

SABINE COUNTY HOSPITAL DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES

April 28, 2014

The Sabine County Hospital District Board of Directors met for a Regular Meeting on April 28, 2014 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**  
**Duane Keating, EMS Administrator**  
**Diane Powell, District Administrator**

**Absent**

**Dr. Lana Comeaux, Member**

**Others Present**

**Diana Taylor, Sabine County Hospital Administrator**  
**Chris Castille, Acadian Ambulance Service**  
**Monica Keeton, Acadian Ambulance Service**  
**Penny Ferguson, Sabine County Reporter**  
**Daryl Melton, County Judge-Elect Sabine County**  
**Montez McNaughten, Sabine County Citizen**

- I. Mr. Yocom called the meeting to order at 5:30 p.m.
- II. Mr. Willis opened the meeting with prayer.
- III. Daryl Melton, Judge-Elect Sabine County, stated he wanted to attend the meeting to say thank you to the board members. He stated economic development is a big part of his new job. He stated the hospital is a big part of bringing new people into the county. He stated his concerns are with the ambulance service he feels that as county judge, people of Sabine County would want him to know what is going on. Mr. Melton stated that an ambulance service is run for profit. Mr. Yocom stated that this ambulance service is not run for profit. Mr. Melton stated he wants to be informed. He stated he felt that the board should have let the Commissioner's Court know prior to going into this EMS Service. Mr. Yocom stated that the Hospital District Meetings are open meetings and anyone can attend. Mr. Melton stated he would like to be kept in the loop. He stated anyone can see the books of the county by line item. Mr. Melton stated that if this were to fail he felt that most people in Sabine County would blame the County. Mr. Yocom

invited Mr. Melton to the Community Meeting on Thursday at 5:00 at the Senior Citizen Center. Mr. Yocom encouraged the Commissioner's Court to attend the meeting on Thursday as well. Montez McNaughten, Sabine County Citizen, stated she felt the hospital board members work together well and with that our Hospital is a better than it has ever been. She stated it is critical to this county to have an ambulance service. She stated she is behind this ambulance service. She stated she felt that the feelings in the community are because no one attends the board meetings. She stated she has invited citizens to attend and get involved. She stated rumors are always bad because that is what people want to hear, however she felt the good that this board has done is never talked about and it outweighs the bad.

Mr. Pearson arrived at 5:36.

IV. Mr. Willis moved to approve the minutes and financials. Mr. McNaughten seconded. Motion passed.

V. Ms. Taylor reported the inpatient census days are down 77%, swing bed days are up 56%, average length of stay is 2.7; ER Visits are up 21%, outpatient visits are up 9%, transfers are up 30%, clinic visits are up 10%. Ms. Taylor reported new procedures/policies on Prescriptive Authority for mid-level providers were presented to Medical Staff for final approval. This is a result of legislative action allowing mid-level providers (under supervision and monitoring) to issue prescriptions for controlled substance medications to patients. ICD-10 implementation has been delayed by Congress and signed into law by President Obama until October 2015. Corporate is working to set up an intranet access for all employees where they can access the Employee Handbooks, HIPAA Manuals and other policy and procedure manuals by internet and not have to refer to printed handbooks. This will make revisions much easier for disbursement, HR forms such as Personnel Change forms, insurance enrollment forms, etc. are also planned to be put on the Internet as well. Sabine County Hospital will be participating in the Shattered Dreams live exercise with the county high schools on May 15. No further details available at this time other than we can expect approximately 12 trauma/ER patients to be brought in as a result of the exercise. Shattered Dreams is a nation-wide experience where teenagers are exposed to the tragic results from driving and drinking through re-enactments of car accidents focused around prom time and graduation. Diana attended the TORCH Meeting in Dallas during the week of April 10. The big focus is quality measures, speaker after speaker emphasized that in the future, and we will be paid based on quality not volume. Everything we do to affect and improve quality now will be to our advantage in the future-core measures, patient satisfaction, following standard of care procedures, documentation, outcomes for our patients, and readmissions. In patient satisfaction, scores received for the first quarter of 2014 indicated about 90% percentile on nearly all questions with the exception of Transition of Care upon discharge. Steps are being taken to provide greater assistance to patients in discharge planning and explanation of medication purposes upon discharge. Sabine County Hospital scored in the 100% percentile regarding Communication about medicine and the overall rating of the hospital. Telephone surveys are conducted on all inpatients over the age of 18 with no psychiatric diagnosis or swing bed patients by and outsourced company call

Healthstream and all survey results are submitted to the Center for Medicare and Medicaid Services as a point of patient satisfaction quality comparison with other hospitals throughout the US. The hospital will host a health fair on May 16 at the hospital from 9 am to noon. Over 27 vendors have already signed up to participate. Sabine County Hospital will participate in a health fair at Georgia Pacific. Dr. Luther conducted school physicals at Hemphill ISD, these are done free. Dr. Luther conducted 125 sports physicals exams at Hemphill ISD and more are scheduled for West Sabine ISD at the end of May. She stated that Chris Melcher had neck surgery and would be out for approximately 6 weeks. Mr. Willis moved to accept the Hospital Administrator report. Mr. Pearson seconded. Motion passed.

- VI. Mr. Willis moved to tabled this item. Mr. Yocom seconded. Motion passed.
- VII. Mr. Yocom stated that Mr. Keating, Ms. Powell, and himself have been to all the first responder organizations and fire departments. The meetings have gone great. He stated there would be a community meeting Senior Citizen Center Thursday at 5 pm. No Action taken.
- VIII. After reviewing the reports, Mr. Yocom stated that the first item on the first page shows a 13 second response time with a 36 second discharge time. Monica Keeton, Acadian Ambulance, stated that she tries to go through all the reports to catch the mistakes. However this was an oversight. Mr. Yocom asked how accurate the reports really are. Mr. Pearson stated this is the first line on the first page. Ms. Keeton stated she tries to catch those on the reports. Mr. Willis asked how they decide what hospital to take a patient to. Mr. Castille stated they allow the patient to decide, if they decide to go to a different hospital then what they suggest, they have the patient sign an AMA form. Ms. Keeton stated that many of the patients will bypass four hospitals to go to a hospital that they want to go to. Mr. Pearson stated that on Friday and Sunday San Augustine EMS was staged on the north end of the county. He asked why. Mr. Castille stated they were backing up Acadian due to a major call they received. Mr. Yocom moved to accept the ambulance report. Mr. McNaughten seconded. Motion Carried.
- IX. Mr. Willis stated he spoke with Jeremy at Detcom. He stated there is a way to install the tower without taking up all of the land that Detcom is requiring. He stated when speaking to Jeremy there is a different type of tower that does not require the same amount of land. Mr. Willis stated that tower is more expensive than the tower that was originally proposed. Ms. Taylor stated she felt that it would be a lot more money than what they were initially willing to spend. Mr. Yocom stated he would like to have firm numbers before making any decisions. Mr. Yocom moved to table this issue. Mr. Pearson seconded. Motion passed.
- X. Ms. Taylor stated that Preferred Management would like to install a walking path in order to help the rehabilitation efforts of the swing bed patients. Mr. Yocom moved to approve the rehab pad/path. Mr. McNaughten seconded. Motion passed.

XI. Ms. Taylor stated that Preferred Management recently purchased two new capital equipment items. She stated they purchased a new stove as well as a walk in cooler. She stated they would like to try to sell those items or dispose of them if necessary with the proceeds of this going to the Sabine County Hospital District. Mr. Pearson moved to allow the sale or disposal of the old equipment. Mr. Willis seconded. Motion passed.

XII. Mr. Keating stated he received a quote for the EPCR program from ESO. He stated this program allows for the transmittal of patient care reports to hospitals and billing companies. He stated that the cost of this program is \$12,775.00 the annual recurrent cost is approximately \$5800.00. Ms. Powell stated the billing company suggested that we use ESO for ease of billing. He stated as well as the EPCR program, ECore software for scheduling is also needed. He stated this software would allow for the employees to be able show their available time as well as keeping track of the vacation and sick time. He stated the cost of this is \$260 per month with a \$50 start up fee. Ms. Powell stated the scheduling software would upload into the current payroll software already being used by the Sabine County Hospital District. Mr. Yocom moved to allow the purchase of the ESO software and the ECore software by the EMS Administrator. Mr. Willis seconded. Motion passed.

Mr. Keating stated that he would have to leave the meeting early and would like to let the board members know that the Chassis for the Ambulances had come in approximately \$3,000 under bid. He also stated that the chevrons on the back of the ambulances would cost approximately \$1500 instead of the original \$3,000.

XIII. Ms. Powell stated that when doing the community meeting at the Fire Departments, she was asked if the state was still offering the Hepatitis B shots free. Ms. Powell stated she spoke with Ms. Taylor and she stated the wholesale cost of the shots is \$90 per person. The state is no longer offering the shots at no cost. Ms. Powell stated she sent letters to all the first responder organizations and had received two letters back so far, however they have until May 15 to get back to her. Mr. Yocom moved to allow the Sabine County Hospital District to pay for the Hepatitis B shots for the new First Responders who can show proof of licensure. Mr. Pearson seconded. Motion passed.

XIV. Ms. Powell reported that the Sabine County Hospital District had their 2013 Audit last week. She stated that at the last board meeting the board voted to have two board member signatures on the Sabine County EMS payroll checks, however she felt that at times it would be difficult to personally find two board members to have the checks signed in a timely manner. She stated after speaking with the auditors that we could allow the direct deposit of the checks, after sending an email with the check amounts to the board members, as long as she received approval from two board members in writing. Mr. Willis moved to allow the direct deposit of the Sabine County EMS payroll checks with two board member approval via email. Mr. McNaughten seconded. Motion passed.

XV. Mr. Keating stated that Dr Gulbis had been approved to be the Sabine County EMS Medical Director. Ms. Taylor stated that Preferred would have the Medical Director Contract available for the May Board Meeting. Mr. Yocom moved to authorize Dr.

Gulbis as the Medical Director for Sabine County EMS. Mr. Pearson seconded. Motion passed.

XVI. Mr. Yocom moved to table this issue. Mr. McNaughten seconded. Motion passed

XVII. Mr. Yocom moved to table this issue. Mr. Willis seconded. Motion passed.

XVIII. Ms. Powell stated that with the cost of the disposables added to the monthly budget. She recommends increasing the credit limit on the credit card to \$15,000. Mr. McNaughten moved to increase the credit limit on the Sabine State Bank Visa to \$15,000. Mr. Willis seconded. Motion passed.

XIX. Mr. Pearson moved to allow Duane Keating, Sabine County Ems, signing privileges on the Sabine County EMS Credit Card. Mr. Willis seconded. Motion passed.

XX. Mr. Yocom moved to authorize the Off the Hook Marketing proposal if \$1,011.86 for the Sabine County EMS website. Mr. Pearson seconded. Motion passed.

XXI. Ms. Powell stated two copiers were necessary due to Duane and the Sabine County EMS staff. Mr. Yocom moved to allow the purchase of the two copiers from Texas Document Solutions for \$6950 and participate in the Annual Platinum Service Agreement. Mr. Willis seconded. Motion passed.

XXII. Ms. Powell stated she received all the necessary paperwork from both Fairmount and Pendleton Harbor Volunteer Fire departments. Mr. Yocom stated that the Grand Jury indicted the former treasurer from Pendleton Harbor VFD. Mr. Pearson stated there had been a turnover at Pendleton Harbor VFD. He stated he felt that the issues have been resolved however; there is an ongoing investigation with the Attorney General's office he feels that they are under the microscope so he feels that it would be fine to give the money to them. Mr. Yocom moved to authorize the funds distribution to Pendleton Harbor VFD for \$5846 and Fairmount VFD for \$2808. Mr. McNaughten seconded. Motion passed.

XXIII. Mr. Willis moved to allow the Board members and District Administrator to attend the THT Conference in Dallas, TX. Mr. Pearson seconded. Motion passed.

XXIV. Board Member Comments:

Mr. Pearson: No Comment.

Mr. Yocom: No Comment.

Mr. Willis: No Comment.

Mr. McNaughten: No Comment.

Dr. Comeaux: No Comment.

XXV. Meeting adjourned at 6:41 p.m.

---

Phil Yocom, President  
Sabine County Hospital District  
Board of Directors

---

Joe McNaughten, Secretary  
Sabine County Hospital District  
Board of Directors