



# Minutes

## Mangum City Hospital Authority Session

March 23, 2021 at 5:00 PM  
*via Videoconference*

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The Trustees of the Mangum City Hospital Authority will meet in regular session on Tuesday, March 23, 2021, at 5:00 PM. This session will be held via Videoconference in accordance with the State of Oklahoma Statutes.

In accordance with Oklahoma State Statutes during the Declared Emergency for the COVID-19 outbreak, all public meetings for the Hospital board will be held via Videoconference. The public is invited to join the meeting by clicking on the following link.

Join Zoom Meeting

<https://us02web.zoom.us/j/87471811337?pwd=RWg3ZXk0eVY5d3A4d0lHS05pdXZQUT09>

The public can view the videoconference 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").

### **CALL TO ORDER**

Cheryl Lively called the meeting to order at 5:05 pm

### **ROLL CALL AND DECLARATION OF A QUORUM**

#### **PRESENT**

Trustee Cheryl Lively  
Trustee Laretha Vincent  
Trustee Carson Vanzant

#### **ABSENT**

Trustee Ilka Heiskell

#### **ALSO PRESENT**

Dave Andren, City Manager  
Billie Chilson, City Clerk/secretary  
Corry Kendall, Attorney

### **ELECT CHAIRMAN AND VICE CHAIRMAN**

1. Discussion and possible action to elect a Chairman and Vice Chairman for the Mangum City Hospital Board.

Motion by Vincent and seconded by Lively to elect Carson Vanzant as Chairman also motion by Lively and seconded by Vincent to elect Heiskell as Vice Chairman,

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

## **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.*

Motion to accept the consent agenda as presented.

Motion made by Trustee Lively, Seconded by Trustee Vincent.

Voting Yea: Trustee Lively, Trustee Vincent, Trustee Vanzant

2. Approve February 23, 2021 Regular meeting minutes.
3. Approve February 18, 2021 Medical Staff Minutes.
4. Approve February 11, 2021 Quality Meeting Minutes.
5. Discussion and possible action regarding amending, adopting, approving, rescinding, or updating the following policies and procedures. *All policies were made available to board members digital format for their review and will be made available to the public as requested in paper format at the hospital within 48 hours.*

**HIM-001 Approval Letter for Amendment Request**

**HIM-002 Videotaping Audiotaping and Still Photography**

**HIM-002A Consent for Photography/Multimedia and Authorization for Use or Disclosure**

**GEN-001 Plan for the Provision of Care**

**GEN-002 Admission Criteria and Process Plan**

**GEN-003 Utilization Management**

**GEN-004 Communication Plan**

**GEN-005 Performance Improvement Plan**

**GEN-005A Performance Improvement Project Plan**

**GEN-006 Staffing Plan**

**GEN-006A Interview Evaluation Form**

**GEN-007 Staff Development Plan**

**GEN-008 Risk Management Plan**

**GEN-009 Quality Management Plan**

**GEN-010 Sentinel Event Plan**

**GEN-010A Sentinel Event Confidentiality Agreement**

**GEN-010B Sentinel Event RCA Workbook**

**GEN-010C RCA Template Form**

**GEN-011 Patient Safety Plan-Moved to EOC Manual**

**GEN-011A Patient Safety Officer Appointment-Moved to EOC Manual**

**GEN-012 Pet Visitation Plan**

**GEN-012A Animal Visitation Event Log**

**GEN-012B Pet Policy Education**

**GEN-012C Pet Visitation Criteria Checklist**

**GEN-012D Pet Visitation Log**

**GEN-012E Veterinarian Attestation**

**GEN-013 Service Animal Plan**

**GEN-014 Incident Reporting Plan**

**GEN-014A Incident Log**

GEN-014B Patient Incident Report/QA Review  
GEN-014C Medication Variance Report  
GEN-014D FDA Med Watch Form  
GEN-015 Hospital Policy. Plan Development & Review  
GEN-015A Hospital Policy Plan Template  
GEN-015B Hospital Policy Plan TOC Template  
GEN-015C Hospital Policy Plan Approval Cover Sheet  
GEN-015D Policy and Plan Development, Review, Implementation Process  
GEN-016 Hospital Education Plan  
GEN-016A Education Needs Assessment  
GEN-016B Education Sign-in Sheet  
GEN-016C Post Education Evaluation Survey  
GEN-017 Hand Off Communication  
GEN-017A Hand-Off Communication Tool (Facility to Facility)  
GEN-017B Hand-Off Communication Tool (Shift to Shift)  
GEN-018 Telemedicine Services Plan  
GEN-019 Video Surveillance and Use  
GEN-019A Request to View Video Surveillance  
GEN-019B Video Surveillance Viewing Log  
GEN-020 Patient Identification  
GEN-021 Failure Mode and Effects Analysis (FMEA)  
GEN-021A FMEA Instructions  
GEN-022 FPPE/OPPE  
GEN-022A FPPE/OPPE Notification Letter  
GEN-022B FPPE/OPPE Workbook  
GEN-022C Quick Facts FPPE/OPPE  
GEN-023 Vendor Management Plan  
GEN-023A Vendor Sign-In/Sign-Out Sheet  
GEN-024 Prohibiting Firearms and/or Weapons on Hospital Property  
GEN-025 Search of Patient Care Areas, Individuals and/or Personal Property

#### **FURTHER DISCUSSION**

None.

#### **REMARKS**

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

None

#### **REPORTS ARE INFORMATION ONLY AND DON'T NEED TO BE APPROVED OR VOTED ON.**

##### **6. CEO/Administrator's Report**

Cindy Tillman Presented the CEO Report.  
Some of the highlight are as follows:

- Continue to participate in daily Region 3 Merc Briefings.
- The Cohesive Task Force has recently rolled out the newest visitation policy and mask policy which went into effect Monday March 15, 2021.
- Participated in all OSDH regional 5 Vaccine Planning Meetings.
  - The hospital and clinic are approved as Pandemic Providers. The clinic will start administering the COVID-19 vaccine April 7th, 2021.

- Email address for directing all patients interested in the vaccine to sign up: [vaccinate@mangumregional.org](mailto:vaccinate@mangumregional.org)

#### **Hospital Staff and Operations Overview:**

- No new employees were hired the month of February. Cohesive makes it their motto and objective to always look for local talent to fill any open positions. If local talent is not available to hire, Cohesive has a pool of employees to fulfill the role until the position is filled with a full-time employee.
- Both Cindy Tillman and Kathy Hammons are onsite each week as interim CEO's. We have notified vendors, State Health Department, directors, and providers that there has been a change in the CEO position. We are working to revamp meeting schedules and workflow.

#### **7. CCO Report.**

Daniel Coffin gave the Chief Clinical Officer Report  
Some of the highlights are as follows:

- Monthly Education topics: Effective management of Critical Lab findings to ensure optimal intervention in a timely manner.
- Additional education topics include proper use and application of products for admitting patients with chronic wounds.
- Patients continue to rely on MRMC as their local hospital. Patient days increased from 183 in January to 324 in February. This represents an average daily census of 11.57.
- MRMC continues to collaborate with Oklahoma State Department of Health in providing the most up to date COVID-19 vaccination clinics.
- February COVID-10 Stats: 130 swabs, 15 Positive (11.54%), 115 Negative (88.46%), 0 pending and zero deaths.
- Greer County February COVID-19 Statistics: 532 Positive Cases and 17 Deaths (3.19% death rate).
- MRMC is proud to have vaccinated 87 Oklahomans through MRMC's COVID-19 Vaccination Clinic.
- Open position includes Full Time RT, MLT, RN, LPN, CNA
- Open Director positions include Rehabilitation and Laboratory.
- Laboratory Manager and RN Interviews are being scheduled.
- Recruiting efforts included positing of positions on [mangumregional.net](http://mangumregional.net).
- MRMC Dietary team continues to delight by offering delicious lunches that are free of charge for on duty staff.

#### **8. Financial Report.**

Dennis gave the financial Report

Statistics:

- The average daily census (ADC) for February 2021 was 11.57 - (rebounding from an over 2-year ADC low experienced the prior month of only 5.90).
- Year-to-Date Medicare swing bed patient days were only 376 as compared to the PY total of 629.
- The January ADC directly impacted February cash receipts as well as the YTD total.

#### Balance Sheet Highlights:

- The operating cash balance as of February 28, 2021 was \$579K. This decrease of \$804K from the January 31, 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 \$180K from January. This was primarily volume driven as the facility rebounded to an ADC of 11.57.
- The facility paid down approximately \$364K in AP and cash receipts were approximately \$270K 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 \$105K 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 376 compared to PY 629).
- 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.

#### 9. Clinic Operations Report.

Christi gave the Clinic Operations Report.

##### Highlights

Clinic Manager Monthly Meeting highlighted the Referral Process.

- Referral Information Brochure shared to provide patients with information around process and expectation of referral.
- Discussion between clinics on successes and challenges faced.
- Foundation for future trending of referral times.
- Clinic Manager Monthly Education: Nurse Only Visits

##### Quality Improvement

Chart Review: 8 Demographic/Registration/Consent Errors:

- Action item: Education provided and trending improvement

Review Goals for Equalize Weekly Reports:

- Insurance AR%>90 days (Goal=<15%)
  - February=61%
  - Identified held claims-no action necessary-will monitor

#### 10. February 2021 Quality Report.

Melissa Tunstall gave the Quality Report.

The full report can be seen on the City of Mangum Web page under Agenda's and Minutes.  
Click on the view details.

## **OTHER ITEMS**

11. Discussion and possible action to remove Zac Zachary and Marie Harrington from the First National Bank and Trust Hospital Bank Account.

Motion to remove Zac Zachary and Marie Harrington immediately.

Motion made by Trustee Vanzant, Seconded by Trustee Vincent.

Voting Yea: Trustee Lively, Trustee Vincent, Trustee Vanzant

12. Discussion and possible action regarding the review and approval of The Oklahoma Blood Institute Agreement.

Motion to approve the agreement with the Oklahoma Blood Institute.

Motion made by Trustee Lively, Seconded by Trustee Vincent.

Voting Yea: Trustee Lively, Trustee Vincent, Trustee Vanzant

13. Discussion and possible action to become a of membership Greer County Chamber. Item requested by Board Member Heiskell. (regular membership \$2500.00)

Tabled until next month.

## **OLD BUSINESS**

14. Discussion and possible action on Hospital Roof agreement with The City.

Approve the Hospital Roof agreement with the City.

Motion made by Trustee Lively, Seconded by Trustee Vincent.

Voting Yea: Trustee Lively, Trustee Vincent, Trustee Vanzant

15. Discussion and possible action regarding possible changes to the agenda and the presentation of data as requested by Board Member Heiskell. Specially, to remove all financial reports from the current format of the consent agenda, making them a separate item on the agenda, to be presented monthly. This was tabled from last month however it was brought up in the following item in the meeting on February 23, 2020.

No action.

## **EXECUTIVE SESSION**

16. Discussion and possible action to enter into executive session with regard to the credentialing of Doctors and providers in accordance with Title 25 O.S. §307 (B)1.

- Re-credentialing

- o Benjamin Love, MD - Courtesy Privileges - Recredentialing
  - o William Gregory Morgan, III, MD - Courtesy Privileges - Recredentialing
  - o Kenna Wenthold, ARPN-CNP - Courtesy Privileges - Recredentialing

Motion to re-credential the following:

- o Benjamin Love, MD - Courtesy Privileges - Recredentialing
- o William Gregory Morgan, III, MD - Courtesy Privileges - Recredentialing
- o Kenna Wenthold, ARPN-CNP - Courtesy Privileges - Recredentialing

Motion made by Trustee Vincent, Seconded by Trustee Lively.

Voting Yea: Trustee Lively, Trustee Vincent, Trustee Vanzant

17. Discussion and possible action with regard to the litigation update with AHSO/First National Bank of Vinta/ MedSurg/SCA et al. wherein, with advice of the attorney, such disclosure will seriously impair the ability of the public body to process the claim with possible executive session in accordance with 25 O.S. 307(B)(4).

Motion to enter executive session.

Motion made by Trustee Vincent, Seconded by Trustee Lively.

Voting Yea: Trustee Lively, Trustee Vincent, Trustee Vanzant

In at 6:20 p.m.

Chairman Vanzant declared out of executive session. 7:23 pm

## **OPEN SESSION**

18. Discussion and possible action in regard to executive session, if necessary

No action needed

19. Discussion and possible action with regard to executive session number 2.

## **STAFF AND BOARD REMARKS**

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

Nothing

## **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 7:24 pm

Motion made by Trustee Vincent, Seconded by Trustee Lively.

Voting Yea: Trustee Lively, Trustee Vincent, Trustee Vanzant

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*Billie Chilson, Secretary*

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Carson Vanzant, Chairman