

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

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., January 31, 2019.

MEMBERS PRESENT

Eugene Foulcard, Chairman
Clegg Caffery, Jr.
Didi Battle
Allen Randle, Sr.
Dr. Roland Degeyter
Robert Judice, Jr

ALSO PRESENT

Stephanie Guidry, CEO
Dr. Sharad Gunda, Chief of Staff
Ben Gaines, Legal Counsel
Russell Cremaldi, Legal Counsel
Don Smithburg, QHR VP
Ron Bailey, CFO
Tina Petry, Compliance Officer
Collette Vaccarella, Director of Financial Services
Kevin Romero, Marketing Director
Tina Petry, Compliance Officer
Sharon Procell, Exec. Admin.

ABSENT

Robert Allain, II

I. CALL TO ORDER

With a quorum present, the meeting was called to order by the Chairman, Mr. Eugene Foulcard at 6:02 p.m.

II. PUBLIC COMMENT

NONE

Mr. Eugene Foulcard made a motion to expand the agenda under new business to add item C to Discuss and Approve Millage Campaign Expenditures.

Mr. Robert Judice moved to approve to expand the agenda to add item C to Discuss and Approve Millage Campaign Expenditures with Mr. Allen Randle seconding the motion. The motion carried unanimously.

III. OLD BUSINESS

A. Approval of Minutes – November 29, 2018

It was noted that on page one (1) and page two (2) of the minutes there were few minor corrections made. The revised copy was presented and reviewed.

Ms. Didi Battle moved to approve the minutes of the Board of Commissioners meeting held November 29, 2018 with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

IV. MEDICAL STAFF REPORT

A. Credentials & Medical Executive Reports – January 2019

Dr. Sharad Gunda reported the January Credentials and Medical Executive Committee Reports. He 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:

Re-Appointments:

- Dr. John McCain – Consulting – Emergency Medicine
- Dr. Mayra Bustillo – Active - Pediatrics

Resignations:

- Dr. Arthur Toups – Consulting – Emergency Medicine
- Dr. Richard Owings – Active – Pathology

Dr. Gunda reported MEC accepted Virtual Radiology request for re-appointments that of Dr. Maurice Yoskin, Dr. Eamonn Quinn, Dr. Elaine Khatod, Dr. Joshua Blunck and accepting request to add Dr. Michael Parker. He also reported MEC accepted from Ochsner Telemedicine Schedule 1 requests to add Dr. Brady Bradshaw, Dr. Tuvia Breuer, Dr. Collin Carlos, Dr. Enrique Diaz, Dr. Uzma Faheem, Dr. Sarah Iannucci, Dr. Brian Kirkpatrick, Dr. Martha Millan Sanchez, Dr. Michael Newberry, Dr. Alberto Penalver, Dr. Michael Sanfilipo, Dr. Diana Santiago, Dr. Matthew Way and Dr. Adrienne Yourek – all Consulting – all Psychiatrist.

Dr. Gunda also reported at Medical Executive Committee discussed the business from Patient Safety/Infection Control, Medicine, Peer Review and Utilization Management.

Dr. Gunda requested for the Board to give final approval of the re-appointments and the acceptance of the credentialing from Virtual Radiology and Ochsner Telemedicine due to a business associate agreement.

Ms. Didi Battle made the motion to approve the re-appointments of Dr. John McCain – Consulting – Emergency Medicine and Dr. Mayra Bustillo – Active – Pediatrics and accepted the resignations of Dr. Arthur Toups – Consulting – Emergency and Dr. Richard Owings – Active – Radiology. Also, accepted the reappointments of Dr. Maurice Yoskin, Dr. Eamonn Quinn and Dr. Joshua Blunck and accepting to add Dr. Michael Parker all with Virtual Radiology and accepted the Schedule 1 requests to add Dr. Brady Bradshaw, Dr. Tuvia Breuer, Dr. Collin Carlos, Dr. Enrique Diaz, Dr. Uzma Faheem, Dr. Sarah Iannucci, Dr. Brian Kirkpatrick, Dr. Martha Millan Sanchez, Dr. Michael Newberry, Dr.

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

Alberto Penalver, Dr. Michael Sanfilippo, Dr. Diana Santiago, Dr. Matthew Way, and Dr. Adrienne Yourek - all consulting – all Psychiatrist with Mr. Allen Randle, Sr. seconding the motion. The motion carried unanimously.

V. NEW BUSINESS

A. Discuss and Approve Capital Requests

1. Olympus Endoscopy Equipment with Scopes

Mr. Ron Bailey presented the request to purchase new Olympus EVIS EXERA III HD endoscopy equipment which includes a video, light source and scopes. Ms. Guidry stated this purchase will replace old obsolete equipment. Mr. Bailey reported the purchase price is \$192,397.36 which is in the approved FY 2019 capital budget at \$238,020.00. Mr. Bailey requested that the Board approve the request for the new Olympus Endoscopy Equipment with Scopes.

Dr. Roland Degeyter made the motion to approve the Olympus Endoscopy Equipment with Scopes with Ms. Didi Battle seconding the motion. The motion carried unanimously.

2. Olympus Endoscope Reprocessor

Mr. Bailey presented the request to purchase a new Olympus Endoscope Reprocessor. Ms. Guidry stated the new equipment provides the capability to clean two scopes at one time which will help keep up with increasing demand and speed up room turnover. Mr. Bailey reported the purchase is \$28,763.70 which was included in the FY 2019 approved capital budget at \$41,230.00. Mr. Bailey requested that the Board approve the request for the new Olympus Endoscope Reprocessor.

Dr. Roland Degeyter made the motion to approve the Olympus Endoscope Reprocessor with Ms. Didi Battle seconding the motion. The motion carried unanimously.

3. Access Control – Medicine rooms and Lab

Ms. Guidry discussed a request to upgrade door access on the three (3) medicine rooms and Lab. She stated that current numeric pad security does not provide the ability to identify who enters the rooms. She stated that the proposal access control badge reader can identify who entered the room. Mr. Bailey reported this item, with an estimate cost of \$8,000, was not budgeted. Ms. Guidry requested that the Board approve the request for the Access Control.

Mr. Clegg Caffery made the motion to approve the Access Control for the Medicine rooms and Lab with Ms. Didi Battle seconding the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

B. Discuss and Approve

1. Vitalant Hospital Blood Services Agreement

Ms. Guidry presented the Vitalant Hospital Blood Services Agreement. She reported that Vitalant Blood Services shall be the Hospital's primary supply source for blood and blood components. She stated Vitalant will deliver to the Hospital and maintain Hospital's stock levels for blood and blood components sufficient to meet the routine and potential needs of the Hospital. She requested that the Board approve the Vitalant Hospital Blood Service Agreement.

Ms. Didi Battle moved to approve the Vitalant Hospital Blood Services Agreement with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

2. Studer Group Software Services and Resources

Ms. Guidry reported on the Studer Group Software Services and Resources which is a patient call manager. She explained the software program is designed to ease care transitions through both the pre-visit call and post-visit call process. Ms. Skillings noted with Studer it focuses on the patient experience which can help improve the Hospital's overall HCAHPS scores. Mr. Bailey stated the Hospital had this contract and it lapse in mid-2018, so this is simply to put this back in operation. Ms. Guidry reported this will be a three (3) year contract for a total of \$43,848.00. She requested that the Board approve the Studer Group Software Services and Resources.

Ms. Didi Battle moved to approve the Studer Group Software Services and Resources with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

3. FTE addition – Revenue Integrity Cycle

Ms. Guidry discussed the request to add a Charge Data Master (“charge master”) Coordinator/Auditor. She noted that the Hospital did not budget for this FTE. Ms. Guidry stated that the Hospital is becoming busier and that, as the Hospital adds physicians and services, the Hospital needs to focus on keeping the charge master current as well as maintaining compliance with charges and billing. She explained that the position will be responsible for charge data master review and audit. She noted that the position will report to Ms. Tina Petry, Compliance Director. Mr. Bailey noted that one of the issues that QHR highlighted is that small hospitals do not have this position so keeping the charge master up to date and compliant can become a problem especially since the CMS mandated that hospitals publish the charge master on-line effective January 1, 2019. Ms. Guidry stated that the position will be full time with a salary around \$50,000.00. Ms. Guidry requested that the Board approve the FTE addition.

Ms. Didi Battle moved to approve the FTE addition – Revenue Integrity Cycle with Mr. Allen Randle, Sr. seconding the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

4. Omnicell Equipment Lease

Mr. Bailey discussed the request for the Omnicell equipment lease which is a five (5) year operating lease for pharmacy dispensing equipment. He stated the current equipment's software is an old version of Windows that is no longer supported which causes a security issue. He reported this operating lease agreement is for three (3) XT anesthesia workstations with Bio ID, three (3) XT MED 1-Cell cabinets, one (1) XT MED 2-Cell cabinet, one (1) XT MED 3-Cell cabinet, two (2) Controlled Substance dispensers, CSM software and workstation and one (1) OC base server, including all other accessories and attachments. Ms. Guidry noted that the new equipment lease adds two (2) new units for Anesthesia which will make their processes safer and more efficient. Mr. Bailey explained the lease is with Leasing Associates of Barrington, Inc. ("LAB") through which the Hospital currently leases two (2) pieces of Lab equipment. He stated to purchase the equipment would cost \$538,936 versus an operating lease of \$10,295.00 per month for 60 months; this brings the total lease cost to \$617,700. He noted that the lease cost was budgeted for fiscal year 2019 with an expected date of March 2019. Mr. Bailey requested that the Board approve the five (5) year lease at \$10,295.00 per month for 60 months.

Ms. Didi Battle moved to approve the Omnicell Equipment Lease with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

C. Discuss and Approve – Millage Campaign Expenditures

Ms. Guidry reported the Hospital currently has a contract with Brentwood Communications and they have agreed to work up a plan with Franklin Foundation Hospital on promoting the Millage Campaign election that is coming up on March 30th. She stated Brentwood Communications will help with the campaign with a reasonable amount but not to exceed \$50,000. Mr. Bailey explained the fact sheet which was provided by a company called TCI. He stated Brentwood Communications will provide the same information to the hospital service district that the Millage is coming up and to go out and vote. He noted some of the things that Brentwood Communications will do to promote millage are mailers, radio, newspaper, maybe some social media and etc. She reported the Hospital has a short window to get this information out to the community. She requested that the Board approve Brentwood Communications promoting the Millage Campaign and not to exceed \$50,000.

Ms. Didi Battle moved to approve Brentwood Communication for the Millage Campaign and not to exceed \$50,000.00 with Mr. Allen Randle seconding the motion. The motion carried unanimously.

VI. FINANCE COMMITTEE REPORT

A. Finance – November 2018

B. Finance – December 2018

**C. Ratification of minutes and all actions taken at the Finance Committee Meeting
– January 31, 2019**

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

Mr. Allen Randle, Sr. moved to approve the Finance reports and ratifications of minutes and all actions taken at the Finance Meeting held on January 31, 2019 with Ms. Didi Battle seconding the motion. The motion carried unanimously.

VII. QUALITY COMMITTEE REPORT

A. Ratification of minutes and all actions taken at the Quality Committee Meeting – No Meeting – January 18, 2019

Ms. Didi Battle made a motion to approve ratification of minutes and all actions taken at the Quality Committee meeting on January 18, 2019 with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

VIII. MANAGEMENT REPORT

A. Administration Report – Ms. Stephanie Guidry, CEO

Ms. Guidry reported on the following:

- Had Town Hall meetings last week; meetings were well attended. Great feedback.
- The fact sheet were passed out at all of the Town Hall meetings about the Hospital Renewal of 10 Mills for 10 Years – to share with family and friends
- Have some facility improvements – replacing floor in Radiology
- In ER installed glass doors in the exam rooms for privacy
- Working on the Millage Campaign – getting a plan for direction
- Did a Culture survey with the employees- will report results back to the Board
- Attended the Chamber of Commerce Banquet
- Interviewed two (2) candidates for OR Manager
- Physical Therapy is really busy – have a fulltime PT position open
- Working on preparing for Joint Commission; expecting in Oct. or earlier
- On February 5th – scheduled a Mock Survey with QHR; to focus on areas the hospital needs to work on

B. Nursing Report – Ms. Michelle Skillings, CNO

Ms. Skillings reported on the following:

- Staffing in nursing and clinical areas is stable. Turnover is relatively low.
- Hired a Nurse Practitioner for Women’s Clinic; Dr. Coppage is excited.
- Have interviewed two (2) surgery managers/directors
- Have encouraged nurses and nursing manager to activate Rapid Response (seeing more of this occurring)
- HCAHPS – reviewed the Press Ganey report for all areas and most areas are ranging 93-94 main scores
- Glass doors being installed in ED for privacy and HIPPA
- Preparing for Joint Commission survey; they could come anytime
- Have been doing more environmental rounds due to increased focus on infection control and housekeeping

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

- One of the CMS requirements is a Program review which includes a review of all departments of the hospital, making sure policies are updated.
- Utilization review is done and open and closed records are audited. Douglas has helped in pulling together stats for the report.
- Have done an overhaul to the activities program for our swing bed patients to include real group activities, after hour activities and something for the weekends.
- Franklin Foundation Hospital sponsored two (2) CNA's (Rachelle Franklin and Michelle Lucas) to obtain their certification for Activities Director from LNHA.
- Continue to monitor the conversion rate from ED to inpatient. Collecting data.
- Kevin Romero and myself started the Leadership St. Mary's
- All the mattresses have arrived for the Med/Surg beds, six (6) new beds Total Lift is here, eighteen (18) over the bed tables and three (3) new Med Carts
- Ms. Lori Leonard is attending training for infection control to get a certification as an infection control practitioner.
- Town Hall meetings were January 21 and 23; meetings were well attended.

**C. Clinic Report – Mr. Collette Vaccarella, Co-Director of Clinics
November 2018**

Mr. Bailey began the presentation of the clinic report for November beginning with clinic accounts receivable. Ms. Collette Vaccarella then discussed clinic visit activity for the month of November 2018 as compared to November 2017. She noted that November 2018 clinic visits were up over the prior year 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.

December 2018

Mr. Bailey moved the presentation of the clinic report for December beginning with clinic accounts receivable. Ms. Collette Vaccarella then discussed clinic visit activity for the month of December 2018 compared to December 2017. She noted that December 2018 clinic visits were up over the prior year month. She noted the clinic operations experienced a delay in generating billing in November and December due to the coder for clinic operations was out on medical leave. Mr. Bailey presented the consolidated clinic cost center report noting that the clinic posted a consolidated loss for the month. Mr. Bailey also discussed the Hospital activity generated by the clinic physicians.

**BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 31, 2019**

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

Mr. Don Smithburg announced that long term President Mr. Bob Vento, a veteran with Quorum, has stepped down. He stated that Mr. Bob will continue to be active with Quorum. He reported Mr. Dwayne Gunter will join as Division President of Quorum Health Resources. He also stated what the Board will find in the next few months is a more enhanced efforts around Quorum consulting support especially in management care, compliance support, strategy development and establish a new practice around IT support.

IX. EXECUTIVE SESSION

Ms. Didi Battle made a motion to go into executive session at 6:55 pm with Mr. Robert Judice, Jr. seconding. The motion carried unanimously.

A. Strategic Planning

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

X. ACTION(S) TAKEN

Mr. Clegg Caffery made a motion to approve that the Board entered into an agreement with QHR to access the viability of a development project for \$30,000 with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

XI. ADJOURN

With no further business to discuss, Ms. Didi Battle moved with Mr. Robert Judice, Jr. seconding the motion to adjourn at 7:40 p.m. The motion carried unanimously.

Eugene Foulcard - Chairman

Stephanie A. Guidry, CEO