

SABINE COUNTY HOSPITAL DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

May 20, 2013

The Sabine County Hospital District Board of Directors met for a Regular Meeting on May 20, 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
Dr. Lana Comeaux, Member
Diane Powell, Office Manager

Others Present

Diana Taylor, Hospital Administrator
Penny Ferguson, Sabine County Reporter
Judge Charles Watson, Sabine County Judge

- I. President Yocom called the meeting to order at 5.30 p.m.
- II. Mr. McNaughten 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. Willis moved to appoint Dr. Lana Comeaux to fill the unexpired term for the Sabine County Hospital District Board of Directors position in Precinct 3. Mr. Pearson seconded. Motion carried.
- V. Judge Charles Watson swore in the candidates for the positions of Precinct 2, 3 and 4. Earl Willis for Precinct 2, Dr. Lana Comeaux for Precinct 3 and James McNaughten for Precinct 4.
- VI. Mr. Pearson moved to keep the officers as they are currently. Mr. Willis seconded. Motion carried.
- VII. Mr. Yocom stated that after looking at the spreadsheet provided the balance due to Preferred Hospital Leasing is \$288,962.86. Ms. Powell stated that is the current amount owed at this time, however that number will change due to the ambulance contract and

the UC Payment that would be made before the end of May. Mr. Willis moved to approve the April 22, 2013 minutes and financials. Mr. McNaughten seconded. Motion carried.

- VIII. Mrs. Taylor reported the statistics as of April 2013 and YTD 2013 are as follows: inpatient census days were down 29%, swing bed days were down 27%, average length of stay was 3.2 days, E.R. visits were even with last year. Outpatient visits were up 4%, transfers even with last year and clinic visits were up 40%. She stated the reason for the drop on inpatient census days were because a physician in the area has not been admitting patients to the Sabine County Hospital. Mrs. Taylor stated that Hanse Ellison, HR Director Sabine County Hospital, is finalizing plans for Excel classes to be offered to the hospital and clinic employees in-house as a free benefit for additional education. National Hospital Week activities were held the week of May 13. This year's theme was 70's. The Health Fair was held on Friday May 19 from 9am-1pm. Twenty-Eight vendors' participated and over 150 people attended. Free health screenings were provided as well as health education information. Mrs. Taylor stated that with the changes in Medicare, cholesterol screenings are limited to once every five years if not already taking cholesterol reducing medications, the health fair provided 90 lab tests for cholesterol tests. Construction on Rooms 203 and 204 is nearing completion a slight delay with some delivery problems on the doors, frames, and lights. Mrs. Taylor stated that the furniture at a cost of \$6,000 has been ordered; she stated she had received a bid for furniture at a cost of \$10,000 however; she was able to find another vendor at a better price. The nurse call system is currently being installed there has been a slight delay due to parts. Swing Bed goals are still running behind for the year although May admissions were up which are bring the numbers up. New MRI services are being provided through DMS and began the week of April 11. Mrs. Taylor stated that they are able to do approximately eight MRI's a day. A potential disaster was averted due to two patients pressing with potential radiographic waste contamination as result of an illegal pipe theft from an oil field. The subjects presented on Tuesday April 7, 2013. They were detained outside the facility; the local law enforcement and area emergency management coordinator were contacted. The HazMat team arrived and the hospital staff set up decontamination tent. Mrs. Taylor stated the disaster was handled "textbook" perfect. The subjects were not exposed as was originally suspected both the decontamination process was conducted as a safety measure. The hospital went into lockdown mode for a period of three hours and forty-five minutes. Mrs. Taylor stated that a CLIA survey was conducted at the end of April. The hospital received certification with only one minor factor identified which was a technical manual measurement topic. The objective of the CLIA survey program is to ensure quality laboratory testing. Mr. Pearson moved to accept the Hospital Administrator report. Mr. Willis seconded. Motion carried.
- IX. Mr. Yocom explained that the 2011 Sabine County Hospital District Audit was presented during the April Board Meeting, however the board had yet to accept the 2011 Audit. Mr. Willis moved to accept the 2011 Sabine County Hospital District Audit. Mr. Pearson seconded. Motion Carried.

- X. Mr. Willis stated he believes that since the Sabine County Hospital District is a Non-profit organization there is no need for the Capital Assets Policy, however the District already has in place a line item on the yearly budget for Capital Assets and that takes care of what is needed. No action taken.
- XI. Mr. Willis requested for more time to look at the Preferred Management 1st Quarter Financial Statements on Sabine County Hospital and move this item to the June Meeting. Mr. Pearson tabled this until June. Mr. McNaughten seconded. Motion carried.
- XII. Mr. Yocom stated that the Third Amendment to the Lease and Operating Agreement had already been discussed during the meeting in March, however it needed approval. Mr. McNaughten moved to approve the Third Amendment to the Lease and Operating Agreement. Dr. Comeaux seconded. Motion carried.
- XIII. Mr. Willis stated the engagement letter with Eide Bailly needed some review. He wanted to make sure that Eide Bailly would actually be doing the audit instead of a third party, which was the issue with BKD and the late timing of the 2011 Audit. Mr. Yocom explained the issue he saw with the engagement letter was on page six, "We both agree to submit any unresolved Dispute to trial by a federal or state court venued in Fargo, ND." Mr. Yocom stated he would like that changed to Lufkin, TX. Mr. Willis also stated that the period in which the audit is completed should be in this engagement letter as well. Mr. Willis said the price in which Eide Bailly is charging is the same as BKD but would hope the level of service would be more superior. Mr. Yocom moved pending all the changes, the Sabine County Hospital District should enter into contract with Eide Bailly for the 2012 Audit, as Mr. Willis corrects the engagement letter to the board's satisfaction. Dr. Comeaux seconded. Motion carried.
- XIV. Mr. Yocom moved to form a committee consisting of Mr. Willis and Mr. Pearson, to research the wages of the Sabine County Hospital District's Office Manager and to bring their recommendations to the June Board Meeting. Mr. McNaughten seconded. Motion carried.

Recess to look at the parking lot. 5:56p.m.
Reconvene at 6:12p.m.

- XV. Mr. Yocom stated that extra parking is needed at the Sabine County Hospital. He stated that at times there is no parking available for patients as well as employees and they have to park on the grass or the roadway. Dr. Comeaux moved to advertise for the bids for the parking lot expansion. Mr. Willis seconded. Motion carried.
- XVI. Mr. Yocom moved to enter into the Texas Coop Program Purchasing Network at a cost of \$100 per year. Mr. McNaughten seconded. Motion carried.
- XVII. No Action Needed.

- XVIII. Mr. Yocom opened the bids received for the mowing of the land between the Sabine County Hospital and Toledo Bend Family Clinic. He stated the District received three bids. The first bid was from Gooch Enterprises for \$300 each cutting during mowing season and \$150 each cutting during non-mowing season. The second bid was from Amburn Lawn Service for \$500 per month. The third bid received was from R.F. Dickerson for \$100 per cutting. Mr. McNaughten felt the board would be better served by going with R.F. Dickerson. Mr. Yocom stated he felt the Sabine County Hospital District should have a year contract with Mr. Dickerson and unless the price increases continue using Mr. Dickerson yearly. Mr. Pearson moved to enter into a contract with Mr. R.F. Dickerson on a yearly basis. Dr. Comeaux seconded. Motion Carried.
- XIX. Mr. Yocom opened the bid received for the permanent solution to the erosion problem on the land between the Sabine County Hospital and Toledo Bend Family Clinic. He stated the District received one bid from Gooch Enterprises for \$26,000. Mr. Pearson stated he felt like bringing in dirt would not solve this issue, he believes it would cost more in the long term if it were done this way. Mr. Willis moved to reject the bid from Gooch Enterprises and advertise again for more bids. Dr. Comeaux seconded. Motion carried.
- XX. Board Member Comments:
- Mr. Willis: No Comment.
Mr. McNaughten: No Comment.
Mr. Yocom: No Comment.
Mr. Pearson: Mr. Pearson stated he was impressed with the construction of the new patient rooms and could not wait to see the finished product.
Dr. Comeaux: No Comment.
- XXI. Meeting adjourned at 6:33 p.m.

Phil Yocom, President
Sabine County Hospital District
Board of Directors

Joe McNaughten, Secretary
Sabine County Hospital District
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