

**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., October 26, 2021 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

2. Invocation

Led by Mr. Grice

3. Pledge of Allegiance

Led by Mr. Spratt

4. Roll Call

Present:

Sandy Wagner
Georgette Whatley
Brad Spratt
Chris Grice

Not Present

Justin Chance
Brent Thor
Bob Bagley

5. Public Comment

No one made a comment from the public.

6. Special Recognition

Ms. Whatley, Chairperson recognized Donna Daniel for her 12 years of service, thanking her for her work with the board.

Field – Scott Pelczar

NonField - Rubina Ahmed

7. Presentation of Investment Report for the quarter ended September 30, 2021. (Mr. Grice, Treasurer – MCHD Board)

Mr. Brett Allen, CFO presented the Investment Report for the quarter ended September 30, 2021.

8. 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.

9. Consider and act on the recommended lined updates from the Bylaws Committee meeting held on updates from the September 23, 2021. (Ms. Whatley, Chairperson – MCHD Board)

Ms. Whatley made a motion to consider and act on the recommended lined updates from the Bylaws Committee meeting held on updates from the September 23, 2021 along with additional items discussed with staff today that have now been updated in the Bylaws. Mr. Grice offered a second. After board discussion motion passed unanimously.

10. Presentation of Quarterly Employee Turnover Report. (Mr. Chance, Chair – Personnel Committee)

Mrs. Emily Fitzgerald, HR Manager presented the Quarterly Employee Turnover Report.

11. Remote working employees update. (Mr. Justin Chance, Chair – Personnel Committee)

Mr. Randy Johnson, CEO gave an update on remote workers.

12. Consider and act on the November and December, 2021 MCHD Regular Board of Directors meeting dates and times. (Ms. Whatley, Chairperson – MCHD Board)

Ms. Whatley made a motion to consider and act on the recommendation of staff on the November and December, 2021. Mr. Spratt offered a second and motion passed unanimously.

13. Consider and act on District Policies: (Ms. Whatley, Chairperson – MCHD Board)

- **REC 26-102, Updating Policies and Training Policy.**
- **REC 26-103, Request for Confidential Communications Policy.**
- **REC 26-104, Patient Requests for Access to PHI Policy.**
- **REC 26-105, Patient Request for Amendment PHI Policy.**
- **REC 26-106, Requests for Restriction of PHI Policy.**
- **REC 26-107, Patient Request Accounting of Disclosures of PHI Policy.**
- **REC 26-108A Privacy Officer Designation.**
- **REC 26-108B Security Officer Designation.**
- **REC 26-109 Procedure for Filing Complaints About Privacy**
- **REC 26-110, Breaches of Unsecured PHI Policy.**
- **REC 26-111, Contingency Planning Policy.**
- **REC 26-112, Physical Security Policy.**

Mr. Randy Johnson, advised the board that these practices have been in place with MCHD and that PWW has helped us memorialize them in writing.

Ms. Whatley made a motion to consider and act on District Policies as follows:

- **REC 26-102, Updating Policies and Training Policy.**
- **REC 26-103, Request for Confidential Communications Policy.**
- **REC 26-104, Patient Requests for Access to PHI Policy.**
- **REC 26-105, Patient Request for Amendment PHI Policy.**
- **REC 26-106, Requests for Restriction of PHI Policy.**
- **REC 26-107, Patient Request Accounting of Disclosures of PHI Policy.**
- **REC 26-108A Privacy Officer Designation.**
- **REC 26-108B Security Officer Designation.**
- **REC 26-109 Procedure for Filing Complaints About Privacy**
- **REC 26-110, Breaches of Unsecured PHI Policy.**
- **REC 26-111, Contingency Planning Policy.**
- **REC 26-112, Physical Security Policy.**

Mr. Spratt offer a second. After board discussion motion passed unanimously

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

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

- 15. EMS Advisory Committee update. (Mr. Thor, Chair – EMS Committee)**

Mr. Scott Pelczar, Chair of EMS Advisory Committee gave an update to the board.

- 16. Consider and act on road safety replacement. (Mr. Thor, Chair – EMS Committee)**

Mr. Sean Simmonds, Safety and Emergency Preparedness and Mr. Brett Allen, CFO made a presentation to the board on the road safety replacement.

Mr. Spratt made a motion to accept the recommendation on road safety replacement Acetech 5 year lease. Mr. Grice offered a second. After board discussion motion passed unanimously.

- 17. Discuss and approve the upgrade of Lytx cameras (DriveCam) due to the sun-setting of cellular 3G. (Mr. Thor, Chair – EMS Committee)**

Ms. Whatley made a motion to discuss and approve the upgrade of Lytx cameras (DriveCam) due to the sun-setting of cellular 3G. Mr. Grice offered a second and motion passed unanimously.

- 18. Consider and act on the retro fit of electrical system on Horton ambulances. (Mr. Thor, Chair – EMS Committee)**

Mr. James Campbell, EMS Chief updated the board on the retro fit of electrical system on Horton ambulances.

Ms. Whatley made a motion to consider and act on the retro fit of electrical system on Horton ambulances. Mr. Spratt offered a second and motion passed unanimously.

- 19. Consider and act on ET3 Telehealth partnership. (Mr. Thor, Chair – EMS Committee)**

Mr. Kevin Crocker, Division Chief of Quality and Process Improvement presented E3 Telehealth Partnership presentation to the board.

Mr. Grice made a motion to consider and act on staff recommended provider for ET3 Telehealth partnership. Mr. Spratt offered a second. After board discussion motion passed unanimously.

- 20. COO Report to include updates on facilities, radio system, materials management, staff activities, community paramedicine, and IT.**

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

- 21. Consider and act on Interlocal agreement between the Hospital District and the City of Splendor for the lease of approximately 1.2 acres of Hospital District land for its use as a City park. (Mr. Spratt, Chair – PADCOM Committee)**

Mr. Spratt made a motion to postpone the Interlocal agreement indefinitely between the Hospital District and the City of Splendor for the lease of approximately 1.29 acres of Hospital District land for its use as a City park. Mr. Grice offered a second. After board discussion motion passed unanimously.

- 22. Consider and act on sole source letter for EXACOM digital recorder system annual maintenance. (Mr. Spratt, Chair - PADCOM Committee)**

Ms. Whatley made a motion to consider and act on the sole source letter EXACOM digital recorder system annual maintenance. Mr. Spratt offered a second and motion passed unanimously.

- 23. Consider and act on EXACOM digital recorder system annual maintenance. (Mr. Spratt, Chair - PADCOM Committee.)**

Ms. Whatley made a motion to consider and act on EXACOM digital recorder system annual maintenance. Mr. Spratt offered a second and motion passed unanimously.

- 24. Consider and act on Docunav Shield. (Mr. Spratt, Chair – PADCOM)**

Mr. Spratt made a motion to consider and act on Docunav Shield. Mr. Grice offered a second and motion passed unanimously.

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

Mrs. Melissa Miller, COO Manager presented the HCAP report to the board.

- 26. Consider and act on Healthcare Assistance Program claims from Non-Medicaid 1115 Waiver providers. (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. Mr. Grice offered a second and motion passed unanimously.

- 27. Consider and act on ratification of voluntary contributions to the Medicaid 1115 Waiver program of Healthcare Assistance Program claims. (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. Mr. Spratt offered a second and motion passed unanimously.

- 28. Presentation of preliminary Financial Report for twelve months ended September 30, 2021 – 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.

- 29. Consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2021. (Mr. Grice, Treasurer - MCHD Board)**

Mr. Grice made a motion to consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2021. Mr. Spratt offered a second and motion passed unanimously.

30. Consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2022. (Mr. Grice, Treasurer - MCHD Board)

Mr. Grice made a motion to consider and act upon recommendation for amendment(s) to the budget for fiscal year ending September 30, 2022. Mr. Spratt offered a second and motion passed unanimously.

31. Consider and act on ratification 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. Spratt offered a second and motion passed unanimously.

32. 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 and motion passed unanimously.

33. Consider and act on the Zoll Billing Pro, 3 year contract. (Mr. Grice, Treasurer – MCHD Board)

Mr. Grice made a motion to consider and act on Zoll Billing Pro, 5 year contract. Mr. Spratt offered a second. After board discussion motion passed unanimously.

34. Secretary's Report – September 28, 2021 Regular BOD meeting. (Mrs. Wagner, Secretary – MCHD Board)

Mrs. Wagner made a motion to consider and act on the minutes for September 28, 2021 Regular BOD meeting. Mr. Spratt offered a second and motion passed unanimously.

35. Convene into executive session pursuant to the Texas Open Meetings Act to deliberate in closed session on the following matters authorized under the Texas Open Meetings Act:

- **To confer with legal counsel for the District concerning present and potential litigation and other confidential legal matters under Section 551.071 of the Texas Government Code. (Ms. Whatley, Chairperson – MCHD Board)**
- **To discuss and take action if needed on personnel issues involving the chief executive officer under Section 551.074 of the Texas Government Code.**

Ms. Whatley advised that the executive session agenda item was not needed.

36. Reconvene into open session and take action, if necessary, on matters discussed in closed executive session. (Ms. Whatley, Chairperson – MCHD Board)

Not needed.

37. Adjourn.

The board adjourned at 5:11 p.m.


Sandy Wagner, Secretary