

**Cimarron County Health Services Authority**

**(Cimarron Memorial Hospital and Rural Health Clinic)**

**Board of Trustees**

**Regular Meeting Minutes**

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<b>Date</b>	<b>Time</b>	<b>Location</b>
February 23, 2023	7:03 pm	Cimarron Memorial Meeting Room

Pursuant to notice given to the public, the Trustees of Cimarron Memorial Hospital met February 23, 2023 at 7:01 am at Cimarron Memorial Hospital located at 100 S Ellis Street in Boise City Oklahoma.

**Call the Meeting to Order**

Ciccy Harris called the meeting to order at 7:01 pm.

The agenda for this meeting was recorded and posted on February 21, 2023.

**1. Roll Call**

Board members in attendance:

Ciccy Harris

Judy Broaddus

Clay Crabtree

Tiffany Adams

Others in attendance:

Jon Gleason, CEO

Barbie Miller, CFO (via Teleconference)

Kathy Roberts, Reporter

Sarah Odell, Accounts Payable

**2. Consider Verification and Approval of Agenda**

Ms Harris made a motion to approve the Mr Crabtree seconded the motion. All members present voted AYE and the motion carried.

**3. Consider Approval of Board Meeting Minutes**

Mr. Crabtree made a motion to approve the minutes of the previous Board meeting with the condition we add Ms Broaddus to the list of attendees to the January meeting. Ms Adams seconded the motion. All members present voted AYE and the minutes of the previous meeting were approved. Amended Minutes to the Jan 2023 Meeting will be available for signing at that time.

**4. Public Comments**

There were no public comments presented.

**5. Administrative Report**

February 2023 Lyndsey Butt has her first couple of patients scheduled for the bio hormone replacement therapy scheduled and we anticipate things going well. We have broken the cost of this into two payments for patients. The first payment will cover the labs required and a consultation visit. The second will cover the actual insertion procedure of the pellets. Subsequent visits will only have another insertion fee associated with them. A recent inspection of dietary revealed some items that need to be addressed. One of these is that the oven we have is not a commercial grade oven. We will be ordering one to replace it in the next week or so. Other items involve replacing some regularly used storage items and shelving. We are also looking at what it would take to fix the walk-in freezer or replace it. It has several issues and has not worked for several years. Bailey Baldonado has accepted the position as interim DON. She asked for a trial period to see how it would go, in 90 days or so we will evaluate how things are progressing for her. We will leave the position of DON open in the meantime. We will be moving physical therapy to the large room in the annex in the near future. We have a few things to

verify such as internet service, and physical access but this will be a nicer space for PT and OT to work out of. Juana Conejo has accepted the position of housekeeping manager. We have hired 2 housekeepers to assist her. We previously lost 2 housekeepers due to drug testing. We have created a cleaning frequency and completion chart to help Juana in managing this process. I received a call from Dr. Garret who is in his first year of family practice residency. He apparently is from Cimarron county and has family here and may have some interest in coming here once his residency is completed. He initially wanted to do a rural rotation here but found out that would not work as he would need to drive back to Tahlequah twice a week. I would like to offer him a monthly stipend in exchange for an agreement to come here once he has completed his residency. In addition he could access the benefits of us being an NHSC site with student loan reimbursement. He is planning to head this way on vacation for a week and would like to visit the hospital while he's here. We will try to make it a pleasant experience. I will continue to maintain contact with him as his residency progresses as well.

6. **CFO Report**

This is a payroll week and it has been running approximately \$95,000 for net wages and all liabilities associated with it. We will have the Oklahoma Tax Commission payment due this week for the month of Feb and it should be approximately \$5,500 -\$6,000. This check will be cut after payroll this week. Cash available in Operating Account today 02/21/23 \$81,373.92 Savings account 9333 \$1,210,800.33 Saving Account 6875 (Grant Fund) \$250,008.56 We received payment on 2 Grants on 01/18/23 MultiPlan \$31,000 - We have paid VSee for the Telehealth Equip \$36,408 Perkins Protho \$40,000 – We have received the 8 Hospital Beds but have not been invoiced yet. We will pay upon receipt of the invoice. Savings Account 0642 \$115,013.20 TOTAL CASH POSITION IS \$1,657,196.01. There was no sales tax report due to unforeseen issues at the court house.

7. **QA Report**

The QA Report was presented by Ms Odell for Ms Puebla who was not able to attend. The trustees received and reviewed the QA reports Ms Harris made a motion to approve. Mr Crabtree seconded the motion. All members present voted AYE. The QA reports were approved.

8. **Election Of Officers**

Ms Roberts opened the floor to nominations. Ms Adams nominated Mr Crabtree as President/Chairman of the Board Ms Harris seconded the motion. Hearing no other nominations, all members present voted Aye and the motion carried.

Ms Harris motioned for Ms Broaddus to be Vice President/Chairman and Ms Adams seconded the motion. Hearing no other nominations, all members present voted AYE and the motion carried.

Ms Harris nominated Ms Adams for Secretary and Ms Broaddus seconded the motion. Hearing no further nominations, All members present voted Aye and the motion carried.

Ms Harris motioned that Ms Roberts be appointed the reporting Secretary, Ms Broaddus seconded the motion and all members present voted Aye. The motion carried.

At this point, the meeting was turned over to Chairman Crabtree. Mr Crabtree stated the committee appointments would be tabled until a review of committee duties are reviewed.

9. **New Business**

There was no new business.

10. **Adjournment**

Ms Adams made a motion to adjourn the meeting. Ms Broaddus seconded the motion. All members present voted AYE and the meeting was adjourned at 7:45 pm.

Approved as written.

4-27-23

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Date

  
\_\_\_\_\_  
Chairperson

Approved as amended.

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Date