

**BOARD OF COMMISSIONERS
MEETING MINUTES
June 28, 2018**

The Board of Commissioners of Franklin Foundation Hospital, Hospital Service District No. 1, St. Mary Parish, met in regular session at 6:00 p.m., June 28, 2018.

MEMBERS PRESENT

Eugene Foulcard, Chairman
Dr. Nick Accardo, Vice-Chairman
Didi Battle
Dr. Roland Degeyter
Robert Judice, Jr

ALSO PRESENT

Stephanie Guidry, CEO
Michelle Skillings, CNO
Lanzi Meyers, Legal Counsel
Russell Cremaldi, Legal Counsel
Ron Bailey, CFO
Lori Leonard, CQO
Collette Vaccarella
Kevin Romero, Director of Marketing/
Business Development
Don Smithburg, QHR VP
Sharon Procell, Exec. Admin. Assist.

ABSENT

Allan Von Werder
Clegg Caffery, Jr.

I. CALL TO ORDER

With a quorum present, the meeting was called to order by the Chairman, Mr. Eugene Foulcard at 6:00 p.m.

II. PUBLIC COMMENT

NONE

III. OLD BUSINESS

A. Approval of Minutes – May 31, 2018

Dr. Nick Accardo moved to approve the minutes of the Board of Commissioners meetings held May 31, 2018 with Ms. Didi Battle seconding the motion. The motion carried unanimously.

IV. NEW BUSINESS

A. EKG Machine

Mr. Ron Bailey discussed the capital spending request to purchase a new Philips TC70 PageWriter EKG with cart to replace aging equipment. He explained the Hospital's current EKG machine is old and is no longer supported by the manufacturer. He stated that this purchased was in the approved FY 2018 capital budget and that the purchase request is lower than the budget amount. Mr. Bailey requested that the Board approve the EKG machine.

**BOARD OF COMMISSIONERS
MEETING MINUTES
June 28, 2018**

B. Replace ED Flooring

Mr. Ron Bailey discussed the capital spending request to replace the Emergency Department flooring. He explained that exam rooms and certain other rooms will have welded-seam flooring while the remaining rooms will be VCT (Vinyl Composition Tile) flooring. He noted that this capital project was included in the approved FY 2018 capital budget at \$45,500. Mr. Bailey advised that due to an upgrade in materials, the cost for the project increased to \$53,960. He noted that some capital projects scheduled for FY 2018 were moved to the FY 2019 capital budget in order to cover the overage.

Mr. Bailey requested that the Board approve the EKG Machine and the project to replace ED Flooring.

Dr. Nick Accardo moved to approve the EKG Machine and to replace ED Flooring with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

V. MEDICAL STAFF REPORT

A. Credentials & Medical Executive Reports – May 2018

Ms. Lori Leonard reported on behalf of Dr. Donna Tesi. She stated that there weren't any providers to be credentialed in the month of June. She reported the Medical Staff elected new officers who consist of Dr. Sharad Gunda – Chief of Staff, Dr. Kennan Buechter – Vice Chief of Staff, and Dr. Myra Bustillo – Secretary. She stated all were approved unanimously and according the Bylaws the Board of Commissioners has final approval. She requested that the Board approve the new elected officers.

Ms. Didi Battle moved to approve the Medical Executive Report for May 2018 and the new elected officer of Dr. Sharad Gunda – Chief of Staff, Dr. Kennan Buechter – Vice Chief, and Dr. Myra Bustillo – Secretary with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

VI. FINANCE REPORT

A. Finance – May 2018

Mr. Ron Bailey presented the finance report for the month of May 2018.

B. Ratification of minutes and all actions taken at the Finance Committee Meeting June 27, 2018.

Dr. Nick Accardo moved to approve the Finance report and ratifications of minutes and all actions taken at the Finance Meeting held on June 27, 2018 with Ms. Didi Battle seconding the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
June 28, 2018**

VII. QUALITY COMMITTEE REPORT

A. Ratification of minutes and all actions taken at the Quality Committee Meeting – June 22, 2018.

Mr. Robert Judice, Jr. made a motion to approve ratification of minutes and all actions taken at the Quality Committee meeting on June 22, 2018 with Dr. Nick Accardo seconding the motion. The motion carried unanimously.

Ms. Lori Leonard stated the Bylaws committee approved revisions to the Medical Staff Bylaws. She requested that the Board of Commissioners give final approval of revisions to the Bylaws that were accepted by the Board Quality.

Mr. Robert Judice, Jr. made a motion to approve the revisions to the Medical Staff Bylaws with Dr. Roland Degeyter seconding. The motion carried unanimously.

B. FFH Quality Journey to Excellence

Ms. Lori Leonard presented a Quality Journey to Excellence swamp tour presentation. She explained her role in Quality and gave her education background. She stated Quality in healthcare is a focus and plays an important role in the success of an organization. She stated Quality is measured in many different ways including customer satisfaction, internal auditing and external request for specific data abstracted medical records. She went on to say, the presentation includes Franklin Foundation Hospital journey to providing safe quality care that meets and exceeds the expectation of the customer/patients we serve, as outline in the mission and vision of the organization.

Ms. Stephanie added this will be part of The Joint Commission survey; which will be coming up soon. She also added in the future the committee will be hearing a lot on Board Quality.

VIII. MANAGEMENT REPORT

A. Nursing Report – Ms. Michelle Skillings, CNO

Ms. Skillings reported on having series of nursing meetings end of May, going over “Just Culture”; which is a safety initiative. She reported FFH had Town Hall meetings and “Just Culture” was discussed; teaching the staff about safety in a non-punitive environment. She mentioned the census has been strong. She stated overall the nursing service and clinical arena are doing very well. She also reported working on the following:

- 1) preparedness for The Joint Commission
- 2) scheduling changes in Therapy
- 3) discussing with providers – admit patients we can care for safely
- 4) doing some staff training in HCAHPS – customer service

**BOARD OF COMMISSIONERS
MEETING MINUTES
June 28, 2018**

B. Administrative Report – Ms. Stephanie Guidry, CEO

Ms. Guidry reported the Delta Pathology has tendered their 90 day notice to terminate their contract with Franklin Foundation Hospital as of August 18th. She stated have met with ReliaPath Pathology and working with Thibodaux Medical Center Pathology services; will be making a decision soon. She reported that the new campaign will be rolling out; the campaign theme is “Moving Forward”. She stated that Franklin Foundation Hospital was voted into the “Best of the Tech”, along with our Physical Therapy department. She stated that Mr. Kevin Romero will give us an update when the voting starts. She reported the Hospital had a Compliance Audit done by QHR with Ms. Tina Petry. She stated overall we have some opportunities for improvement; Ms. Tina is working actively on this. She reported currently working on the FY2019 Budget. She stated meeting with each department and going over the capital and operation budget. She reported once all the information is gathered, it will be consolidated into one report and presented to the Board by Mr. Ron Bailey, possibly in September.

C. Clinic Report – Mr. Collette Vaccarella, Co-Director of Clinics

Mr. Bailey began the presentation of the clinic report for the month beginning with clinic accounts receivable. Ms. Collette Vaccarella reported that there was approximately \$15,000 of clinic receivables in the over 120-day category that remained from the old system (the system that was replaced with a new electronic health record system in November 2017); she advised that the goal was to have these resolved by the end of the current fiscal year. Ms. Vaccarella then discussed clinic visit activity for the month of May 2018 as compared to May 2017. She noted that May 2018 clinic visits were up over the prior month. Mr. Bailey presented the consolidated clinic cost center report noting that the clinics posted a consolidated loss for the month. Mr. Bailey also discussed the Hospital activity generated by the clinic physicians.

D. QHR Management Report – Mr. Don Smithburg, QHR VP

Mr. Don Smithburg reported the formal written report is enclosed in your packet. He stated the rest of his report which include the Board’s Education will be done in the Executive Session.

IX. EXECUTIVE SESSION

Ms. Didi Battle made a motion to go into executive session at 6:50 pm with Mr. Robert Judice seconding.

A. Strategic Planning

With no further business to discuss in Executive Session, a motion was made by Dr. Degeyter and seconded by Ms. Didi Battle to exit Executive Session at 7:35 p.m. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
June 28, 2018**

XI. ADJOURN

With no further business to discuss, Ms. Didi Battle moved with Dr. Nick Accardo seconding the motion to adjourn at 7:38 p.m. The motion carried unanimously.

Eugene Foulcard - Chairman

Stephanie A. Guidry, CEO