

**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 4:00 p.m., June 25, 2019 in the Administrative offices of the Montgomery County Hospital District, 1400 South Loop 336 West, Conroe, Montgomery County, Texas.

**1. Call to Order**

Meeting called to order at 4:00 p.m.

**2. Invocation**

Led by Mr. Cole

**3. Pledge of Allegiance**

Led by Mr. Spratt

**4. Roll Call**

**Present:**

Bob Bagley  
Chris Grice  
Justin Chance  
Mark Cole  
Sandy Wagner  
Brad Spratt  
Georgette Whatley

**5. Public Comment**

There were no comments from the public.

**6. Special Recognition:**

**Non Field Employee** – Misti Willingham

**Field Employee** – Rebecca Hoots, Evelyn Martinez and April Currie

**7. CEO Report to include update on District operations, strategic plan, capital purchases, employee issues and benefits, transition plans and other healthcare matters, grants and any other related district matters.**

Mr. Randy Johnson, CEO presented a report to the board.

**8. Presentation of the MCHD Communication and PR plan. (Mr. Cole, Chairman – MCHD Board)**

Mrs. Misti Willingham, PIO presented the PR plan to the board.

Mr. Randy Johnson, CEO presented the MCHD Communication to the board.

9. **Consider and act on District Policies: (Mr. Chance, Chair – Personnel Committee)**
- **HR 25-314 Insurance for Retirees**

Mr. Chance made a motion to consider and act on motion for District Policy HR 25-314 Insurance for Retirees. Mr. Bagley offered a second. After board discussion motion passed unanimously.

10. **Chief of EMS Report to include updates on EMS staffing, performance measures, staff activities, patient concerns, transport destinations and fleet.**

Mr. James Campbell, EMS Chief presented a report to the board.

11. **COO Report to include updates on facilities, radio system, supply chain, staff activities, community paramedicine, emergency preparedness and IT.**

Mrs. Melissa Miller, COO presented a report to the board.

12. **Consider and act on lease renewal for Station 90. (Mr. Whatley, Chair – PADCOM Committee)**

Ms. Whatley made a motion to consider and act on lease renewal for one year proposal on Station 90. Mr. Chance offered a second. After board discussion motion passed unanimously.

13. **Health Care Services Report to include regulatory update, outreach, eligibility, service, utilization, community education, clinical services, epidemiology, and emergency preparedness.**

Mrs. Ade Moronkeji, HCAP Manager presented a report to the board.

14. **Consider and act on Healthcare Assistance Program claims from Non-Medicaid 1115 Waiver providers processed by Boon-Chapman. (Mrs. Wagner, Chair - Indigent Care Committee)**

Mrs. Wagner made a motion to consider and act on Healthcare Assistance Program claims from Non-Medicaid 1115 Waiver providers processed by Boon-Chapman. Ms. Whatley offered a second and motion passed unanimously.

15. **Consider and act on ratification of voluntary contributions to the Medicaid 1115 Waiver program of Healthcare Assistance Program claims processed by Boon Chapman. (Mrs. Wagner, Chair – Indigent Care Committee)**

Mrs. Wagner made a motion to consider and act on ratification of voluntary contributions to the Medicaid 1115 Waiver program of Healthcare Assistance Program claims processed by Boon Chapman. Ms. Whatley offered a second and motion passed unanimously.

16. **Consider and act on recommendation that HCAP claims administration be moved from Boon Chapman to In-House IHS software in FY20. (Mrs. Wagner, Chair-Indigent Care Committee)**

Mrs. Wagner made a motion to consider and act on recommendation that HCAP claims administration be moved from Boon Chapman to In-House IHS software in FY20. Mr. Grice offered a second. After board discussion motion passed unanimously.

- 17. Presentation of preliminary Financial Report for eight months ended May 31, 2019 – Brett Allen, CFO, report to include Financial Summary, Financial Statements, Supplemental EMS Billing Information, and Supplemental Schedules.**

Mr. Brett Allen, CFO presented financial report to the board.

- 18. Consider and act on Banking and Investment Authorization Resolution. (Mr. Grice, Treasurer, MCHD Board) (attached)**

Mr. Grice made a motion to amend resolution to accept a new section be added that the three officers would be required to sign all account agreements when opened. Ms. Whatley offered a second. After board discussion motion passed unanimously and motion passed unanimously.

Mr. Grice made a motion we accept the amended Banking and Investment Authorization Resolution as amended. Ms. Whatley offered a second and motion passed unanimously.

- 19. Consider and act on Banking and Investment policy. (Mr. Grice, Treasurer, MCHD Board) (attached)**

Mr. Grice made a motion to consider and act on Banking and Investment policy. Mr. Chance offered a second. After board discussion motion passed unanimously.

- 20. Consider and act on approval of DSRIP payment. (Mr. Grice, Treasurer – MCHD Board) (attached)**

Mr. Grice made a motion to consider and act on approval of DSRIP payment. Mr. Chance offered a second and motion passed unanimously.

- 21. Consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2019. (Mr. Grice, Treasurer - MCHD Board) (attached)**

Mr. Grice made a motion to consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2019. Ms. Whatley offered a second. After board discussion motion passed unanimously.

- 22. Consider and act on ratification of payment of District invoices. (Mr. Grice, Treasurer - MCHD Board)**

Mr. Grice made a motion to consider and act on ratification of payment of District invoices. Mr. Bagley offered a second. After board discussion and motion passed unanimously.

- 23. Consider and act on salvage and surplus. (Mr. Grice, Treasurer – MCHD Board) (attached)**

Mr. Grice made a motion to consider and act on salvage and surplus. Mr. Spratt offered a second. After board discussion motion passed unanimously.

- 24. Secretary's Report - Consider and act on minutes for the May 28, 2019 Regular BOD meeting. (Mrs. Wagner, Secretary - MCHD Board)**

Mrs. Wagner made a motion to consider and act on the minutes for the May 28, 2019 Regular BOD meeting. Mr. Chance offered a second and motion passed. Ms. Whatley abstained from vote.

- 25. Convene into executive session pursuant to section 551.072 of the Texas Government code to discuss real estate property including but not limited to acquisition of property and construction and renovation of EMS station at Bentwater and any other related matters. (Ms. Whatley, Chair – PADCOM Committee)**

Mr. Cole made a motion to convene into executive session at 5:43 p.m. pursuant to section 551.072 of the Texas Government code to discuss real estate property including but not limited to acquisition of property and construction and renovation of EMS station at Bentwater and any other related matters.

- 26. Reconvene from executive session and take action as necessary on real estate property including but not limited to acquisition of property and construction and renovation of EMS station at Bentwater and any other related matters. (Ms. Whatley, Chair – PADCOM Committee)**

The board reconvened from executive session at 5:55 p.m. and are now back in regular session. Mr. Cole advised no action to be taken.

- 27. Convene into executive session pursuant to section 551.074 of the Texas Government Code to deliberate personnel matters related evaluation of Chief Executive Officer, Randy E. Johnson. (Mr. Chance, Chair – Personnel Committee)**

Mr. Cole made a motion to convene into executive session at 5:56 p.m. pursuant to section 551.074 of the Texas Government Code to deliberate personnel matters related evaluation of Chief Executive Officer, Randy E. Johnson.

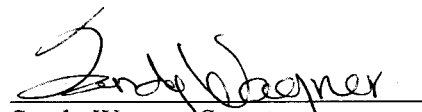
- 28. Reconvene from executive session and make recommendations if needed on matters relating to the evaluation of Chief Executive Officer, Randy E. Johnson. (Mr. Chance, Chair – Personnel Committee)**

The board reconvened from executive session at 6:08 p.m. and are now back in regular session.

Mr. Chance made a motion to accept the salary adjustment for CEO as discussed in executive session. Ms. Whatley offered a second and motion passed unanimously.

- 29. Adjourn**

Meeting adjourned at 6:09 p.m.

  
Sandy Wagner, Secretary



## CEO Communication Plan

### I. Communication to the Board

- A. Emergencies – If the county experiences a mass casualty incident (MCI) or emergent event, the CEO will:
  - 1.) First gather information from the EMS Chief to ensure scene is safe, a command post is established and support crews are organized. Notify PIO for media management.
  - 2.) Call and text the Board Chairman and appropriate subcommittee board chairs to notify them of the event and initial information, once the immediate scene management is accomplished.
    - If the Board Chairman cannot immediately be reached, CEO will reach out to the Vice-Chairman, then Personnel Committee Chairman, in that order.
  - 3.) Ensure employees, patients, patient families, media and other necessary parties of the scene are taken care of and responded to appropriately.
  - 4.) Follow up with Board Chairman and appropriate subcommittee board chairs with any additional information at regular intervals, or as the situation significantly changes, or as we know more about the circumstances of the event.
- B. Large-Scale Events – Anytime the county experiences a major event, whether it be positive or negative, the CEO will:
  - 1.) First gather information from the EMS Chief and manage MCHD response. Notify PIO for media management if needed.
  - 2.) Call Board Chairman and appropriate subcommittee board chairs to notify them of the event.
  - 3.) Email all board members with appropriate and timely information as needed as the event continues.
- C. Personnel Changes – Anytime there are any personnel changes at or above the position of manager or chief (hires, promotions, resignations), the CEO will:
  - 1.) Call the Board Chairman and Personnel Committee Chairman.
  - 2.) Email all board members with the available information.
- D. Board Preparation – In anticipation of a board meeting, the CEO will:

- 1.) Review and approve the board agenda with the Board Chairman no later than the Wednesday (6 days prior) to a regular Tuesday board meeting.
- 2.) Contact board members to discuss relevant board agenda items and wait for responses.
- 3.) Contact the Board Chairman to discuss any proposed changes.
- 4.) Contact other board members to communicate Board Chairman's wishes on any proposed changes.
- 5.) Once all board members are aligned, executive staff will prepare to post the board agenda.
- 6.) Present provisional board agenda to Board Chairman for his/her approval by 3:00 p.m. the Friday before the board meeting.

## II. Communication to Employees

- A. Board Meetings – In reference to regularly-scheduled board meeting, the CEO will:
  - 1.) Require personnel at manager and chief level to attend all board meetings and report relevant information to their employees in departmental meetings.
  - 2.) Attend an After Review Board Meeting to discuss action items and send out a follow-up report via the PIO to employees as a bulletin.
- B. Plans, Projects and Changes – In reference to internal “news” events, the CEO will:
  - 1.) Work with the PIO to produce brief “news alert” videos as needed that will feature the CEO and other key staff members to relay important information to the rest of the staff.
  - 2.) Work with the PIO to produce bulletin board-type messaging for office/station computer screensavers as needed. (Currently looking into other methods of messaging using computers/phones.)
- C. Informational Updates/Policy Changes – In reference to HR policy changes and/or useful information, the CEO will:
  - 1.) Send out Information Bulletins detailing important information
  - 2.) Mention said updates or changes in the “news alert” videos.
- D. Operational/Company Updates – In reference to important operational or company updates, the CEO will:
  - 1.) Ensure the requirement is upheld for all EMS staff to attend quarterly clinical education presentations (continued education).
  - 2.) Update the District Chiefs in monthly meetings to filter the information to crews.
- E. State of the Organization – In reference to capital project plans and overarching goals for the organization, the CEO will:
  - 1.) Continue to deliver an annual ‘state of the organization’ presentation at the compliance fair.
  - 2.) Include these updates in the “news alert” videos.

III. Communication to the Public

- A. City/County Organizations – In reference to providing information to citizens of Montgomery County, the CEO will:
  - 1.) Continue to give quarterly updates to Conroe, Magnolia, East Montgomery County and The Woodlands Chambers of Commerce.
  - 2.) Continue to organize two to three presentations per year for the city councils of Conroe, The Woodlands, Magnolia, Montgomery, Oak Ridge North, Shenandoah and Willis.
- B. First Responder Organizations – In order to continue to work closely with other FROs, the CEO will:
  - 1.) Continue to meet frequently with the Montgomery County Fire Chief's Association.
  - 2.) Continue to meet at least annually for lunch meetings with each individual Montgomery County fire department chief.

IV. Future Plans – In the next six months, the CEO has plans to:

- 1.) Evaluate the potential of coordinating a Speaker's Bureau potentially involving board members, district/deputy chiefs and members of the executive team to speak about MCHD at community organization meetings.
- 2.) Regularly speak at neighborhood HOA meetings, also involving members of the Speaker's Bureau.
- 3.) Work with the PIO to publish and distribute a 'Report to the Community' informational packet online and in print.
- 4.) Work with the PIO to publish and distribute a fact sheet to inform city/county organizations and private citizens throughout the county.
- 5.) Approve a proposal by the PIO to produce a high-quality brand awareness/recruitment video.



## Public Relations Campaign

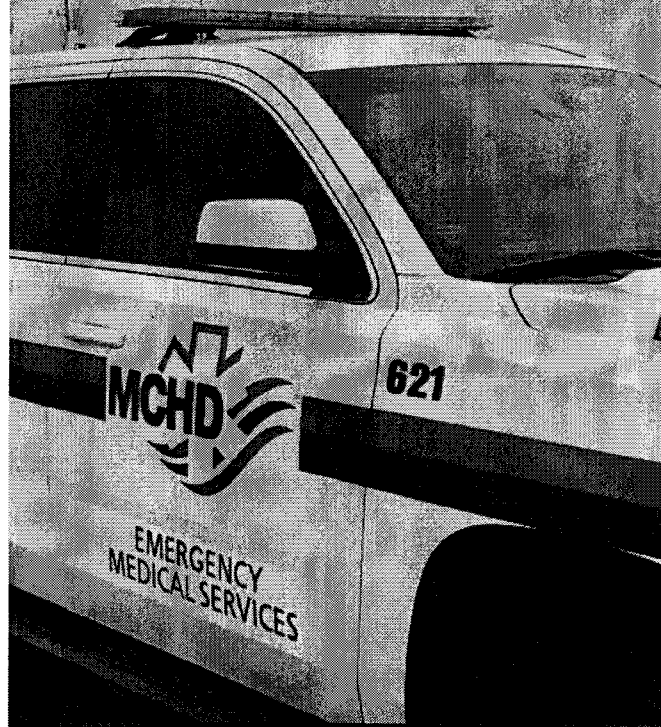
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JUNE 21, 2019

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**MONTGOMERY COUNTY HOSPITAL DISTRICT**

**Authored by: Misti Willingham**







# **Public Relations Campaign 2019**

## *Building the MCHD Brand*

### **I. Purpose**

The plan which follows is designed to provide a roadmap for conducting public relations activities relating to MCHD and providing the Board of Directors with quantifiable results of the efforts.

### **II. Goals**

- To increase awareness, understanding and continue to build a positive image of MCHD within the community and beyond.
- To inform the taxpayers of the intrinsic value of MCHD and the internal efforts for keeping quality high and tax rates low.
- To attract & retain top-tier applicants to MCHD.

### **III. Target Audiences**

- Residents of Montgomery County
- MCHD Employees
- Potential Applicants
- Other EMS agencies, fire departments, police departments
- Hospitals
- City & County Governments (Elected Officials)
- Community Paramedicine & HCAP clients
- Community Organizations
- Healthcare workers on a global scale



#### IV. Key Messaging to Target Audiences

Overall Brand Message: *We live by a set of values including Accountability, Compassion, Excellence, Innovation, Integrity and Unity. We take care of Montgomery County. We are here for you.*

MCHD has three primary functions in Montgomery County.

A. HealthCare Assistance Program for low-income residents – HCAP was formed to meet the medical needs of indigent residents of Montgomery County. It provides funding for doctors' visits, prescriptions and other medical needs after certain guidelines are met.

- MCHD brings value by offering the highest quality and coverage within HCAP.
  - Effective measures are being taken to ensure the best quality of life for qualified residents in the program.
  - Our case managers will go the extra mile to ensure clients are receiving the best care possible.
  - MCHD works with our hospital partners to ensure HCAP clients receive the same quality level of care as other residents of the county.
  - MCHD goes to great lengths on the taxpayers' behalf to thoroughly screen applicants to ensure they meet the qualifications for assistance.

B. EMS Services – We are the county's 24/7 EMS provider for all residents and serve as a 911 call center for medical and fire dispatching.

- MCHD is continually striving to be the gold standard for clinical practices in EMS. We evaluate our current processes and regularly work to improve them. We thrive on innovation.
- MCHD cares about our patients. We provide individualized and compassionate care.



- We follow up with hospitals to check on the outcomes of our patients.
- MCHD takes care of our patients, even off-the-clock.
- MCHD prides itself on exemplary customer service.
  - We are #1 in the nation in customer service the past four years.
- MCHD has achieved the highest credentialing possible in medical and fire dispatching to ensure quality while taking a large volume of calls in the county.
- MCHD provides numerous community outreach programs including CPR classes, free of charge, to help keep the public safe.

C. Public Health District – MCHD operates the Montgomery County Public Health District to promote physical and mental health, prevent disease, injury and disability, and encourage emergency preparedness.

- MCPHD clinical services include immunizations, TB services and STD services.
- MCPHD strives to keep the community healthy with community education. We regularly host classes to benefit the physical and mental health of county residents.
- MCPHD helps keep residents safe by tracking, investigating and reporting transmittable diseases in the county.
- MCPHD reports health trends and data to the state health department as required by law.
- MCPHD educates health providers throughout the county, so they are better educated on transmittable diseases.
- MCPHD plans for county disasters such as hurricanes to keep the public informed and safe.

D. MCHD Overall Message to the Taxpayers – We live up to the mission of protecting the interest of the taxpayers.

- The tax rate has been lowered for 16 consecutive years and a homestead exemption added in 2017.



- The goal is to continue to be fiscally-responsible and transparent with the taxpayer dollar and continue to look for creative ways to lower the tax rate.

## **V. Outreach Methods**

### **A. Media Relations**

Our proactive media relations strategy works to increase public awareness with target audiences by keeping our message consistent throughout all platforms. Targeted media outlets include Montgomery County newspapers, radio stations, regional magazines and Houston broadcast television.

- News Releases
- Public Service Announcements (PSAs)
- Coordinated Media Pitches
- Feature and Contributed Articles
- Live and/or Recorded Interviews (Radio/TV)
- News Conferences (if needed)

### **B. Social Media**

MCHD is active on six major social media outlets. We are tracking the data from FY 2019 and will set goals for FY 2020. The following data compares October 2018 to May 2019.

- Facebook  
Monthly Reach: 15,077 → 200,984 = increase of 1,233%.  
Followers: 2,862 → 3,857 = increase of 35%.
- Twitter – engagement up 1,083% from 6 to 71.
- Instagram – engagement up 3,304% from 47 to 1,600.
- LinkedIn – engagement up 231,950% from 2 to 4,641.
- YouTube – views up 109% from 43 to 90.



- Soundcloud – MCHD Paramedic Podcast has reached 90,000 listens from all over the world.

#### C. Community Relations

MCHD will build on existing partnerships and forge new alliances to support and facilitate conferences, meetings and community events.

- Trauma & Neuro Conferences with HCA, CHI St. Luke's, Memorial Hermann & Methodist Hospitals
- Blue Elf Holiday Toy Drive & Event
- The Woodlands Safety Day
- Junior First Responder Camp

#### D. Other Communications Tools

- MCHD will form a Speaker's Bureau comprised of Board Members, EMS Chief, Medical Directors, EMS Assistant Chief, Deputy Chiefs, District Chiefs and other departmental managers to speak on behalf/represent MCHD at community events and meetings.
- MCHD will continue to keep its website current and regularly push audiences to view content.
- MCHD will continue to collaborate with nationally-recognized websites/publications such as EMS1 and JEMS to promote our clinical protocols.

### VI. Strategies


- Client Case Studies – Save Reunions are one of the best ways to get the good news out about how our work positively impacts our community.
- MCHD Paramedic Podcast – reaching our paramedics, other area healthcare professionals and a global healthcare audience by engaging in interesting topics.



- Recruitment Committee – MCHD has formed a committee focused on hiring and retaining top-tier applicants to the District. Members attend conferences, recruitment fairs and have one-on-one conversations with potential applicants about the inner workings of our organization.
- Call attention to our innovative protocols (i.e. ABC13's Stroke Protocol Story).
- Increase our grass roots presence by identifying MCHD employees willing to be present and active in spreading the good news about our organization and report back to the Board of Directors on their progress.
- Call attention to our caring ways regarding HCAP/Community Paramedicine.
- Showing our Servant Hearts – the public loves to see first responders who genuinely care about their patients. Our employees do amazing things every day – it's time to show the community.
- Call attention to our efforts in Public Health with emergency preparedness/public health crises.
- Community Involvement – IRONMAN, The Woodlands Safety Day, The Woodlands Marathon, even a 5-year-old's birthday party.
- Social Media Reciprocation – connecting with other first responder agencies and active community pages.
- Call to Action – creative writing strategy to ask readers to engage.
- Engaging Family/Friends of MCHD Employees – giving kudos to their loved one goes a long way in increasing engagement.
- Training Photos – the public appreciates a look "inside MCHD" to see how we prepare for an emergency.
- Currently producing a high-quality brand awareness/EMS recruitment video.
- In beginning stages of creating a YouTube series featuring Dr. Dickson and Dr. Patrick in collaboration with EMS1.

## **VII. Results**

Quantifiable results from the Public Relations Campaign will be shared with the Board of Directors on a quarterly basis.

 <b>Montgomery County Hospital District</b>	<b>INSURANCE FOR RETIREES</b>	<b>Page 1 of 2</b>
<b>Department</b>	<b>Policy Number</b>	<b>CAAS Reference Number</b>
<b>Human Resources</b>	<b>25-314</b>	

## **I. PURPOSE**

The purpose of the retirement insurance plan is to provide eligible, long-term employees with a healthcare bridge until the retiree qualifies for Medicare benefit coverage.

## **II. DEFINITIONS**

1. Rule of 75 - MCHD full-time employment years of service plus age is greater than or equal to 75.
2. Dependents - Spouses, children and eligible, approved domestic partners and their eligible children (with proper documentation).
3. Child - Biological, adopted, or step sons or daughters up to age of 26 and of any age who are medically certified as disabled and dependent on the retiree for support.
4. Benefit - Continued insurance coverage on the High Deductible Health Plan (HDHP), basic dental and vision plans.

## **III. POLICY**

MCHD will offer a retirement insurance plan beginning January 1, 2019 to eligible employees who may wish to retire, but do not qualify for Medicare benefits. The Board will vote annually regarding the continuation of the plan. If the Board votes to discontinue the plan, any retiree on the plan at that time would be grandfathered and allowed to stay on the plan until Medicare eligibility is attained.

## **IV. ELIGIBILITY**

1. Retiree must meet the Rule of 75 and not qualify for Medicare.
2. Retiree must have 84 months (7 years) of continuous full-time MCHD employment immediately prior to retirement.
3. All seeking benefit coverage (retiree and dependents) must have been continuously enrolled in one of the MCHD health insurance programs for 24 months (2 years) immediately prior to retirement.
4. Retirees meeting the TCDRS Rule of 75 retirement requirements but not the MCHD Rule of 75 for healthcare benefits may purchase coverage at full expense. At such time as the retiree meets the MCHD Rule of 75, the retiree will qualify for the premium cost sharing described in the Benefit section below.

<b>Title of Policy</b> <b>INSURANCE FOR RETIREES</b>	<b>Policy Number</b> <b>25-314</b>	<b>Page 2 of 2</b>
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5. Plan coverage terminates once the retiree qualifies for Medicare or fails to pay their share of the premium by the last day of a covered month. Once coverage terminates the retiree cannot re-enroll.

## **V. BENEFIT**


1. MCHD will offer continued insurance coverage on the High Deductible Health Plan (HDHP), basic dental plan and vision plan for eligible retirees.
2. MCHD will pay 80% of the HDHP employee-only premium for the retiree.
3. MCHD will not contribute to retiree HSA accounts.
- 3- 4. Retiree is responsible for 100% of premiums for basic dental and vision plans.
4. Retiree is responsible for 100% of premiums for covered dependents on the HDHP, basic dental and vision plans.
5. Further eligibility and benefits information can be found in the Employee Benefit Guide. Complete details about the benefits can be obtained by reviewing current plan descriptions, contracts, certificates, policies and plan documents available from the MCHD Payroll and Benefits Coordinator.

## **References**

Original Date 06/2018  
Review/Revision Date MM/YYYY  
X Supersedes all Previous

Approved by the Board of Directors:  
Date 6/26/18



 <b>Montgomery County Hospital District</b>	<b>INSURANCE FOR RETIREES</b>		<b>Page 1 of 2</b>
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<b>Title of Policy</b> <b>INSURANCE FOR RETIREES</b>	<b>Policy Number</b> <b>25-314</b>	<b>Page 2 of 2</b>
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Original Date 06/2018  
Review/Revision Date MM/YYYY  
X Supersedes all Previous

Approved by the Board of Directors:  
Date 6/26/18

## MCHD Policies and Procedures

[illegible]



June 3, 2019

Melissa Miller  
Montgomery County Hospital District  
1400 South Loop 336 West  
Conroe, Texas 77304

**RE: Lease Proposal for Space  
Conroe Ambulance Bay, Suite A**

Dear Ms. Miller:

We are pleased to offer the following renewal proposal:

**Suite:** A  
**Amount of Space:** 3,001  
**Commencement Date:** October 1, 2019

**Option A:**  
**Lease Term:** 1 year  
**Lease Rate:** \$14.50 / rsf

**Option B:**  
**Lease Term:** 3 year  
**Lease Rate:** \$14.00 / rsf  
**Annual Increases:** 3%

**Operating Expenses:** The rate quoted above is inclusive of Operating Expenses, Real Estate Taxes, Insurance, Janitorial Service, Repairs and Maintenance, Utilities and Common Area Maintenance.

**Tenant Improvements:** Tenant accepts space in its "As Is" Condition.

**Early Termination Option:** Tenant will have the right to terminate this lease early with a 90-day notice. Early termination fee would be determined at the time the option is exercised.

Corporate Services Group of  
Lincoln Property Company

22999 Hwy 59 N, Suite 214  
Kingwood, Texas 77339

281.358.0386 telephone  
281.358.2956 fax  
lincolnharriscsg.com

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Please review the above and contact me if you have any questions and/or comments. If you are in agreement with the above, please execute this letter where indicated and return the letter to my attention whereupon I will commence preparation of the Lease incorporating the foregoing terms and conditions.

The foregoing is an outline of the basic structure of the transaction, which is proposed to be entered into between the above-referenced parties, and is not intended to constitute a contract or lease. It is our intention that this outline shall be for negotiation purposes only and shall serve only to establish the basis of any future agreement between the parties. This offer expires fifteen (15) days from the date of this letter.

The previous terms and conditions are further subject to management approval and full execution of legal documents mutually acceptable to both parties. In the event a Lease is executed and delivered by both Landlord and Tenant, the terms of such agreement shall supersede all prior discussions and negotiations and such Lease shall constitute the entire agreement of the parties. In the space indicated below you will need to provide the Legal name of the Practice, Group or Physician(s) in which the lease will be written along with the name (and title where applicable) of responsible party(s) as the Signatory.

Sincerely yours,

**PROPERTY MANAGEMENT COMPANY**

Janet R Staggs  
Property Manager

cc: Matt Davis, CEO

**ACCEPTED AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**  
**TENANT/SIGNATORY:**

**Lease Name:** \_\_\_\_\_

**Signatory Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**A RESOLUTION OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT, AUTHORIZING THE CHIEF EXECUTIVE OFFICE, CHIEF FINANCIAL OFFICER AND/OR TREASURER OF THE BOARD OF DIRECTORS TO NEGOTIATE AND EXECUTE ANY AND ALL CONTRACTS AND OTHER DOCUMENTS INCIDENT TO ESTABLISHING BANK AND INVESTMENT ACCOUNT(S) FOR THE PURPOSE OF INVESTING IN AUTHORIZED INVESTMENTS AND FINANCIAL INSTITUTION DEPOSITS.**

**WHEREAS**, the Montgomery County Hospital District desires to invest in authorized investments and financial institution deposits for investment and deposit purposes; and,

**WHEREAS**, the Montgomery County Hospital District is authorized under applicable law and under its duly adopted Montgomery County Hospital District Investment Policy ("Investment Policy") to contract with investment firms and financial institutions for investment and deposit purposes.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTGOMERY COUNTY HOSPITAL DISTRICT:**

Section 1. That the findings and provisions set out in the preamble to this resolution are hereby in all things approved and adopted.

Section 2. That, consistent with the Investment Policy, the following Montgomery County Hospital District employees and Directors whose titles are set forth below are hereby authorized to negotiate and execute any and all contracts and other documents as necessary to establish the Montgomery County Hospital District investment and financial institution accounts, with the express powers granted to enter into treasury management services agreements as necessary for account transactions, including but not limited to deposit, withdrawal, and transfer via wire and ACH:

1. Title: Chief Executive Officer
2. Title: Chief Financial Officer
3. Title: Treasurer of the Board of Directors

Section 3. That the Secretary of the Board of Directors is hereby authorized to provide such certifications as may be necessary or convenient to confirm the title, identity, and signature of each person holding one of the aforesaid titles and the authority of said persons with respect to the transactions authorized herein.

Section 4. That all investments made under the authority provided herein are to be conducted in strict accordance with Montgomery County Hospital District Investment Policy and applicable law.

Section 5. That this resolution shall be effective immediately from and after its date of passage.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mark Cole  
Chairman, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Sandra Wagner  
Secretary, Board of Directors

**APPROVED AS TO FORM:**

\_\_\_\_\_  
J. Greg Hudson  
General Counsel



# MONTGOMERY COUNTY HOSPITAL DISTRICT

## Banking and Investment Policy

This banking and investment policy ("Investment Policy") is adopted to meet the District's responsibilities under the Public Funds Investment Act, Chapter 2256, Texas Government Code (hereinafter "Government Code"). This Policy applies to all funds represented in the Annual Financial Report, with the exception of any retirement, endowment or trust funds.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to District funds. The District's investment portfolio shall be designed and managed in a manner intended to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the following primary objectives, listed in order of priority:

- \* **Safety** and preservation of principal
- \* Maintenance of sufficient **liquidity** to meet operating needs
- \* **Public trust** from prudent investment activities
- \* Optimization of **interest earnings** on the portfolio

1. **DEFINITIONS** For purposes of this Investment Policy, the following definitions shall apply:

- a. The "District" means Montgomery County Hospital District.
- b. "Bond Proceeds" means the proceeds from the sale of bonds, notes and any other obligations issued by the District, and reserves and funds maintained by the District for debt service purposes.
- c. "Book Value" means the original acquisition cost of an investment plus or minus the accrued amortization or accretion.
- d. "Funds" means public funds in the custody of the District that the District is authorized to invest.
- e. "Investment Pool" means an entity created under the Government Code as set forth in §§2256.016 to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are: (i) preservation and safety of principal; (ii) liquidity; and (iii) yield.
- f. "Market Value" means the current face or par value of an investment multiplied by the net selling price of the security as quoted by a recognized market pricing source quoted on the valuation date.
- g. "Qualified Representative" means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization and who is one of the following:
  - (1) for a business organization doing business that is regulated or registered with a securities commission, a person who is registered under the rules of the Financial Industry Regulatory Authority (FINRA);

(2) for a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by a corporate resolution to act on behalf of and bind the banking institution; or

(3) for an Investment Pool, the person authorized by the elected official or board with authority to administer the activities of the Investment Pool to sign the written instrument on behalf of the Investment Pool.

2. **INVESTMENT OFFICERS** The Chief Executive Officer ("CEO"), Chief Financial Officer ("CFO"), and Treasurer of the Board of Directors shall serve as Investment Officers of the District, shall recommend appropriate legally authorized and adequately secured investments, and shall invest District Funds as directed by the Board and this Investment Policy. In making investment decisions pertaining to investments of District funds, the Investment Officers shall exercise the judgment and care under prevailing circumstances that a prudent person would exercise in the management of his or her own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. When deciding whether an Investment Officer's actions were prudent, the determination should be based upon the total investment portfolio, rather than an individual investment in the portfolio, provided deviations from expectations are reported in a timely fashion. However, an investment transaction not consistent with this Investment Policy would not be considered prudent.

3. **WITHDRAWAL & TRANSFER AUTHORITY** The CEO, CFO, or the Treasurer of the Board of Directors is authorized to withdraw, transfer, and reinvest the District's investments as prescribed in this Investment Policy. Any other employee or representative of the District will be permitted to perform these functions by express written authority of the Board or the CEO (see Exhibit "B").

4. **CHECKS, DRAFTS, ETC.**

- a. Except as otherwise provided herein, all checks, drafts, notes or other orders for payment of money issued in the name of the District shall be signed (i) by the CEO, CFO, or by one (1) member of the Board for dollar amounts up to \$25,000.00; or (ii) by the CEO or CFO and by one (1) member of the Board for dollar amounts totaling greater than \$25,000.00.
- b. Due to an extended and/or unexpected absence of the CFO, all checks, drafts, notes or other orders for payment of money issued in the name of the District shall be signed (i) by the CEO or Chief Operating Officer or by one (1) member of the Board for dollar amounts up to \$25,000.00; or (ii) by the CEO or acting CFO and by one (1) member of the Board or by a combination of any three (3) members of the Board for dollar amounts totaling greater than \$25,000.00.
- c. The CEO may not initiate and sign a purchase order and thereafter sign the check (or authorize an electronic draft) evidencing payment of the Purchase Order.

Drafts to the District's bank accounts for expenditures may be made through electronic signatures, electronic payments, and/or other automated arrangements not requiring a physical signature of a District representative. The Board of Directors acknowledges the "Approved Procedures to Process and Pay Indigent Claims," as such procedures are set forth in the document appended hereto as Appendix 1, which has been previously approved by the Board of Directors.

5. **APPROVED INVESTMENTS** The District is authorized to invest its Funds in only the investment types, consistent with the strategies and maturities defined in this Investment Policy and chapter 2256 of the Government Code. The maximum stated maturity of any individual investment should be no

longer than 5 years, and the maximum dollar-weighted average maturity of any pooled fund should be no longer than one year.

The following investments will be permitted:

- a. Obligations, including letters of credit, of the United States or its agencies or instrumentalities, including the Federal Home Loan Banks;
- b. Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
- c. Obligations of the State of Texas or its agencies and instrumentalities, and obligations of counties, cities, and other political subdivisions of this State rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- d. Fully insured or collateralized deposits at eligible depositories placed in compliance with this Policy and the Government Code;
- e. Repurchase agreements placed in compliance with the Government Code.
- f. No load money market mutual funds regulated by the Securities and Exchange Commission whose investment objectives include maintaining a stable \$1.0000 share value and that meet the requirements of the Government Code.
- g. Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation authorized in compliance with the Government Code.

The investments set forth in Government Code §§ 2256.009(b), are not considered authorized investments.

The District is not required to liquidate investments that were authorized at the time of purchase. At least quarterly, the Investment Officers shall monitor the rating of any investment required by the Government Code to maintain a minimum credit rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

6. **SAFETY AND INVESTMENT MANAGEMENT** The Investment Officers shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio and offsets, during a 12-month period, any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio.

The Investment Officers shall create a competitive environment for all individual security purchases and sales, financial institution deposit placements, and money market mutual fund and local government investment pool selections. The Investment Officers shall develop and maintain procedures for ensuring a competitive environment.

7. **LIQUIDITY AND MATURITY**

- a. Unless otherwise prohibited by law, assets of the District shall be invested in instruments whose maturities do not exceed five (5) years from the time of purchase.
  - b. The District's Investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.
8. **DIVERSITY** Where appropriate, the investment portfolio shall be diversified in terms of investment instruments, maturity, scheduling, and financial institutions to reduce risk of loss resulting from over concentration of assets in a specific class of investments, specific maturity, or specific issuer. The District may achieve some diversification by placing part of its investment portfolio in a Local Government Investment Pool meeting the requirements of Government Code §§ 2256.016, if the Board authorizes the investment in the particular pool by resolution.
9. **FUNDS/STRATEGIES** Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below:

**OPERATING FUNDS:**

1. Suitability - Any investment eligible in the Investment Policy is suitable for Operating Funds (including debt service and other pooled funds).
  2. Safety of Principal - All investments shall be high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity for the Operating Fund's portfolio to less than 300 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the overall portfolio.
  3. Marketability - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.
  4. Liquidity - The Operating Fund requires the greatest short-term liquidity of any of the Fund types. Short-term deposits, investment pools, and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.
  5. Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the District. Diversifying the appropriate maturity structure out through two years will reduce market cycle risk.
  6. Yield - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury Bill portfolio will be the minimum yield objective.
10. **SAFEKEEPING and CUSTODY:** All trades, where applicable, will be executed by delivery versus payment (DVP) to ensure that securities are deposited with an eligible safekeeping agent prior to the release of funds. District-owned securities will be evidenced by safekeeping receipts issued by the agent. The District may designate an eligible and authorized financial institution or broker/dealer as custodian for FDIC insured deposit placements as per the Government Code.

All financial institution deposits shall be insured or collateralized in compliance with applicable State law. Pledged collateral shall maintain a market value equal to or greater than 102% of the deposits plus accrued interest, less any amount insured by the FDIC. The District reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards deposits. Financial institutions will be required to sign a depository agreement. The collateralized deposit portion of the agreement shall define the District's rights to the collateral in case of default, bankruptcy, or closing, and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- a. The agreement must be in writing;
- b. The agreement has to be executed by the financial institution and the District contemporaneously with the acquisition of the asset;
- c. The agreement must be approved by the Board of Directors or designated committee of the financial institutions and a copy of the meeting minutes must be delivered to the District; and
- d. The agreement must be part of the financial institution's "official record" continuously since its execution.

Securities pledged as collateral shall be held by an independent third party governed by a custodial agreement acceptable to the District. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The agreement must clearly state that the custodian is instructed to release pledged collateral to the District in the event the District has determined that the financial institution has failed to pay on any matured investments, or has determined that the funds of the District are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of the pledge must be supplied to the District and retained by the Investment Officers.

11. **BROKER/DEALERS** Broker/dealers must submit information as requested by the District and be in good standing with the Financial Industry Regulatory Authority ("FINRA"). Representatives of brokers/dealers shall be registered with the Texas State Securities Board. The Board, at least annually, shall review, revise and adopt a list of qualified broker/dealers that are authorized to engage in investment transactions with the District. The Board of Directors acknowledges the "List of Authorized, Qualified Broker/Dealers" as set forth in the document appended hereto as Appendix 2, which has been previously approved by the Board of Directors.

12. **INVESTMENT PROVIDERS** A written copy of this Investment Policy shall be presented to any person offering to engage in an investment transaction with the District.

Local Government Investment Pools and Discretionary Investment Management Firms shall execute a written instrument stating:

- a. The business organization has received and reviewed the District's Investment Policy; and
- b. Has acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the organization that are not authorized by the District's Investment Policy, except to the extent that this authorization requires an analysis of the District's entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions of the entity that are not

made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

A form of the written instrument is attached as Exhibit "A". The Investment Officers may not acquire or otherwise obtain any authorized investment described in this policy from a person who has not delivered to the District an instrument that is substantially in this form.

13. **INVESTMENT TRAINING** In order to provide qualified and capable investment management, the Investment Officers of the District shall: (1) attend training, accumulating at least 10 hours, relating to the Treasurer's or Investment Officers' responsibilities under the Government Code within 12 months after taking office or assuming duties; and (2) attend training with each two-year period aligned with the District's fiscal year and accumulating not less than ten hours of instruction relating to investment responsibilities under the Government Code. The training must include education in investment controls, security risks, strategy risks, market risks, and compliance with the Government Code.

The Board approves the following independent sources of training:

- a. Government Treasurers' Organization of Texas
  - b. Government Finance Officers' Association (National and Texas)
  - c. American Institute of Certified Public Accountants
  - d. University of North Texas
  - e. Texas State University
14. **STANDARD OF CARE** Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of his or her own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investments shall be governed by the objectives specified in Government Code 2256.006, in the order of priority specified therein.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

- a. The investment of all Funds, rather than the prudence of a single investment, over which the officer had responsibility.
  - b. Whether the investment decision was consistent with this Investment Policy.
15. **PERSONAL INTEREST** An Investment Officer who has a personal business relationship with a business organization offering to engage in an investment transaction for the District or who is related within the second degree by affinity or consanguinity, as determined by Government Code, Chapter 573, to an individual seeking to sell an investment to the District shall file a statement disclosing that relationship with the Board and with the Texas Ethics Commission, and shall abstain from participation in the District's decision whether to engage the business organization or individual with which the investment officer has a relationship.

An Investment Officer has a personal business relationship with a business organization if:

- a. the Investment Officer owns 10 percent or more of the voting stock or shares of the business organizations or owns \$5,000 or more of the Fair Market Value of the business organization;

- b. Funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer's gross income for the previous year; or
- c. The Investment Officer has acquired from the business organization investments with a Book Value of \$2,500 or more for the personal account of the investment officer.

**16. QUARTERLY REPORTS** The Investment Officers shall prepare and submit to the Board a written report in compliance with the requirements of the Government Code. This report shall be presented to the Board not less than quarterly, within a reasonable time after the end of the period. The report must:

- a. Contain a detailed description of the investment position of the District on the date of the report.
- b. Contain a summary statement of each pooled funds group that states:
  - (1) Beginning Market Value for the reporting period.
  - (2) Additions and changes to the Market Value during the period.
  - (3) Ending Market Value for the period.
  - (4) Fully accrued interest for the reporting period.
- c. State the Book Value and Market Value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested.
- d. State the maturity date of each separately invested asset that has a maturity date.
- e. State the account or fund or pooled group fund in the District for which each individual investment was acquired.
- f. State the compliance of the investment portfolio of the District as it relates to the District's investment strategy expressed in the District's Investment Policy and relevant provisions of law.
- g. Record the signatures of each investment officer attesting to its compliance as required in item.

Market values will be obtained at least quarterly from sources deemed to be reliable and not affiliated with the original transaction acquiring the investment.

- 17. ANNUAL REVIEW** The Investment Policy, and incorporated the investment strategies, shall be reviewed not less than annually by the Board. The Board shall affirmatively, by written resolution, state that it has reviewed the Investment Policy and investment strategies, and such resolution shall record any changes made in the Investment Policy or investment strategies.
- 18. ANNUAL AUDIT** The Board shall perform or have conducted a compliance audit of management controls on investments and adherence to the Board's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit by the District's independent auditing firm. If the District invests in other than money market mutual funds, Investment Pools or deposits offered by its depository bank, the reports prepared by the Investment Officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board.

20. **ELECTRONIC FUNDS TRANSFER** The District may use electronic means to transfer or invest all Funds collected or controlled by the District.
21. **AUTHORIZATION** Unless authorized by this Policy, (including the appendices hereto) a person may not deposit, withdraw, transfer, or manage in any other manner the Funds of the District.
22. **COMPLIANCE** All investments made by the District must comply with the Texas Public Funds Investment Act and all federal, state and local statutes, rule or regulations.



# MONTGOMERY COUNTY HOSPITAL DISTRICT

## Banking and Investment Policy (Signature Page)

The undersigned hereby acknowledge that he/she has received and reviewed the District's Investment Policy:



Mark Cole, Chairman, MCHD Board of Directors



Brad Spratt, Vice-Chairman, MCHD Board of Directors



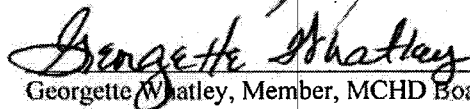
Sandra Wagner, Secretary, MCHD Board of Directors



Chris Grice, Treasurer, MCHD Board of Directors



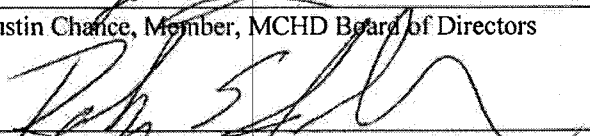
Bob Bagley, Member, MCHD Board of Directors



Georgette Whalley, Member, MCHD Board of Directors



Justin Chance, Member, MCHD Board of Directors



Randy Johnson, MCHD Chief Executive Officer



D. Brett Allen, MCHD Chief Financial Officer

6/25/2019

Date

**EXHIBIT A**

**Form of Statement by Investment Provider**

THE STATE OF TEXAS

§  
§  
§

COUNTY OF MONTGOMERY

BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed below, who, being by me first duly sworn, upon oath deposed and said:

My name is \_\_\_\_\_. I am a Qualified Representative of \_\_\_\_ (the "Business Organization"). This statement is provided to meet the requirements of the Public Funds Investment Act.

I hereby certify that

1. I have received and reviewed the investment policy of Montgomery County Hospital District (the "District");
2. The Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the Organization that are not authorized by the District's Investment Policy, except to the extent that the Organization has not made an analysis of the make-up of the District's entire portfolio or has not engaged in any interpretation of subjective investment standards, or relates to investment transactions of the District that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority; and
3. The statements, representations and declarations made in this document are true and correct.

\_\_\_\_\_  
Qualified Representative

SWORN AND SUBSCRIBED BEFORE ME, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(seal)

\_\_\_\_\_  
Notary Public in and for the  
State of Texas

## Appendix 1

### Approved Procedures to Process and Pay Indigent Care Claims

#### Purpose

The purpose of these proposed procedures is to provide guidance to the Montgomery County Hospital District (MCHD) regarding processing of payments for indigent care claims in connection with the Administrative Services Agreement between MCHD and Boon-Chapman Benefit Administrators, Inc. ("TPA").

#### Background

MCHD has entered into an Administrative Services Agreement (Agreement) with TPA effective August 1, 2006. Under the terms of the Agreement, TPA is to provide certain claims administration services including but not limited to the following:

1. The receipt and review of claims and claims documentation.
2. Verification of eligibility and determination of medical necessity and amounts payable under the Plan in conjunction with Plan provisions concerning reasonableness of charges and preferred provider or other service agreements.
3. Determination of medical necessity and amounts payable under the Plan.
4. Reasonable steps, in accordance with the Plan provisions, to recover or offset erroneous payments of Plan benefits.
5. Preparation and mailing of benefit payment checks drawn on designated demand deposit accounts, and explanation of benefits (or denial of benefits).

MCHD will rely on TPA's internal controls for the processing and payment of claims. TPA's internal controls have been reviewed by an independent auditor and they maintain fidelity insurance. Claims will be paid through a separate MCHD bank account. MCHD will have constant ready access to TPA's systems for the purpose of reviewing individual claims and aggregate reporting.

#### Proposed Procedures

1. MCHD will set up a separate checking account for HCAP disbursements.
2. TPA representatives will be among the signers on the account.
3. TPA will receive claims and process for payment.
4. TPA will submit a proposed check run to MCHD periodically (e.g. weekly).
5. MCHD staff will review and authorize payments.
6. MCHD will transfer funds to the HCAP disbursement bank account.
7. TPA will process and release checks.
8. TPA will provide detail and summary reports of claims processed on a monthly basis.
9. MCHD Board of Directors will review and ratify payments made at their monthly meeting.  
**HCAP disbursement account is not to have a balance exceeding \$2,000,000.**

## Appendix 2

### List of Authorized, Qualified Broker/Dealers

<u>Institution</u>	<u>Representative</u>
FTN Financial	Zach Brewer
Raymond James Financial Services	Fred Greene
Wells Fargo Securities	Chuck Landry

## MCHD Policies and Procedures

[illegible]

# Agenda Item # 20



We Make a Difference!

To: Board of Directors

From: Brett Allen, CFO

Date: June 25, 2019

Re: **DSRIP**

Total Approved IGT for Round 1 DSRIP	DY8 Round 1 Monitoring Amount	Total Round 1 IGT Needed for DSRIP and Monitoring
\$727,365.83	\$5,070.74	\$732,436.57

Montgomery County Hospital District Budget Tool for Fiscal Year 2019 Dept Name: 007-EMS		
		Jul-19
\$6550 Other Services - DSRIP		
CP		452,644.00
CRMC - \$253,168.30 per Shayna Spurlin		126,669.00
Insert rows above here if needed.		
Total \$6550 Other Services - DSRIP		\$579,313.00

Fiscal Impact: Nominal

Yes No N/A

☐ ☒ ☐ Budgeted item?

☐ ☒ ☐ Within budget?

☐ ☐ ☒ Renewal contract?

☒ ☐ ☐ Special request?

**AGENDA ITEM: 21****CONSIDER AND ACT UPON RECOMMENDATIONS FOR AMENDMENTS TO  
BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2019****BUDGET AMENDMENT – SEPTEMBER 30, 2019**

THAT WHEREAS, therefore on September 11, 2018 the Board heard and approved the budget for the year 2018/2019 for the benefit of Montgomery County Hospital District; and

WHEREAS, to meet unusual and unforeseen conditions, which could not by reasonable and diligent thought and attention, have been included in the budget for 2018/19 adopted on September 11, 2018, or a line item transfer has been requested with no impact on the original budget, or a line item transfer has been requested with a positive impact on the original budget; and

WHEREAS, the Board by and through this budget amendment intends to reflect the funding provided and expenses incurred as a result of its operation and management of the Montgomery County Hospital District for the year 2018/2019 pursuant to its contractual responsibilities therefore.

NOW, THEREFORE, BE IT RESOLVED that upon motion of Chris Grice, seconded by Georgette Whitley and duly carried by the following vote: AYES: 7 NAYS: 0, the following amendment(s) to said budget is/are hereby authorized:

Budget Amendment 5 - September 30, 2019						
Line	Account Number	Account Description	FY 2019 Annual Budget	FY 2019 Amended Budget	Increase / (Decrease) Net Revenue Over Expenses	
1	10-007-54100	Dues/Subscriptions-EMS	4,000.00	20,000.00	16,000.00	
2	10-007-56550	Other Services-DSRIP - EMS	1,131,025.00	1,215,305.00	84,280.00	
3	10-010-52754	Capital Purchases-Equipment - Fleet	84,000.00	34,000.00	(50,000.00)	
4	10-010-54700	Fuel - Auto-Fleet	831,692.00	797,412.00	(34,280.00)	
5	10-043-53050	Computer Software - BAU	51,746.00	35,746.00	(16,000.00)	
		Subtotal - Expenses	2,102,463.00	2,102,463.00	0.00	
		Increase / (Decrease) Net Revenue over Expenses			0.00	
		FY 2019 Annual Budget Change in Fund Balance			(11,209,287.32)	
		FY 2019 Amended Budget Change in Fund Balance			(11,209,287.32)	

**AGENDA ITEM: 21**

**CONSIDER AND ACT UPON RECOMMENDATIONS FOR AMENDMENTS TO  
BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2019**

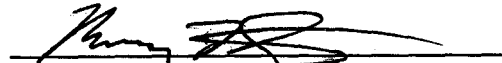
**BUDGET AMENDMENT – SEPTEMBER 30, 2019**

**BOARD MEETING DATE: June 25, 2019**

**APPROVED BY:**



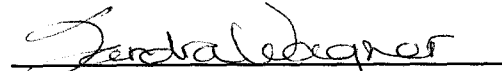
Mark Cole, Chairman



Brad Spratt, Vice-Chairman



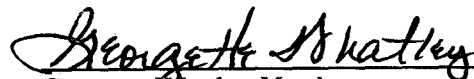
Chris Grice, Treasurer



Sandy Wagner, Secretary



Justin Chance, Member



Georgette Whatley, Member



Bob Bagley, Member



**MCHD Surplus/Salvage**  
**June 2019**

**Agenda item 23**

Qty	Serial Number	MCHD Tag	Product Description	S/S	Reason
44	N/A	N/A	PEDI MATE DEVICES	SALVAGE	Obsolete
1	54248	8338	EZ IO DRIVER	SALVAGE	Not enough torque/end of life
1	FTX1106R0H9	7523	Cisco Wireless Access Point	Salvage	End of life for device
1	270218400	CAP30034	Avocent Keyboard Mouse Switch	Salvage	End of life for device
1	NNG00130110241	CAP20112	Bomgar Remote Access Server	Salvage	End of life for device
1	KMA0842472	N/A	US Digital Designs Gateway Server	Salvage	End of life for device
1	KMA0820915	N/A	US Digital Designs Gateway Server	Salvage	End of life for device
1	FTX1049T05U	N/A	Cisco Wireless Access Point	Salvage	Broken/Out of warranty
1	1RK3641	6371	Dell Desktop	Salvage	End of life for device
1	6356	N/A	Spectracom GPS Time Server	Salvage	End of life for device
1	6357	N/A	Spectracom GPS Time Server	Salvage	End of life for device
1	14FC202M0286	N/A	Avaya Phone Switch	SALVAGE	no longer active
1	14FC202M0288	N/A	Avaya Phone Switch	SALVAGE	no longer active
1	50090009	N/A	3 Channel Digital Call Annoucer/Recorder	SALVAGE	no longer active
1	1UK500G26X1026731	N/A	1999 Interstate 20' Enclosed Cargo Trailer	Surplus	Roof leaks and needs painting/signage. Costs more to repair than buying new.

## AGENDA ITEM # 23

Board Mtg.: 6/25/2019

**Montgomery County Hospital District**  
**Proceeds from Sale of Assets**  
**10/01/2017 - 05/31/2019**

Account Name	Description	Sale Date	Sale of Surplus
Vehicles	2010 Dodge Ram 3500 - 201,234 miles	5/22/2018	8,660.00
Vehicles	2009 Ford F350 - 140,736 miles (trade-in)	7/3/2018	15,000.00
Vehicles	2012 Dodge Ram 3500 SLT - 203,110 miles	7/24/2018	8,305.00
Vehicles	2012 Dodge Ram 3500 ST - 194,983 miles	9/21/2018	8,150.00
Vehicles	2012 Dodge Ram 3500 SLT - 199,930 miles	12/18/2018	8,514.00
Vehicles	2012 Dodge Ram 3500 - 189,761 miles	12/18/2018	8,920.00
Vehicles	2008 Chevy Tahoe LS - 199,172 miles	3/12/2019	3,805.00
Vehicles Total			<u>61,354.00</u>
Total Proceeds			<u><u>61,354.00</u></u>