

SABINE COUNTY HOSPITAL DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

July 28, 2014

The Sabine County Hospital District Board of Directors met for a Regular Meeting on July 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
Dr. Lana Comeaux, Member
Duane Keating, EMS Administrator
Diane Powell, District Administrator

Others Present

Diana Taylor, Sabine County Hospital Administrator
Penny Ferguson, Sabine County Reporter
Montez McNaughten, Sabine County Citizen

- I. Mr. Yocom called the meeting to order at 5:30 p.m.
- II. Mr. McNaughten opened the meeting with prayer.
- III. No public comments.
- IV. Ms. Powell stated that she had gone to the bank with Mr. Willis to do a wire transfer of \$64,445 it was put in the system as a cashed check, however it was not a cashed check, she stated she spoke with Stephen Crowell, Sabine State Bank President and that he would be writing a letter showing the money went from our account to the wire transfer account of Reliable Emergency Vehicles. Mr. Willis stated he is currently working on the 2015 Budget and had some questions regarding disposables for EMS. Mr. Willis asked with all the checks that are written for medical supplies, is this going to be a recurring charge. Mr. Willis asked about the Boundtree and Emergency Medical Products checks that were written, Mr. Keating stated that we would indeed be replacing supplies as needed but not at the amount that is shown on the financials this month because we were starting from zero. Mr. Willis asked about the Stryker Stretchers, he asked how many stretchers were purchased for that amount. Mr. Keating stated that three were bought with the attachment equipment. Mr. Willis asked about the check written on 7/21/14 to Duane Keating. Mr. Keating stated that was an expense check for things he

had purchased with his personal credit card. He stated that the Sabine County EMS Credit Card that he was given was at its limit so in order to purchase the things he needed he had to purchase things on his personal credit card. Mr. Keating stated that the disposables are the items that would need to be replaced on going. He stated that the fixed items would last awhile. He stated he would have a better idea of what our disposable cost would be at the next meeting. Mr. Willis asked if Steamatic would be an ongoing charge as well. Mr. Keating stated that was a one-time station cleaning. Mr. Yocom asked if the amount on the last page of the financials was current and up to date. Ms. Powell stated yes, it includes the \$2838.00 that was paid for monitoring fees in July. Mr. Pearson asked how long the stretchers should last. Mr. Keating stated approximately 6 or 7 years. Mr. McNaughten asked about a purchase order system. Mr. Yocom asked the status of the purchase order system. Ms. Powell stated they had not changed, however the board needs to set a limit for purchase orders. Mr. McNaughten asked about inventory. Mr. Keating stated he reviews inventory, however there is no system in place. Mr. Yocom suggested coming up with some kind of system for inventory control. Mr. McNaughten asked for a report of inventory. Mr. Keating asked if we could get back to them after looking into a system. Mr. Yocom asked how we are accounting for DEA drugs. Mr. Keating stated that we do not have our DEA license yet, so we do not have any drugs. Mr. Keating stated we should have the license by the end of the week. Mr. Willis moved to accept the financials and minutes. Mr. Pearson seconded. Motion passed.

- V. Ms. Taylor reported the inpatient census days are down 40%, swing bed days are up 24%, ER Visits are up 24%, outpatient visits are up 9%, transfers are up 38%, clinic visits are up 15%. Ms. Taylor reported that they will be submitting a pre-survey workbook to the Joint Commission as of 8/12/2014. Any time after that date, they are expecting and are prepared for a Joint Commission Survey. The last survey was in July 2012 and they received Re-Accreditation status at that time. They will be having follow up meetings with each department to insure preparedness for survey. Laura McCroskey and Laura Crowell will be attending the NextGen Users Group national meeting in November. Additionally, Laura Crowell and Amy Cummings will be attend the Texas Rural Health Clinic Association meeting in Austin this week. Amy Cummings and Diana Taylor attended a seminar in Galveston hosted by Region 2 regarding the reporting for 1115 Waiver projects on quality measure reporting. Dr. Jerry Carolino has submitted a credentialing application for Medical Staff privileges and was approved for temporary privileges effective July 17, 2014. He can now admit patients to the hospital. Work is now beginning on meeting Meaningful Use Stage 2 for our electronic medical records system. Some of the 16 required criteria we will be required to meet include: using computerized order entry for medications, laboratory and radiology, record smoking status for more than 80% of our inpatients and observation patients, provide online patient access to health information for more than 50% of the inpatient with more than 5% of those patients actually accessing the information, must be able to transmit an electronic summary of care information electronically to another facility with a different EHR vendor, and conduct or review a security analysis and incorporate the results in a risk management process. A designated triage room has been established to allow for more efficient patient flow in the Emergency Room area. Dr. Natalia Luraguiz-Gibson

began work at Toledo Bend Family Clinic effective July 1, 2014. She additionally provides services as one of our ER providers at the hospital and has full admitting privileges on the Medical Staff. An analysis of EMS transfer times eff. July 15th through July 25th has been conducted. A total of 18 transfers send from SCH with 13 handled by Sabine County EMS with an average response time of 15 minutes. Care Plus transported 4 and PHI flew one. Hospital Days in AR as of May: 49.90, Sabine Clinic days in AR: 43.29. Toledo Bend Clinic days in AR: 43.51, Delinquent Medical Records: 0, ER Patient Satisfaction 705 discharged patients have been contacted by telephone to assess their patient satisfaction with hospital services which is a 35.06% contact rate. 697 (99%) stated they had a positive experience. 8 indicated a negative experience. Some Quality Assurance Performance Improvement projects in process: patients leaving against medical advice decreased 41%, patient falls decreased 64%, and medication administration errors decreased 78%. Mr. Willis moved to accept the Hospital Administrator's report. Mr. Pearson seconded. Motion passed.

Sabine County EMS Medical Staff stopped by to introduce themselves. Deb Harkins, Don Rodriquez, Tyler Johnson, and Steve English. Mr. Keating stated that everyone is working together with the same goals.

- VI. Ms. Powell stated the only thing that happened with this in July which was the monitoring fee that is paid annually. No action taken.
- VII. Mr. Yocom asked if we could delay this until Dr. Comeaux arrives. Dr. Comeaux arrived at 6:34pm. Mr. Keating stated that as of this morning 25 jobs have been created in Sabine County. Mr. Keating stated the average response time is 8 minutes and 59 seconds. Mr. Yocom asked where this data comes from. Mr. Keating stated the time data starts when they get the phone call. Mr. Yocom asked why there was such a difference between the Hospital's numbers and the District's numbers. Mr. Keating stated that his report includes 911 calls. He stated that the calls that took more than twenty minutes were located at the very southern end of the county and northern end of the county. He stated that 35% of the calls received were from Sabine County Hospital. He stated the next report gives a break down by days of the week. He stated in a weeks' time frame Thursday was the busiest day. He stated he could not give any more information than what is on the report due to HIPPA laws. He stated that a total of 62 runs were made by Sabine County EMS since the 15th of July. Ms. Taylor asked how many of these patients have insurance. Mr. Keating stated that 59 patients had some sort of insurance. Mr. McNaughten asked when cash flow is anticipated. Mr. Keating stated that the billing company received our EMS license so that they can now start billing. He stated that the Medicare license information was sent off Monday. Mr. Keating thanked Ms. Taylor and her staff, he stated that he is meeting with Dr. Gulbis biweekly. Mr. Pearson asked why Mr. Keating had to work a truck recently. Mr. Keating stated that all of his part time people were scheduled at other jobs. Mr. Pearson stated he expects Mr. Keating to work the truck from time to time, however he is concerned because he had to do this two days into this. Mr. Keating stated he has the staffing issues resolved. Dr. Lana Comeaux asked if there is a pay scale. Mr. Keating stated yes, Paramedics make \$17/hr. and \$16.50/hr., Intermediates \$15/hr., Basics \$12/hr. Ms. Powell stated that

payscale is not across the board. Mr. Keating stated this was because of what they were being paid at Acadian. Mr. Yocom asked how much above the payscale. Mr. Keating stated for the EMT's it is around .35/hr. Mr. Yocom asked that the adoption of the Sabine County Medical Staff's payscale be added to the August agenda. Mr. Pearson asked if the Fly Car is equipped to make runs. Mr. Keating stated yes. Mr. Pearson asked who we have written mutual aid agreements with. Mr. Keating stated San Augustine Ems and CarePlus. He stated he is working on one with Ace. Mr. Pearson stated that he wants to be able to go to Ms. Powell for any financial information, he stated that earlier there was a question asked by Ms. Taylor that Ms. Powell should have been able to answer. Mr. Keating stated due to HIPPA, Ms. Powell could not look at the run reports. Ms. Taylor stated Ms. Powell is part of the organization as long as she signs a confidentiality agreement she can look at them due to the handling the billing aspect of the EMS. Mr. Keating stated he would look into this. Mr. Willis moved to accept the Administrators report. Mr. Pearson seconded. Motion carried.

- VIII. Ms. Powell stated we need to establish a call out minimum for the EMS Medical Staff. Mr. Keating stated that most EMS Services paid for four hours. Mr. Yocom stated he thought the minimum was three hours. Mr. Pearson stated San Augustine EMS pays three hour minimum. Mr. Yocom stated that he was under the impression that we were going with the same practices as San Augustine EMS. Mr. Keating stated that neither of the people running San Augustine EMS knows anything about EMS services. Mr. Yocom stated that Jean Hines knows a lot about financial matters and that is what this is. Mr. Keating stated that he feels four hours is fair. Mr. Yocom asked how much over budget we are. Mr. Willis stated approximately \$58,000 over budget. Mr. Pearson stated he is concerned about budget and if we start this at four hours that will put us over budget even more. He moved to allow a 2 hour minimum call out time. Mr. Willis seconded. Motion carried.
- IX. Ms. Powell stated currently she has set up double time for holiday pay. She asked that the board to set some time frame. Mr. Willis asked what the financial obligation would be. Ms. Powell stated she has not done the numbers. Mr. Yocom asked Ms. Powell to run the numbers and let the board know at the next board meeting. Mr. Yocom moved to table this until the August Board Meeting. Mr. Willis seconded. Motion carried.
- X. Mr. Yocom discussed with having a purchase order system, he felt the spending authorization for the EMS Administrator did not need to be set. Mr. Willis stated with the purchase order system the District Administrator was the only one who needed a spending authorization. Mr. Yocom stated that every purchase should be made through the EMS Administrator, he stated that the EMS Administrator has a credit card with a three thousand dollar limit that he can use for emergencies. Mr. McNaughten stated he wanted everything run through the purchase order system. He stated that he felt the board needed to approve all purchases. Ms. Powell stated that during the course of business a spending authorization is needed. No Action Taken.

Dr. Comeaux arrived at 6:34pm. Return to Item VII.

- XI. Mr. Yocom would like to form a committee consisting of Diana Taylor, Earl Willis, and Diane Powell to set up a fee schedule for Sabine County. No action taken.
- XII. Ms. Taylor stated that she had a problem getting the email copy from corporate. She asked if they could sign the Business Associates Agreement and she would have the contract at the next meeting. No Action taken.
- XIII. Mr. Willis stated he submitted the EMS Administrator Job Description. He stated that he spoke with Duane and he stated he had no problem with the job description other than he would not be able to drive the fly car home. Ms. Powell stated that with him driving the fly car home the District would have to send him a 1099 for those miles. Dr. Comeaux asked about the procedures. Dr. Comeaux stated that the job description states that he would be on call 365 days a year and that should be changed to state who would cover for him in the event that he is unavailable. Mr. Yocom stated he thinks the procedures for all of this are in the handbook. He asked Ms. Powell to send the handbook via email to Dr. Comeaux. Mr. Keating stated that he would not respond 24 hours a day if he could not take the fly car home. Mr. Yocom would like for Mr. Keating to be able to respond 24 hours a day, he feels that he should be able to take the car home. Mr. Willis moved to accept the EMS Administrator job description with the deletion of the item “such as transportation to and from the job nor personal use during the day.” Mr. McNaughten seconded. Motion passed.
- XIV. Mr. Willis moved to authorize Mr. Willis, Mr. Yocom and Ms. Powell to attend the Rural Hospital Symposium. Dr. Comeaux seconded. Motion passed.
- XV. Mr. Yocom moved to change the date of the August Board Meeting to coincide with the Public Hearings. Mr. Willis seconded. Motion passed.
- XVI. Board Member Comments:
- Mr. Yocom: No Comment.
Mr. Willis: No Comment.
Mr. Pearson: No Comment
Mr. McNaughten: No Comment.
Dr. Comeaux: No Comment.
- XVII. Meeting adjourned at 7:31 p.m.

Phil Yocom, President
Sabine County Hospital District
Board of Directors

Joe McNaughten, Secretary
Sabine County Hospital District
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