

SABINE COUNTY HOSPITAL DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

April 22, 2013

The Sabine County Hospital District Board of Directors met for a Regular Meeting on April 22, 2013 at 5:30 PM in the Sabine County Hospital Board Room 167.

Present

Phil Yocom, President
Earl Willis, VP & Treasurer
Joe McNaughten, Secretary
Mark Pearson, Member at Large
Diane Powell, Office Manager

Others Present

Diana Taylor, Hospital Administrator
Penny Ferguson, Sabine County Reporter
Montez McNaughten, Sabine County Citizen
Christa Worley, BKD Audit Firm

Absent

Dr. Lana Comeaux, Member

- I. President Yocom called the meeting to order at 5.30 p.m.
- II. Mr. Willis opened the meeting with prayer.
- III. With no members of the public desiring to comment, Mr. Yocom continued the meeting. No action taken.
- IV. Mr. McNaughten moved to accept the March 25, 2013 Minutes. Mr. Pearson seconded. Motion carried. Mr. Willis explained to the Sabine County Hospital District Board of Directors that the Hospital District had made a payment of \$495,000 to the 1115 Waiver Fund; however, the payment was made too early and was refunded to the District to be made later. Mr. Willis stated that Christa Worley was in attendance to present to 2011 Sabine County Hospital District Audit. Ms. Worley explained that the District's Assets increased by \$448,543, or 20% in 2011 over 2010. She explained the most significant change was the notes payable and capital assets due to the District entering into a loan agreement for a CT scanner. She stated the District reported an operating loss in 2011 of \$920,183. At the end of 2011, the District had \$1,225,955 invested in capital assets. Ms. Worley stated the District should have a Capital Assets Policy and should follow that when classifying assets of the Sabine County Hospital District. Mr. Willis asked if

anything under \$5,000 would need to be classified, Ms. Worley stated that under Medicare it would not; however, the District should follow their Capital Assets Policy. Mr. Yocom asked for this item to be on May's Agenda. Ms. Worley stated the only deficiencies that were found were the Internal Control of the District's Financial Reporting, stating that with a one person office it is important that the Board of Directors are watching the financials to make sure there are checks and balances. Mr. Yocom stated the Office Administrator is authorized to sign checks up to \$5,000, however at least one other member of the Board must sign those checks as well. Mr. Yocom stated that the Accepting of the 2011 Audit would be on the May Agenda and could be accepted at that time. Mr. Willis moved to accept the Financials. Mr. Pearson seconded. Motion Carried.

- V. Mrs. Taylor reported the statistics as of March 2013 and YTD 2013 are as follows: inpatient census days were down 42%, swing bed days were down 50%, average length of stay was 3.2 days, E.R. visits were up 7%, outpatient visits were up 2%, transfers were up 5%, and clinic visits were up 31%. She stated the Sabine County Hospital is 5 Days below the Swing Bed goal for the year. Mrs. Taylor stated the New MRI services are being provided through DMS and began the week of April 11. The mobile unit will be at the hospital every Thursday. She explained that eight MRI's were done the first week and five were done that last week. National Hospital Week activities will be held the week of May 13 with the theme this year being "Peace, Love, and Good Health" which will be a 70's theme. The Health Fair will be held on Friday May 17, 2013. The Sabine County Hospital employee lunch will be held on Wednesday, May 15, 2013. All employees, board members and medical staff will each receive a tie-dyed t-shirt. Construction of the patient rooms is moving forward with a slight delay with some delivery problems on the doors, frames, and lights. The Nurse Call system installation started on April 22, 2013. A Change order was made for the shower installation, changing from fiberglass to a tiled wall unit shower for the patient rooms at an additional expense of \$7040.00. The Grief support group continues to meet on a monthly basis on the 3rd Tuesday of each month at 6:30 p.m. with a variety of speakers as a community education service from the hospital. A recap of the Disaster Drill meeting was held with area law enforcement, Office of Emergency Management, hospital officials, and Homeland Security officials. Areas of improvement needed per observations made during the drill included: improved communications between law enforcement, ambulance, fire departments, and the hospital is needed both at initial notification of a disaster and in providing updates during the disaster. Sabine County had the largest participation of other agencies in all five counties involved in the disaster drills. The CLIA, Clinical Laboratory Improvement Amendments, survey will be conducted at the hospital beginning Wednesday April 24, 2013. This is a routine survey conducted every two years to insure clinical certification is renewed. The objective of the CLIA program is to ensure quality laboratory testing. Mr. Pearson moved to accept the Hospital Administrator's report. Mr. Willis seconded. Motion carried.
- VI. Mr. Yocom stated that the change order for the nurse call system was due to adding the system to the existing patient rooms that are currently being used as office space for the hospital. Mrs. Taylor stated that all patient rooms had to be updated in order to provide

the necessary services in the event the Sabine County Hospital is at full capacity. The cost of the Change Order is \$5449.00. Mr. Willis moved to accept the change order. Mr. Pearson seconded. Motion Carried.

- VII. Items VII and VIII Combined. Mr. Yocom stated that no bids were received. He asked the Office Administrator to resubmit the ads requesting bids to the Sabine County Reporter to be reviewed at the May 20, 2013 Regular Board Meeting. No action taken.

VIII. Board Member Comments:

Mr. Willis: No Comment.
Mr. McNaughten: No Comment.
Mr. Yocom: No Comment.
Mr. Pearson: No Comment.

- IX. Meeting adjourned at 6:01 p.m.

Phil Yocom, President
Sabine County Hospital District
Board of Directors

Joe McNaughten, Secretary
Sabine County Hospital District
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