

SABINE COUNTY HOSPITAL DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES

September 4, 2014

The Sabine County Hospital District Board of Directors met for a Regular Meeting on September 4, 2014 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

Absent

Dr. Lana Comeaux, Member
Joe McNaughten, Secretary

Others Present

Diana Taylor, Sabine County Hospital Administrator
Penny Ferguson, Sabine County Reporter
Melvin Loncon, Fairmount VFD
Art Thibideaux, Fairmount VFD
Steve Polinski, Fairmount VFD
Deb Polinski, Fairmount VFD
Jimmy McDaniel, Sabine County Commissioner
Tom Maddox, Sabine County Sheriff
Daryl Melton, Sabine County Judge
Tyler Williams, Sabine County EMS

- I. Mr. Yocom called the meeting to order at 5:30 p.m.
- II. Mr. Willis opened the meeting with prayer.
- III. Melvin Loncon with Fairmount VFD stated that he had some complaints about Sabine County EMS. Mr. Yocom asked that Mr. Loncon speak with Gary Williams or Diane Powell about the issues. Judge Melton stated he wanted a chance to visit with the Board or the EMS staff regarding the fee schedule for the Sabine County Sheriff's Office, he asked that the Board table this item until he had a chance to speak with the Board. Judge Melton stated that the Sabine County Sheriff's Office is providing a service to Sabine County EMS by dispatching the ambulances in an emergency situation. Judge Melton stated that the Sabine County Sheriff's Office has never been charged for ambulance

services. Tom Maddox, Sabine County Sheriff stated that they had been charged by Stat Care, however they had made an arrangement with Stat Care at the time and they agreed to not charge the Sheriff's Office.

- IV. Mr. Willis moved to accept the minutes from July 28, 2014, August 4, 2014, August 11, 2014 and August 13, 2014. Mr. Pearson seconded. Motion passed.
- Mr. Yocom asked why the Payroll line on the EMS financials was zero. Ms. Powell explained that there was a budget line item on the District Financials for 2014 so all payroll is put on that line. She stated that in 2015 there will only be one set of financials and that all payroll would be reported on that line. Ms. Powell stated that she received a packet from Emergicon. Ms. Powell stated that the total billed balance as of August 31, 2014 is \$359,731.00, she stated that the industry average of collections is 40%. Ms. Powell stated on the Performance Analysis Report, Sabine County EMS has billed for 210 runs. She stated that this is not all the runs, some are still in draft awaiting insurance information. She stated that the Payor Summary shows how many trips that have been billed and who the responsible party is. Ms. Powell stated that the Medicare number should be in within the next two weeks. Mr. Willis moved to accept the financials. Mr. Pearson seconded. Motion passed.
- V. Ms. Taylor reported the inpatient census days are down 57%, swing bed days are up 33%, ER Visits are up 21%, outpatient visits are up 9%, transfers are up 29%, clinic visits are up 16%. Ms. Taylor reported that Dr. Jerry Carolino's application for provisional Medical Staff has been approved by Medical Staff. Margaret Moore and Laura Crowell attended the EMR conversion to production at Collingsworth General Hospital for the Healthland system. Tentative plans are for SCH to move to Healthland Financials if everything goes well with the Collingsworth interface. Continued HIPAA audits of the EMR system and PHI walk-through audits are being held periodically per HIPAA requirements for privacy maintenance of patient information. Randomly selected system users are selected and audits conducted on their utilization of the system to insure that no inappropriate access of patient records are being done. The PHI Walk-Throughs are held to insure that no inappropriate PHI access is evident such as computer screens being able to be viewed by non-staff personnel, no printed PHI material or documents are discarded in non-shred bins, all employees are wearing badges, etc. No inappropriate utilization is being observed through the audits. Billing audit report for the month of July indicated only one billing error noted in the sample report presented. Our new Triage Room is up and fully operational and special thanks to Billy Dickerson and David Jones for their hard work to remodel the room. A special thanks to Kim Clifton for helping get it up and operational. A presentation of the QAPI Interdisciplinary Critical Values Project was given to the Board by Diana. The presentation was a power point developed by Dan Laird and it was very well received by the Board. They have requested that this presentation be given at the November Preferred Hospital Board Retreat meeting to all the Preferred Administrators and Hospital Board members. All employees received updated training on EMTALA policies during the month of July in department meetings. Any persons who are not satisfied with the services rendered at our hospital are welcome to file a formal complaint. The complaint may be taken by any hospital staff member and should be written up, detailed and then submitted to their Department Director or directly

to Dan Laird or Diana Taylor. They also have the right to file a complaint with the Texas Department of Health and also to the Joint Commission. Signs are posted in the lobbies of the hospital, ED and both clinics with phone numbers. Any employees filing formal complaints will not be subject to any retribution. It is hoped that any complaints will initially go through our hospital complaint procedure process giving us the opportunity to investigate and respond back to the patient. HCAPS Patient Satisfaction Scores: Review and discussion held regarding opportunities for improvement and steps to be taken. Latest HCAP report was reviewed. We continued to recognize employees with our "Shout Out" program each month. Prizes of various candy bars are given to those named by other staff or providers for outstanding excellence in their daily job performance. Some of those recognized during July included Dr. Gulbis for work with a patient who suffered cardiac arrest after walking into the ER, Nursing staff members who went above and beyond working past their designated shift during an especially busy time in the ER with a big influx of patients, and Margaret Moore for her leadership in the Business office. Shout out Award Winners in July received candy lifesavers and certificates. Updated Status as of the end of the Second Quarter 2014: Hospital Days n Accounts Receivable as of May: 49.90 (next closest on Collingsworth at 67 days), Sabine Clinic Days in Accounts Receivable 43.296, Toledo Band Clinic Days in Accounts Receivable: 43.51, delinquent Medical Records as of end of Second Qtr: 0, ER Patient Satisfaction Statics: as of the end of June 2014, 705 discharged ER patients have been contacted by telephone to assess their patient satisfaction with hospital services which is a 35.06% contact rate. 697 stated (99%) they had a positive experience.

VI. No Action Taken.

VII. Mr. Williams stated the Average Response Time for August was 9 minutes and 3 seconds. Ms. Taylor stated that the response time for Sabine County EMS is wonderful. She stated that she appreciates the quick response and honesty from Sabine County EMS. Mr. Pearson asked if there had been an ambulance posted in Pineland. Mr. Williams stated that he asked them to be in Pineland as much as possible if an ambulance is available. He stated that Sabine County EMS has done 244 runs year to date with 156 of those done in August. Ms. Powell stated that anytime our ambulance goes to Houston the ambulance is out of the county for eight hours at a minimum. Ms. Taylor stated that Sabine County Hospital works to try to get closer hospitals to accept patients. Mr. Williams stated that the calls we took to Houston needed to go to advanced specialists. Mr. Williams stated that five patients were flown in the month of August due to heart attacks or strokes. He stated that the paramedics on scene make that call, following the protocols set forth by Dr. Gulbis. Mr. Williams stated that on some transfers Sabine County EMS will wait on the patient to finish with testing at the facility and then bring them back to Sabine County in order to not put a strain on the patient, patient's family or the facility. Mr. Yocom stated that by looking at the reports 15% of the calls were to the Pineland, Bronson, and Brookeland area. Tyler Williams, Sabine County EMS, stated that he has done the inventory par levels for central supply. He stated that the total \$8281.81 is the total cost to keep inventory at par level. Mr. Yocom asked if this would be the average cost per month. Ms. Powell stated that would depend on the number of

runs per month. She stated that there is an inventory control system in place. Mr. Williams stated that the FRO Protocols have been given to Dr. Gulbis. Mr. Williams stated the August schedule was a mess, however he was able to get it in order. He stated that he has hired some Paramedics and Basics to fill in some of the available slots. Mr. Williams stated we have 12 full time employees and 16 part time employees. Mr. Yocom that would be a net twenty five jobs created in Sabine County. Mr. Willis moved to accept the EMS Administrators report. Mr. Pearson seconded. Motion passed.

- VIII. Mr. Willis stated that the budget will be adopted this month. He stated that Ms. Powell had spoken to Rick Alexander, Eide Bailly, about the budget. Mr. Alexander recommended taking a few of the items off the budget. Ms. Powell stated that some of the items could be seen by providing the QuickBooks financials at the board meeting. Ms. Powell asked that the Payroll Tax line item on the budget included the employee portion of the payroll taxes. She stated that the Payroll would need to be adjusted as well to reflect the change. She stated that the Fuel line item would need to be adjusted to approximately \$6,000 per month. She stated that Vehicle Expense would need to be adjusted to approximately \$17,000 per year. She stated that the Depreciation Expense is not a funded item. Mr. Willis stated that when new ambulances are needed the money has to come from somewhere. Ms. Powell stated that would be something else entirely. Mr. Willis asked that Ms. Powell looked into this and let the board know. No Action Taken.
- IX. Ms. Powell stated the approximate cost of paying the employees double time for Holidays would be \$8,000. She recommends paying the employees double time for the entire 24 hour shift. Mr. Yocom moved to pay the employees double time for the twenty four hour EMS Holiday shifts which includes Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Mr. Willis seconded. Motion carried.
- X. Mr. Yocom stated that until we were able to sit down with the County to have good faith negotiations, he moved that the item be tabled pending the good faith negotiation. He stated that he would like to appoint a committee consisting of Mr. Willis, Mr. Williams, himself and Ms. Powell. Mr. Willis seconded. Motion passed.
- XI. No action taken.
- XII. Mr. Yocom stated that Sabine County Hospital ER Canopy is too low for the ambulances to get under. Ms. Taylor stated that the ambulances back up to the canopy so the patients are not out in the elements. Ms. Powell stated the cost associated with this would be high. No Action Taken.
- XIII. Ms. Powell stated she has hired someone to help in the office. At this time the office is in need of another copier. Mr. Willis moved to allow the purchase of another copier at the cost of \$1650. Mr. Yocom seconded. Motion passed.

- XIV. Ms. Powell stated that sometimes there are issues with the Fuelman Credit Card. She asked that the Board allow her to get a credit card with a \$500 credit limit to place on the Ambulances for the purpose of buying fuel when Fuelman is not working correctly. Mr. Yocom moved to allow the District Administrator to obtain this credit card. Mr. Willis seconded. Motion passed.
- XV. Ms. Powell stated her recommendation would be to send this document to Alex Fuller, Hospital Board Attorney, for his approval prior to approving this contract. Tabled until the attorney can review the contract with DETCOM.
- XVI. Ms. Powell suggested that we look into other valuation companies before approving the use of the lease valuation that was received from CBIZ. Tabled.
- XVII. Ms. Powell stated the cost of running the third ambulance for four days a week 24 hours a day is approximately \$180,000 per year. She stated that they called another company to do approximately sixteen transfers in the month of August which is approximately \$48,000 per month. She stated that it would be a break even cost as far as running the third ambulance. Mr. Yocom stated he didn't like the idea of using the third unit for 911 calls. He stated he wanted it used for transfers only. Mr. Williams stated that the unit would be used for transfers first, but if needed it would be used for 911 calls. Mr. Pearson stated that the board started this to improve service to Sabine County and he felt if the third unit is needed then it should be used appropriately. Mr. Yocom suggested using part time people to staff the unit. Mr. Yocom moved to staff the third unit with part time staff four days a week. Mr. Willis seconded. Motion passed.
- XVIII. Ms. Powell stated that she had received all the information from Pineland, Fairmount, and Shamrock Shores. She stated that Pendleton Harbor VFD was in the process of gathering their information. She stated that Six Mile VFD had been contacted. She stated that when speaking to Lonnie Johnston, Six Mile VFD, she was told that until we retracted the statement that was in the Sabine County Reporter, he would not be turning in the paperwork. Mr. Yocom suggested that Ms. Powell use historical numbers to fund Pendleton Harbor. Mr. Yocom moved to approve the distribution of the First Responder Funds using historical numbers for Pendleton Harbor and actual numbers for Shamrock Shores, Fairmount, and Pineland. The funds distributed to Pendleton Harbor will be distributed when the paperwork is received by the District Administrator. Mr. Pearson seconded. Motion passed.
- XIX. Board Member Comments:

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

XX. Meeting adjourned at 7:11 p.m.

Phil Yocom, President
Sabine County Hospital District
Board of Directors

Joe McNaughten, Secretary
Sabine County Hospital District
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