



# Minutes

## MCHA Meeting Session

April 27, 2021 at 5:00 PM  
City Hall Annex 131 N Oklahoma Ave., Mangum, Ok

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The Trustees of the Mangum City Hospital Authority will meet in regular session on Tuesday, April 27, 2021, at 5:00 PM in the City Hall Annex at 131 North Oklahoma Ave. for the following business.

The meeting will be held in person or you can watch live on the City of Mangum webpage ([www.cityofmangum.com/Stream.html](http://www.cityofmangum.com/Stream.html)) as well as the City's YouTube Channel (Search YouTube for "City of Mangum"). The meeting was not available due to technical difficulties

### CALL TO ORDER

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

### ROLL CALL AND DECLARATION OF A QUORUM

#### PRESENT

Trustee Cheryl Lively  
Trustee Ilka Heiskell  
Trustee Laretha Vincent  
Trustee Carson Vanzant

#### ALSO PRESENT

Billie Chilson, City Clerk/secretary  
Corry Kendall, City 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.*

Items 1 through 14 be approved as presented.

Motion made by Trustee Vincent, Seconded by Trustee Lively.

Voting Yea: Trustee Lively, Trustee Heiskell, Trustee Vincent, Trustee Vanzant

1. Approve March 23, 2021 minutes.
2. Quality Meeting Minutes from March 11, 2021.
3. Quality Ad Hoc Minutes from April 20, 2021.
4. Medical Staff Minutes from March 18, 2021.
5. Medical Staff Ad Hoc Minutes from April 19, 2021.
6. Allied World Insurance Company -Directors and Officers/Employment Practice Liability.
7. Approve Philadelphia Insurance Company-Property Insurance for hospital building.

8. Approve MedPro Group-Healthcare Liability Coverage-Professional/General Liability.
9. Approve Exhibit A-2 Member Designation Form with Spacelabs Healthcare, LLC for Telemetry.
10. Approve Amendment to the agreement with Press Ganey to change the start date to July 1, 2021.
11. Approve Exhibit B for RX GPO Cardinal Health Premier Ordering.
12. Approve the actual Claim for April.
13. Approve the estimated claims for May 2021.
14. Approve the following policies and procedures.

Employee Health Program Manual

Infection Control Policies and Procedures Manual

HIPPA Policies and Procedures Manual

HIM Policies and Procedures.

1. HIM Admission Discharge Transfer
2. HIM Admission Discharge Transfer Attachment A
3. HIM-012 Scanning Documents into the E.H.R.
4. HIM-014 Faxing PHI
5. HIM-014A Fax Coversheet
6. HIM-039 Location, Security, Maintenance and destruction of Medical Records
7. HIM-040 Amending the Patient's Record
8. HIM-040A Amendment Request Form
9. HIM-040C Approval letter
10. HIM-041 Videotaping Audiotaping and Still Photography
11. HIM-041A Consent for PhotographyMultimedia and Authorization for Use of Disclosure

## **FURTHER DISCUSSION**

None.

## **REMARKS**

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

None.

## **REPORTS**

15. CCO Report

Daniel went over his report with the following highlights.

Patient Care

- Monthly Education topics included: B.F.A.S.T. - effective management of stroke like patients.
- Continue to participate in weekly Region 3 Merc Briefings to facilitate communication during COVID-19. We review open beds, transfer plans and all pertinent COVID-19 information to coordinate care.
- Clinical meeting was on 03/09/21 at 06:30, 14:00 and 16:30. Agenda Topics included: Transfer/EMTALA, COPD management, and Nursing workflows as well as many other items.

#### Client Service

- Patients continue to rely on MRMC as their local hospital. Patient days decreased from 324 in February to 181 in March. This represents an average daily census of 9.06.
  - MRMC clinical team developed time saving techniques and collaborated with Greer EMS as well as Air Evac services to decrease door to transfer time for Acute Stroke patients.
  - February COVID-19 Stats at MRMC: 80 Swabs, 1 Positive, 79 Negative, 0 Pending and zero deaths.
  - Greer County February COVID-19 Statistics: 571 Positive Cases and 17 Deaths (2.98% death rate).
  - MRMC is proud to now offer Covid-19 vaccinations at the Mangum Family Clinic.
  - Effective March 15, 2021, in response to the COVID-19 pandemic, Mangum regional Medical Center is uniquely charged with protecting both the health of those they serve and the health of their caregivers. As an essential part of the front line to stopping the community spread of COVID-19, Mangum Regional Medical Center should maintain compliance with current CDC guidelines regarding limiting visitation to their facilities. If determined that it is safe for the patient and the staff, the following visitation will be allowed except for the COVID-19 Wing:
    1. All patients who are COVID-19 positive, as well as those with pending test results, may not have a visitor at this time.
    2. All other patients will be allowed two designated visitors with the following guidance.
      - a. The two patient visitors must be designated upon admission and remain the same throughout the stay. We are not opening our facilities freely to visitors.
      - b. Patient Visitors shall be subject to all screening procedures required by the facility including temperature screenings, observance of hand hygiene practices, and always appropriately wearing their mask while in the facility.
      - c. The facility may further limit access to patients when patient visitors fail to follow facility policy.
16. March 2021 Quality Report.
- Melissa Tunstall gave the report.
- The report included Hospital activity, care management, risk management, medication report, infection control, health information management and nursing.
17. Administrator's Report (CEO)
- The Hospital has hired a new CEO. Dale Clayton will start on May 4th, He is local and know a lot of the local citizens.

#### COVID – Overview

- Participated in daily Region 3 Merc Briefings
- COVID-19 Overview.
- Cohesive and hospital leadership continue to ensure the staff and providers are kept up to date regarding any changes or new policies pertaining to COVID-19.
- Participated in all OSDH Region 5 Vaccine Planning Meetings.

## Hospital Staff and Operations Overview:

- The transition from the previous CEO continues to go smooth with the hospital staff. They have been very cooperative with Cohesive leadership. The staff is engaged and positive about new leadership on the horizon.
  - We filled three positions in March. Those include a new lab manager, Evan Bratcher, a CNA, June Heath and Infection Control Nurse, Karli Bowles. We have two candidates selected for the dietary aide and housekeeping positions. We have openings for 2 RN, 2 LPN, physical therapist, respiratory therapist, quality manager/risk. The three ER Residents who are covering weekend ER shifts will be leaving the end of June due to the completion of their residency. We feel fortunate to have several nurse practitioners and PA candidates who are interested in weekend shifts.
- We continue to conduct Morning Director's Huddle each day. The Director's Huddle gives each director an opportunity to discuss any issues, needs or upcoming events to the entire team of directors. The meetings are more of an open forum which has been well received by the staff.
- Our census has increased the month of April.
- We have the Oklahoma Department of Health hospital license renewal ready to be signed and notarized. The deadline is not until May 31st, but we wanted to get it completed and submitted in plenty of time.

## 18. Clinic Operations Report.

Christi gave her report for March 2021

### Clinic Operations

- Vaccine Transition Planning to RHC:
  - Remaining Team Clinics
  - Existing Inventory
  - Future ordering and transition/allocation
  - Storage
  - Scheduling
  - OSIS Access/Users
  - Marketing/Patient Outreach

### Quality Improvement

- Increase number of visits by 25%:
  - Report in CPSI will identify patients not seen in last year
    - Receptionist will reach out to 20 patients per week
- Exercises to turn appropriate phone calls into clinic visits

### Community Outreach

- COVID Vaccine Clinic joint venture with Hospital continued

## Visits per Productive Hour=Goal 2.00

| Mangum Clinic           | 21-Jan | feb    | mar    | apr | may | jun | 20-Jul | 20-Aug | 20-Sep | 20-Oct | 20-Nov | 20-Dec | YTD Average |
|-------------------------|--------|--------|--------|-----|-----|-----|--------|--------|--------|--------|--------|--------|-------------|
| Visits                  | 235.00 | 185.00 | 213.00 |     |     |     | 254.00 | 212.00 | 261.00 | 242.00 | 192.00 | 202.00 | 221.78      |
| Provider hours          | 154.2  | 156.5  | 168.0  |     |     |     | 167.5  | 119.5  | 157.0  | 168.9  | 127.0  | 131.0  | 149.95      |
| Vists per Productive Hr | 1.52   | 1.18   | 1.27   |     |     |     | 1.52   | 1.77   | 1.66   | 1.43   | 1.51   | 1.54   | 1.48        |

### 19. Hospital Financial Reports

Financial reports were presented by Crispin, Dennis and Jamal.

#### March 2021 Financial Statement Overview

- Statistics

- The average daily census (ADC) for March 2021 was 7.84 although 3.73 lower than the prior month of 11.57, this continues a rebounding trend from an over 2 year ADC low of only 5.90
- Year to Date Medicare swing bed patient days were only 547 as compared to the PY total of 629.
- As previously stated in March, the January ADC directly impacted February cash receipts as well as the YTD total. Increase in the February ADC resulted in a positive impact in cash receipts. However, we project a decrease in cash receipts in April consistent with the lower March ADC.

- Balance Sheet Highlights

- The operating cash balance as of March 31, 2021 was \$498K. This decrease of 81K from the February 2021 balance was primarily due to material payments made towards vendors combined with our lowest monthly cash receipts since last July (which, as stated above, was census / ADC driven).
- AR increased \$198K from February. This was primarily volume driven as the facility rebounded to an ADC of 7.84.
- The facility paid down approximately \$462K in AP and cash receipts were approximately \$223K less than the previous 3 months (excluding the cost report cash). The remaining decrease was primarily due to payments on MCR ERS loans.
- The Medicare principal balance decreased by \$107K due to ERS loan payments. Note that we have estimated a CY receivable of \$150K for FY21 at this time that will be adjusted throughout the year based on census and respective costs.

- Income Statement Highlights

- Current Year Gross patient revenue is down compared to PY primary due to swing bed volumes as previously discussed (Current YTD 547 compared to PY 897).
- Net patient revenue is breakeven with the prior year – primarily due to the 2020 MCR receivable not being estimated until later in the year and consistency in overall cost.
- Other operating income is higher due to the treatment of COVID related expenses funded by the CARES act which are treated as Grant Income.
- Operating expenses are reasonably consistent with the prior year, exceptions being increases in contract labor (offset somewhat by decreases in salaries) and a decrease in the monthly management fee. In addition, interest expense has materially decreased due to the cost report settlement applied to 2016 & 2017 Medicare ERS loans.

20. Discussion and possible action regarding the review and approval of the Inpriva Patient Event Notification COP Interoperability Service Agreement.
- Motion to approve the the Inpriva Patient Event Notification COP Interoperability Service Agreement.
- Motion made by Trustee Heiskell, Seconded by Trustee Lively.
- Voting Yea: Trustee Lively, Trustee Heiskell, Trustee Vincent, Trustee Vanzant
21. Discussion and possible action regarding the review and approval of the Mountaineer Medical Agreement.
- Motion to approve the Mountaineer Medical Agreement.
- Motion made by Trustee Heiskell, Seconded by Trustee Vincent.
- Voting Yea: Trustee Lively, Trustee Heiskell, Trustee Vincent, Trustee Vanzant
22. Discussion and possible action regarding the review and approval of the COVID Grant Purchases.
- Motion to approve the COVID-19 expenses.
- Motion made by Trustee Lively, Seconded by Trustee Vincent.
- Voting Yea: Trustee Lively, Trustee Heiskell, Trustee Vincent, Trustee Vanzant
23. Discussion and possible action with regard to appointing a board member to attend mediation on June 3, 2021, between the Mangum Regional Medical Center and First Nation Bank of Vinita and providing such board member with settlement authority, with such settlement subject to board approval.
- Motion to appoint Ilka Heiskell to to mediation on June 3, 2021 and giving her settlement authority.
- Motion made by Trustee Lively, Seconded by Trustee Vincent.
- Voting Yea: Trustee Lively, Trustee Heiskell, Trustee Vincent, Trustee Vanzant

## **OLD BUSINESS**

24. Discussion and possible action regarding membership with Greer County Chamber. Item requested by Board Member Heiskell and has been tabled from last meeting. (regular membership \$2500.00)
- Table and have Attorney look into any conflicts.

## **EXECUTIVE SESSION**

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

DIA Providers - Privileges

Motion to approve the DIA Providers.

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

## **OPEN SESSION**

26. Discussion and possible action with regard to executive session, if necessary.  
None.

## **STAFF AND BOARD REMARKS**

*Remarks or inquiries by the governing body members, City Manager, City Attorney or City Employees*  
None

## **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)*  
None

## **ADJOURN**

Motion to adjourn at 6:25 pm

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*Billie Chilson, Secretary*

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Carson Vanzant, Chairman