

**TRINITY MEMORIAL HOSPITAL DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**November 18, 2019**

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I. **CALL TO ORDER** The meeting was called to order at 5:30 PM by Randy Karnes.

**Board Members Present:** **Randy Karnes, President**  
**Carlyn Bluis, Vice President**  
**Marjory Pulvino, Secretary**  
**Jerry Russ**  
**Cheryl Spearman**  
**Keith Johnson**  
**Laura Vanecek**  
**Michelle Medlock**  
**Charles Gardner**

**Board Members Absent:** **None**

**Others Present:** **Billy Goodin, Executive Assistant to the Board**  
**Eric Todd, CEO HealthPoint**  
**Connie Bryant, HCA**  
**Claudette Loper\***  
**Melissa Jeter**  
(\* Denotes Guest that addressed the Board)

II. **INVOCATION** Jerry Russ provided the invocation.

III. **PUBLIC FORUM**

Randy Karnes welcomed the guests and gave visitors the opportunity to address the Board.

*(The guests that addressed the Board are indicated with an asterisk in the attendance section listed under Section 1-Call To Order.)*

Claudette Loper inquired about physician staffing for the proposed ED department. Randy Karnes and Marjory Pulvino addressed her questions about the ED staffing pattern. Carlyn Bluis instructed Ms. Loper to submit questions in writing, and the Board would provide written responses.

IV. **READING AND APPROVAL OF MINUTES**

The minutes of the October 21, 2019 and October 28, 2019 meeting were reviewed by the Board.

**Action:** A motion to accept the minutes as written was made by Carlyn Bluis, was seconded by Jerry Russ, and the motion was unanimously approved by the Board.

## **VI. PRESENTATION OF STATISTICAL AND FINANCIAL REPORTS**

### **Monthly Financial Report**

The monthly financial report was distributed, and it was presented by Carlyn Bluis due to Orrin Hargrave's absence. Mrs. Bluis also reported that tax collections as of October 31, 2019 were \$55,741.15 which is 6% of the adjusted levy for the current collection period ending August 31, 2020. Mrs. Bluis discussed Accounts Payable, the Money Market Account and Pledge Report from the First National Bank of Trinity.

| <b><u>Compilation of Financial Statements – Assets</u></b> | <b><u>October 31, 2019</u></b> |
|--|--------------------------------|
| <b>Cash on hand</b>  | <b>\$ 250.00</b>               |
| <b>Checking</b>  | <b>\$ 68,610.26</b>            |
| <b>Money market account FNB</b>                            | <b>\$ 177,881.12</b>           |
| <b>CD – Pioneer Bank 3769</b>                              | <b>\$ 132,131.04</b>           |
| <b>CD – First National Bank</b>                            | <b>\$ 250,000.00</b>           |
| <b>CD – Pioneer Bank 1011</b>                              | <b>\$ 110,557.30</b>           |
| <b>CD - First National Bank</b>                            | <b>\$ 250,000.00</b>           |
| <b>Property taxes receivable</b>                           | <b>\$ 510,112.80</b>           |
| <b>Less allowance for doubtful accounts</b>                | <b>\$ (217,354.06)</b>         |
| <br><b>Total Current Assets</b>                            | <br><b>\$ 1,282,188.46</b>     |

For the one-month ending, October 31, 2019, Total Revenues were **\$58,028.96**. Total Operating Expenses were **\$42,914.24**. Operating Revenues in Excess of (Less Than) Expenses were **\$15,114.72**.

**Action:** Marjory Pulvino moved that the financial report be accepted by the Board. Cheryl Spearman seconded the motion, and it was unanimously approved by the Board.

## **VI. PRESENTATION OF COMMITTEE REPORTS**

### **A. Executive Committee:**

1. Preparation of a publication to address incorrect information contained in a Letter to the Editor published in the Thursday, November 07, 2019, newspaper was prepared by Carlyn Bluis and will appear in the next publication of the newspaper.
2. Update to the Trinity Community Assistance Program Committee-Marjory Pulvino, Cheryl Spearman and Billy Goodin will schedule a meeting to begin organizing the project prior to a meeting scheduled with representatives from Texas A&M on December 3, 2019.

### **B. Bylaws Committee Report:**

1. Randy Karnes reported that the Bylaws Committee met on December 15, 2019 at 2:00 p.m. to review and determine if any amendments were required to the current bylaws. During the meeting it was determined that the verbiage under Article III, Section 1 (a) should read "within the boundaries of Trinity Memorial Hospital District established within Trinity

County" in place of just "Trinity County". No other revisions were deemed necessary.

**Action:** A motion to accept the proposed revision and adopt the Bylaws for the year 2019-2020 written was made by Carlyn Bluis, was seconded by Marjory Pulvino, and the motion was unanimously approved by the Board.

C. **Executive Assistant to the Board-** Billy Goodin presented the following report for the month of October 2019:

**1. Facilities**

a. **Helipad Lighting:** Repairs to the helipad lighting are nearing completion. All the red perimeter lights are now functional. Items remaining to complete the project are the dusk to dawn ambient lighting and the protective rings for all the light fixtures.

b. The large AERCO hot water heater that supplies the overall hospital and pediatric clinic would not light and had apparent leaking from the main cylinder housing. South Texas Industries was contacted, and a technician was dispatched. It appears that the unit may need some costly repairs; however, a complete report will be received on Thursday, November 21<sup>st</sup>. Jackie Goodall and Billy Goodin were able to restore hot water to the clinic pediatric area and other areas of the hospital currently in use by utilizing the hospital plumbing blue prints to locate valves that could open and closed to re-route the hot water system to the original hot water system that was used prior to the surgery addition.

**2. Utilities:** No utility related issues were encountered during the month of October.

**3. Fire and Safety:** No Fire and Safety issues for October.

**4. HealthPoint (Clinic):**

a. Sewer backing up in the employee restroom and floor sink in the housekeeping closet.

b. No hot water in the clinic pediatric area. (See above)

**5. Misc. Medical record project**

a. Establish central location for all records

b. Alphabetize, sort by type and box all loose records

**6. Petty Cash Report:** Performed on 11/18/2019. Cash \$162.44, Receipts \$87.56, for a total of 250.00. Balanced 0 short/over. Performed by Billy Goodin, Verified by Marjory Pulvino.

**Questions and Comments:** Randy Karnes suggested that we verify the retention guidelines and have a verification process prior to the destruction of medical records. The records will be purged according to the State of Texas Medical Records Retention Guidelines.

**VII. PRESENTATION OF HEALTHPOINT REPORT:**

Eric Todd, CEO HealthPoint reported that the open house for the clinic went well. Mr. Todd also stated that the organization was still interviewing candidates for the manager to replace Brenda Goins, and that Crystal Smith will be leaving the clinic at the end of December. Mr. Todd reported that the new provider, Genetta Kennedy, MSN,FNP-C, has been doing a great job, and that her patient volumes are increasing. Mr. Todd also discussed complaints from patients that have been limited primarily to the inability to see Dr. Deshpande on a walk-in basis, no access to medical records from ETMC visits, and normal start up bureaucracy, such as administrative changes and changes in policies. Mr. Todd also will be examining feasibility of adding behavioral health services. Mr. Todd also presented statistical data with reference to visits by payor source, poverty level and the number of patients and visits per provider. For the period of January through October 2019, the clinic documented total of 9,972 patient visits, for a total of 3,690 patients seen. Mr. Todd stated that based on a 9-month assessment, it is expected that next year's request for support will be much less than the current year.

**VIII. UNFINISHED BUSINESS: None**

**IX. NEW BUSINESS: None**

**X. ADJOURNMENT TO EXECUTIVE SESSION, IF REQUIRED- There was no business requiring an Executive Session.**

**XI. REOPEN MEETING FOR SUBSEQUENT ACTIONS- There was no business requiring an Executive Session.**

**XII. ADJOURNMENT – There being no further business, Carlyn Bluis moved to adjourn the meeting; Marjory Pulvino seconded the motion, and the meeting was adjourned at 6:03 PM.**

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Billy Goodin, Executive Assistant to the Board

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Date