

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, October 23, 2025 at 6:00 p.m. in the Board Room of Coon Memorial Hospital.

- I. Call to Order/Record of Attendance/Prayer: Shellie McNabb, President, called the regular meeting to order at 6:01 p.m.
 - Board Members in person: Shellie McNabb, Brad Riley, Mark Miller, Kevin Caddell, Brad Green, Jennifer McDaniel
 - Board Member Absent: Michael Diller
 - Board Members using Teams: None
 - DHCHD Employees: Melissa Bundy, CEO; Kiki Ralston, Compliance Officer; Nickie Crosby, Executive Administrative Assistant; Troy Ralston, Maintenance/EVS Director; Daron Hashir, Assistant CFO; Kristy Baca, Clinic Director; Nicole Flores, Informatics Director; Mindy Smith, Clinic Coordinator; Sarah Crone, Nursing Home Administrator; Brittany Gonzales, Foundation Director
 - DHCHD Employees using Teams: Pam Guillen, Suzette Meeker, Jamie Simpson, Stephanie Foust, Alyson Poling, Carrie Ivy, Bobby Medford, Sharon Hunt, Sherry Mireles, Michelle Gard, Dana Maez, Sarah Ralston
 - Community Members present: Kim Allen
 - Community Members using Teams: None
 - Introduction of Guests: None
- II. Public Comment: none
- III. Approval of Previous Minutes: Minutes are included in the board book.
 - A. Regular Board Meeting – September 18, 2025
Jennifer McDaniel moved to approve the **September 18, 2025** regular board meeting minutes as presented. **Kevin Caddell** was second. All members were in favor, and the motion carried.
- IV. Receipt of and Discussion on Reports
 - A. Financial Report – Sharon Hunt, CFO
August 2025 Financials presented by Sharon.
Mark Miller moved to approve the financial report given by Sharon Hunt. Brad Green was the second. All members were in favor. The motion passed.
 - B. Hospital – Jyme Kinnard, CNO
Jyme was not present. No Report Given.
 - C. Senior Care Services – Sarah Crone, Nursing Home Administrator
Sarah Crone presented the report. The report is in the official records.
 - D. Outpatient Clinics – Kristy Baca, RN, Clinic Director
Kristy Baca presented the report. The report is in the official records. Kristy added that the Critical Care Program has begun and we have 15 enrolled to date.
 - E. Report on District Operations – Melissa Bundy, CEO
 - Transition to **ACP Health** effective **November 1** – all board-certified physicians, full-time hospitalist coverage.
 - Shane Bailey overseeing **Observation/Step-Down Program**, designed to keep more patients local.
 - **Town Hall** scheduled for **November 4**. Melissa invited all to join
 - **Pricing Review**: DHCHD currently charging around the **10th percentile**; charge master audit underway with completion goal by **January**.
 - **Nursing Home Project**: Committee led by **Dyke Rogers** progressing well; advertising begins next week. It is important to note that The Panhandle Gives - 10% of application funds are received only if goals are met.
 - **Dr. Potter**: Trauma-trained, as well as hips, shoulders – Currently updating training for knees
 - **Payor Contracts**: Consultant **Jim** assisting with contract updates; will move to a 3-year review cycle.

- **Dietary Department:** Leadership changes underway; training with Monty Kinnard to improve quality and pricing with a new vendor.
- **Business Office:** Improved workflows, data analysis on denials, and cleaner claims resulting in significant decreases in unbilled accounts. **Chelsie** is recognized for effective restructuring and training.
- **Shelly added she spoke with Forvis they offered board and foundation education on CAH;** Melissa requested this for the leadership team as well.
- **Kevin added that the boards** gratitude for staff dedication and ongoing improvements.
- - F. Foundation – Brittany Gonzales, Foundation Director

Foundation Report – Brittany Gonzales

 - The **Steering Committee** is actively leading the new nursing home project. Lot of progress being made
 - **TPG** approaching quickly
 - **AAF Nonprofit Training:** December 4 at 5:30 p.m.
 - **Steering Committee Members:** Dyke Rogers, Kevin Caddell, Shellie McNabb, Sieto Mellema, Jared Ball, Tiffany Stone, Melissa Bundy, and Brittany.
 - Public campaign begins soon.
 - Campaign Deadline was extended to **March 31, 2026**.
 - Shellie emphasized the goal of honoring the Rhalls' generosity and legacy.

Kim Allen, Foundation board member, was present and presented her recommendations for the Foundation Board members to be considered by the District Board:

Zack Bickel, Ryan Strebeck, Alfonso Venegas, Mariah Martinez, and Dr. Tripp Stone.

V. Policy Review

- A. Compliance Plan Policies & Procedures
- B. Admission Criteria – Long Term Care
- C. Medication Scanning Policy

Brad Riley moved to approve the above listed Policies as approved by Medical Staff. Mark Miller was the second. All members were in favor. The motion passed.

VI. Consideration of Action on Items Related to Reports

VII. Items Related to Medical Staff

- A. Consider and if necessary take action on Medical Staff recommendations for appointment/reappointment of the following physicians to the Active Staff:
 - 1. See Attachment

Kevin Caddell moved to approve the appointment of listed staff to Active Medical Staff as approved by the Medical Staff. Jennifer McDaniel was the second. All members were in favor. The motion passed.

- B. Approval of Medical Staff Meeting Minutes
 - 1. October 21, 2025

Kevin Caddell moved to approve October 21, 2025 Medical Staff Meeting minutes as approved by the Medical Staff. Mark Miller was the second. All members were in favor. The motion passed.

IX. Executive Session:

The Board went into executive session at 7:14 p.m. and returned at 8:53 p.m.

X. Reconvene to Take Action on Items Discussed in Executive Session

The meeting reconvened to take action regarding the Dallam Hartley Counties Foundation board member Recommendation as presented by Kim Allen, current Foundation board member. It was noted that the proposed minutes from Kim did not include mention of any position of office.

Mark Miller made a motion to approve Kim's recommendation of approving: Zack Bickel, Ryan Strebeck, Alfonso Venegas, Mariah Martinez, and Tripp Stone to The Dallam Hartley Counties Hospital Foundation board of directors. Brad Green was the second. Shellie McNabb, Chairperson respectfully abstained from the vote. All other members were in favor. The motion passed.

XV. Adjournment

Kevin Caddell moved to adjourn the meeting. Jennifer McDaniel was the second. All members were in favor and the motion carried.

Shellie McNabb adjourned the meeting at 8:57 p.m.

Passed and approved on this

4th

day of

Dec



Member of the Board of Directors

Minutes recorded by Nickie Crosby, Executive Administrative Assistant
Prepared by Nickie Crosby, Executive Administrative Assistant 10.21.25