



The mission of the Parker County Hospital District is to provide high quality healthcare services consistent with the needs of those we serve to promote a healthier community.

**PARKER COUNTY HOSPITAL DISTRICT  
MINUTES OF TELEPHONIC MEETING  
THURSDAY, SEPTEMBER 24, 2020**

**MEMBERS PARTICIPATING:** David Barbrick, President Patsy Padilla  
Dianna French, Vice-President Marie Welsh  
Mike Carter, Secretary Melvin Woody  
Eric Floyd, M.D.

**NOT PARTICIPATING:** None

**STAFF PARTICIPATING:** Randy Bacus, CEO; Judy Harris, Controller; Todd Clawson, Human Resources; Paul Smith, LifeCare EMS; Lisa Franklin, LVN, Outreach; Amanda Russell, Campbell Clinic; Tyna Noble, MAP; Kathleen Durham, Marketing and Community Relations; Alex Gordon, Information Technology

**NOT PARTICIPATING:** None

**OTHERS PARTICIPATING:** Brian Jackson, Attorney; Unidentified participants

**Item 1 – Call to Order:** Director French called the meeting to order at 12:03 PM.

**Item 2 – Mission Statement:** Director French read the Parker County Hospital District Mission Statement.

**Item 3 – Invocation:** Director Woody led the invocation.

**Item 4 - Citizen Input:** None

**Item 5 - Approval of Minutes – August 27, 2020:**

Director Carter made a motion to approve the minutes for the August 27, 2020 meeting of the Board of Directors. Director Woody seconded the motion. The motion passed unanimously.

**Item 6 – Review of and vote to approve Financial Statements/Reports:**

Director Carter noted that the Finance Committee met and prior to the meeting and reviewed financial statements and associated documents. Following review and discussion Director Carter made a motion to approve the financial statements as presented. Director Padilla seconded the motion. The motion passed unanimously.

**Item 7 – Review of and vote to approve Amendment to 2020 Budget:**

Mr. Bacus noted that Ms. Harris is in the process of closing out the 2020 fiscal year and a budget amendment is necessary in order to allocate money received from the CARES Act as well as to reclassify expenses related to COVID. Following review and discussion Director Woody made a motion to amend the 2020 Budget as presented. Director Welsh seconded the motion. The motion passed unanimously.

**Item 8 – Discussion and possible vote to approve Additional Auditing Services:**

Mr. Jackson noted that he had talked with two auditing companies regarding the provision of additional auditing services. He noted that both companies requested clarification on the nature and scope of the audit. He observed that the Board could request a very broad, forensic type audit or narrow down the scope and concentrate on specific areas or product lines. Both companies indicated they will follow up with Mr. Jackson with a menu of pricing options based on the feedback he passes on to them from the Board meeting.

**Item 9 – Discussion of Hospital District Immunization / Mask Policy:**

Mr. Bacus and Mr. Jackson updated the Board on an issue which may affect Outreach employees. He noted that the Outreach program is about to start their mobile clinics in many of the School Districts and Hospital District policy requires children under 10 years old to wear masks when receiving an immunization or flu shot. Mr. Bacus noted that there may be some parents who, for personal reasons, do not want their child to wear a mask which may put Outreach employees in an awkward position. Mr. Jackson noted that the Governor's office has issued an Executive Order on the subject, but the TEA guidelines do not address the issue. Mr. Jackson noted that Hospital District policy is written to protect both patients and employees and he recommended that Outreach employees strictly adhere to the policy of requiring children under the age of 10 to wear masks. He also recommended that Outreach employees communicate this requirement to all school nurses in order to avoid misunderstandings. Mr. Bacus noted that this agenda item is being presented as an item of information in the event Board members receive questions from in the community.

**Item 10 – Update on Strategic Planning Progress:**

Mr. Bacus updated the Board on the progress made to date with the Hospital District Strategic Plan. He noted that the Board of Directors and the Department Directors have made many significant accomplishments over the last four years.

**Item 11 – Reports from Parker County Hospital District Departments:**

**Administration:** Mr. Bacus updated the Board members on the construction progress of the Outreach building. He noted that the project is on schedule and on budget. The subcontractors are currently working on rough-in electrical, masonry, drywall installation, insulation in the attic, the front entry canopy and the garage doors. The building is approximately 55% complete. The contractor, architect and owner are meeting every two weeks. Completion date is March 1, 2021. Preparations for the upcoming election are complete. The survey on the property on Tin Top road has been completed. The apartment at ESD#6 has been painted and new carpet is scheduled to be installed. Remodeling at 1501 Texas Drive is in progress. Mr. Bacus noted that most of the work during September has been related to preparation of the upcoming budget. He thanked Ms. Harris and the Finance Committee for meeting twice during the month to finalize the budget.

**LifeCare EMS:** Mr. Smith noted that LifeCare had call volume of 1,079 responses for last month. He noted responses have increased since the decline from several months ago. Mr. Smith observed that he is working on renewing the license for EMS. Mr. Smith and Mr. Jackson noted that there may be issues with the renewal as the State is now interpreting insurance limits differently than they have in the past. Mr. Smith noted that new staff has been hired. The new crew in Willow Park will start in October and the crew at ESD#6 will start in November or December.

**IT:** Mr. Gordon noted that he has been working on the installation of new audio / visual equipment in the Boardroom. The “Smartboards” have been installed and are being configured. They will be demonstrated next month.

**HR:** Mr. Clawson noted that he has been busy processing new hires for the Hospital District. Some new EMS employees will begin next week.

**MAP:** Ms. Noble noted that MAP has seen an increase in patients and applications.

**Marketing/Community Outreach:** Ms. Durham noted that another shipment of Med Pods is scheduled for delivery soon at several schools. Staff are making sure that the schools have everything they need and have been trained. The staff at the Remote School Health Clinic are working closely with the School Districts to help keep them open. Ms. Durham updated the Board on a recent donation of thermometers to the school districts.

**Outreach:** Ms. Franklin noted August was a busy month with 508 in-office patient encounters. Patients received a total of 915 vaccinations. There was a total of 323 mobile vaccinations in 7 locations. She noted that the Hospital District received a large shipment of flu shots a few weeks ago and Outreach is already receiving requests for them. The mobile team is in the Weatherford ISD schools this week.

**Campbell Clinic:** Ms. Russell noted that the Campbell Clinic has been busy and saw 995 visits during August. There was a total of 122 new patients. There were 87 rapid COVID tests performed. To date the Hospital District has had 135 initial positive results.

**Education and Training:** Mr. Briggs updated the Board on training and education activities and noted he has changed up the onboarding process. Each new hire now receives training with himself as well as the Field Training Officers. Time is also spent in the cadaver lab. Emergency driving instruction as well as instruction in self-defense is also provided. Initial feedback from the new employees has been very positive. Mr. Briggs noted the mobile COVID testing program is working well and over 200 students have been tested.

**Item 12 - Executive Session: Pursuant to Section 551.071, 551.072, and 551.074 of the Texas Government Code, the Parker County Hospital District Board will convene in Executive Session for the following Purposes:**

- A. Consultation with Attorney**
- B. Real Estate Discussions**
- C. Personnel**

The Board convened into Executive Session at 12:46 PM.

**Item 13 – Return to Open Session, address, and possible vote on any issues outstanding from Executive Session:**

The Board reconvened into Open Session at 1:51 PM. No action was taken.

**Item 14 – Discussion and vote to adopt Fiscal Year 2021 Tax Rate**

The Board of Directors engaged in an open discussion regarding the adoption of the tax rate for Fiscal Year 2021. Topics discussed included the effect of the pandemic on the economy, the associated loss of revenue for the Hospital District, the loss of jobs for some Parker County residents, the effect of raising taxes on people with fixed incomes as well as the decline of interest rates and the corresponding loss of interest income for the Hospital District. Several Board members asked if it would be possible to freeze the tax rate for individuals aged 65 and over. Mr. Jackson stated he did not believe it was possible and would write a legal opinion on the matter for the Hospital District.

Mr. Jackson noted that legislation may be introduced at the next legislative session which may cap property tax increases at 3.5% for Hospital Districts.

Following review and discussion a motion was made by Director Welsh to set the tax rate at the same rate as it was last year which is .10740 per \$100 of taxable value for the 2020-2021 Tax Year which will effectively raise taxes by .13349%. Director Carter seconded the motion. Directors Barbrick, Carter, Floyd, French, Padilla, Welsh and Woody voted in favor of the motion. No Directors voted against the motion. The motion passed.

**Item 15 – Discussion and vote to adopt Fiscal Year 2021 Budget as presented or amended**

The Fiscal Year 2021 Budget was discussed. Following review and discussion, Director Carter made a motion to approve the Fiscal Year 2021 budget as presented with the high possibility of future amendments to the budget. Director Woody seconded the motion. The motion passed unanimously.

**Item 16 – Adjourn:** The meeting was adjourned at 2:22 PM.