



# Minutes

## Mangum City Hospital Authority Session

### October 24, 2023 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 October 24th, 2023, 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

#### ROLL CALL AND DECLARATION OF A QUORUM

#### 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 approve consent agenda as presented.

Motion made by Trustee Vanzant, Seconded by Trustee Lively.

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

1. Approve September 26, 2023 regular meeting minutes as presented.
2. Approve August 2023 Quality meeting minutes as presented.
3. Approve September 2023 Medical Staff meeting minutes as presented.
4. Approve September 2023 Claims.
5. Approve September 2023 Clinic Report.
6. Approve September 2023 Quality Report.
7. Approve September 2023 CCO Report.
8. Approve September 2023 CEO Report.
9. Approve the following forms, policies, appointments, and procedures previously approved through May 2023 by Corporate Management, on 9/14/2023 Quality Committee and on 9/21/2023 Medical Staff.

Review & Consideration of Approval of Policy & Procedure: Provision of Healthcare Services for the Care and Treatment of Patients

Review & Consideration of Approval of Policy & Procedure: Admission Criteria and Process

Review & Consideration of Approval of Policy & Procedure: Utilization Management

Review & Consideration of Approval of Policy & Procedure: Hospital Communication Policy

Review & Consideration of Approval of Policy & Procedure: Hospital Staffing Plan

Review & Consideration of Approval of Policy & Procedure: Staff Development

Review & Consideration of Approval of Policy & Procedure: Pet Visitation

Review & Consideration of Approval of Policy & Procedure: The Use of Service Animals in the Hospital

Review & Consideration of Approval of Policy & Procedure: Hospital Policy/Protocol and Other Development and Review

Review & Consideration of Approval of Policy & Procedure: Hospital Education

Review & Consideration of Approval of Policy & Procedure: Telemedicine Services

Review & Consideration of Approval of Policy & Procedure: Video Surveillance and Use

Review & Consideration of Approval of Policy & Procedure: Patient Identification

Review & Consideration of Approval of Policy & Procedure: Vendor Management Policy

Review & Consideration of Approval of Policy & Procedure: Prohibiting Firearms and/or Weapons on Hospital Property

Review & Consideration of Approval of Policy & Procedure: Smoke and Tobacco-Free Policy

Review & Consideration of Approval of Policy & Procedure: Prevention of Abuse and Neglect in the Hospital

Review & Consideration of Approval of Policy & Procedure: Patient Visitation

Review & Consideration of Approval of Policy & Procedure: Patient Rights

Review & Consideration of Approval of Policy & Procedure: Hospital Services for Very Important Person (VIP)

Review & Consideration of Approval of Policy & Procedure: Chain of Command

Review & Consideration of Approval of Policy & Procedure: Patient Rights and Responsibilities Notice

Review & Consideration of Approval of Policy & Procedure: Interview Evaluation Form

Review & Consideration of Approval of Policy & Procedure: Education Needs Assessment Form

Review & Consideration of Approval of Policy & Procedure: Animal Visitation Log

Review & Consideration of Approval of Policy & Procedure: Pet/Visitation Checklist

Review & Consideration of Approval of Policy & Procedure: Veterinarian Attestation

Review & Consideration of Approval of Policy & Procedure: Pet Visitation Log

Review & Consideration of Approval of Policy & Procedure: Pet & Animal Visitation General Guidelines

Review & Consideration of Approval of Policy & Procedure: Hospital Policy/Form/Order Set/Protocol Review Process

Review & Consideration of Approval of Policy & Procedure: Draft Policy/Document Submission & Communication Tracking Form

Review & Consideration of Approval of Policy & Procedure: Policy, Forms or Other Documents Development, Review & Implementation Process

Review & Consideration of Approval of Policy & Procedure: Hospital Policy Template

Review & Consideration of Approval of Policy & Procedure: Hospital Protocol/Standing Order Template

Review & Consideration of Approval of Policy & Procedure: Hospital Policy/Other Document Feedback Form

Review & Consideration of Approval of Policy & Procedure: Table of Contents

Review & Consideration of Approval of Policy & Procedure: Hospital Policy Approval Cover Sheet

Review & Consideration of Approval of Policy & Procedure: Hospital Policy/Form/Documents/ Appointment & other Reviews Log

Review & Consideration of Approval of Policy & Procedure: Guideline for Performing a Comprehensive Review of an Existing Policy, Form or Other Document

Review & Consideration of Approval of Policy & Procedures: Education Training & Attendance Log

Review & Consideration of Approval of Policy & Procedures: Post Education Evaluation Survey

Review & Consideration of Approval of Policy & Procedures: Request to Access/View/Copy Video Surveillance Form

Review & Consideration of Approval of Policy & Procedures: Video Surveillance Viewing Log

Review & Consideration of Approval of Policy & Procedures: Vender Sign In/Sign Out Log

Review & Consideration of Approval of Policy & Procedures: MRMC Generic Provider Time Sheet

Review & Consideration of Approval of Policy & Procedures: Provider Time Sheet Policy

Review & Consideration of Approval of Policy & Procedures: Immediate use IV Compound Skills Competency

Review & Consideration of Approval of Policy & Procedures: Intravenous (IV) Compounding for Immediate Use and Preparation Area

Review & Consideration of Approval of Policy & Procedures: Critical Lab Values  
 Review & Consideration of Approval of Policy & Procedures: Seasonal Influenza  
 Review & Consideration of Approval of Policy & Procedures: Staff Influenza Vaccine  
 Program

Review & Consideration of Approval of Policy & Procedures: Credit Cardholder Policy with  
 attachments A and B

## FURTHER DISCUSSION

None.

## REMARKS

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

None.

## REPORTS

### 10. September Financial Reports

September Financials by Dennis Boyd.

#### *Statistics*

- o The average daily census (ADC) for September 2023 was 8.53 - (Year-To-Date 12.35 vs PY 10.32).
- o Year-to-Date Medicare swing bed patient days were only 2,644 as compared to the PY total of 2,230.

#### *Balance Sheet Highlights*

- o The cash balance as of September 30, 2023, inclusive of both operating & reserves, was \$1.66M. This increase of \$196K over the August 31, 2023, balance was primarily due to a decrease in payments on AP, which increased by \$244K.
- o Days cash on hand, inclusive of reserves, was 33.6.
- o Net AR decreased by \$154K from August. This was primarily volume driven by the decrease in ADC from the prior month of approximately -28%.
- o Payments of approximately \$1.3M were made on AP (prior 3-month avg was \$1.4M).
- o Cash receipts were approximately the same as the previous 3 months (\$1.5M).
- o The Medicare principal balance decreased by \$81K due to ERS loan payments. Note that we have estimated a CY payable of over \$2M for FY23

at this time that will be adjusted throughout the year based on census and respective costs.

*Income Statement Highlights*

o Net patient revenue for September was \$1.45M which is approximately an increase of \$90K over the prior month year-to-date average despite the decrease in ADC.

o Operating expenses, exclusive of interest & depreciation, were reasonably consistent with the prior month year-to-date average (\$1.48M vs \$1.49M).

o 340B revenues reached a monthly high for FY23 (\$20K) — 66% increase. Year-to-date, net profit from this service line has now exceeded \$41K.

*Additional Notes*

o The hospital has experienced material increases in ADC in FY23 as compared to FY22.

These trends are evident & reflected by month on the Admissions, Discharges & Days of Care page within each board packet. The hospital has attempted to mitigate the need to request a Medicare ERS loan throughout the year but has continued to incur recoupments of approximately \$86K/month (over \$1M annual) related to 2017.

Chairman Vanzant asked Dennis Boyd how much the hospital has in reserve funds, response was "1.6M total cash on hand and reserve funds."

**OTHER ITEMS**

11. Discussion and Possible Action to Approve the Nuance Licensing Agreement with Mangum Family Clinic

Motion to approve.

Motion made by Trustee Lively, Seconded by Trustee Vanzant.

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

12. Discussion and Possible Action to Approve the Mangum-Facility Credit Card-3 different options presented.

Motion to approve Capital One Credit Card.

Motion made by Trustee Vanzant, Seconded by Trustee Hopper.

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

13. Discussion and Possible Action to Approve -the Mangum and CPSI service agreement.

Motion to approve.

Motion made by Trustee Ford, Seconded by Trustee Webb.

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

14. Discussion and Possible Action to Approve-the removal of 4 metal trailers on the property.

Motion to approve.

Motion made by Trustee Webb, Seconded by Trustee Lively.

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

15. Discussion and possible to grant 'view only' access to Mangum's Operating and ARPA accounts with Sovereign Bank for Adrian Brownen.

Motion to approve.

Motion made by Trustee Hopper, Seconded by Trustee Vanzant.

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

16. Discussion and action to establish a contract for the professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits for fiscal years 2018, 2019, 2020, 2021, and 2022 for Mangum Regional Hospital and Mangum Regional Medical Center managed by, Cohesive Healthcare Management & Consulting LLC. The last update the board received was November 2022 wherein, the board was advised the audit would soon be done. These audits are to be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in Government Auditing Standards issued by the comptroller General of the United States, and the audit requirements of Title 2 US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), including any future changes or replacement of these requirements applicable to the audit period in question. The completion/status is required for the City of Mangum's annual audit to be complete.

City Clerk Erma Mora informed the board that their current consultant requested the audit from the hospital. Erma also states that last year Andrea had informed her the audit was almost complete.

Tabled until next meeting, request made by Chairman Vanzant

#### **STAFF AND BOARD REMARKS**

*Remarks or inquiries by the governing body members, Hospital CEO, City Attorney or Hospital 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 6:22pm*



*[Handwritten signature]*  
Carson Vanzant, Chairman

*[Handwritten signature]*  
Ally Kendall, City Clerk