

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
MONTGOMERY COUNTY HOSPITAL DISTRICT**

The regular meeting of the Board of Directors of Montgomery County Hospital District was duly convened at 4:25 p.m., May 26, 2009, in the Administrative offices of the Montgomery County Hospital District, 200 River Pointe Suite 200, Conroe, Montgomery County, Texas

**1. Call to Order**

Called to order at 4:25 p.m.

Meeting recessed at 4:25 p.m. and reconvened at 4:42 p.m.

**2. Invocation**

Led by Mr. Posey

**3. Pledge of Allegiance**

Led by Mr. Fawn

**4. Roll Call**

Present:

Kenn Fawn

Harold Posey

Francis Bourgeois

Hans Ambrosia

John Hennigan

Georgette Whatley

Sandy Wagner

**5. Public Comments**

None

**6. Special Recognition**

• **Employee of the Month**

Deferred until June Board of Director meeting

**7. Consider and act on historic site exemption for 309 Pond Street in Montgomery, Texas former site of the Montgomery United Methodist Church (Mr. Bourgeois, Chair-MCHD Board)**

Mr. Bourgeois made a motion to grant a historic site exemption for 309 Pond Street in Montgomery, Texas former site of the Montgomery United Methodist Church. Mr. Posey offered a second and the motion failed unanimously.

8. **Consider and approve an application for participation in the Texas Short Term Asset Reserve Program (TexSTAR) (Mr. Posey, Treasurer - MCHD Board)**

Mr. Posey made a motion to divide our investment funds equally between TexPool and TexStar and maintain approximate 50/50 split. Mr. Hennigan offered a second and the motion passed unanimously.

9. **CEO Report to include update on legislative issues, District operations and strategic plan, capital purchases, employee benefits, and local/regional healthcare matters**

Mr. Johnson presented a report.

10. **Consider and act on recommendations from the Finance Committee regarding the posting of certain financial information on the District's website (Mr. Fawn, MCHD Board)**

Mr. Fawn made a motion that we improve transparency by publishing on our website an enhanced financial document which will include check numbers and a more user friendly format going back to beginning of this fiscal year. Mr. Posey offered a second and the motion passed unanimously.

11. **Consider and act providing board with costs, timing, and other related matters to conduct a bond election and/or other funding options for the funds required for the District's building projects by the June 2009 meeting (Mr. Fawn, Chair-Planning and Development Committee)**

Mr. Fawn requested to table this agenda item.

12. **Consider and act on qualified vendors for Geotechnical Services RFQ (Mr. Fawn, Chair – Planning and Development Committee)**

Mr. Fawn moved to prequalify Terracon now and PSI and Geotest if they submit additional requirements for Geotechnical Services RFQ. Mr. Ambrosia offered a second and the motion passed unanimously.

13. **Consider and act on recommendation from the Ad Hoc Legislative Committee regarding rescinding support for HB 2772 (Mr. Hennigan, Ad Hoc Legislative Committee).**

Mr. Hennigan made a motion to rescind the previously adopted resolution supporting HB 2772. Mr. Fawn offered a second and the motion passed unanimously.

14. **EMS Director Allen Sims' Report to include updates on EMS stations, staffing, performance measures, staff activities and psychiatric patient transport to Tri County MHMR**

Mr. Curry and Ms. Bryant offered a report in Mr. Sims absence.

- 15. Consider and act on recommendations by staff to change Policy # 10-204 regarding On-call Status/Pay (Ms. Whatley, MCHD Board)**

Ms. Whatley made a motion that we adopt the revisions to the on call policy (attached). Mr. Posey offered a second and the motion passed unanimously.

- 16. Healthcare Assistance Program Manager Penny Buchanan's Report to include regulatory update, outreach, eligibility, service, and utilization**

Ms. Buchanan presented a report.

- 17. Consider and act on Healthcare Assistance Program claims from Non-UPL providers processed by Boon-Chapman (Mrs. Wagner, Chair - Indigent Care Committee)**

Mrs. Wagner moved to ratify Healthcare Assistance Program claims from Non-UPL providers processed by Boon-Chapman. Ms. Whatley offered a second and the motion passed unanimously.

- 18. Consider and act on estimate of voluntary contributions to the UPL account of Healthcare Assistance Program claims processed by Boon Chapman (Mrs. Wagner, Chair – Indigent Care Committee)**

Mrs. Wagner offered a motion to act on estimated voluntary contributions to the UPL account of Healthcare Assistance Program claims processed by Boon Chapman. Ms. Whatley offered a second and the motion passed unanimously.

- 19. Presentation of Financial Report for the seven months ended April 30, 2009 – Michael J. Nicknish, CFO, Report to include Financial Summary, Balance Sheet, Income Statement, Supporting Statements, and Supplemental EMS Billing Information**

Mr. Nicknish presented a report.

- 20. Consider and act on recommendations from the Finance and Budget Committee to approve the Budget calendar for fiscal year ending September 30, 2010 (Mr. Posey, Chair – Finance and Budget Committee)**

Mr. Posey made a motion to act on recommendations from the Finance Committee to approve the Budget calendar for fiscal year ending September 30, 2010. Mr. Fawn offered a second and the motion passed unanimously.

- 21. Consider and act on recommendations to staff from the Finance Committee regarding tax rate and other related budget items pertaining to fiscal year ending September 30, 2010 (Mr. Posey, Chair – Finance and Budget Committee)**

Mr. Posey made a motion that the tax rate should be kept at the current rate or below. Mr. Ambrosia offered a second and the motion passed unanimously.

22. **Consider and act on recommendations from the Finance and Budget Committee regarding funding options for current and future District construction projects (Mr. Posey, Treasurer - MCHD Board)**

Mr. Posey made a motion at the recommendation of the Finance Committee to approve up to 10 million dollars for the next 12 months from present funds. Ms. Whatley offered a second and the motion passed unanimously.

23. **Consider and approve Banking and Investment Policy (Mr. Posey, Chair – Finance and Budget Committee)**

Mr. Posey made a motion to approve the current financial investment policy for the next 12 months. Mr. Ambrosia offered a second and the motion passed unanimously.

24. **Consider and act on recommendations from the Finance Committee regarding District public funds investments and the District investment policy (Mr. Posey, Treasurer - MCHD Board)**

Mr. Posey pulled this from the agenda

25. **Consider and act on ratification of District invoices (Mr. Posey, Treasurer - MCHD Board)**

Mr. Posey made a motion to approve invoices in the amount of \$1,176,232.62. Mr. Hennigan offered a second and the motion passed unanimously.

26. **Consider and act on salvage and surplus equipment (Mr. Posey, Treasurer-MCHD Board)**

Mr. Posey made a motion to salvage and surplus equipment (attached). Mr. Ambrosia offered a second and the motion passed unanimously.

27. **Secretary's Report - consider and act on minutes for Meeting April 28, 2009 (Mrs. Wagner, Secretary-MCHD Board)**

Mrs. Wagner made a motion to accept the minutes from the April 28, 2009 meeting. Ms. Whatley offered a second and the motion passed unanimously.

28. **Consider and act on election of Board Officers (Mr. Bourgeois, Chair – MCHD Board)**

Ms. Whatley made a motion to nominate Mr. Bourgeois for Chairman. Mr. Hennigan offered a second and the motion passed unanimously.

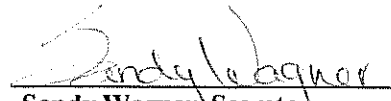
Mr. Bourgeois made a motion to nominate Mr. Hennigan for Vice Chairman. Ms. Whatley offered a second and the motion passed unanimously.

Mr. Bourgeois made a motion to nominate Mrs. Wagner for Secretary. A second was offered by Ms. Whatley and the motion passed unanimously.

Ms. Whatley nominated Mr. Posey for Treasurer. A second was offered by Mr. Bourgeois and the motion passed unanimously.

**29. Adjourn**

Meeting adjourned at 5:20 p.m.

  
Sandy Wagner, Secretary

Policy #: 10-204

## ON-CALL STATUS / PAY

Revised: 05-26-2009

### General Information

MCHD requires qualified **non-exempt** employees within its support services departments (Fleet, FAST) to be designated and assigned on a rotational basis to provide "on-call" coverage during periods such as overnight, weekends and observed national holidays when the department is normally closed for business. Employees providing such "on-call" coverage will receive compensation based on (a) the length of the on-call assignment and (b) any circumstance during the on-call assignment requiring the employee to report during "off-duty" hours to a normal worksite and/or to perform their normal work duties.

### On-call Assignment

The department manager will be responsible for establishing a rotational schedule for of qualified employees in good standing (re: latest performance evaluation and no major disciplinary action for the prior six months) in their respective departments to be designated for "on-call" status during weekends and scheduled holidays or in-week overnight hours when non-field facilities and administrative offices are closed. Such on-call assignments will normally commence at 5:00 PM (1700) local time or at the end of the last regular shift before the weekend or holiday(s) and will conclude at 8:00 AM (0800) local time or at the beginning of the first regular shift following the on-call day(s). **Employees performing on-call assignments will be accessible via personal landline or cell phone numbers on record or will notify Alarm or EMS on-duty Supervisors of any alternate on-call contact number.** During on-call assignments, on-call employees will be expected to remain in the local area, within normal commuting distance to their regular worksite and in physical condition to respond to normal work duties as required.

### On-call Compensation

Employees designated for on-call duty will be compensated as follows: **A. For normal weekend call-in coverage** (Friday 5:00 PM to Monday 8:00 AM), on-call employees will receive a \$75 stipend for providing on-call coverage AND for up to 2 hours of active response time and maintenance activity, if required to report to work during the on-call assignment period. This includes normal commute time to and from the worksite. If more than 2 hours are required to handle any maintenance call(s), all time in excess of two hours will be considered regular work hours, and will be paid at the employee's regular or overtime rate, whichever is applicable. **B. For in-week overnight or extended weekend / holiday period call-in assignments**, the earned stipend for coverage will be a minimum of \$37.50 per each overnight or single holiday period of on-call coverage, to a maximum of \$150.00 This stipend will be similarly considered payment for up to 2 hours of response and on-duty time, if required, during the on-call assignment period. Likewise, any hours worked beyond the 2 hours will be compensated as regular or overtime hours. **C. For full workweek (7 days) on-call assignments**, (5:00 PM to 8:00 AM, M-Th in-week plus normal weekend coverage as defined in "B." above), on-call employees will receive a \$150 stipend for on-call coverage and up to 4 hours of active response time and on-worksites time. All time in excess of four hours during the workweek will be considered regular work

hours, and will be paid at the employee's regular or overtime rate, whichever is applicable.

All stipend pay will be submitted as "Other Earnings" in the timekeeping (Crew Scheduler) system. All hours worked in excess of the on-call hours during any on-call assignment period will be submitted as regular hours. Normal holiday pay rules will apply.

#### **On-call Examples:**

- **Employee A** is designated or scheduled for a regular weekend on-call assignment (Friday 5:00 PM until Monday at 8:00 AM). There are no calls for assistance during this period. *Employee A would receive the \$75 stipend following entry of the call-in assignment under "other earnings" for the pay period in question.*
- **Employee B** is scheduled for a regular weekend on-call assignment. During the on-call period, employee B is required to report to work and perform maintenance duties which require a total of five (5) hours including commute time to and from home. *Employee B would receive the \$75 stipend as payment for the "on-call" assignment and the first two (2) hours worked (submitted as Other Earnings). Employee B would also receive three (3) additional hours of regular (or overtime) pay for the additional time worked beyond the two (2) hours covered by the stipend. The three(3)additional hours would be submitted as regular hours worked in the payroll system.*
- **Employee C** is scheduled for a holiday weekend on-call assignment involving coverage for Saturday, Sunday and Monday. During this coverage period, Employee C is called in for a total of two hours travel and work time. *Employee C would receive a stipend of  $\$37.50 \times 3 = \$112.50$  for the on-call assignment (submitted as Other Earnings) but would not receive any additional pay since the work call did not require more than the two (2) hours automatically covered by the stipend.*
- **Employee D** is assigned to be on-call for an entire regular workweek (no holidays) **Employee D** is assigned to be on-call for an entire regular workweek (no). During this coverage period, Employee D is called in for a total of seven (7) hours travel and work time. *Employee D would receive a \$150 stipend for the "on-call" assignment and for the first four (4) hours worked(submitted as Other Earnings).Employee D would also receive 3 additional hours of regular or overtime pay, as applicable, for the 3 hours of additional time not covered by the workweek stipend.*

#### **Responsibility**

The Human Resource Department is responsible for the interpretation and administration of this policy. Managers in the affected support organizations are responsible for scheduling and managing on-call assignments.

May Salvage

	Model	Serial	MCHD Tag
Old Refrigerator (Broken)	TT2AKXKQQ00	EL4130920	3949 and 6534
CMH Trailer	Spirit III	CBH011767TX	
Sim Man Monitor		TPA000156	3936
Dell Desktop		00045-565-766-889	3936
Dell Desktop		00045-565-766-884	5623
Dell Desktop		0003-941-168-660	2652
TV (broken)	PVQ-2511	D1AA40332	3898
2 drawer file cabinet			
2 desk chairs			
2 task style chairs			
1 wing back chair			