

GRAHAM HOSPITAL DISTRICT  
BOARD OF DIRECTORS MINUTES  
March 2, 2022

The Board of Directors of Graham Regional Medical Center met in the Education Conference Room Wednesday, March 2 at 12:00 P.M.

Board members present: Wyatt Pettus, Suzy Graham, Terry Bishop, Dr. Behr, Barrie Strickland, Sylvia Overton, and Jon Garvey

Members of management present: Shane Kernell, Bob Lonis, Terri Busey, Jeff Clark, Enoc Espinoza, and Melannie Stansell

Others present via Zoom: Curtis Rojas

Others present: Mike Williams with the *Graham Leader*, and Erin Freeman

Presiding Secretary: Tammy Whittenburg

**1. Call to Order and Record of Attendance**

President Pettus called the meeting to order at 12:00 P.M. Invocation was given by President Pettus.

**2. Public Comment**

No public comment.

**3. Meeting Minutes**

The Directors were asked to review the minutes of the regular meeting on January 27, 2022, for any revisions or corrections.

**Action**

Motion by Terry Bishop, second by Barrie Strickland to approve the regular board minutes of January 27, 2022, as presented. Suzy Graham and Sylvia Overton were not present to vote. Motion carried with a quorum of votes.

**4. Finance Committee Report**

January 2022 Financials – Bob Lonis

- Presented and reviewed were the Financial Highlights for January; Income and Expense Statements for the Month Ended January 31, 2022; Balance Sheet as of January 2022; Statement of Sources and Uses of Cash Flow as of January 2022; Scorecards for January 2022 showing Admissions, Patient Days, Observation, Surgery Procedures, Radiology Procedures, Laboratory Procedures, Visits Statistics, DCOH, EBIDA Margin, Debt Service Ratio, Avg Payment Period, SWB/Net Patient Revenue, Salary % Net Patient Revenue, Days of Cash on Hand, EBIDA, Net Patient Revenue vs. Cash Collections, FTEs/AOB Exclude Clinics, and Total POS Cash. Also presented were the Key Operation Indicators for FY 2022, 2021, 2020; Net Revenue to Cash Analysis; GRMC POS Cash Analysis; and FTE/AOB Analysis.
- Curtis Rojas reviewed the Revenue Cycle charts.

**Action**

Motion by Terry Bishop, second by Dr. Behr to approve the financial statements as presented. Motion carried.

**5. Action Items**

**a. Human Resources Report**

Terri Busey presented the 2021 Annual Human Resources Board Report. The report covered Headcount, Average Age of Workforce, Average Length of Service, On-The-Job Injuries – OSHA Recordable, Recruitment and Retention showing Hires, Terminations, Turnover, Average Days to Fill a Position, and Positions vs. Applications. Also reviewed were Employee Engagement Efforts for 2021 showing monthly engagement and Other Efforts in 2021 to include retainment bonuses, COVID leave pay, elimination of salary bands for benefits, implementation of Paylocity, merit increases, and paid personal leave payout. The Efforts for 2022 includes maintaining the Employee of the Quarter, continuing with monthly employee engagement activities, reinitiating "Knowledge is Power" monthly training, conducting employee engagement survey, conducting exit interviews, and continuing annual employee evaluations and feedback to the employee.

**Action**

Motion by Dr. Behr, second by Suzy Graham to approve the Human Resources Report as presented. Motion carried.

**b. Network Infrastructure Upgrade**

GRMC has outgrown our current infrastructure, and our existing network cables have not been updated in 15 years. We reached out to PCNet, Mobius Partners, and Abacus Computers, Inc. They all provided proposals, and all three provided a warranty of 99 years on HP switches and a lifetime warranty on the Firewall. The new infrastructure brings new technology allowing for increased security and a much-needed update when we get our new electronic health record. Our recommendation is to go with PCNet. They are out of Wichita Falls and are already familiar with our network. This is in our capital budget.

**Action**

Motion by Dr. Behr, second by Terry Bishop to approve the Network Infrastructure Upgrade with PCNet as presented. Motion carried.

**c. Management of Computer Network Services**

We need more resources for our network services. We can either hire more employees or go with an outside company. We are looking at co-managed network services between our IT Team and a company with many resources. We received quotes from PCNet and TORCH. We recommend PCNet because they provide more services than TORCH. The service will be real-time monitoring and offsite servers and email backups for security and safety. They also provide real-time artificially intelligent antivirus, ransomware protection, network engineer support, monthly auditing and education, and live monitoring. With the current requirement for our cybersecurity insurance, this service will bring GRMC into compliance and prevent an increase in our premiums. This is a three-year contract.

**Action**

Motion by Suzy Graham, second by Barrie Strickland to approve the Co-Managed Network Service with PCNet as presented. Motion carried.

#### **d. Instrument Sterilizer for the Operating Room**

We brought you a recommendation over two years ago to replace our sterilizers. We replaced them with a brand called Tuttnauer. They were cheap and worked, but they gave us problems from day one and continue to give us problems. Given the caseload we continue to see, we need support for sterilizing and washing instruments. We received quotes from Steris and Belimed. We have used both brands in the past. Belimed had a design flaw that has been fixed. Steris came back at a very high price. Steris is the name brand for Sterilizers. Both companies came onsite and did measurements of the existing space and Steris proposed a new space. Belimed will fit in the existing space we have the current sterilizers. We are recommending the Belimed sterilizers, which are actually two units, to replace our two Tuttnauer units. They are big enough to do all the things needed. It does require a change over to use deionized water, which we currently do not use. They are stainless steel on the inside.

#### **Action**

Motion by Terry Bishop, second by Dr. Behr to purchase the two Belimed Instrument Sterilizers for the Operating Room as presented. Motion carried.

#### **e. Instrument Washer for the Operating Room**

We also need one washer for the instruments. It has been budgeted in the capital budget. We have money budgeted for sterilizers because we knew this would come up. The cost for the washer and two sterilizers will come under the budgeted amount.

#### **Action**

Motion by Jon Garvey, second by Suzy Graham to approve the purchase of the Belimed Instrument Washer for the Operating Room as presented. Motion carried.

### **6. Reports**

#### **a. Medical Chief of Staff Report**

- i. Dr. John Lucas was not in attendance.

#### **b. CEO Report – Shane Kernell**

- i. COVID numbers are going down. We are not through COVID. There will be flair ups here and there. Right now, our total numbers are 16 positive in all of Young County. No one is currently in the hospital right now.
- ii. The architects with JDMA were here a couple of weeks ago. They have since given us some high-level renderings. We have made a couple of recommendations on changes. They will be back next week with engineers to do some measurements. They hope to have blueprints to bring to the Board in May or June.
- iii. We recently did a partial draining of the pool and cleaned them. The equipment for the weights should be in next month.
- iv. We still do not have a parking lot at YCFC. They could not get to it because of the weather. They are waiting for the mixing company to open up in the spring. If it doesn't get done in March, we will put it out to bid again for the third time.
- v. The CT scanner will be here in June. It will take the whole month of June to get the old CT scanner out and fit the room with new flooring. It will take a couple of weeks to get it put in and get it calibrated. For that time period, we will have a mobile unit for the CT scanner in the back.
- vi. BKD will be here in March to present the audit report. Everything looks good, and the cost report has been submitted.

- vii. The TORCH conference is in April, and there are several of us going. The guest speaker is Beto O'Rourke.

## 7. Executive Session

President Pettus convened into Executive Session at 1:39 P.M.

Executive Session: The Board will meet in closed session pursuant to:

- a. Texas Health and Safety Code §161.032, deliberation of information from the Medical Staff regarding applications for appointment and/or reappointment to the Medical Staff and information from the Compliance Officer to consider quality assurance/performance improvement reports

Executive Session adjourned at 2:23 P.M.

## 8. Open Session

The Board reconvened in open session at 2:23 P.M.

### Action

Motion by Sylvia Overton, second by Suzy Graham to approve the appointments, reappointments, and delegated credentialing of:

- A. Appointments:
  - Provisional
    - Allied
      - Amy Robbins, CRNA
- B. Reappointments:
  - Allied
    - Louise Scudieri, CRNA
- C. Delegated Credentialing
  - Radiology
    - Mark Bittles, MD
    - Joseph Fuller, III, MD
    - Andrew Harrison, DO
    - Megan Kaplan, MD
    - Jax Pham, DO
    - Nelson Uzquiano, Jr, MD
    - Adina Weis, MD
    - Brian Wilson, MD

Motion carried.

### Action

Motion by Barrie Strickland, second by Terry Bishop to approve the Quality Report as presented.  
Motion carried.

### Action

Motion by Dr. Behr, second by Suzy Graham to adjourn the meeting. Barrie Strickland and Terry Bishop were not present to vote. Motion carried with a quorum of votes.

There being no further business, the meeting adjourned at 2:52 P.M.



---

Wyatt Pettus, President, Board of Directors



---

Tammy Whittenburg, Secretary, Board of Directors