

**BOARD OF COMMISSIONERS
MEETING MINUTES
August 30, 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., August 30, 2018.

MEMBERS PRESENT

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

ABSENT

Allan Von Werder

GUEST

Gordon Aloisio, Therapy Manager

ALSO PRESENT

Stephanie Guidry, CEO
Michelle Skillings, CNO
Lanzi Meyers, Legal Counsel
Russell Cremaldi, Legal Counsel
Ron Bailey, CFO
Lori Leonard, CQO
Collette Vaccarella,
Jodi Pigg, VP
Tina Petry, Compliance Officer
Sharon Procell, EA

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 – June 28, 2018

Mr. Clegg Caffery moved to approve the minutes of the Board of Commissioners meetings held June 28, 2018 with Ms. Didi Battle seconding the motion. The motion carried unanimously.

IV. NEW BUSINESS

A. Presentation of Franklin Foundation Hospital Physical Therapy Dept.

Mr. Gordon Aliosio, Manager of Physical Therapy, gave an overview of the Therapy department and his staff. He acknowledged some staff for receiving additional training/education in their fields. He reported that Ms. Heather Jordan, DPT, has completed the first phase of training in Dry Needling, she has completed sixty (60) of the two hundred (200) patients needed to complete phase two training and certification. He explained that Dry Needling is a specific treatment technique that uses a solid filament needle to treat muscle trigger points which are creating pain and discomfort in the body. Dry Needling can be used to assist in pain management.

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Ms. Lori Leonard stated when the Hospital introduces a new service offered to our community, the Board has oversight. She requested that the Board committee approve a resolution for Dry Needling.

Mr. Clegg Caffery moved to approve a resolution for Dry Needling with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

B. Discuss and Approve Capital

1. Computer/Medication Carts:

Mr. Ron Bailey discussed the capital request to purchase three (3) new powered lift computer/medication carts. He stated this purchase was in the approved FY 2017 capital budget at \$18,000. He reported the purchase price is \$17,786.

Mr. Bailey requested that the Committee approve the purchase of the 3 Computer/Medication Carts.

2. ALS Defibrillator:

Mr. Bailey discussed the request to purchase a new Zoll R Series ALS Defibrillator. He stated this purchase was also in the approved FY 2017 capital budget at \$19,347. He reported the purchase price is \$18,284 plus shipping.

Mr. Bailey requested that the Committee approve the purchase of the defibrillator.

3. Hill Rom Over Beds Tables:

Mr. Bailey discussed the request to purchase twenty-six (26) new overbed tables of which eighteen (18) will replace those currently in patient rooms while 8 will replace those tables used in the Emergency Room. He noted that the current tables are hard to clean and are starting to rust. He stated this purchase was in the approved FY 2018 capital budget at \$14,375. He reported the purchase price is \$13,954. Mr. Bailey requested that the Committee approve the Hill Rom Overbed Tables.

4. Stryker Laparoscopes:

Mr. Bailey noted that the request for the Stryker Laparoscopes was an unanticipated item that surgery requested this past week. He explained that the hospital was using a scope that was on loan from the vendor; the vendor representative requested to pick up the scope so that it could be used by another client. He stated that Dr. Buechter uses this device and cannot do his cases without a scope. Mr. Bailey requested to purchase two (2) Stryker AIM HD laparoscopes for a total cost of \$11,260. He advised that this capital purchase was not budgeted.

Mr. Ron Bailey requested that the Board approve the Capital purchases.

Dr. Nick Accardo moved to approve the purchase of Computer/Medication Carts, ALS Defibrillator, Hill Rom Overbed Tables, and Stryker Laparoscopes with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

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C. Discuss and Approve

1. ReliaPath Pathology Services Contract:

Ms. Guidry discussed the ReliaPath Pathology contract noting that this vendor replaces Delta Pathology who had informed the Hospital that it would not renew their contract. Ms. Guidry noted that the contract is for one (1) year with annual one (1) year successive terms unless notice of non-renewal is provided ninety (90) days prior to the term date, Ms. Guidry stated this standard contract terms. Ms. Guidry noted that ReliaPath will make good faith effort to be in network with hospital payors. ReliaPath will bill the technical component and the hospital will bill the lab services and tests. ReliaPath will provide a Medical Director at \$150.00 per hour not to exceed \$3000.00 per month. Ms. Guidry requested that the Board Committee approve the ReliaPath contract.

Mr. Robert Judice, Jr. moved to approve the ReliaPath Pathology Services Contract with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

2. TeleVox Solutions Contract:

Ms. Guidry discussed the TeleVox Solutions contract. This vendor will provide two-way texting of clinic appointment reminders that will include the MOB and Baldwin clinics. One of the goals of the contract is to help decrease the clinic no-show rate. She noted that the contract has a term of thirty-six (36) months with a cost of \$655.00 per month and will cover six (6) providers. She requested that the Board Committee approve the TeleVox Solutions contract.

Dr. Nick Accardo moved to approve the TeleVox Solutions Contract with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

3. Langlinais, Broussard & Kohlenberg CPA's Audit and Medicare Cost Reports:

Mr. Bailey discussed the engagement letter from Langlinais, Broussard & Kohlenberg CPAs to perform the fiscal year 2018 audit as well as to prepare the Medicare and Medicaid cost reports. Mr. Bailey noted that the fees for the audit are estimated not to exceed \$27,000 plus out-of-pocket expenses for travel, report production and copying. Mr. Bailey noted that fees for preparing the Medicare and traditional Medicaid cost reports are estimated at \$11,500 and \$1,500 for the five (5) Medicaid Managed Care Organizations ("MCOs") cost reports. He noted that the fees for both the audit and cost report preparation increased \$500 each over the prior year. Mr. Bailey requested that the Board Committee approve the engagements for the fiscal year 2018 audit and cost report preparation.

Mr. Clegg Caffery moved to approve the CPA's Audit and Medicare Cost Reports with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

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4. Langlinais, Broussard & Kohlenberg CPA's Statewide Agreed Upon Procedures - Mr. Bailey presented the engagement letter from Langlinais Broussard & Kohlenberg to apply the statewide agreed-upon procedures that have been prescribed by the Louisiana Legislative Auditor for governmental entities that includes the Hospital. Mr. Bailey explained that this was a new requirement beginning with FY 2017 going forward. Mr. Bailey stated the proposed cost of the engagement is from \$8,500 to \$10,000 plus out-of-pocket expenses. He noted there were no changes in the fee from FY 2017. Mr. Bailey requested that the Board Committee approve the contract for statewide agreed-upon procedures.

Ms. Didi Battle moved to approve the CPA's Statewide Agreed Upon Procedures with Dr. Roland Degeyer seconding the motion. The motion carried unanimously.

D. Discuss 2019 Millage Renewal

Mr. Bailey stated that a public announcement of the 2019 Millage renewal election will be made at the September meeting. He reported the millage renewal proposal will be scheduled for a vote in March 2019; this will be a renewal of the 10 mil tax. He also noted that because this will be the only item on the ballot on that day that the Hospital will be responsible for the cost assessed by the Secretary of State's office.

V. MEDICAL STAFF REPORT

A. Credentials & Medical Executive Reports – July and August 2018

Ms. Lori Leonard reported on behalf of Dr. Sharad Gunda. Ms. Leonard presented the July and August monthly Credentials and Medical Executive Committee Reports. She stated the Credentials Committee and the MEC reviewed the presented files and found to have current evidence of adequate professional liability insurance with no malpractice issues. Also obtained were primary source verifications of current LA medical licensure noted without restrictions and there was no evidence of any sanctions or exclusions by Medicaid, Medicare, or other federal programs. Based upon review of the qualifications, clinical competences, skills, experience, quality data, requested privileges, peer references, ability, and ongoing professional practice evaluations the following applicants have been unanimously recommended for appointments of:

July Initial Appointments:

- Eric Meaux – Advance Practice Professional – Nurse Practitioner
- Cody Walker – Advance Practice Professional – Certified Nurse Anesthesia
- Don Falgout – Advance Practice Professional – Certified Nurse Anesthesia

Ms. Leonard noted accepting resignation of Louis Benjamin, III – Consulting – Emergency Medicine and Dr. Nsikan St. Martin – Active – OB/GYN. She also reported in July, an addition to Virtual Radiology that of Dr. Allen Missoi, MD – Consulting – Virtual Radiology. She reported six (6) reappointments to Virtual Radiology all with Consulting privileges is that of Dr. Liat Kaplan, Dr. Shelly Jain, Dr. Michael Nissenbaum, Dr. Julie Shaffrey, Dr. Kimberly Sloan Miller, and

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Dr. Peter Reuss. She reported a removal of Dr. Tal Delman – Consulting – Virtual Radiology. She reported with Ochsner Telemedicine additions that of Mary Catherine Braud, Nurse Practitioner and Rula Ruello, Nurse Practitioner both with Consulting privileges.

Ms. Leonard requested the Board to give final approval of the initial appointments for July and the acceptance of the credentialing from the Telemedicine groups due to a business associate agreement.

Ms. Didi Battle moved to approve the initial appointments of Eric Meaux – Advance Practice Professional – Nurse Practitioner, Cody Walker – Advance Practice Professional – Certified Nurse Anesthesia and Don Falgout – Advance Practice Professional – Certified Nurse Practitioner with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

Ms. Leonard reported in July the Medical Executive Committee recommended to the full Medical Staff that the Hospital do a Bylaws change in relation to the Advance Practice Practitioners. She stated in the past the Advance Practitioners were credentialed through the Hospital; they didn't do hospital work. Currently, the Hospital has Nurse Practitioner that's actively involved with patients care. She reported in the Medical Staff Bylaws / Rules and Regulations the Hospital needs to better define the role of a Nurse Practitioner. She explained in the Medical Staff Bylaws with a unanimously vote from Medical Executive Committee to remove the verbiage saying *direct supervision*. She stated the verbiage will read *patient care and periodically reviews and signs the records of all patients cared for by the Nurse Practitioner, Clinical Nurse Specialist and/or Physician Assistant*. She also stated, added to the privileges *was to admit or treat by Nurse Practitioner*. Ms. Leonard requested that the Board committee approve the revisions in the Advance Practice Professional Medical Staff Bylaws.

Ms. Didi Battle moved to approve the revisions in the Advance Practice Professional Medical Staff Bylaws with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

Ms. Leonard reported the August credentialing as follow:

Initial Appointments:

- Latonya Isaac – Advance Practice Professional – Nurse Practitioner
- Gillian Redlich, MD – Consulting – Pathologist
- Joseph Sejud, MD – Consulting – Emergency Medicine

Reappointments:

- Louis McCormick, MD – Affiliate – Family Practice
- Sai Chennamsetty, MD – Active – Internal Medicine
- Brent Allain, MD – Affiliate – Family Practice
- Jesus Chua, MD – Affiliate – Family Practice

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- Richard Arceneaux, MD – Courtesy - Ophthalmology

Ms. Leonard reported for August in Virtual Radiology reappointment that of Dr. Kimberly Burkholz – Consulting – VRad and the removal of Dr. Zhen Wu - Consulting – VRad.

Ms. Leonard requested the Board to give final approval of the initial and the reappointments for August and the acceptance of the credentialing from the Telemedicine groups due to a business associate agreement.

Ms. Didi Battle moved to approve the initial appointments of Latonya Isaac, NP – Advance Practice Professional, Dr. Gillian Redlich – Pathologist – Consulting and Dr. Joseph Sejud – Emergency Medicine – Consulting and for reappointment of Dr. Louis McCormick – Affiliate – Family Practice, Dr. Sai Chennamsetty – Active – Internal Medicine, Dr. Brent Allain – Affiliate – Family Practice, Dr. Jesus Chua – Affiliate – Family Practice and Dr. Richard Arceneaux – Courtesy - Ophthalmology with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

VI. FINANCE REPORT

A. Finance

1. June 2018
2. July 2018

Mr. Ron Bailey presented the finance report for the month of June and July 2018.

B. Ratification of minutes and all actions taken at the Finance Committee Meeting August 30, 2018.

Ms. Didi Battle moved to approve the Finance report and ratifications of minutes and all actions taken at the Finance Meeting held on August 30, 2018 with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

VII. QUALITY COMMITTEE REPORT

A. Ratification of minutes and all actions taken at the Quality Committee Meeting – August 24, 2018.

Ms. Didi Battle made a motion to approve ratification of minutes and all actions taken at the Quality Committee meeting on August 24, 2018 with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

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VIII. MANAGEMENT REPORT

A. Nursing Report – Ms. Michelle Skillings, CNO

Ms. Skillings reported she thanked the providers for increased admissions; increased conversion rate. She stated staffing challenges with increase census has presented itself due to past history of flexing with low census and PRN staff not picking up time; due to going to other jobs. She reported the status of hired nurses for emergency department and med/surg. She also reported having nursing staff meetings on HCAHPS and education provided regarding Opioids epidemic; education included how the nurses can address the risk of addiction. She gave a brief overview of topics discussed at the QHR conference and at the Louisiana Rural Hospital conference that she and Ms. Guidry attended. Ms. Skillings reiterated at both conferences discussion was on the innovation of thinking outside the box and the Opioid crisis. She reported on a list of year to date Community Involvement that she, Ms. Guidry and/or Mr. Bailey attended; to help the board understand how much the hospital is engaged/involved with the community. She stated the Hospital will be hosting a Skills Fair in October 2018; this is something the staff has asked for. She noted outside entities are welcome to attend.

B. Administrative Report – Ms. Stephanie Guidry, CEO

Ms. Guidry reported each Board member should have received a Board Member updated reference guide; this was received from QHR Board of Trustees conference. She reported that the Hospital done an Employee Satisfaction Survey through Compliance Partners; once the outcomes are in Ms. Guidry will report to the Board. Ms. Guidry stated she attended the QHR conference and Rural Hospital Conference which was specifically, related to Critical Access Hospitals and Rural Hospitals. She reported briefly on a couple of interesting topics discussed at both conferences which include hospital innovations, not just technology innovation but innovations in new programs you can bring/plan into the hospital and disruptors' innovations. She also stated at both conferences there were discussions on Physician recruitment and retention. She mentioned the Hospital has two (2) new radio commercials; one is a message from Stephanie to the community and the other from Kevin Romero (which will cover West St. Mary Friday night football games).

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

Mr. Bailey began the presentation of the clinic report for June and July beginning with clinic accounts receivable. He stated the physicians' clinics revenue was over budget for the months. Ms. Vaccarella then discussed clinic visit activity for June and July 2018. She noted overall clinic visits were up for both months and for the prior year. Mr. Bailey presented the consolidated clinic cost center report noting that the clinics posted a consolidated loss for June and July 2018. Mr. Bailey also discussed the Hospital activity generated by the clinic physicians.

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D. QHR Management Report – Mr. Jodi Pigg, QHR VP

Mr. Jodi Pigg reported on a monthly recurring document that allows the Board to have a stenosis of varies times, ways and people that QHR support the hospital. He reported on two (2) points to note. First point is effective January 1, 2019 all hospitals in the United States by law, will have to publish their prices of services through the internet or any media form; updated once a year or especially if there is a price change. He stated the second point is that he is working with Michelle, Stephanie and Ron to develop a department managers training program to be conducted later this fall.

IX. EXECUTIVE SESSION

A. Strategic Planning

X. ADJOURN

With no further business to discuss, Ms. Didi Battle moved with Mr. Robert Judice, Jr. seconding the motion to adjourn at 7:10 p.m. The motion carried unanimously.

Eugene Foulcard - Chairman

Stephanie A. Guidry, CEO