

**BOARD OF COMMISSIONERS
MEETING MINUTES
MAY 30, 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., May 30, 2019.

MEMBERS PRESENT

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

MEMBERS ABSENT

Robert Allain, II

GUESTS:

Chris Carnahan w/The Carnahan Group

ALSO PRESENT

Stephanie Guidry, CEO
Lanzi Meyers, Legal Counsel
Russell Cremaldi, Legal Counsel
Ron Bailey, CFO
Michelle Skillings, CNO
Jodi Pigg, QHR VP
Tina Petry, Compliance
Kevin Romero, Business Development/
Marketing
Sharon Procell, Exec. Assist.

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. EXECUTIVE SESSION

Ms. Didi Battle made a motion to go into Executive Session at 6:02 pm with Mr. Clegg Caffery, 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 Ms. Allen Randle, Sr. to exit Executive Session at 6:30 pm. The motion carried unanimously.

IV. ACTION(S) TAKEN

NONE

V. OLD BUSINESS

A. Approval of Minutes – April 25, 2019

Ms. Didi Battle moved to approve the minutes of the Board of Commissioners meeting held April 25, 2019 with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

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VI. MEDICAL STAFF REPORT

NO REPORT

VII. NEW BUSINESS

NONE

VIII. FINANCE COMMITTEE REPORT

A. Approval of Finance Minutes – April 25, 2019

There was no Finance Committee meeting for May 2019; as such the April minutes were approved at the May Board meeting. Mr. Clegg Caffery moved to approve the minutes of the Finance meeting held April 25, 2019 with Mr. Allen Randle, Sr. seconding the motion. The motion carried unanimously.

B. Financial Report – April 2019

Mr. Bailey presented the Financial Report for April 2019, the seventh month of FY 2019. He began with a discussion of the operating indicators and financial class percentages. Mr. Bailey then discussed the Statement of Revenues and Expenses where he noted that the Hospital recorded revenue in excess of expense of \$247,340 for the month compared to the budgeted revenues in excess of expense of \$124,147.

Mr. Bailey discussed total deductions from revenue noting that they were under budget for the month. He stated Medicare and Medicaid Adjustments were under budget for the month. He noted included in Medicaid and Medicare Adjustments is a reduction of (\$165,299) which represents the current month of the FY 2019 net Physician Rate Enhancement Funds (“PREP”) UPL program.

Mr. Bailey discussed the balance sheet noting that operating cash at the end of April was an increase from the prior month and that April’s operating cash balance included \$473,064 of rural UPL (formerly “DSH”) grant funds. Also, the Hospital received \$10,633 of net CY 2018 millage receipts and \$24,645 of state revenue sharing funds. He reported other receivables increased by \$418,619 in the current month primarily due to accrual of the current month’s budgeted UPL and Full Medicaid Capacity grant revenues.

He reported that the Hospital had 145.2 days cash on hand at the end of the current month (QHR trending 3-month average) compared to 145.6 days in the prior month.

He briefly discussed on the QHR trend and the Investment Income Summary report. Mr. Bailey requested the Board approve the Financial Report for April 2019.

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Ms. Didi Battle moved to approve the Finance report with Mr. Clegg Caffery seconding the motion. The motion carried unanimously

C. Discuss Components of Restricted Funds and Long Term Debt

Mr. Bailey stated this information was a specific request from Senator Allain; as the Senator could not attend the meeting, Mr. Bailey noted that he would defer this item and present it at the next meeting.

IX. QUALITY COMMITTEE REPORT

A. Ratification of minutes and all actions taken at the Quality Committee Meeting – May 28, 2019 – Dr. Roland Degeyter

Ms. Didi Battle moved to approve the Quality Report and all actions taken at the meeting held on May 28, 2019 with Mr. Allen Randle, Sr. seconding the motion. The motion carried unanimously.

B. Organizational Quality Data – Michelle Skillings, CNO

Ms. Michelle Skillings reported the focus is on Infection Control Quality. The Hospital has started a hand hygiene audit which is going very well and the other area of focus is in Surgery; surgery have shared everything is in place, such as thorough cleaning. One thing in Quality that needs to be circulated is to close the loop; sharing the data and what the data means.

X. MANAGEMENT REPORT

A. Administration Report – Ms. Stephanie Guidry, CEO

Ms. Guidry reported on the following:

- We are at the beginning of FY 2020 budget preparation for the operating and capital budgets; all managers have their templates.
- Continuing to work on inventory reduction; days in inventory and on hand
- Daniel Landry, Director of Plant Operations, has been attending disaster meetings/drills; involved with the current floods and future hurricanes, he will stay up on the current conditions as they develop.
- Attended the LHA Rural Health Coalition conference in Baton Rouge with Michelle and Ron. She noted at the meeting the advocates spoke on how many rural hospitals are closing a cross the nation and they stated there were no rural hospitals closings in Louisiana.
- She noted that HB 37 is being discussed in the current legislative session; HB 37 would prevent opening a free standing Emergency Room in an area where a rural hospital is located.
- Currently looking at employees benefits; met with Blue Cross/Blue Shield – they are very interested in covering our employees
- Dr. Buechter has agreed to do surgical consults on weekends.

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- Have a second year medical student – student will be shadowing Dr. Baesler and Dr. Buechter

B. Nursing Report – Ms. Michelle Skillings, CNO

Ms. Skillings reported on the following:

- Work continues to prepare for TJC survey, following through to ensure work is in progress on those items highlighted in the mock survey; most corrections are done. Ms. Tina Petry doing a good job with this.
- With increased census there have been some staffing concerns - staff shortages
- Working to set up new hand hygiene surveillance and C-diff protocol
- Nursing students from SLCC have started
- Have hired a fulltime Physical Therapist – Chris Primeaux
- Surgery Director, Ms. Jeanette Dempsey will be coming mid-June
- In respective departments, managers have posted the National Safety Goals, HCAHPS and PI projects

C. Clinic Report – Mr. Kevin Romero, Co-Director of Clinics

Mr. Ron Bailey began the presentation of the clinic report for the month starting with clinic accounts receivable. He discussed the increase in clinic accounts receivable and noted that cash collections were improving. Mr. Kevin Romero then discussed clinic visit activity for the month of April 2019 as compared to April 2018. He noted that April 2019 clinic visits were down just a bit 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.

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

Mr. Jodi Pigg reported that this is the time of the year QHR gets a little busy with projects. He reported that QHR is going to work and support of The Joint Commission survey. He stated that work will begin on completing a Community Health Needs Assessment; that work will start with a scoping call, scheduled for tomorrow. Other projects are the QHR financial operation review as well as a contractual adjustment and bad debt review, both of which will done in the next couple of months. In addition, QHR will also track budget progress.

XI. ADJOURN

With no further business to discuss, Ms. Didi Battle moved with Mr. Clegg Caffery seconding the motion to adjourn at 7:04 p.m. The motion carried unanimously.

Eugene Foulcard - Chairman

Stephanie A. Guidry, CEO