



Minutes

Mangum City Hospital Authority Session

September 24, 2024 at 5:00 PM

City Administration Building at 130 N Oklahoma Ave.

The Trustees of the Mangum City Hospital Authority will meet in regular session on September 24, 2024, 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

Trustee Vanzant called the meeting to order at 5:01pm

ROLL CALL AND DECLARATION OF A QUORUM

Present

Trustee Cheryl Lively

Trustee Michelle Ford

Trustee Carson Vanzant

Trustee Lisa Hopper at 5:04pm

Absent

Trustee Ronnie Webb

Also Present

Attorney Corry Kendall

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.

1. Approve August 27, 2024 regular meeting minutes as present.
2. Approve September 4, 2024 special meeting minutes as presented.
3. Approve August 2024 Medical Staff meeting minutes as presented.
4. Approve July 2024 Quality Report.
5. Approve August 2024 Quality Report.
6. Approve August 2024 Clinic Report.
7. Approve August 2024 CCO Report.
8. Approve August 2024 CEO Report.

9. Approve the following forms, policies, appointments, and procedures previously approved _____ through Corporate Management, on 9/12/2024 Quality Committee and on 09/19/2024 Medical Staff.

Discussion and Possible Action to Approve the Policy and Procedure: MRMC-Dietary Manual.

Discussion and Possible Action to Approve the Policy and Procedure: MRMC-Employee Health Manual.

Discussion and Possible Action to Approve the Policy and Procedure: MRMC-HIPAA Manual.

Discussion and Possible Action to Approve the Policy and Procedure: FMRD-001 Radiology Technician Skills Competency

Discussion and Possible Action to Approve the Policy and Procedure: FMRD-002 Informed Consent for IV Contrast Procedures

Discussion and Possible Action to Approve the Policy and Procedure: FMRD-003 Contrast Extravasation Instructions Form

Discussion and Possible Action to Approve the Policy and Procedure: FMRD-004 Diagnostic Imaging X-Ray Pregnancy Consent

Discussion and Possible Action to Approve the Policy and Procedure: Rad-001 Services and Staff

Discussion and Possible Action to Approve the Policy and Procedure: Radiology Policy Manual Table of Contents

Discussion and Possible Action to Approve the Policy and Procedure: Rad-006 IV Contrast Administration

Discussion and Possible Action to Approve the Policy and Procedure: Rad-010 Pregnant Patients

Discussion and Possible Action to Approve the Policy and Procedure: Materials Management Manual Table of Contents

Discussion and Possible Action to Approve the Policy and Procedure: MMD-001 Purchasing Policy

Discussion and Possible Action to Approve the Policy and Procedure: FMMD-002 In Use Product Evaluation Form

Discussion and Possible Action to Approve the Policy and Procedure: FMMD-003 Stores Requisition Form

Discussion and Possible Action to Approve the Policy and Procedure: FMMD-005 Product Recall Log

Discussion and Possible Action to Approve the Policy and Procedure: MMD-007 Supply Stock Rotation

Discussion and Possible Action to Approve the Policy and Procedure: MMD-012
Recalls

Discussion related to HIM Delinquencies-none to report.

Motion to approve consent agenda items 1-4 and 6-8.

Motion made by Trustee Vanzant, Seconded by Trustee Lively.

Voting Yea: Trustee Lively, Trustee Ford, Trustee Vanzant, Trustee Hopper

FURTHER DISCUSSION

Item 5. Lively stated that she noticed there were issues with miss marking specimens and asked if the cost was passed on to the patients. Martinez told her it was not. Lively asked why so many are coming into the ER and not wanting to wait, is it because the wait is so long to be seen? Martinez explained that once a patient arrives at the ER is two to three hours. The tests that are ran take time, they usually start with labs, and it is around 45 minutes to get those results, and they must wait on different radiology exams to be read as will. He explained that one patient has lived with COPD and did not want to be admitted to the hospital and another one did not want an enema, so they left. Lively asked why there was 5 deaths and Martinez explained the ones that are referenced were all expected due to chronic illnesses. Vanzant added that anyone he has dealt with in this situation have praised the nursing staff and administration at the hospital. Lively verified that the issues with the incomplete logs have been corrected and staff has been re-educated on this. Martinez did confirm that was correct. Martinez informed the board that there have been issues with pulling reports from the shared drive and that is why there are so many months. Lively stated that she noticed there was an actual formal complaint and that whoever filed this must have had knowledge of how to file because there are multiple steps to this. Martinez assured her that it was remedied at the time it was filed.

Motion to approve item number 5.

Motion made by Trustee Vanzant, Seconded by Trustee Ford.

Voting Yea: Trustee Lively, Trustee Ford, Trustee Vanzant, Trustee Hopper

Item 9. Martinez stated that all the policies listed came through corporate management at the same time. Lively stated that if they are going to receive so many at one time, they need more than three days to even consider looking at them. She also stated that she is not set up to view the policies because of the wording and wanted to know how she was expected to view them if they are not able to print them. Martinez informed her that there is a computer set up in the annex that has access to the server where she pulls up the policies and review them but cannot print them. He stated that he can start emailing them sooner and letting them know how many policies they will have but corporate compliance is the one that will not allow them to be emailed any longer. Ford asked Martinez in his own words to explain the policy on pregnant women with the X-ray and imaging. Martinez replied that women of childbearing age must first have a negative pregnancy test in most cases. If they are pregnant and require an x-ray, they will shield them as much as possible and they do have to consent to the x-ray. Ford asked if there was a pregnant woman that presents in some sort of distress, what is the hospital's process. Martinez states if the patient is in imminent labor, then they will have to do the delivery. If they are not in imminent labor, then they will do a rapid assessment and get them transferred to wherever their OB is.

Motion to approve item number 9.

Motion made by Trustee Ford, Seconded by Trustee Vanzant.

Voting Yea: Trustee Ford, Trustee Vanzant, Trustee Hopper

Voting Nay: Trustee Lively

REMARKS

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

None.

REPORTS

10. Financial Report for August 2024

Financial report presented by Adrian Brownen.

August 2024 Financial Statement

Statistics

The average daily census (ADC) for August 2024 was 11.06-(Year-to-Date 11.37 PY Fiscal year end or 11.47)

Year-to-Date Acute payer mix was approximately 79% MCR/MCR Managed Care combined.

Year-to-Date Swing Bed payer mix was 87% MCR & 12% MCR Managed Care. For the prior year end those percentages were 90% & 10%, respectively.

Balance Sheet Highlights

The cash balance as of August 31, 2024, inclusive of both operating & reserves, was \$662K. This a decrease of \$72K from July 31, 2024, balance was primarily due to an increase in disbursements.

Days cash on hand, Inclusive of reserves, was 13.6 based on August expenses.

Net AR decreased by \$53K from July.

Payments of approximately \$2.1M were made on AP (prior 3-month avg was \$1.3M).

Cash receipts were \$745K more than in the previous month (\$2.09M vs \$1.34M).

The Medicare principal balance was completely paid off in the month of August.

Income Statement Highlights

Net patient revenue for August 2024 was \$1.44M, which is approximately a decrease of \$92K from the prior month.

Operating expenses, exclusive of interest & depreciation, were \$1.47M.

340B revenue was \$13K in August, a decrease of \$1K from the prior month. YTD revenue was \$123K. Net profit from this service line YTD is \$27K.

Clinic (RHC) Income Statement Highlights-actual & projected (includes swing bed rounding)

Current month average visits per day=	6.41
Projected operating revenues (YTD)=	\$390K
Projected Operating Expenses (YTD)=	\$847K
Projected operating loss (YTD)=	-\$458K

Vanzant stated that on the last page with the HSO related AP, he thought was wiped out. Adrian confirmed it was wiped out with a journal entry in their financials, but the invoices are still in the AP system, and she will have to go through them one by one to get them out of the AP side but because of where they are on the audit process she cannot remove them and at some point, they should fall off the report. Vanzant asked why the hospital is added another physician if they are projecting a \$400,000 loss. Martinez stated that they are hopeful that since the community has not had an MD, it will draw in more patients. Vanzant asked that a new business plan be developed for the clinic to see if the loss could be brought down by the end of 2025. Martinez stated that he and Brownen will work on one to present to the board. Vanzant also asked if anything had been implemented on turn-aways. Martinez stated that he is being notified immediately. Lively stated that she did not understand why there was a large increase for staffing. Andria stated that it was because of the changeover to contract workers. Martinez explained that the nurses are currently 3 patients per nurse and that some of that is reimbursed. Vanzant asked if they were required to get bids for staffing agencies. Kendall stated that they are not required and that there were several contracts that were brought to the board by Cohesive and they were accepted.

OTHER ITEMS

11. Discussion and Possible Action to Approve to give read-only access for all three MRMC Sovereign Bank accounts to Leslie Feh in corporate accounting.
Martinez explains Leslie Feh is a new corporate accountant at the corporate office.
Motion to approve giving Leslie Feh account access.
Motion made by Trustee Vanzant, Seconded by Trustee Hopper.
Voting Yea: Trustee Ford, Trustee Vanzant, Trustee Hopper
Voting Nay: Trustee Lively
12. Discussion and Possible Action to Approve to give read-only access for all three MRMC Sovereign Bank accounts to Salvador Martinez-Villegas in corporate accounting.
Martinez explains Salvador Martinez-Villegas is a new corporate accountant at the corporate office and will be helping when Leslie is out of the office.
Motion to approve giving Salvador Martinez-Villegas account access.
Motion made by Trustee Vanzant, Seconded by Trustee Hopper.
Voting Yea: Trustee Ford, Trustee Vanzant, Trustee Hopper
Voting Nay: Trustee Lively
13. Discussion and Possible Action to Approve the subscription services agreement between TruBridge and MRMC to provide Quality Measures Intelligence for Social Drivers of Health software.
This will be to help keep track of social drivers on patients required by CMS. This software will be a one-time fee of \$3000.00 for 3 years and will pull the required reports that are requested by CMS quarterly. This will work with our current equipment. This goes with the 2018 original agreement with CPSI. Updates will be made as they come available.
Motion to approve.
Motion made by Trustee Hopper, Seconded by Trustee Ford.
Voting Yea: Trustee Lively, Trustee Ford, Trustee Vanzant, Trustee Hopper

14. Discussion and Possible Action to Approve Mangum-SMAART-order form agreement to share exam services

This application would allow the hospital to do away with the disks for scans. The patient and the physician can receive a QR code that will give them access to the patient's scans. Once the physician or hospital has accepted a patient the QR code can be sent directly to them, and they will have the scans before the patient gets there. This will save the hospital money and ensure that there is no issue with the doctors having the correct software to read the disks. Patients will have to sign a release to receive the QR code.

Motion to approve.

Motion made by Trustee Ford, Seconded by Trustee Lively.

Voting Yea: Trustee Lively, Trustee Ford, Trustee Vanzant, Trustee Hopper
15. Discussion and Possible Action to Approve Mangum-Saints 1st Patient Transfer Agreement for patient transfer services.

Martinez explained this is an update to the current agreement and is no cost to the hospital. There are also transfer agreements with JCMH, OU, Saints and Elk City.

Motion to approve.

Motion made by Trustee Vanzant, Seconded by Trustee Hopper.

Voting Yea: Trustee Lively, Trustee Ford, Trustee Vanzant, Trustee Hopper
16. Discussion and Possible Action to approve reimbursing the City of Mangum an additional tax cost amount of \$68.17 for the Secretary of the Hospital's Admin fees, making it a total of \$368.17. The city currently pays the secretary and has covered the tax cost since 2022.

The secretary explained that this is to cover the additional taxes that the city has been covering since 2022. Kendall explained the original fee was set up to for the secretary to take minutes, type them up and allocate a certain amount of time per month to the hospital duties.

Motion to approve.

Motion made by Trustee Lively, Seconded by Trustee Ford.

Voting Yea: Trustee Lively, Trustee Ford, Trustee Vanzant, Trustee Hopper
17. Discussion and Possible Action to Approve Mangum-Association of Public Health Laboratories ECR Participation Agreement for data sharing and promoting interoperability.

Martinez explained this goes with item 13 to allow APHL to upload the reports.

Motion to approve.

Motion made by Trustee Hopper, Seconded by Trustee Vanzant.

Voting Yea: Trustee Lively, Trustee Ford, Trustee Vanzant, Trustee Hopper
18. Discussion and Possible Action to accept money from the City of Mangum for the sale of four storage trailers on the hospital grounds, two sold for \$775.00 and the other two sold for \$400.00 for a total amount of \$1,175.00.

Martinez explained this is for the money made off the sale of the storage units.

Motion to approve receiving the money from the city.

Motion made by Trustee Hopper, Seconded by Trustee Ford.
Voting Yea: Trustee Lively, Trustee Ford, Trustee Hopper
Voting Nay: Trustee Vanzant

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

Kendall explains this must be done every year. The city elects the board, and the board chooses the chairmen.

Motion to keep the same chairmen.

Motion made by Trustee Ford, Seconded by Trustee Hopper.
Voting Yea: Trustee Lively, Trustee Ford, Trustee Hopper
Voting Nay: Trustee Vanzant

STAFF AND BOARD REMARKS

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

Kendall stated that he searched and found that on January 10, 2019. Lively was the only board member that was on the board at the time. The board voted yes on the staffing agreements that were presented. There was a total of 3 agreements that were presented. Total Medical Personnel, Gifted Healthcare Staffing and Cohesive Staffing. These were all approved with a 5-0 vote. He stated that all three can still be used and if they are wanting the hospital to use a different one then they just need to speak with the hospital. He stated that all three quoted around the same rate. The board can request a cost analysis with all three companies.

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

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

Carson Vanzant, Chairman

Codi Gutierrez, City Clerk