

**BOARD OF COMMISSIONERS
MEETING MINUTES
AUGUST 29, 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., August 29, 2019.

MEMBERS PRESENT

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

ALSO PRESENT

Stephanie Guidry, CEO
Ron Bailey, CFO
Lanzi Meyers, Legal Counsel
Russell Cremaldi, Legal Counsel
Jody Pigg, QHR VP, Finance Practice
Michelle Skillings, CNO
Dr. Sharad Gunda, Chief of Staff
Kevin Romero, Director of Marketing/Business
Dev./Co-Director of Physician Services
Collette Vaccarella, Director of Business
Office & Co-Director of Physician Services
Sharon Procell, Executive Assistant

MEMBERS ABSENT

None

GUEST

Sam Brown, QHR VP
Chip Holmes, QHR VP

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

Mr. Eugene Foulcard welcomed Mr. Chip Holmes and Mr. Sam Brown, both with Quorum Health Resources.

III. OLD BUSINESS

A. Approval of Minutes – July 25, 2019

Mr. Clegg Caffery, Jr. moved to approve the minutes of the Board of Commissioners meeting held July 25, 2019 with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.

IV. MEDICAL STAFF REPORT

A. Credentials & Medical Executive Reports – August 2019

Dr. Sharad Gunda reported on the following:

1. Policy & Procedures and Protocols approved by MEC and needs Board approval:
 - a. Suicide Risk Screening and Prevention
 - b. Telemetry Monitoring
 - c. Organ Donation
 - d. Restraints and Seclusion

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- e. ICU Admission Criteria
- f. C-diff Protocol (initial & recurrent)
- g. UTI Protocol
- h. Sepsis Protocol
- i. AMS Timeout Protocol
- j. Opioid Management Policy

Dr. Roland Degeyter moved to approve the Policy & Procedures and Protocols for Suicide Risk Screening and Prevention, Telemetry Monitoring, Organ Donation, Restraints and Seclusion, ICU Admission Criteria, C-diff Protocol, UTI protocol, Sepsis Protocol, AMS Timeout Protocol, and Opioid Management Policy with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

- 2. Dr. Gunda included the recommendations of the Medical Executive Committee to the Governing Board related to Credentialing and Privileging as follows:
 - a. Reappointments
 - i. Gilbert Pellerin, MD – Courtesy – OB/GYN Medicine
 - ii. Justin Arnold, CRNA – Advance Practice Professional
 - b. MEC accepted Virtual Radiology credentials to appoint
 - i. Alan Pratt, MD – Consulting - VRad
 - c. MEC accepted Virtual Radiology credentials to reappoint
 - i. Vibhu Kapoor, MD – Consulting- VRad
 - ii. Neil Staib, MD – Consulting – VRad
 - iii. Adam Hecht, MD – Consulting - VRad
 - d. MEC accepted Virtual Radiology credentials to remove
 - i. Shelly Jain, MD – Consulting – VRad

Ms. Didi Battle moved to approve the reappointments of Dr. Gilbert Pellerin – Courtesy – OB/GYN, Justin Arnold, CRNA – Advance Practice Professional and accepted the Virtual Radiology Telemedicine recommendations with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

V. NEW BUSINESS

A. Discuss and Approve

1. Hill-Rom Golvo Model 9000 Mobile Lift

Mr. Ron Bailey discussed the request is to purchase a Hill-Rom Golvo Model 9000 LowBase lift for patient transfers from vehicles arriving at the Emergency Room. He explained that this lift is needed for both patient and staff safety. Mr. Bailey stated this purchase was included in the approved FY 2019 capital budget at \$8,217. He also noted the Hospital may be able to offset part of the cost of the asset by applying for an LHA Trust Funds Workplace Safety Grant. Mr. Bailey requested that the Board approve the Hill-Rom Golvo Model 9000 Mobile Lift.

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2. GE Corometrics Fetal Monitor for ER

Mr. Ron Bailey discussed the request to purchase a Corometrics 259cx Series Fetal Monitor for use in the Emergency Room to replace outdated equipment. He explained this request was included in the FY 2020 capital budget at \$13,000. He noted the current unit can no longer be repaired. Mr. Bailey requested that the Board approve the GE Corometrics Fetal Monitor for ER.

3. BD Genesis Sterilization Containers

Ms. Stephanie Guidry discussed the request to purchase BD Genesis sterilization containers and perforated baskets in a variety of sizes to accommodate Franklin Foundation Hospital instruments that need to be sterilized. Mr. Bailey added this capital request was not included in the FY 2019 capital budget. Ms. Guidry requested that the Board approve the BD Genesis Sterilization Containers.

4. Barco Digital Mammography LED Monitors

Mr. Ron Bailey discussed the request to purchase one (1) pair of Barco Coronis MDCG 5221 5.0 megapixel digital mammography LED monitors for use by radiologists to read digital mammography images. Mr. Bailey stated the purchase was required as the monitors that were in use were having image issues more frequently and were not repairable. He reported this purchase was not included in the FY 2019 capital budget. Mr. Bailey explained that as the replacements were needed quickly in order to maintain the ability to read mammograms, Ms. Guidry advised the Board Chairman that the purchase was being made and that the purchase would be presented for approval. Mr. Bailey requested that the Board approve the purchase of the Barco Digital Mammography LED Monitors.

Ms. Didi Battle made a motion to approve the purchases of Hill-Rom Golvo Model 9000 Mobile Lift, GE Corometrics Fetal Monitor for ER, BD Genesis Sterilization Containers, and the Barco Digital Mammography LED Monitors with Rev. Allen Randle, Sr. seconding the motion. The motion carried unanimously.

B. Discuss and Approve

1. Teche Emergency Group, LLC – Seventh Amendment

Mr. Ron Bailey discussed the Seventh Amendment to the contract of Teche Emergency Group, LLC which is the group that provides emergency room physician staffing. He stated this amendment provides for the Hospital to pay an annual increase to \$10.00 per hour and represents 50% of a total \$20.00 per hour provider pay increase that was originally requested by the group; the group is paying the remaining 50% or \$10.00 per hour. Mr. Bailey also noted that the last rate increase by Teche was effective November 2015. He reported that the amendment was reviewed by Ms. Lanzi Meyers of the Gachassin Law Firm. Mr. Bailey requested that the Board approve the Teche Emergency Group, LLC – Seventh Amendment.

Dr. Roland Degeyter made a motion to approve the Teche Emergency Group, LLC – Seventh Amendment with Ms. Didi Battle seconding the motion. The motion carried unanimously.

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VI. FINANCE REPORT

A. Finance – July 2019

Mr. Ron Bailey presented the Financial Report for July 2019, the tenth month of Fiscal Year 2019. He began with a discussion of the operating indicators and financial class percentages noting that volumes were affected somewhat by the July 4th holiday, provider vacations and the uncertainty and effects of Hurricane Barry. Mr. Bailey then discussed the Statement of Revenues and Expenses where he noted that the Hospital recorded revenues in excess of expense of \$226,852 for the month compared to budgeted revenues in excess of expenses of \$124,147.

Mr. Bailey stated the total patient revenue for July was under budget for the month. He also noted other revenue in operating increased by \$386,642 compared to budget due to recording an additional \$370,971 of rural UPL (formerly “DSH”) as the Hospital received funds in excess of the FY 2019 budget. He noted that the same amount would be recorded in both August and September.

Mr. Bailey reported total deductions from revenue were under budget for the month. Medicare and Medicaid Adjustments were under budget for July primarily due to lower estimated Medicare contractual adjustments as computed by the QHR Medicare model. He stated that the QHR Medicare model was updated during QHR’s mid-year review of contractual adjustments and bad debt. Mr. Bailey reported that at the end of July, the Hospital estimated that (\$200,000) would be due to Medicare with the filing of the cost report; the amount is being accrued each month over the remainder of the fiscal year. He noted that the Hospital first started to record the estimate in June 2019 at which time (\$60,513) was recorded then. Mr. Bailey explained that the estimated total due will change the Hospital winds down the fiscal year; he noted that as such, the monthly accrual will be adjusted accordingly. He also advised that included in Medicaid and Medicare Adjustments is a reduction of (\$165,299) which represents the current month accrual of the FY2019 net Physician Rate Enhancement Funds (“PREP”) UPL program.

Mr. Bailey reported operating cash at the end of July increased from the prior month. He stated that July’s operating cash activity included cash transactions of \$632,509 of physician UPL (which includes the recovery of the \$437,262 IGT made in June 2019 but excludes funding from two of the five MCOs who have not yet remitted funds) and \$215,043 of rural UPL.

Mr. Bailey stated days’ cash on hand in July were 126.6 days (QHR trending 3-month average) compared to 116.2 days of cash at the end of June.

Ms. Didi Battle moved to approve the Finance report of July 2019 with Dr. Roland Degeyer seconding the motion. The motion carried unanimously

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VII. QUALITY COMMITTEE REPORT

A. Ratification of minutes and all actions taken at the Quality Committee Meeting – August 23, 2019 – Dr. Roland Degeyter

Rev. Allen Randle, Sr. moved to approve the Quality Report and all actions taken at the meeting held on August 23, 2019 with Ms. Didi Battle seconding the motion. The motion carried unanimously.

B. Organizational Quality Data – Michelle Skillings, CNO

Ms. Michelle Skillings reported one of the things the hospital is targeting is drilling down on Sepsis. She stated education will be provided to physicians. She reported starting in next month scheduled meeting a thorough quality report will be presented by Ms. Joyce Andrico, Quality Director.

VIII. MANAGEMENT REPORT

A. Administration Report – Ms. Stephanie Guidry, CEO

See attached CEO report

B. Nursing Report – Ms. Michelle Skillings, CNO

See attached CNO report

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

Ms. Collette Vaccarella began the presentation of the clinic report for the month starting with clinic accounts receivable. She discussed a decrease in clinic accounts receivable and noted that cash collections were improving. She then discussed clinic visit activity for the month of July 2019 as compared to July 2018. She noted that July 2019 clinic visits were down over the prior year month. She explained the clinics volume being down is due to July 4th holiday, physician vacations and the effects of Hurricane Barry.

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. Jody Pigg, QHR Finance Practice VP

Mr. Jody Pigg noted that he joined QHR in fall of 2011 and it's been his extreme pleasure and honor to serve Franklin Foundation Hospital. He reported he has been in health care for forty one (41) years. He stated he is entertaining retirement coming first of the year. Mr. Jody "thanked everyone in the facility". He reported that Mr. Sam Brown has been named as the Associate Vice President and will take over Jody's role to serve Franklin Foundation Hospital.

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Mr. Sam Brown, QHR

Mr. Sam Brown stated he is honored to be at Franklin Foundation Hospital. Mr. Brown stated he is looking forward to working with all the Board of Commissioners, the CEO and Hospital staff.

Mr. Chip Holmes, QHR Regional VP

Mr. Chip Holmes presented the QHR Consulting and Support Deployment Plan. He briefly discussed key areas of interest.
See attached report

IX. EXECUTIVE SESSION

A motion was made by Ms. Didi Battle to move into Executive Session at 6:30 pm with Rev. Allen Randle, Sr. seconding the motion. The motion carried unanimously.

- A. Compliance Report - deferred**
- B. 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 6:53 pm. The motion carried unanimously.

X. ACTION(S) TAKEN

- A. Compliance Report – Deferred**
- B. OB/GYN Contract**

Ms. Didi Battle made a motion to accept the OB/GYN Contract (Dr. Vicky Griffin) with Rev. Allen Randle, Sr. seconding the motion. The motion carried unanimously.

- C. Cooper Contract**

Rev. Allen Randle, Sr. made a motion to accept the Cooper Wellness Contract with Mr. Clegg Caffery, Jr. seconding the motion. The motion carried unanimously.

- D. Advisory Contract**

Mr. Robert Allain, II made a motion to send a letter that Franklin Foundation Hospital is exercising its rights to terminate the QHR Advisory Services Agreement no later than December 31, 2019 with Mr. Clegg Caffery, Jr. seconding the motion. The motion carried unanimously.

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XI. ADJOURN

With no further business to discuss, Ms. Didi Battle moved with Mr. Robert Judice, Jr. seconding the motion to adjourn at 7:55 p.m. The motion carried unanimously.

Eugene Foulcard - Chairman

Stephanie A. Guidry, CEO