

A regular meeting of the North Wheeler County Hospital District Board was held at the hospital at 6:01p.m. on September 15, 2025

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

Member not Present: Brenda Sparlin

OTHERS PRESENT: Zela Young, Interim CEO; Jace Henderson, CFO; Mandy Meadows, DON; Melissa Eagan, CEO:

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:** August 12, 2025, August 18, 2025
 - b. **Payment of bills**
 - c. **Investments**
 - d. **QAPI**
 - e. **Date of next meeting:** October 20, 2025
Ken Daughtry made a motion to accept the items on the Consent Agenda, Marla Ford seconded the motion, the vote was unanimously approved.
3. **EMS REPORT:** Skye Lane's report stated that all three trucks are stocked and in service. They have been notified by the state that there will be an upcoming inspection, but the date is yet to be determined. They continue to train in-house and online. The EMS is fully staffed. John Miller, an EMT-B, Jayden Davis, an EMT-B for PRN, and Rubie Sirmans, a Paramedic for PRN were all hired. EMS is doing standbys for Football in North Wheeler County. Skye will be meeting with the Wheeler High School senior class about EMS and the skills performed by the EMS, department. They have National Night Out and the Health Fair, where they will be participating in October. They completed 27 calls in August.
4. **CNO Report:** Mandy Meadows reported that 1 FT RN and 4 PRN RNs were hired. They are all in the process or orientation and training. One of the PRN RN has already started covering shifts. A FT night shift nurse aide resigned because of relocation. At this time, no replacement will be hired for this position. The Nursing Staff is in the process of upgrading the hospital chapel. It will be available to the public for viewing at the Parkview Health Fair. The Parkview Hospital Health Fair is scheduled for October 15.
5. **FINANCIAL STATEMENT AND STATISTICS:** Jace Henderson and the board reviewed the balance sheet and the operating/income statement with the board.
 - a. **Billing Update:** Jace Henderson reported that things are going well with the Billing that is now being done inhouse.

- b. **EFTs/ACH:** Jace Henderson reported that almost all vendors are going to ACH so they will have to transition to that method of payment. Checks to vendors require 2 signatures—Manager and Jace Henderson. Also, all large purchases go to the Hospital Board. There is currently not a policy in place on this requirement. Administration will work on a policy specifying dollar amounts and those required to approve approvals.
 - c. **Bank Signer Approvals:** Jace Henderson reported that the following should be a Signers at the Bank: All 5 Board Members---Janie VanZandt, Marla Ford, Shelly Teichmann, Ken Daughtry, Brenda Sparlin; Administration---Jace Henderson, Melissa Eagan and Marandi Bratcher. Marla made the motion, Ken seconded and the vote was unanimously approved. Jace reported that per Anna from Wellington Bank, each signer will need to complete a CIF Consumer Worksheet and submit copies of the front and back of their driver's license. Jace will send out the Worksheets via email and will take the worksheets and the copies of the driver's license of each of the 8 signers to the bank after the October meeting.
 - d. **Office 365 Move:** The hospital status has been changed to Non-Profit version which saved \$10,000 per year.
 - e. **Transfer Effect on Cost Report:** Jace Henderson will be working on this matter.
6. **APPROVE BAD DEBT** – Ken Daughtry motioned that we accept the bad debt list, Marla Ford seconded, and the motion passed unanimously.
7. **OLD BUSINESS**
- a. **CT scanner:** New CT Scanner was delivered on 09/15. The old CT Scanner will be dismantled and the target date for the new Scanner to be in service is 09/22 - 09/23. While the hospital is without a CT Scanner, EMS will be transporting to surrounding hospitals if an emergency. Otherwise, Sammie will be communicating to patients and community about the need to travel to a surrounding hospital for that service.
 - b. **TCDRS on boarding:** TCDRS will be at the hospital 2 days next week for introduction and questions from staff. Pamphlets have been made available in English and Spanish to all employees
8. **NEW BUSINESS:**
- a. **CEO Introduction:** Zela Young introduced Parkview Hospital new CEO, Melissa Eagan. Today was her first day.
 - b. **Jonathan Kolarik, N4 Compliance Board Education:** Mr. Kolarik presented September 2025 Project Report to the board. He will be rolling out multiple education to the staff. Jonathan is currently inhouse 2 days a month. It was recommended by Melissa Eagan that Jonathan Kolarik be onsite 4 days a month versus the 2 days per month. Ken made the motion to accept this proposal, Marla Ford 2nd the motion, and the vote passed unanimously.
 - c. **Review Severance:** Jace reported that per our attorney, the maximum severance now provided to any employee is 5 months. This is in effect by the state as of September 1, 2025.

- d. **Facility Tobacco Policy:** There will be a No Smoking policy for the hospital. This includes no vaping or chewing tobacco. Ken Daughtry made the motion to accept the policy and Marla Ford seconded it. The motion passed unanimously.
- e. **Clinic Update:** Per Zela Young, all billable charts have been completed. All non-billable will be completed by 10/15.

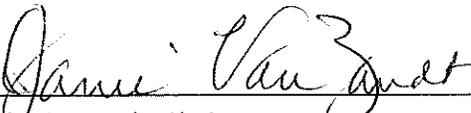
9. **EXECUTIVE SESSION (pursuant to Texas Government Code, section 551.074):** The board went into executive session at 7:22 p.m. The board adjourned the executive session at 7:59 p.m.

RETURN TO OPEN SESSION: Returned to open session at 8:00 pm. A motion was made by Ken Daughtry to grant the prior CEO five months severance pay and benefits effective from his resignation date of May 19, 2025. The motion was seconded by Marla Ford, and the motion carried unanimously.

10. **PUBLIC COMMENT:** None.

11. **ADJOURNMENT:** The meeting was adjourned at 8:11 p.m. The next regular board meeting will be on Monday, October 20.

Respectfully submitted,



Jamie VanZandt, Chairman



~~Brenda Sparlin~~, Secretary
Brenda Sparlin