

**COMANCHE COUNTY CONSOLIDATED HOSPITAL DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES**

**DATE:** January 30, 2024  
**TIME:** 6:00 PM  
**PLACE:** CCMC South Campus EOC Board Room  
**DIRECTORS PRESENT:** Joe Locke, Gil Gilbert, Kimberly Lampman, Marvin McKinnon, George Bingham, Jerry Morgan,  
**DIRECTORS ABSENT:** None  
**OTHERS PRESENT:** Nikki Stark, CEO; Bryan Welch, Security Manager; Clint Davis, EMS Manager; Lexie Feist, CNO, and Misty Hill, Project Coordinator.

1. **Call to Order:**

Joe Locke, President, declared a quorum present and called the meeting to order at 6:05 p.m.

2. **Public Comments – Limit 5 Minutes Per Speaker**

There were no public comments.

3. **Review/Approve November 28, 2023 Meeting Minutes**

Mr. Locke presented the Board Minutes from November 28, 2023 and stated all he found was the “d” was left of striped on page 4.

Gil Gilbert made a motion to approve the minutes with the correction. Marvin McKinnon seconded the motion, and the motion was carried unanimously.

4. **Order 2024 General Election**

Joe Locke stated that the CCCHD Board needed to Order the 2024 General Election. Places 1 & 4 are up for election this year; these are mine and Gil’s. We both have turned in our paperwork to Missy to seek re-election. Every Board member will need to sign this form ordering the election.

Jerry Morgan made a motion to approve to Order the 2024 General Election. George Bingham seconded, Kimberly Lampman and Marvin McKinnon approved the motion with Joe Locke and Gil Gilbert abstaining their votes.

5. **Administrative Reports**

a. **CFO Reports**

1. **Review / Approve November 2023 Financial Reports -**

Nikki Stark presented the financial report for November 2023. Total Patient Revenue: \$293,100.44 Budget: \$271,194.00. Variance \$21,906.44. Total Deductions from Revenue: \$225,811.63 Budget: \$190,685.00 Variance \$ (\$35,126.63). Total Operating Revenue: \$315,892.80 Budget: \$130,509.00 Variance \$185,383.80. Total Operating Expenses: \$243,250.86 Budget: \$287,602.00 Variance: \$44,352.14. Non-operating Revenue & Expenses: \$375,249.46 Budget: \$211,308.00 Variance: \$163,941.46 Actual Net Income \$447,891.40, Budget: \$54,214.00, Variance \$393,677.40.

George Bingham made a motion to approve the November 2023 Financial Reports, Gil Gilbert seconded, Joe Locke, Marvin McKinnon, Kimberly Lampman agreed, and Jerry Morgan did not agree.

Review / Approve December 2023 Financial Reports -

Nikki Stark presented the financial report for December 2023. Total Patient Revenue: \$290,280.06 Budget: \$271,193.00. Variance \$19,087.06. Total Deductions from Revenue: \$185,517.02 Budget: \$190,685.00 Variance \$ 5,1673.98. Total Operating Revenue: \$153,134.84 Budget: \$130,508.00 Variance \$22,626.84. Operating Expenses: \$296,503.22 Budget: \$211,308.00 Variance: \$85,195.22. Non-operating Revenue & Expenses: \$296,503.22 Budget: \$211,308.00 Variance: \$85,195.22 Actual Net Income \$21,128.93 Budget: \$54,211.00 (\$33,082.07).

Gil Gilbert made a motion to approve the December 2023 Financial Reports, Jerry Morgan seconded, and the motion passed unanimously.

2. Review / Approve 4<sup>th</sup> Quarter Investment Report -

Nikki Stark reviewed the 4<sup>th</sup> Quarter Investment Report.

Jerry Morgan made a motion to approve the 4th Quarter Investment Report; George Bingham seconded, and the motion passed unanimously.

b. Human Resources -

3. November & December 2023 Human Resources Reports -

Nikki Stark reported the November 2023 Human Resources Report.

Compliance -

There were no compliance issues reported for the District during the month of November.

Staffing -

New Hires - LTC/Marketing Liaison - Nursing Home (FT - New Position)  
MDS Coordinator - Nursing Home (PRN - New Position)  
Registered Nurse - Nursing Home (PRN - New Position)  
Paramedic - EMS (PRN Replacement)

Resignations / Terminations -

Resident Care Attendant - Whitestone (PRN - Terminated)

Turnover Rate - 1.5%

Open Positions -

- PRN EMT Basic
- PRN Paramedics
- PRN Resident Care Attendant
- FT Resident Care Attendant
- FT Dietary Aide
- FT Aides
- FT LVN's
- FT RN's
- FT Housekeeping
- FT Laundry

Nikki Stark reported the December 2023 Human Resources Report.

Compliance –

There were no compliance issues reported for the District during the month of December.

Staffing –

New Hires – Director of Rehabilitation – Nursing Home (FT – New Position)  
Dietary Aide – Nursing Home (FT – New Position)  
Dietary Manager – Nursing Home (FT – New Position)

Resignations / Terminations –

Occupational Health Support / Community Paramedic –  
EMG Management FT – Terminated)  
Resident Care Attendant – Whitestone (PRN – Terminated)

Turnover Rate – 3.0%

Open Positions –

- PRN EMT Basic
- PRN Paramedics
- PRN Resident Care Attendant
- FT Resident Care Attendant
- FT Dietary Aide - Whitestone
- FT Security Officer
- FT RNs - Legacy
- FT LVNs - Legacy
- FT Housekeepers - Legacy
- FT Laundry Aides - Legacy
- FT Dietary Cooks/Aides – Legacy
- FT CNAs - Legacy

c. Clinical Reports

1) November / December 2023 EMS Report –

Clint Davis presented the EMS report for the month of November / December 2023. November 2023 runs were 158; compared to 2022 runs were 136. December 2023 runs were 166; compared to 2022 runs were 157.

Fully staffed at this time.

2) December 2023 Ambulance Mileage Report –

New Unit# 253 – Received on 11/9/23 – 10,029 miles.  
Unit# 251 – White Ambulance – 207,439 miles  
Unit# 252 – DeLeon 188K miles – In the shop for High Pressure Line.  
Unit# 254 / Medic 3 – 110,651 miles

Old unit# 253 – 2007 Ford – Nikki to discuss with attorney what our procedures should be to sale it.

**NOTICE IS HEREBY GIVEN THAT THE  
COMANCHE COUNTY CONSOLIDATED HOSPITAL DISTRICT BOARD OF DIRECTORS  
WILL MEET IN REGULAR SESSION TUESDAY – MARCH 26, 2024 AT 6:00 PM  
LOCATED AT LEGACY ESTATE – 10133 HWY. 16 N - COMANCHE, TX. 76442  
IN PURSUANT TO SECTION 551 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES**

**AGENDA**

- |  |                   |                        |
|--|-------------------|------------------------|
| 1. Call to Order                                       |                   | <b>President</b>       |
| 2. Public Comments – Limit of 5 Minutes Per Speaker    |                   | <b>President</b>       |
| 3. Review / Approve February 27, 2024 Meeting Minutes  | <b>Pgs. 2-5</b>   | <b>President</b>       |
| 4. Discuss / Approve EDC Application                   | <b>Pgs. 6-9</b>   | <b>Rachel Thompson</b> |
| 5. Administrative Reports                              |                   |                        |
| <b>a. <u>CFO Reports</u></b>                           |                   | <b>CEO</b>             |
| 1) Review / Approve February 2024<br>Financial Reports | <b>Pgs. 10-19</b> |                        |
| <b>b. <u>Human Resources</u></b>                       |                   | <b>CEO</b>             |
| 1) February 2024 HR Reports                            | <b>Pg. 20</b>     |                        |
| <b>c. <u>Clinical Reports</u></b>                      |                   |                        |
| 1) February 2024 EMS Report                            |                   | <b>Clint Davis</b>     |
| 2) February 2024 Ambulance Mileage Reports             |                   |                        |
| <b>d. <u>Security &amp; Community Paramedic</u></b>    |                   | <b>Carla Cantu</b>     |
| 1) February 2024 Security Reports                      |                   |                        |
| 2) February 2024 Community Paramedic Reports           |                   |                        |
| <b>e. <u>Nursing Home Update</u></b>                   |                   | <b>Misty Hill</b>      |
| <b>f. <u>Whitestone Update</u></b>                     |                   | <b>CEO</b>             |
| <b>g. <u>CEO Report</u></b>                            |                   | <b>CEO</b>             |
| 6. Other Business                                      |                   | <b>President</b>       |
| 7. Adjourn Meeting                                     |                   | <b>President</b>       |

*Kimberly Lampman*  
Kimberly Lampman, Secretary

**COMANCHE COUNTY CONSOLIDATED HOSPITAL DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES**

**DATE:** February 27, 2024  
**TIME:** 6:00 PM  
**PLACE:** Legacy Estate Family Meeting Room  
**DIRECTORS PRESENT:** Joe Locke, Kimberly Lampman, Gil Gilbert, Marvin McKinnon, and Jerry Morgan.  
**DIRECTORS ABSENT:** George Bingham  
**OTHERS PRESENT:** Nikki Stark, CEO, Misty Hill, Project Coordinator. Cody Stevens, EMS, and Susan Ruiz (Legacy CNO)

1. **Call to Order:**

Joe Locke, President, declared a quorum present and called the meeting to order at 6:10 p.m.

2. **Public Comments – Limit 5 Minutes Per Speaker**

There were no public comments.

3. **Review/Approve January 30, 2024 Meeting Minutes**

Mr. Locke presented the Board Minutes from January 30, 2024; Jerry stated he found a few typos that need to be corrected page 4; at the bottom of the page sell needs to be corrected and the period after procedures. On page 5 the word patient under Whitestone should be resident instead.

Jerry Morgan made a motion to approve the minutes with the corrections. Kimberly Lampman seconded the motion, and the motion was carried unanimously.

4. **Review/Approve the Cancellation of May 2024 Election**

Joe Locke stated that the CCCHD Board needed to cancel the May 2024 election due to no one running against Joe Locke and Gil Gilbert.

Jerry Morgan made a motion to approve to cancel the May 2024 due to no one running against Joe Locke and Gil Gilbert. Kimberly Lampman seconded, and the motion carried unanimously with Joe Locke and Gil Gilbert abstaining their votes.

5. **Review/Approve the Certification of Unopposed Candidates**

Joe Locke stated that the CCCHD Board needed Certification of Unopposed Candidates.

Marvin McKinnon made a motion to approve the Certification of Unopposed Candidates. Jerry Morgan seconded, and the motion was carried unanimously with Joe Locke and Gil Gilbert abstaining their votes.

6. Administrative Reports

a. CFO Reports

1. Review / Approve January 2024 Financial Reports -

Nikki Stark presented the financial report for January 2024. Total Patient Revenue: \$287,002.00 Budget: \$578,493.00. Variance -\$291,491.00. Total Deductions from Revenue: \$181,999.85 Budget: \$221,294.00 Variance (\$39,294.15). Total Operating Revenue: \$163,335.49 Budget: \$357,199.00 Valiance (-\$193,863.51). Total Operating Expenses: \$467,833.73 Budget: \$618,279.00 Variance \$150,455.27, Non-operating Revenue & Expenses: \$388,091.06 Budget: \$392,501.00 Variance: (-\$4,409.94) Actual Net Income \$83,592.82, Budget: \$131,421.00) Variance (-\$47,828.18).

Jerry Morgan made a motion to approve the January 2024 Financial Reports, Gil Gilbert seconded, and the motion was carried unanimously.

b. Human Resources -

2. January 2024 Human Resources Reports -

Nikki Stark reported on the January 2024 Human Resources Report.

Compliance -

There were no compliance issues reported for CCCHD during the month of January.

Staffing -

New Hires – Legacy Estate

- Licensed Vocation Nurse – PRN (New Position)
- Laundry Aide – PRN (New Position)
- Assistant DON – FT (New Position)
- Activity Director – FT (New Position)
- Physical Therapy Assistant – PRN (New Position)
- Registered Nurse – PRN (New Position)
- Nurse Tech – PRN (New Position)
- Dietary Manager – FT (New Position)
- Housekeeper – PRN (New Position)
- Housekeeper / Laundry Supervisor – FT (New Position)
- Speech Pathologist – PRN (New Position)

Resignations / Terminations – None

Turnover Rate – 0.0%

Open Positions –

- FT Dietary Aide – Whitestone
- FT Security Officer
- FT RN's - Legacy
- FT LVN's - Legacy
- FT Housekeeping - Legacy
- FT Laundry Aides – Legacy
- FT Dietary Cooks / Aides – Legacy
- FT CNAs - Legacy

**c. Clinical Reports**

1) January 2024 EMS Report -

Cody Stevens presented the EMS report for the month of January 2024 for Clint Davis; runs were 172; compared to 2023 runs were 168.

Fully staffed at this time.

2) January 2024 Ambulance Mileage Report -

Medic 1 – 207,439 miles on it.

DeLeon Unit# 251 – 179,902 miles on it.

DeLeon Reserve Unit# 252 – 190,468 miles on it.

New Unit# 253 – 13,306 miles on it.

White Backup Unit# 254 – 113,549 miles on it.

Reserve Unit# 117,184 miles on it and will be put up for sale via bidding process or option to charity if no bids.

**d. Security & Community Paramedic**

1) Security Report January 2024

Nikki announced that Bryan was not in attendance because he will only be with the Health Care System a few more days; he has accepted a position with FEMA. Security fully staffed.

2) Community Paramedic January 2024 Report

Nothing to report for Community Paramedic. Nikki discussed if the Community Paramedic program will be in need any longer with no billable service.

**e. Nursing Home Report**

1) Nursing Home Update -

Open house on Thursday, March 7<sup>th</sup> from 4 PM – 6 PM for donors, Foundation, and Board Members.

Ribbon cutting is on Friday, March 8<sup>th</sup> at noon and public tours will be held from 12 PM – 6 PM.

The Life Safety Code Survey will be on March 18<sup>th</sup> and it may take 3-4 days to complete, and 2 architects are coming in. Then the next survey that requires 3 residents the survey, after the survey has been completed, we can start admitting more residents. 5 private pay spots that are fighting for 3 spots.

Dr. Donham will be the Medical Director.

Attorney is reviewing policies and procedures for guidelines in patient care then the Board will need to approve them.

57 people currently are on the waiting list.

**f. Whitestone Update**

The census for Whitestone is currently 18; 1 Medicaid resident has moved in and waiting for another one to be approved.

**g. CEO Report**

Nikki Stark reported that the Health System financial state \$223K profit for January. DMC Clinic 2800 visits – 500 over the normal visits. Rising Star, Dublin and Cornerstone all showed a small loss but will pick up.

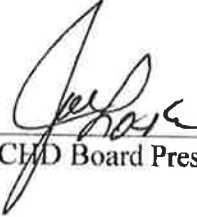
Groundbreaking in mid-March for Retail Pharmacy. Still in discussions for the Mylinda Blue Wellness Center for groundbreaking in 2025.

**7. Other Business**

None

**8. Adjourn Meeting**

The meeting was adjourned at 7:12 P.M. by President Joe Locke.



\_\_\_\_\_  
Joe Locke – CCCHD Board President

3-26-24

\_\_\_\_\_  
Date