

**A Regular Meeting of the North Wheeler County Hospital District Board  
was held at the hospital at 6:00 p.m. on November 17, 2025**

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

**OTHERS PRESENT:** Melissa Eagan, CEO; Jace Henderson, CFO; Mandy Meadows, CNO; Skye Lane, NWCEMS Dept. Head and Jonathan Kolarik with N4Matric

**MEMBERS NOT PRESENT:** Shelly Teichmann, Secretary

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. **ROLL CALL & RECOGNITION OF GUESTS:** No guests present.
3. **CONSENT AGENDA:**
  - a. Minutes of the Previous Meeting: October 20, 2025
  - b. Payment of Bills
  - c. Investments
  - d. QAPI
  - e. Date of next meeting: December 15, 2025Ken Daughtry made a motion to accept the items on the Consent Agenda. Brenda Sparlin seconded the motion; the vote was unanimous.
4. **MEDICAL STAFF REPORT:** Melissa and the Committee met and begin a new process of reviewing and approving business for the staff.
5. **EMS REPORT:** Skye Lane reported all three trucks are stocked and in service. They continue to train in-house and online. Skye's NREMT-P is up for renewal in March of 2026. She is currently working on CE's through FOAMFRAT. Also, the new updated

guidelines came out from AHA. Skye is currently working on her updated instructor classes for Heartsavers, BLS, ACLS and PALS instructor courses. Jody Davis is working on his updated instructor course for BLS. They both have also enrolled in CCP self-paced course. They feel this course will help improve their skill level, knowledge and allow us to give the best patient care possible to residents in Wheeler County. NWCEMS is fully staffed. They continue to be a visible asset and do community service every month. Skye and her team completed 30 calls in October.

6. **CNO REPORT:** We continue to cover shifts as needed by the current full-time nursing staff. The two PRN RNs have completed orientation and have picked up shifts as needed. We have two more RNs finishing up orientation so they can be put into the rotation. We have hired a full-time RN for the night shift. She will be ready to be on shift as charge nurse soon. She comes to us with several years of experience. We have another RN that is considering coming onboard as full-time night shift. Our Nursing staff continues to do training and continue education monthly to give patients the best care possible.  
Mandy is looking for a CEN course for several of the RNs and ACLS and PALS courses for the LVNs. Mandy attended the Coalition of Health Services Rural Chief Nursing Officers meeting in Amarillo on November 5<sup>th</sup>. Her next Coalition meeting will be on December 3<sup>rd</sup>. Parkview Hospital Christmas party will be December 4<sup>th</sup> at A Mile South event center.
  
7. **ADMINISTRATIVE REPORT:** Melissa had several updates for the Board.  
**RHC Practice Manager-** Sara Powledge  
**HR Department-**Keisha has transitioned to this role as of 11/17/25  
**Physician Recruitment-**Started the recruitment process. Recruiter met with us last week and the marketing material is being drafted. Edward Gelber PA is here for the near future. He

has seen 133 patients 11/3/25 to 11/17/25. Today booked up fast, before game. Tomorrow is filling up as well.

**Public Relations**-Jace and I attended the Ken King town hall meeting. I also have been attending the Chamber meeting and spoke recently on legislative updates.

**Christmas Party** is planned for December 4<sup>th</sup> at A Mile South. Department Strategic Planning is underway. Soon Melissa will have the community health needs assessment published.

## **8. FINANCIAL STATEMENTS AND STATISTICS:**

Jace Henderson and the Board reviewed the balance sheet and the operating/income statement.

- a. **Billing Update:** Billing in house is going well. We are working through issues. Thrive is getting some answers for us and we are making progress.
- b. **Phone System Install:** Pathways had planned to be here last week to work on system but it was delayed until this Friday. We need to get clinic numbers straightened out and get phones programmed. Hospital has been taken care of.
- c. **Server project completed**-a new battery bank needs to be wired in and project will be completed.
- d. ISP

## **9. OLD BUSINESS: None**

## **10. NEW BUSINESS**

- a. **Johnathan Kolarik, N4Matix:** Johnathan continues with monthly on-going education and awareness with hospital staff through one-pager education, online education and on site direct education. In September he started compliance education with the Rural Health Clinic staff. He is being assisted by Vicky, Carissa and Luke. He went over November 2025 Project Report and Oversight in Action Compliance with the Board. This education is beneficial for the success and future of the hospital, clinic, board and patient care.

- b. Appointment, credentialing and privileging for Edward Gelbert (Eddie)PA. Eddie's forms revised for one year approval. Motion made by Brenda Sparlin, second by Marla Ford. Vote passes unanimously.
- c. Appointment of Dr. Edrissi as RHC Medical Director, Hospital Medical Director, and Home Health Medical Director, with oversight of Family Nurse Practitioners/Physician Assistants. Motion made by Ken Daughtry, second by Brenda Sparlin. Vote passed unanimously.
- d. Administration, CT Low Dose Lung Cancer Screening, Emergency Brenda Sparlin. Vote passed unanimously.
- e. Medical Staff Bylaws and Medical Staff Rules & Regulations. Motion made by Brenda Sparlin, second by Ken Daughtry. Vote passed unanimously.
- f. 27<sup>th</sup> Pay Period. Budgeted for Christmas. Motion made by Ken Daughtry, second by Brenda Sparlin. Vote passed unanimously.
- g. Critical Access Hospital Overview and Plan. Motion made by Brenda Sparlin, second by Ken Daughtry. Vote passed unanimously.
- 11. **EXECUTIVE SESSION:** Board went into executive session on November 17, 2025 at 6:49 p.m. and returned to regular meeting at 7:02 p.m.
- 12. **PUBLIC COMMENT:** None
- 13. **ADJOURNMENT:** The meeting was adjourned at 7:03 p.m. The next regular meeting will be on Monday, January 19<sup>th</sup>, 2026 at 6:00 p.m.

Respectfully submitted,

*Janie VanZandt*

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Janie VanZandt, Chairman

*Brenda Sparlin*

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~~Marla Ford, Vice Chairman~~

*Brenda Sparlin, Member*