

EL PASO COUNTY HOSPITAL DISTRICT FINANCE COMMITTEE MEETING MINUTES

Wednesday, July 26, 2017 – 8:15 a.m.
4815 Alameda Ave., 8th Floor Board Room
El Paso, Texas 79905

COMMITTEE MEMBERS PRESENT

James Volk, Committee Chair
Carmen Arrieta-Candelaria, Committee Member
Miguel Fernandez, Committee Member
R. Jacob Cintron, President & CEO
Michael Nuñez, Chief Financial Officer
Cindy Stout, Chief Nursing Officer
Maria Zampini, Chief Operating Officer
Leticia Flores, Controller

COMMITTEE MEMBERS ABSENT

Darius Boman, M.D., Medical Staff Representative

OTHERS PRESENT


Christina Ford, Chief Legal Officer
Frank Dominguez, EP First President & Chief Executive Officer
Mark Amox, EPCH Chief Executive Officer
Andy Rybolt, EPCH Chief Financial Officer
Jennifer Maxwell, Executive Assistant to the Board of Managers
Lorena Navedo, Chief Administrative Officer
Jon Law, Chief Strategic Officer
Joel Hendryx, D.O., Chief Medical Officer
Janice Harris, UMC
Joey Burback, MSN Student
Bruce Yetter, El Paso County
Javier Saenz, El Paso County
Jorge Reyes, El Paso County
Francisco Rios, El Paso County
Gloria Sanchez, UMC
Todd Moultrie, UMC
Susie Byrd, Citizen

AGENDA ITEM	CONCLUSION/RECOMMENDATIONS	ACTION	FOLLOW-UP
I. Call to Order II. Establish a Quorum	Mr. James Volk called the meeting to order at 08:15 a.m., July 26, 2017, after establishing that there was a quorum present.		
III. Approval of the June 28, 2017 Finance Committee Minutes. (Tab 1) Mr. James Volk Chair	The meeting minutes for the meeting held on June 28, 2017, were presented for approval.	Motion to approve the minutes was made by Ms. Arrieta and seconded by Mr. Cintron. Motion carried.	

AGENDA ITEM	CONCLUSION/RECOMMENDATIONS	ACTION	FOLLOW-UP
<p>IV. Review and approve the El Paso Children's Hospital Financial Statements for June 2017. (Tab 2)</p> <p>Mr. Mark Amox Chief Executive Officer</p> <p>Mr. Andy Rybolt Chief Financial Officer</p>	<p>Mr. Amox introduced Mr. Rybolt, the new Chief Financial Officer for the EPCH, to the Committee. The Finance Committee reviewed and discussed the EPCH June 2017 financial statements presented by Mr. Amox. A discussion took place amongst the Committee members in regards to the performance of the El Paso Children's Hospital.</p>	<p>Motion to approve was made by Mr. Cintron and seconded by Mr. Nuñez. Motion carried.</p>	<p>Mr. Amox will provide the payor mix pie charts at the next Finance Committee Meeting.</p> <p>Mr. Amox will provide details for the following balance sheet line items at the next Finance Committee Meeting:</p> <ol style="list-style-type: none"> 1. Other Receivables 2. Other Current Liabilities
<p>V. Review and approve the El Paso First HealthPlans, Inc. Financial Statements for June 2017. (Tab 3)</p> <p>Mr. Michael Nuñez Chief Financial Officer</p> <p>Mr. Frank Dominguez Chief Executive Officer</p>	<p>The Finance Committee reviewed and discussed the El Paso First HealthPlans, Inc. June 2017 financial report presented by Mr. Nuñez and Mr. Dominguez.</p>	<p>Motion to approve was made by Mr. Fernandez and seconded by Ms. Arrieta. Motion carried.</p>	
<p>VI. Review and approve the El Paso County Hospital District's d/b/a University Medical Center of El Paso Combined Financial Statements for June 2017. (Tab 4)</p> <p>Mr. Michael Nuñez Chief Financial Officer</p>	<p>Mr. Nuñez presented the El Paso County Hospital District's d/b/a University Medical Center June 2017 Financial Report. The Finance Committee reviewed and discussed the information presented.</p>	<p>Motion to approve was made by Ms. Arrieta and seconded by Mr. Cintron. Motion carried.</p>	

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<p>VII. Review and approve the Quarterly Investment Report as of June 30, 2017.</p> <p>Ms. Leticia Flores Controller</p>	<p>Ms. Flores presented the executive summary and benchmark comparison on pages 4&5 of the June 30, 2017, Quarterly Investment Report. Ms. Flores noted the following:</p> <ol style="list-style-type: none"> 1. Funds available for investment is approximately \$127 million as opposed to approximately \$143.7 million at March month end. The difference is due to the usage of funds for operations. 2. The yield to maturity rate is .731% 3. Allocation by security type includes: 24% in banking depository; 28% in commercial paper; and 26% in money market. 	<p>Motion to approve was made by Mr. Fernandez and seconded by Mr. Cintron. Motion carried.</p>	
<p>VIII. Review and take appropriate action regarding Revolving Line of Credit agreement with El Paso Health and approve resolution authorizing the President and CEO to execute the agreement and promissory note. (Tab 6)</p> <p>Mr. Michael Nuñez Chief Financial Officer</p> <p>Mr. Bruce Yetter Assistant County Attorney</p>	<p>Mr. Nuñez noted the attachments include the UMC Resolution for the line of credit (LOC), the EP First/EP Health Resolution for the LOC, and the actual Revolving LOC Agreement. This request is for the annual renewal of the intercompany LOC. El Paso First extended a LOC to UMC to cover intergovernmental transfers that happen before UMC collects property tax revenues. The agreement is in alignment with what is actually happening and addresses TDI's concern from last year in reference to the RBC. This agreement will subsequently be presented to the EPCHD Board of Managers for review and approval and will also be presented to the El Paso First Board of Directors for review and approval. Once approvals are received, the agreement will be submitted TDI for final review.</p>	<p>Motion to approve was made by Ms. Arrieta and seconded by Mr. Fernandez. Motion carried.</p>	
<p>IX. Review and discuss the proposed FY2018 El Paso County Hospital District Operating and Capital Budgets and the proposed FY2018 tax rate. (Tab 7)</p> <p>Mr. R. Jacob Cintron President & CEO</p> <p>Mr. Michael Nuñez Chief Financial Officer</p>	<p>The Committee discussed the information presented by Mr. Nuñez and Mr. Cintron in regards to the proposed FY2018 El Paso County Hospital District Operating and Capital Budgets and the proposed FY2018 tax rate.</p>	<p>No Action Required.</p>	
<p>X. Review and approve a request for two (2) PRN Hospitalists and authorize the President and CEO to negotiate and execute the agreement. (Tab 8)</p>	<p>Item tabled.</p>	<p>Item tabled.</p>	

AGENDA ITEM	CONCLUSION/RECOMMENDATIONS	ACTION	FOLLOW-UP
<p>XI. Review and take appropriate action on the following policies: (Tab 9)</p> <p>A. Hospital Policy F-16 <i>RFP, RFQ and BID Solicitation Response</i></p> <p>Mr. Todd Moultrie Administrative Director, Materials Management</p> <p>B. Hospital Policy F-20 <i>Credit Card Verification and Acceptance Guidelines</i></p> <p>Ms. Gloria Sanchez Director, Patient Financial Services</p> <p>C. Hospital Policy C-9 <i>Rewards and Recognition (R&R) Committee</i></p> <p>D. Hospital Policy H-2-34 <i>Career Development Program</i></p> <p>Ms. Janice Harris Administrative Director, Human Resources</p>	<p>Mr. Moultrie noted that policy F-16 is a review of the RFP and RFQ process. There were minor changes to the verbiage with one significant change pointed out on page 2, paragraph 6. The significant change is that the Contract Administrator, previously known as the RFP specialist, will now be responsible for negotiating all contracts. The RI will be invited to provide input in the negotiation meetings.</p> <p>Ms. Sanchez noted that policy F-20 is due for its three year review. There were no significant changes to the policy. The changes made were minor verbiage updates.</p> <p>Ms. Harris noted that policy H-2-34 outlines the process of how to handle any scholarships and/or grants received for higher education for Associates. This policy is due for its three year review and there were no procedural changes. In addition, policy H-2-34 went through legal review, policy & procedures review, and administration team review.</p> <p>Ms. Harris noted that policy C-9 is due for its three year review and the policy did not have any procedural changes.</p>	<p>Motion to approve HP F-16 was made by Mr. Fernandez and seconded by Mr. Cintron. Motion carried.</p> <p>Motion to approve HP F-20 was made by Mr. Cintron and seconded by Mr. Fernandez. Motion carried.</p> <p>Motion to approve HP C-9 and H-2-34 was made by Mr. Cintron and seconded by Mr. Fernandez. Motion carried.</p>	
<p>XII. Adjournment</p> <p>Mr. James Volk Chair</p>	<p>Meeting adjourned at 9:47 a.m.</p>	<p>Motion to adjourn the meeting was made Mr. Cintron and seconded by Mr. Fernandez. Motion carried.</p>	


F. James Volk - Committee Chairman