

A regular meeting of the North Wheeler County Hospital District Board was held at the hospital at 6:01p.m. on August 18, 2025.

**MEMBERS PRESENT:** Janie VanZandt, Chairman  
Marla Ford, Vice-Chairman  
Shelly Teichmann, Secretary  
Ken Daughtry, Member  
Brenda Sparlin, Member

**OTHERS PRESENT:** Zela Young, Interim CEO; Jace Henderson, CFO; Skye Lane, NWCEMS Department Head; Mandy Meadows, DON; Melissa Eagan, Visitor; Kristina Fox, TCDRS Employer Services Representative, Keisha Applewhite, Clinic Manager

**1. CALL TO ORDER AND PRAYER:** Janie VanZandt, Chairman, called the meeting to order at 6:01 p.m. with a prayer offered by Jace Henderson.

**2. CONSENT AGENDA:**

- a. **Minutes of the Previous Meeting:** July 21, 2025
- b. **Payment of bills**
- c. **Investments**
- d. **QAPI**
- e. **Date of next meeting:** September 15, 2025

Ken Daughtry made a motion to accept the items on the Consent Agenda. Brenda Sparlin seconded the motion; the vote was unanimous.

**3. EMS REPORT:** Skye Lane's report stated that all three trucks are stocked and in service. They continue to train in-house and online. In July, 2025, all employees took test over the new protocols and RSI protocols. All employees scored 90% or above. Required score was 85% to pass. Every employee tested out of the anaphylaxis protocol this month. Every month employees will be testing on a different skill. The EMS is fully staffed. Bryan Yates passed national registry test and is now an Advanced EMT. The staff requested that vacation and sick time accrual be reviewed and possibly revised. Shelly Teichmann made a motion that the board table this request until the new CEO begins employment. Marla Ford seconded the motion. The EMS participated in the 4<sup>th</sup> of July celebrations. There were 2 trucks in the parade and a staffed truck at Britt Field on standby for 13 hours. They completed 33 calls in July.

**4. CNO REPORT:** Mandy Meadows reported that nursing staffing is down 2 night shift RNs. They have currently made some changes in shifts, but have only 1 FT night shift RN. The open position has been advertised, but until it is filled, FT and Admin RNs are covering the open shifts. The UR/Chart review RN resigned that position, but will continue as a PRN at Parkview. One LVN is starting an RN program this month. Three nurse aides will be taking the CNA course in Elk City from October 27-November 18.

**5. FINANCIAL STATEMENT AND STATISTICS:** Jace Henderson and the board reviewed the balance sheet and the operating/income statement with the board.

- a. **Palo Duro G&P Suit Update:** Jace Henderson reported no changes on this matter.

- b. **Est 2025 Tax Rate:** The no-new-revenue tax rate will be \$0.435914 per \$100. Parkview Hospital (North 1) is not proposing to increase property taxes for the 2025 tax year. The motion to present this at the public meeting on August 18, 2025 was made by Brenda Sparlin and seconded by Marla Ford, the vote was unanimous.
  - c. **Annual Audit:** Jace Henderson reported that the audit is underway—began on August 11
  - d. **Business Office Restructuring:** The Billing responsibilities are back inhouse. Currently training is being done.
  - e. **Business Office Compliance Adaptations:** Per Jonathan Kolarik, a new desk and filing cabinet have been purchased for locking needed documents
  - f. **Trubridge Update:** Per Jace Henderson, Trubridge is gone and seeing improvement.
6. **APPROVE BAD DEBT** – Board reviewed bad debt –will continue review next meeting
7. **OLD BUSINESS**
- a. **CT scanner/Ultrasound:** Per Zela Young, CT scanner is scheduled to arrive September 29. All contractors necessary for installation have been scheduled. Ultrasound is in, and training will be August 19 and 20.
  - b. **TCDRS options:** Kristina Fox, Employer Services Representative was present and presented the board with an overview of TCDRS and its options.
8. **NEW BUSINESS:**
- a. **TCDRS – TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM:** This retirement system was created by the Texas Legislature and currently serves 850 employers. The board agreed to this benefit for all Parkview employees with the following plan: Employee rate of 4% with an Employer matching rate of 100%. Vesting will be at 5 years of service with a Rule of 75. The motion was made by Brenda Sparlin to accept this plan and seconded by Ken Daughtry and the vote was unanimous. This benefit will not start until TCDRS schedules a time with Zela Young to have a presentation by a representative of TCDRS (in person) to all Parkview employees.
  - b. **Clinic Provider Hire (Callie Crouch, NP, FNP-C):** Callie Crouch has been hired with a starting date yet to be determined. Once that date is determined, she will temporarily work 2 days a week until she is full time beginning September 29. A contract has been signed.
  - c. **Approval and Adoption of TCDRS retirement plan for employees:** See above under New Business (a).
  - d. **Ultrasound:** See above under Old Business (a).
  - e. **CT Installation:** Per Zela Young, it will take 4 weeks of preparation for the installation of the CT. All outside contractors have been scheduled. It will be a 4 day installation followed by training for all users.
  - f. **Staying Safe While Leading Well:** Jonathan Kilarik will have a monthly education read for the Hospital board.
  - g. **Monthly Project Report from Jonathan Kolarik:** He has worked inhouse and via phone to present compliance education to those who were not initially present when he came onsite.

h. **Approve Compliance Policy:** The compliance committee charter was reviewed by the board and signed by Janie VanZandt.

9. **EXECUTIVE SESSION (pursuant to Texas Government Code, section 551.074):** The board went into executive session at 8:22 p.m. The board adjourned the executive session at 8:56 p.m.

10. **PUBLIC COMMENT:** None.

11. **ADJOURNMENT:** The meeting was adjourned at 8:57 p.m. The next regular board meeting will be on Monday, September 15.

Respectfully submitted,

  
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Janie VanZandt, Chairman

  
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Shelly Teichmann, Secretary

