



# Minutes

## Mangum City Hospital Authority Session

### September 27, 2022 at 5:00 PM

City Administration Building at 130 N Oklahoma Ave.

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*The Trustees of the Mangum City Hospital Authority will meet in regular session on September 27, 2022, at 5:00 PM, in the City Administration Building at 130 N. Oklahoma Ave, Mangum, OK for such business as shall come before said Trustees.*

#### CALL TO ORDER

Chairman Vanzant called the meeting to order at 5:00 p.m.

#### ROLL CALL AND DECLARATION OF A QUORUM

##### PRESENT

Trustee Carson Vanzant  
Trustee Cheryl Lively  
Trustee Ilka Heiskell

##### ABSENT

Trustee Ronnie Webb

##### ALSO PRESENT

Billie Chilson, Secretary  
Erma Mora, HR  
Corry Kendall, Attorney

#### CONSENT AGENDA

*The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member (or a community member through a Board member) so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Board members should so note before adoption of the Consent Agenda.*

Amend motion to approve items 1-5, pulling off anything in reference to the corporate card.

Motion made by Trustee Vanzant, Seconded by Trustee Heiskell.  
Voting Yea: Trustee Vanzant, Trustee Lively, Trustee Heiskell

1. Approve August 23, 2022 MCHA meeting minutes.
2. Approve August 11, 2022 Quality meeting minutes.
3. Approve August 18, 2022 Medical Staff meeting minutes.
4. Approve August 2022 claims and October 2022 estimated claims.
5. Approve the following forms, policies and procedures previously approved through September 2022 by Corporate, on 9/15/2022 by Quality Control and on 9/22/2022 by Med Staff.

**Nursing Policy Manuel:**

Nursing Policy Manuel TOC

Rapid Response Team

Triage Bed Allocation

In-Patient Transfer for Admission to Another Hospital/Facility or for Diagnostic Testing Services or Procedure

Advance Directives

Deceased Patient

Do Not Resuscitate

Limits of Care

Blood Product Administration

Emergency Release of Blood

Critical Test Reporting

Medical Marijuana: Patient Use

Intravenous Administration Privileges

Intravascular Line Insertion/Removal

Intravenous Line Management

Intravenous Drips & Titration Parameters

Foley Catheter Line Insertion/Removal

Enteral Tube Management

Nursing Assessment/Reassessment Including Vital Signs

Patient Fall Prevention

Hourly Rounding

Hand-Off Communication

Nursing Care Plans

Nursing Documentation

Interpreter Services

Medication Administration

Rapid Response Team Flowsheet

Rapid Response Team Outcome Review

In-Patient Discharge Against Medical Advice & Release of Responsibility Form

AMA/Left Without Being Seen (LWBS) Tool

Provider Assessment & Certification to Transfer

Patient Transfer for Procedure or Diagnostic/Test Services

Oklahoma POLST Form

State of Oklahoma Advance Directive Form

Certification of Individual Making Health Care Decision for Patient

Deceased Patient Checklist & Body Release Form  
Lifeshare/OPO/Death Report Log  
Oklahoma DNR Form  
Consent/Declination for Blood and Blood Products  
Blood Transfusion Administration Form  
Appendix A-Blood and Blood Product Transfusion Reaction Management  
Transfusion Reaction Form  
Inpatient/Outpatient Blood Transfusion Education  
OBI-CL-Form 257 Transfusion Services Emergency Release of Uncrossmatched Blood  
Critical Values Report Log  
Medical Marijuana Release Form  
Vasoactive and Sedative Medications  
Neurological Assessment Tool  
Modified Morse Fall Risk (MFS) Assessment Tool (Age 13-Adult)  
Mobility Fall Precautions Tool  
Humpty Dumpty Modified Fall Risk Assessment Tool (Age 0-12)  
ED Adult & Adolescent Fall Risk Assessment Tool  
Fall Prevention Education for Patient & Family  
Fall Prevention Education in ED for Patient & Family  
Fall Prevention Education for Parents  
Patient Post-Fall Review Form  
Prevent a Fall Poster  
Hourly Rounding Log  
Hand-Off Communication Tool  
Mangum Regional Medical Center Language Solutions  
Hypoglycemic Adult Management Protocol  
Hypotension Management Protocol  
Respiratory Distress Management Protocol  
Shock Management Protocol  
Unresponsive Patient Management Protocol  
Limits of Care Orders  
Intravascular Line Insertion/Removal Protocol  
Indwelling Urinary Catheter Insertion/Removal Protocol

## **Clinical Procedure Policy Manuel:**

Clinical Procedures Policy Manuel TOC

Code Blue Management

Advanced Airway Management

Clinical Procedure Resource Guide for Nursing, Respiratory & Physical Therapy Services

Standardized Use of Restraints

Sepsis-Care and Management for the Adult Patient

Pain Screening, Assessment and Management

Code Blue Record Form

Code Blue Resuscitation and Outcome Review

Violent Self-Destructive Patient Assessment & Order

Face to Face Evaluation Form

Post-Restraint Debriefing Form

Non-Violent Non Self Destructive Restraint Assessment and Order

Restraint Competency Checklist

RN Evaluator Restraint Competency Checklist

Inpatient Restraint Log

ED Restraint Log

Restraint Death Log

Adult Sepsis Screen

FLACC Pain Scale

Wong-Baker Faces Pain Scale

Pain Assessment in Advanced Dementia Scale (PAINAD)

Pasero Opioid Induced Sedation Scale (POSS)

Adult Sepsis Standing Orders

Corporate Card – Cardholder Policy

Corporate Card – Cardholder Policy Attachment A Cardholder Limits

Corporate Credit Card Use Agreement

## **FURTHER DISCUSSION**

### **REMARKS**

*Remarks or inquiries by the audience not pertaining to any item on the agenda.*

### **REPORTS**

6. August 2022 Financial Report

August 2022 Financial Report Highlights by Andrea Snider

## Statistics

- o The average daily census in August was 10.45. This is a decrease of .48 from the previous month and brings our YTD ADC to 10.13. As a reminder our target remains 11 ADC.
- o Cash receipts for the month of August totaled \$890K. (Generally speaking, there is approximately a one-two month lag between the net revenue generated each month & the majority of the cash collected). Cash disbursements totaled \$1M for the month.

## Balance Sheet Highlights

- o The operating cash balance as of August 31st is \$10K. The Restricted cash balance reflects \$402K for a total of \$412K in cash.
- o Accounts Receivable reflects an increase of \$131K.
- o The Due from Medicare asset accounts reflects \$920K. This amount is primarily the balance of \$895K owed to the facility per the latest Medicare Interim Rate review letter received 07/27/22.
- o Accounts Payable saw an increase of \$549K primarily due to the \$271K in receipts applied to the Due to Medicare balance (long-term debt).
- o No COVID grant revenue was recognized in August. The amount for the unrecognized funds remains at \$420K.

## Income Statement Highlights

- o Net patient revenue reflects \$1.3M primarily due to the increase in O/P visits revenue.
- o Operating expenses for the month of August reflect \$1.5M which is slightly above our current monthly trend of \$1.4M, primarily due to an above average increase in purchased services and supply costs.
- o August net income resulted in a loss of (\$244K).

## Addition Notes

- o Regarding the \$895K interim rate receivable, Cohesive received the rebuttal letter and successfully filled the request to have the receivable paid in cash to the hospital rather than applied to any of the hospital.

## 7. August 2022 Quality Report August 2022 Quality Report Highlights:

### Hospital Activity

#### Hospital Admission

- o Acute Care Admits: 14 - up from July (11)
- o Swing-Bed Admits: 12 - up from July (6)
- o Total Discharges: 26 - up from July (18)

#### Total Patient Days, Ed Visits, ADC

- o Total Patient: 324 - down from July (339)
- o ED Visits: 169 - up from July (141)
- o Average Daily Census: 11 - up from July (11)

## **AMA/LWBS**

- AMA: 4 - down from July (6)
- LWBS: 0 - no change from July (0)

## **Care Management**

- 30 Day Readmissions
- 0 for August

## **Risk Management**

### Incidents

- Falls without injury 1
- AMA/LWBS 4/0

### Complaints and Grievances

- Grievances 0

### Patient Falls

- Falls with no injury - 1
- Falls with minor injury - 0
- Falls with major injury - 0

### Mortality Rate

- Acute/Swing-Bed Deaths
- (0%) (YTD = 7%)

### Emergency Department Deaths

- 3 (2%) (YTD = (1%))

### Organ Bank Notifications within 60 minutes of Death (Benchmark 100%)

- 1 notification within 60 minutes of death / 1 death for reporting period

## **Infection Control**

- Catheter Associated Urinary Tract Infections (CAUTIs) - 0
- Central Line Associated Primary Bloodstream Infections (CLABSIs) - 0

## **Health Information Management**

- History & Physical Completion (Benchmark 100%)
- 27/27 = 100%
- Discharge Summary Completion (Benchmark 100%)
- 26/27 = 100%

## **Nursing**

- Code Blue

1

- Transfers
- Acute Transfers - 2
- ED Transfers - 10

## 8. August 2022 Clinic Report

### August 2022 Clinic Report Highlights:

#### Clinic Operations

- EWC go live week of Sept. 12th. asked to decrease schedule that week.
- Excited to have new EMR to increase workflow and efficiency.

#### Quality Report

- Metrics continue to be monitored. All within good standing.

#### Outreach

- Continue with "free" Covid screening kits.
- Continue to advertise in local paper and on social media.

#### Summary

- Significant increase in volume. Expect to decrease due to EMR implementation.
- "no show" percentage decreased from 17% to 12.5%
- July 2022 CCO Report by Daniel

#### Excellent Patient Care

- Monthly Education included Hand Hygiene, Mask Guidance, Fall Documentation and Pain assessment.
- MRMC Emergency Management and Administration coordinated with Greer EMS, Air Evac, Mangum Police, Fire and City Manager to begin preparations for an active shooter drill.
- MRMC Infection Prevention proudly reports sustained outstanding performance as evidence by **ZERO** prevalence of Hospital acquired Infections, Catheter Associated Urinary Tract Infections or Central Line Associated Blood Stream Infections.
- Out of 10,908 doses of medication administration, there were **ZERO** adverse reactions.
- On average, there were **ZERO** medication errors per 1000 doses.

#### Excellent Client Service

- Patients continue to rely on MRMC as their local hospital. Patient days decreased from 292 days in June to 339 days in July. This represents an increase in average daily census from 10 to 11. In addition, MRMC Emergency Department provided care to 141 patients in July.
- July COVID-19 Stats at MRMC: Swabs (39=PCR & 67-Antigen) with 4 positive PCR & 11 Positive Antigen.
- Our Laboratory completed 2018 test with 0 repeat labs required.

## Preserve Rural Jobs

- Open Positions include Full Time RT, RN, LPN, and CNA.  
The New and Improved Dietary Team along with Cohesive Healthcare Management provide delicious meals free of charge to on-duty staff. Patients and Visitors continue to rave about the quality meals being provided.  
Recruiting efforts included interviewing regional professionals. Offers are being considered!

August 2022 CEO Report

August 2022 CEO Report Highlights by Dale Clayton

## COVID OVERVIEW

- Leadership continues to update staff and providers regarding new policies and regulations.
- COVID concerns have increased slightly along with Money Pox and vigilance continues to be key.

## Staff and Operations Overview

- Patient care continues to be outstanding.
- Open positions include, CNA, LPN, RN AND RT.
- Recently hired staff include CNA, LPN, Monitor Tech, Clinic Receptionist and Dietary staff.
- Critical Alert nurse call system is close to completion. This is the final major improvement enabled by grant funds.
- Our average daily census for the month was 11.
- Emergency Department assisted 169 patients.
- Employees continued to receive free meals compliments of Cohesive.
- We continue to put an emphasis on social media presence and other outreach efforts for the Hospital and Clinic.
- Consideration and planning is underway for the increased use of the space in the David Caley Memorial Annex.

## Contracts Agreements and appointments for Governing Board Approval

- LifeShare Transplant Donor Services of Oklahoma, Inc. Renewal Agreement
- Commercial Water Heater Purchase approval
- Port 53 technologies Meraki License and Cloud-based Support Service Renewal
- Premier-Systemex COAG & Hematology Analyzer Agreement Renewal

Discussion on clinic reports. clinic did well for new patients, September will be a lower number due to training process and getting everything on track.

Cheryl Lively questioned the fact of the system being familiar with the provider prior to the purchase.

9. August 2022 CCO Report



## August 2022 CCO report Highlights by Daniel

Only 1 rejected test out of numerous testings’.

### Excellent Patient Care

- Monthly Education included Life Share Organ Procurement Education and Training
- MRMC Emergency Management and Administration coordinated with region 3 Medical Response System Director, Greer, Jackson and Beckham County Emergency Management Directors, Greer EMS, Air Evac, Mangum and Granite Police and Fire Chiefs, Mangum City Manager, Mangum School’s Superintendent as well as a host of other county and regional leadership representatives to develop the Threat and Hazard Identification and Risk Assessment per FEMA guidelines
- MRMC Wound Care Team reports 100% of the patients admitted with wounds showed clinical evidence of wound healing.
- Our Radiology team reports of the 33 Contrast CTs performed, ZERO patients developed reactions. Excellent Client Service
- Patients continue to rely on MRMC as their local hospital. Patient days decreased from 339 days in July to 324 days in August. This represents a stable average daily census of 11. In addition, MRMC Emergency Department provided care to 169 patients in August.
- August COVID-19 Stats at MRMC: Swabs (56 PCR & 105 Antigen) with 3 Positive PCR & 23 Positive Antigen. • Our Laboratory completed 2446 tests with only 1 rejected specimen. Specimens are now Para Filmed to protect specimen viability for transport.

### OTHER ITEMS

11. Discussion and possible to elect a Chairman and Vice Chairman.  
Motion to keep as is.
12. Discussion and possible action to approve the Millipore Lab Water Agreement.  
Dale Clayton speaks on water purification system for the lab. Requesting to approve the system.

Motion to approve

Motion made by Trustee Lively, Seconded by Trustee Heiskell.  
Voting Yea: Trustee Lively, Trustee Heiskell  
Voting Abstaining: Trustee Vanzant

13. Discussion and possible action to approve the AT&T Voip and Internet Agreement.  
Discussing the product replacement on internet and backup, fax lines.

Motion to approve

Motion made by Trustee Vanzant, Seconded by Trustee Lively.  
Voting Yea: Trustee Vanzant, Trustee Lively, Trustee Heiskell

14. Discussion and possible action to approve the 2022 budget.

Andrea discussing budget using 2021 numbers and future planning.

next year's budget needs to be done by at least November.

motion to approve budget

Motion made by Trustee Vanzant, Seconded by Trustee Heiskell.

Voting Yea: Trustee Vanzant, Trustee Lively

15. Discussion and possible action to approve a Hospital credit card.

Andrea discusses primary hospital credit card use and the length it takes for employees to be reimbursed when they have to use their own personal money.

Trustee Heiskell asks if it is just for certain departments or only department heads and what it will be used for.

Trustee Lively is questioning the bills and paying it on time, to try and avoid interest charges. Lively also discusses her experience of paying on her own on business trips and agrees with the process of being reimbursed at such a later time. She also states that they do not currently pay bills on time as it is and thinks the idea of a company card needs to be discussed further.

Amended Motion to table until next month and discuss with other board members to come to a decision.

Motion made by Trustee Heiskell, Seconded by Trustee Vanzant.

Voting Yea: Trustee Vanzant, Trustee Lively, Trustee Heiskell

16. Discussion and possible action to approve initial Annex and Hospital space plans.

Dale Clayton is wanting to move the lab back in the hospital, where central supply is at. After it being approved, they will make a presentation for the Department of Health for a final approval. The official numbers for cost will be brought in next month's meeting.

Motion to table for next month.

Motion made by Trustee Heiskell, Seconded by Trustee Vanzant.

Voting Yea: Trustee Vanzant, Trustee Lively, Trustee Heiskell

17. Discussion and possible action with regard to adoption Resolution Number H\_\_\_\_\_ that removes and adds individuals to the Mangum City Hospital Authority depository and other accounts.

Motion to approve Resolution H 2022-01

To remove Billie Chilson and add Erma Mora to Mangum City Hospital Authority.

Motion made by Trustee Heiskell, Seconded by Trustee Vanzant.

Voting Yea: Trustee Vanzant, Trustee Lively, Trustee Heiskell

## **EXECUTIVE SESSION**

18. Discussion and possible action regarding the review and approval of **medical staff privileges/credentials/contracts** of the following providers with possible executive session in accordance with 25 O.S. § 307(B) (1):

Brian Bluth, MD for Courtesy Privileges

Motion to approve

Motion made by Trustee Heiskell, Seconded by Trustee Vanzant.  
Voting Yea: Trustee Vanzant, Trustee Lively, Trustee Heiskell

## **OPEN SESSION**

19. Discussion and possible action as a result of the executive session.

## **EXECUTIVE SESSION**

20. Discussion and possible action with regard to an update from Doerner Saunders Daniel & Anderson about the ongoing litigation in combined case number CJ-2019-04 (Greer County) involving the previous management company and other joint venturers that, with the advise of its attorney, public disclosure may impair the Hospital Authority to adjudicate the claim, with possible executive session in accordance with 25 O.S. s 307(B)(4).

Motion to enter executive session at 6:11pm.

Motion made by Trustee Vanzant, Seconded by Trustee Heiskell.  
Voting Yea: Trustee Vanzant, Trustee Lively, Trustee Heiskell

Chairman Vanzant declared out at 6:56pm

## **OPEN SESSION**

21. Discussion and possible action with regard to executive session if needed.

## **STAFF AND BOARD REMARKS**

*Remarks or inquiries by the governing body members, City Manager, City Attorney or City Employees*

## **NEW BUSINESS**

*Discussion and possible action on any new business which has arisen since the posting of the Agenda that could not have been reasonably foreseen prior to the time of the posting (25 O.S. 311-10)*

**ADJOURN**

Motion to adjourn at 6:57pm

Mangum City Hospital Authority.

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*Carson Vanzant, Chairman*

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*Erma Mora, City Clerk*