran 121 are billable and 12 unbillable. Mr. Williams stated that the zone system is still a work in progress. Sabine County EMS transported 51 patients out of the hospital, responded to 32 nursing home calls, 46 to pts at residence, 2 at Dr.'s office, 3 at various business, 2 at the jail, and 8 MVA's. We have gotten our payroll bugs straightened out and instead of being in the loss column we are getting back into the profit. Pay period 25 after making changes and getting away from the net scheduling program we started using paper time sheets and paper scheduling we made a vast improvement showing only a \$543.00 loss vs. the 24th pay period having a \$3,214.76 loss. The last pay period of the year after going full paper time recording was a \$3,420.00 profit. Mr. Pearson stated that there were 11 calls in Pineland in the last 10 days and with the new Pineland station that will help our response times in Pineland. Mr. Williams went on to say that he has started interviewing for the new shift Supervisor positions. Mr. Williams said he feels that this is a big step in the right direction of where the Ambulance Service needs to go. The shift supervisors will be able to do disciplinary write ups but they will not have the authority to fire anyone. The shift supervisors will be included in the interview process. Mr. Williams went on to say that the Pineland station is up and open for business. Mr. Yocom moved to accept the EMS Administrator's Report. Mr. Pearson seconded. Motion passed.

X. Mr. Williams said he would like to see Sabine County EMS purchase a paging system in order to cut down on the dispatch times. Mr. Williams explained that the way the system works now the dispatcher with Sabine County Sheriff's office takes the 911 call and then must call the station to dispatch the crew. He stated with this system the dispatcher would be able to tone everything out with the pager. The pagers are audio and the dispatcher can record the message for the EMS crew. Mr. Williams also explained that the crew can replay the message on the pager as many times as they need to. Ems will need 4 pagers at a cost of \$2,324.00. Mr. Yocom moved to allow the purchase of the pagers after Mr. Williams checks with the Sabine County Sheriff's office to verify there would be no problem with Sabine County EMS doing this. Mr. Pearson seconded. Motion passed.

XI. Mr. Williams stated that there is no salary cap for Sabine County EMS. Mr. Williams stated he feels there should be a salary cap for the employees to give them incentive to level up in their career. He stated at this point there is no incentive, he stated that if there is a cap the employees would further their education for promotion. Mr. Williams stated that after doing research in the neighboring counties he felt the salary ranges should be set at: Paramedics \$16.00 to \$20.00,

EMT-Intermediates \$13.00 to \$16.00, and EMT-Basics \$11.00 to \$13.00. Mr. Yocom moved to set the salary caps at Mr. Williams' recommendation. Mr. Willis seconded. Motion passed

XII. Mr. Yocom said that Judge Melton, Sabine County Judge called him and said that the Commissioner's Court voted to approve the fee schedule that was offered by Sabine County Hospital District of a 75% discount of all transfers out of Sabine County Sherriff's office. Mr. Yocom stated that Judge Melton stated that he would sign the contract as soon as the Hospital District had it completed. Mr. Yocom stated that Sabine County EMS is not required by the State to have an interlocal agreement. He stated that if Sabine County needs a contract in place they should have it drawn up by the county attorney. Mr. Willis said that Sabine County EMS does not have an agreement with anyone else so he feels that Sabine County should have the contract drawn up. Mr. Yocom moved to enter into an agreement with the Sherriff's office of a 75% discount. Mr. Willis seconded. Motion passed

XIII. Mr. Yocom stated that the Hospital Board has no governing authority over the Grover C. Winslow Scholarship Fund at First bank and Trust East Texas. Ms. Powell asked if she can move the account from First Bank and Trust East Texas to Sabine State Bank and Trust because the account has under \$1,000.00 in it and First Bank and Trust East Texas is charging \$8.00 a month and Sabine State Bank and Trust wouldn't charge any monthly fee. Mr. Yocom and Mr. Willis said it would be fine if Ms. Powell moved the account. No Action.

Closed Session: 6:35 p.m.

Return to Open Session 6:47 p.m.

XIV. Mr. Pearson moved to allow Mr. Yocom to speak with Mr. Price regarding the purchase of the property at 2025 Worth Street. Mr. Yocom seconded. Motion passed.

XV. Board Member Comments:

Mr. Yocom: No Comment.

Mr. Willis: Said that he would like for someone to look into the EMS getting into the 1115 waiver project with our own money.

Mr. Pearson: Said that the EMS continues to impress him with the staff and the care we give the community.

XVI. Meeting adjourned at 6:49 p.m.

Phil Yocom, President

Joe McNaughten, Secretary

Sabine County Hospital District
Board of Directors

Sabine County Hospital District
Board of Directors