

**STATE OF TEXAS                                }       DALLAM-HARTLEY COUNTIES HOSPITAL DISTRICT**  
**COUNTY OF HARTLEY                        }       BOARD OF DIRECTORS MEETING MINUTES**

A meeting of the Dallam-Hartley Counties Hospital District Board of Directors was held Thursday, March 27, 2025 at 6:00p.m. in the Board Room of Coon Memorial Hospital.

- I.     Call to Order: Kevin Caddell, President, called the regular meeting to order at 6:01 p.m.
  - Board Members in person: Kevin Caddell, Brad Green Mark Miller, Michael Diller, Shellie McNabb, Jennifer McDaniel
  - Board Member Absent: none
  - Board Members using Teams: Brad Riley
  - DHCHD Employees: Melissa Bundy, CEO; Chelsie Thelander, Director of Organizational Development; Kristy Baca, Clinic Director; Sarah Crone, Nursing Home Administrator; Daron Hashir; Controller; Bobby Medford, Senior Care Solutions Director; Kiki Ralston, CNO; Jyme Kinnard, DON; Nicole Flores, ACNO/Clinical Informatics Nickie Crosby, Executive Administrative Assistant; Justin Bryant, NH Business Office Manager
  - DHCHD Employees using Teams: Sharon Hunt, CFO; Michelle Gard, Director of Respiratory; Alyson Harkins, Nurse; Sherry Mireles, Senior Director of Diagnostic Services; Pam Guillen, Special Projects Manager; Brittany Gonzalez, Foundation Director
  - Community Members present: None
  - Community Members using Teams: None
  - Introduction of Guests:   None
- II.    Audience with the Public: none
- III.   Prayer
- IV.   Approval of financials:
  - A.    No financial report given. Sharon explained the financials are delayed due to working through the process of the new systems. She also reported that ERTC is still in process.
- V.     Approval of Previous Minutes: Minutes are included in the board book.
  - A.     February 27, 2025  
Mark Miller moved to approve the minutes presented. Shellie McNabb was the second. All members were in favor. The motion carried.
- VI.   Approval of Medical Staff Minutes: Minutes are included in the board book.
  - A.     February 18, 2025  
Shellie McNabb moved to accept the minutes presented. Brad Green was the second. All members were in favor. The motion carried.
- VII.   Hospital:
  - Kiki Ralston, presented CNO report. The report is in the official records.
- VIII.   Senior Care Services:
  - Sarah Crone, Director, presented the report. The report is in the official records.
- IX.    Outpatient Clinics:
  - Kristy Baca, Outpatient Director, presented the report. The report is in the official records.

- X. Policy Review:
- a. Sleep Lab Policy and Procedures
  - b. Respiratory Policies and Procedures

Michael Diller moved to approve all policies listed as approved by Medical Staff. Brad Green was the second. All members were in favor. The motion passed.

- XI. Hospital Administration Report: Melissa Bundy, CEO
- Melissa presented the report. The report is in the official records.
- Melissa reminded the group of Praise and Prayer on Tuesday mornings at 8:00. All are welcome.
- Chelsie updated that she has received the IRS code in the mail and she will be able to upload 2023 W-2's online this week..

XII. New Business: None

XIII. Old Business: None

- XIV. Executive Session:

The Board went into executive session at 6:40 p.m. and returned at 6.52 p.m.

Shellie McNabb moved to approve Resolution 20251 to extend the First State Bank Loan. Michael Diller was the second. All members were in favor and the motion carried.

- XV. Adjourn:

Shellie McNabb moved to adjourn the meeting. Mark Miller was the second. All members were in favor and the motion carried.

Kevin Caddell adjourned the meeting at 7:01 p.m.

Passed and approved on this 24 day of April 2025

Kevin Caddell  
Member of the Board of Directors

Minutes recorded by Nickie Crosby, Executive Administrative Assistant  
Prepared by Nickie Crosby, Executive Administrative Assistant  
03-28-2025