

**Tomball Hospital Authority
Board of Directors
January 25, 2017**

Present: **Jack Smith, Chairman**
 Vicki Clark, VP
 Jerry Till, Treasurer
 Tom Kikis, Secretary
 Ralph Foxworthy
 Bill Hogue
 Danny Marburger
 Jim Ross
 Latrell Shannon
 Steve Vaughan
 Lori Wilson

Absent:

Also Present: **Marilyn Kinyo (Chief Administrative Officer)**
 Lynn LeBouef (CEO)
 Vincent Norris (Myrtle Cruz)
 Robert Spurck (Reed, Claymon, Meeker & Hargett) - Telephonically
 George Shackelford (Tomball City Manager)
 Bruce Hillegeist (Tomball Chamber President)
 Richard Ervin (CFO Tomball Regional Hospital)
 Tom Jackson (CEO Tomball Regional Hospital)
 Lee Ann Kroon (Executive Director TOMAGWA)
 Colleen Milligan (Sr. Manager Baker Tilley)
 Catherine Birdsey (Sr. Researcher Baker Tilley)

Tomball Hospital Authority Board Meeting

1. Call to Order
 - A. Jack Smith, Chairman of the Board, called the meeting to order at 4:00P.M. CST on Wednesday, January 25, 2017.
2. Approval of minutes from the November 16, 2016 board meeting and the Executive Committee Minutes from December 15, 2016.
 - A. A motion was made by Latrell Shannon and seconded by Lori Wilson to approve the meeting minutes from the November 16, 2016. The motion was unanimously passed.
 - B. A motion was made by Tom Kikis and seconded by Jerry Till to approve the meeting minutes from the December 15, 2016. The motion was unanimously passed.
3. Community Input – Nothing at this time.
4. Update from Lee Ann Kroon from TOMAGWA on the Grant Writer Funding request. This is a full time position that will report directly to Executive Director. The budget for 2017 has changed from \$1.2 million to \$3 million. This person's sole job will to procure new grants. The Development Director will

look after the current grants that are currently funding TOMAGWA. Lee Ann did let the board know that the no longer have a contract grant writer. This individual was creating boiler plate grant proposals and wasn't building the relationship for future funding. This type of person and efforts were not doing the trick. The new hire will report directly to the Executive Director. The committee wants the grant writer to bring in new funding because as of today the two primary funders are the Hospital and TRHF. The board would like quarterly reports submitted on what new contacts have been made. The Development Director will maintain current relationships and the new Grant Writer will procure new relationships and funders.

5. Tomball Regional Medical Center request for February IGT. The board listened to the request from Richard Ervin, CFO at TRMC and Tom Jackson, CEO of TRMC. Their request is for \$1.2 million in an uncompensated care commitment. The board's concern still is that these are public funds that won't stay in Tomball, but will be sent to Nashville. They then went on to review their year to date financials versus their actuals. Their ER visits have increased from 36k – 38k, their Magnolia ER visits have increased from 9 visits a day to 16. They have low equity visits and admissions are down to 493 ytd. They have had more observation patients versus admissions. Surgeries are down 316 for the year. Richard went on to review the Hospital's financials and discussed where they were striving and where they are lacking.

Tomball Regional Medical Center's official request to the Authority is \$1.2 million in all or part for the Uncompensated Care IGT in February. This will go to the working poor and be kept in this community. The board went on to discuss the request and the financials as they were presented. Jim Ross brought up that they had a short fall in their financials in the amount of \$511,073.00. If the board IGT's this amount it will bring the hospital back to zero. A motion was made by Jim Ross and seconded by Lori Wilson to IGT \$511,000 for the use by Tomball Regional Medical Center for their Uncompensated Care. The Motion was passed unanimously.

6. Baker Tilly Community Needs Assessment Presentation – Colleen Milligan the Sr. Manager and Catherine Birdsey, Sr. Researcher presented to the board an overview and review of the data that has been found so far for this year's initiative. They plan to bridge the gap between the 2012 and 2017 CHNA initiatives. They plan to update the health and demographic data and identify trends. They will solicit broad input from local and community partners and pinpoint key areas on which to focus the Foundation's upcoming efforts. They will solicit community engagement by conducting an online survey, hold 3-6 focus groups with health consumers/ providers to identify behaviors, preferences, attitudes behind the statistics.

They went on to discuss the primary service area that the CHNA will take place in which is the Foundation's 11 zip codes. The population is approximately 375,183. There is diversity in the socioeconomics. The poverty status is consistent with the 2012 CHNA study. The initial Public Health Data Findings are as follows:

- Access to Care
- Health Insurance
- Provider Rates
- Top Health Issues
 - Obesity/Diabetes
 - Risk Factors of Disease
 - Top Causes of Death
 - Behavioral Health
 - Mental Health
 - Maternal & Child Health

Then they went through the key milestones that they plan to keep through April before presenting the final draft in April. They have met with TOMAGWA, TRMC, Harris Health, NAM and the Chamber and will have a conference call with TEAM next week.

7. Financials

A. An update on the financials was given by Vincent Norris for December 31, 2016. He reviewed the balance sheet - cash total \$816,166.53, total cash and checking for the month of for December 2016 in the amount of \$89,717,011.69. Total current liabilities \$597,445.05, total liabilities and equities for the month were \$89,844,389.84. Vincent went on to review the P&L statement. Total income of \$999,353.06 total expenses of \$300,006.13 and net ordinary income of \$699,346.93 net income of \$2,456,237.56. Marilyn presented and reviewed the cash report. No major changes. P&L Budget Performance we are \$250,000 below on income and \$227,000 below on expenses. A motion was made by Vicki Clark and was seconded by Danny Marburger to accept the financials as presented. The motion was unanimously passed.

B. Legal Bills –

- A motion was made to approve the outstanding legal bill to Reed, Claymon, Meeker and Hargett in the amount of \$10,396.04 for November/December 2016 invoice by Tom Kikis and was seconded by Jerry Till. The motion was unanimously passed.
- A motion was made to approve the outstanding legal bill to Reed, Claymon, Meeker and Hargett in the amount of \$1,153.50 for December 2016/January 2017 invoice by Jerry Till and was seconded by Tom Kikis. The motion was unanimously passed.

8. An update on the TOMAGWA dental and medical clinics was handed out to the board for November 2016. The dental clinic budgeted to see 333 patients in the month of November and actually saw 643. The medical clinic budgeted to see 800 patients in the month of November and actually saw 1003. They were both up for the month.

9. A brief update on the TOMAGWA dental and medical clinic was handed out to the board for the seconded quarterly report. The Q2 dental report was presented as follows:

Dental Clinic:

Patient Visits	
October	447
November	643
December	293
Total Visits	1,383

In accordance with the contract we only pay for the first 1000. So for Q2 they will receive \$45,000.00 for patient visits.

Salaries and Benefits	
October	\$32,357.53
November	\$33,076.62
December	\$27,665.37
Total Salaries & Benefits	\$93,099.52

Medical Clinic:

Patient Visits		
October 2016	80 x \$125.00 =	\$10,000.00
November 2016	80 x \$125.00 =	\$10,000.00
December 2016	80 x \$125.00 =	\$10,000.00
		\$30,000.00

A motion was made to approve the Q2 payment to TOMAGWA in the amount of \$168,099.52 by Vicki Clark and was seconded by Danny Marburger. The motion was unanimously passed.

10. Meals on Wheels Magnolia Q3 report was presented to the board. In the 3rd quarter they served a total of 2,695 meals to 167 seniors. The total cost for Q3 was \$14,606.90. A motion was made to approve this payment in the amount of \$14,606.90 by Danny Marburger and was seconded by Vicki Clark. The motion was passed unanimously.
11. Funding Committee Updates
 - A. TOMAGWA Grant Writer - \$70,000.00 was requested. \$60,500.00 salary, Taxes - \$4,590.00, Benefits - \$4,910.00. The board briefly discussed what Lee Ann Kroon spoke to them about in the beginning of the meeting. They would like a quarterly report that will let the board know what new funding opportunities they have gotten as well as any new funding acquired. The board realizes that it will take some time to procure new funding. A motion was made by Steve Vaughan and was seconded by Vicki Clark. The motion was passed unanimously.
 - B. Shattered Lives Magnolia – the program will take place on March 9-10, 2017. In order to have the program they must raise \$5,000 to cover the cost of the 2 day program. A motion was made by Lori Wilson and was seconded by Ralph Foxworthy to approve this funding. The motion was carried unanimously.
 - C. The Rose - Reported that from our February 2016 grant of \$15,000 they provided 15,711 sponsored breast health care services to 7,113 low-income, uninsured women, which includes 979 sponsored mammograms or diagnostic services to 398 uninsured women from Montgomery and Waller Counties. They diagnosed 13 uninsured patients from TRHF's service area with breast cancer and immediately directed them to timely and affordable treatment through The Rose's Patient Navigator Program. They are requesting \$15,000 in funding to provide breast screening and diagnostic services to the uninsured/underinsured women at little or no cost within Tomball, Montgomery, Magnolia and Waller. A motion was made by Jerry Till and was seconded by Steve Vaughan to approve the funding for 2017. The motion was carried unanimously.
 - D. The Body Project – Klein ISD would like to implement the Body Project. This gives middle school, high school and college aged boys and girls the tools and skills to confront unrealistic beauty ideals and engages them in the development of healthy body image. Through roleplays, written assignments and home exercises, participants consider the consequences of this unrealistic ideal and begin to adjust their behavior. The Body Project produces lasting improvements in body satisfaction, negative mood and functioning in school, peer, and family domains, and reduces the risk for onset of obesity; it is one of the first eating disorder prevention programs to have its positive results replicated by independent labs and has been designated by the American Psychological Association as an efficacious intervention. This is a train the trainer program that will train the junior high and high school counselors how to help student and families students deal with the eating disorders as well as get them continued treatment. The body project program will cost \$5,110.00 plus the cost of the venue as well as breakfast and lunch both days. This is a Two, One-day, 8 hour training for 12 people each day. A motion was made to approve this project by Tom Kikis and was seconded by Danny Marburger. The motion was carried unanimously.
 - E. **Texas's Asthma Management in School's Program** - American Lung Association. Asthma is a chronic disease that restricts inflamed airways, tightens muscles of air passages, and increases mucus production making normal breathing difficult. Pediatric asthma is the most common chronic childhood health problem and a leading cause of childhood disability. Though asthma can be managed through education, medication, and avoidance of triggers, many children and

their families lack the understanding, skills, and access to health services to properly control the disease, resulting in significant financial, physical, social, and educational costs. This Asthma Management in Schools project addresses the above described needs by providing quality professional education to school nurses, the opportunity for children to attend asthma management education in the school setting, valuable online training for parents and staff in English and Spanish formats and access to our multilingual Lung HelpLine. They are requesting funding from the Board to pay for supplies (\$3,950), program materials (\$3,625), and registration and exam fees (\$14,375) as well as indirect costs (\$2,875). Total funding at this time being requested is \$31,625.00. A motion was made by Ralph Foxworthy and was seconded by Vicki Clark to approve this project. The motion was carried unanimously.

- F. Tomball Regional Hospital request for IGT funding for February 2016. The board discussed the request and decided that they would make a onetime funding in the amount of \$511,073.00. The motion to approve the \$511,073.00 was made by Jim Ross and was seconded by Lori Wilson. The motion was passed unanimously.
12. The Board entered into Executive session to discuss the evaluation and duties of the CEO and CAO at 6:25PM and exited at 6:45PM.
13. The board briefly discussed the office space and that the lease will be up in October of this year. Bruce let us know that the Chamber Board is willing to keep the rent at the current rate for another 5 years. We will bring this to a formal vote when we get a written commitment from the Chamber.
14. Lynn let the board know that with the approval of the unbudgeted IGT expense that we will need to make another transfer from the investment account way sooner than was planned. He requested that the board give him permission to make the transfer in the next week or two. A motion was made by Ralph Foxworthy and was seconded by Danny Marburger to give Lynn and Marilyn permission to make a withdrawal from the investment account to replenish the project and expenses account. The motion was passed unanimously.

Adjournment

There being no further business, the meeting was adjourned at approximately 7:05PM CST.


Tom Kikis, Secretary