

**BOARD OF COMMISSIONERS  
MEETING MINUTES  
JANUARY 30, 2020**

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 30, 2020.

**MEMBERS PRESENT**

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

**ALSO PRESENT**

Stephanie Guidry, CEO  
Ron Bailey, CFO  
Russell Cremaldi, Legal Counsel  
Michelle Skillings, CNO  
Craig Sims, CHC SVP Hospital Operations  
Don Smithburg, CHC SVP Hospital Operations  
Lanzi Meyers, Legal Counsel  
Dr. Sharad Gunda, Chief of Staff  
Tina Petry, Compliance Officer  
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

**GUEST PRESENT:**

Dr. Kristi Prejeant Rink  
Gwendolyn Landry Hidalgo

**I. CALL TO ORDER**

With a quorum present, the meeting was called to order by the Chairman, Rev. Allen Randle, Sr. at 6:01 p.m.

**II. INVOCATION**

Rev. Allen Randle, Sr. opened the meeting with a prayer.

**III. PLEDGE OF ALLEGIANCE**

Members recited the "Pledge of Allegiance".

**IV. PUBLIC COMMENT**

Ms. Gwendolyn Landry Hidalgo introduced herself as the St. Mary Parish Council At-Large for District 10 and Dr. Kristi Prejeant introduced herself as the St. Mary Parish Council At-Large District 9 and Vice Chair for the district. The Committee welcomed and thanked them for their attendance.

**V. OLD BUSINESS**

**A. Approval of Minutes – November 14, 2019**

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**Mr. Robert Allain, II moved to approve the minutes of the Board of Commissioners meeting held November 14, 2019 with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**B. Approval of Minutes – Special Meeting – December 3, 2019**

**Ms. Didi Battle moved to approve the minutes of the Board of Commissioners Special meeting held December 3, 2019 with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**VI. MEDICAL STAFF REPORT**

**A. Credentials & Medical Executive Reports – January 15, 2020**

Dr. Sharad Gunda discussed the recommendations of the Medical Executive Committee to the Governing Board related to Credentialing and Privileging as follows:

**Initial Appointment:**

- **Anita Crutchfield, NP – Advance Practice Professional – Nurse Practitioner at Women’s Clinic**
- **Vicky Griffin, DO – Courtesy – OB/GYN (Locum Tenens)**

**Reappointments:**

- **Lianter Albert, MD – Courtesy – Internal Medicine**
- **Mary Lou Guillot, CRNA – Advance Practice Professional**

Dr. Gunda reported that MEC accepted Virtual Radiology Telemedicine request to Reappoint:

- **Reem Awward, MD – Consulting – Virtual Radiology**

**Add:**

- **John Chang, MD – Consulting – Virtual Radiology**
- **Mary Phillips, MD – Consulting – Virtual Radiology**

Dr. Gunda reported that the MEC accepted Ochsner Telemedicine to

**Add:**

- **Valecia Vaughn, NP – Advance Practice Professional - Psychiatry**
- **Hassan Bokhari, MD – Consulting- Psychiatry**
- **Peet Bradley, MD – Consulting – Psychiatry**
- **Maeghan Davis, MD – Consulting – Consulting – Psychiatry**

**Mr. Clegg Caffery, Jr. moved to approve the Initial appointment of Anita Crutchfield, NP – Advance Practice Professional – Nurse Practitioner at Women’s Clinic and Dr. Vicky Griffin – Courtesy – OB/GYN and the Reappointments of Dr. Lianter Albert – Courtesy – Internal Medicine and Mary Lou Guillot, CRNA – Advance Practice Professional. Also, accepted Virtual Radiology Telemedicine requests to reappointment of Dr. Reem Awward – Consulting and accept to add Dr. John Chang and Dr. Mary Phillips – Consulting’s – Virtual Radiology. Also, accept the request from Ochsner Telemedicine to add Valecia Vaughn, NP – Advance**

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**Practice Professional, Dr. Hassan Bokhari, Dr. Peet Bradley and Dr. Maeghan Davis – Consulting’s – Psychiatrist with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.**

Dr. Gunda stated other business reported, MEC accepted the resignation of Ms. Kelsey Morris, NP. Also, Dr. Richard Arceneaux – Ophthalmology requested for additional privileges to add Istent and Xen Gel Stents to his delineation of privileges. Dr. Gunda requested that the Board approve additional privileges.

**Mr. Clegg Caffery made motion to approve Dr. Richard Arceneaux – Ophthalmology additional privileges to add Istent and Xen Gel Stents to his delineation privileges with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.**

Dr. Sharad Gunda stated that the Environmental of Care and Emergency Management Committees met for reporting of the 3<sup>rd</sup> quarter 2019 on December 10, 2019. Some highlights included the following:

- Medical Equipment – ten vents purchased with Emergency Preparedness Grant funds are due for major overhaul; these vents have never been used for patient care. Respiratory Services is reviewing the need for this quantity of vents designated only for emergencies
- All required maintenance activities and regulatory compliance inspections were performed as required
- The employee injury and employee illness reports were presented. There were no notable trends or deficiencies
- All product recalls were responded to with one open recall at the end of the quarter. The open recall was pending receipts of parts for corrective action. This has now been corrected.
- FFH participated in the LDH Region 3 Emergency Preparedness meeting
- The committee received information on Hurricane Barry and reviewed for Disaster Critique of the event. There were no recommendations for modifications to the plan.
- There was a major cyber security alert from the state issued on July 24, 2019. This was the beginning of several such alerts. Mr. Ross Leleux, Director of Information Systems was forwarded each alert. Due to previously installed safety measures Franklin Foundation Hospital facilities were not affected.

**VII. NEW BUSINESS**

**A. Discuss and Approve**

**1. 2020 Board Calendar**

Ms. Stephanie Guidry presented the 2020 Board Calendar and requested that the Board approve the 2020 Board Calendar.

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**Mr. Eugene Foulcard made motion to approve the 2020 Board Calendar with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.**

**2. Finance Meeting Combined w/Board Meeting**

Mr. Ron Bailey reported after a brief discussion in the Finance meeting, the Committee decided to combine the Finance and Board meeting; this would allow all members to get a full reporting of the Financials. Mr. Bailey requested that the Board approve having the Finance meeting combined with the Board meeting.

**Ms. Didi Battle made motion to approve the Finance Meeting be combined with the Board meeting with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**3. Special Board Meeting – February 20, 2020**

Ms. Stephanie Guidry reported this is to discuss the ProForma that the Hospital has been working on and just the presentation, probably will take an hour and half (1 1/2), she suggested a Special Board Meeting be held on February 20, 2020 at 5:00 p.m. After a brief discussion, the Board of Commissioners agreed to have a Special Board Meeting on February 20, 2020.

**4. Community Health Needs Assessment**

Mr. Kevin Romero presented the Community Health Needs Assessment. He stated the Hospital is required to do an assessment every three years. Mr. Romero gave an overview on areas of interest. He noted once the Assessment is finalized, this will be available on Franklin Foundation Hospital website. Mr. Romero requested that the Board accept the Community Health Needs Assessment. (see attached presentation)

**Dr. Roland Degeyter made motion to accept the Community Health Needs Assessment with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.**

**B. Discuss and Approve Capital Requests**

**1. Norland EXCELL Refurbished Bone Density Components**

Mr. Ron Bailey reported on the Norland EXCELL refurbished bone density Components. He stated this request was to replace table, x-ray tube and computer with software on bone density unit. This purchase was made in December 2019 and the purchase price \$15,000, the Hospital needed to put the unit back into service. He reported as there was no Board meeting in December, the request is being submitted for the January 30, 2020 meeting. Mr. Bailey requested that the Board approve the Norland EXCELL Refurbished Bone Density Components.

**Mr. Robert Allain, II made motion to approve the Norland EXCELL Refurbished Bone Density Components with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

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**2. Konica Ultra Primary U-Arm System**

Ms. Stephanie Guidry reported on the Konica Ultra Primary U-Arm System. She stated the request is for the use in the clinic at 1105 Northwest Boulevard. She also stated this equipment was not included in the FY 2020 capital budget as a provider contract was not in place. She reported the cost of the equipment will be paid from the restricted Full Medicaid Capacity Grant funds and the purchase price is \$97,675. Ms. Guidry requested that the Board approve the Konica Ultra Primary U-Arm System.

**Mr. Robert Allain, II made motion to approve the Konica Ultra Primary U-Arm System with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**3. Board Room Presentation Equipment and Controls**

Mr. Ron Bailey reported this request is to purchase and install a new Samsung 85" commercial-grade monitor, new audio-visual controls and new speakers to replace the current audio-video (AV) system in the Board room. He stated the current projector no longer works and is not repairable. The current AV controls are old technology. He reported the cost a new projector system with controls is greater than the cost to purchase and install the 85" monitor and new AV controls. He also stated, the new AV controls will allow vendors and others to use their laptop computers and other equipment. He added the cost was not included in the FY 2020 capital budget. Mr. Bailey reported the purchase and installation price is \$11,695. He requested that the Board approve the Board Room Presentation Equipment and Controls.

**Mr. Robert Allain, II made motion to approve the Board Room Presentation Equipment and Controls with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**4. Replace Chill Water Coil in Air RTU 8 for the Emergency Dept.**

Mr. Ron Bailey explained the request is to replace the chill water coil on RTU #8 that services the Emergency Department. He stated the purchase and installation price is \$10,225 and it's not included in the FY 2020 Capital budget. Mr. Bailey requested that the Board approve to replace chill water coil in air RTU #8 for the emergency department.

**Mr. Robert Allain, II made motion to approve to replace chill water coil in air RTU #8 for the emergency department with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**5. Stryker Laparoscopes**

Ms. Stephanie Guidry reported this request is to purchase two (2) new Stryker AIM HD autoclave laparoscopes. She stated currently, the Hospital does not have enough scopes to be able to perform two cases at the same time. She reported the total purchase price is \$10,560 and this is not included in the FY 2020 capital budget. Ms. Guidry requested that the Board approve the Stryker Laparoscopes.

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**Mr. Robert Allain, II made motion to approve the Stryker Laparoscopes with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**6. Build Out of Suite C at 200 Medical Drive**

Mr. Ron Bailey reported this request is to approve moving forward with the build-out of Suite C in the Medical Office Building located at 200 Medical drive. He stated the cost estimate includes construction and estimated fees. He reported this project was included in the approved FY 2020 capital budget at an estimated \$475,000. He stated in 2017 this project funding was designated as part of the Full Medicaid Capacity Grant restricted funds with the original estimate at \$403,000. Mr. Bailey requested that the Board approve the build out of Suite C at 200 Medical Drive.

**Mr. Robert Allain, II made motion to approve the Build Out of Suite C at 200 Medical Drive with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**VIII. FINANCE REPORT**

**A. Finance**

- 1. November 2019**
  - a. Investment Report**
  
- 2. December 2019**
  - a. Investment Report**

**Mr. Eugene Foulcard made motion to approve the Finance report of November 2019 and December 2019 with Ms. Didi Battle seconding the motion. The motion carried unanimously**

**IX. QUALITY COMMITTEE REPORT**



**A. Organizational Quality Data – Ms. Michelle Skillings, CNO**

Ms. Michelle Skillings reported on behalf of Joyce Andrico. Ms. Skillings presented highlights of Quality Data for 2019. (see attached presentation)

**Ms. Didi Battle moved to approve the Quality Data presented with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**X. MANAGEMENT REPORT**

**A. Administration Report – Ms. Stephanie Guidry, CEO**

-  Been working primarily on special projects – Recruiting physicians and working on the Wellness Center
-  For the staff – had a Holiday Celebration luncheon; catered by Raintree

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- ✦ Had a Hospital wide pizza party – to say “thank you” for a job well done for a great outcome on the Joint Commission survey
- ✦ The Hospital has purchased all acreage around the hospital except for a small tract; still negotiating with that piece
- ✦ Full blown with CHC; sharing expertise in support
- ✦ Hospitalist program – Dr. Degeyter has rescinded his resignation until further notice
- ✦ Will keep the Board posted on Dr. Patricio Lucio and Dr. Tyler Hebert
- ✦ Other reporting (see attachment)

**B. Nursing Report – Ms. Michelle Skillings, CNO**

- ✦ Gave update on the flu and coronavirus
- ✦ Skills fair is scheduled - focusing on education such as sepsis
- ✦ Flexing staff; training staff to circulate, this will help on agency staffing
- ✦ Omnicell units - waiting on that
- ✦ Wound Care – giving it an overhaul
- ✦ Gave update on flu
- ✦ Other reporting (see attachment)

**C. Clinic Report – Ms. Collette Vaccarella, Co-Director of Clinics  
November 2019**

Ms. Collette Vaccarella began the presentation of the clinic report for the month starting with clinic accounts receivable. She discussed the decreased in clinic accounts receivable. She then discussed clinic visit activity for the month of November 2019 as compared to November 2018 noting that November 2019 clinic visits were down over November of the prior year. 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 2019**

Ms. Collette Vaccarella began the presentation of the clinic report for the month starting with clinic accounts receivable. She discussed the decrease in clinic accounts receivable. She then discussed clinic visit activity for the month of December 2019 as compared to December 2018 noting that December 2019 clinic visits were up over December of the prior year. 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.

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**D. QHR Management Report - Mr. Don Smithburg, CHC Sr. VP Hospital Operations**  
Mr. Don Smithburg reported it's a pleasure to be back to this institution, being with Community Health Corporation (CHC). He stated CHC, has a lot to offer. He reported CHC had started the kickoff transitioning. Mr. Smithburg stated CHC has numerous of content areas of specialty that is in the works. He explained other areas that the Hospital can and will benefit from.

Mr. Craig Sims thanked the Hospital and stated CHC will be a good service for the hospital. He reported CHC mission is to enhance the support and guide hospitals and be of service to the hospitals mission. Mr. Sims stated CHC offers Board orientation, if interested and education opportunities.

**XI. EXECUTIVE SESSION**

**A motion was made by Mr. Robert Allain, II to move into Executive Session at 7:18 pm with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**A. Strategic Planning**

**With no further business to discuss in Executive Session, a motion was made by Mr. Robert Allain, II and seconded by Mr. Eugene Foulcard to exit Executive Session at 8:37 pm. The motion carried unanimously.**

**XII. ACTION(S) TAKEN**

**A. Dr. Patricio Lucio Contract**

**Ms. Didi Battle made a motion to approve Dr. Patricio Lucio contract with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**

**B. Ortho LA. Contract**

**Mr. Clegg Caffery, Jr. made a motion to approve the Ortho LA Contract with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.**

**C. Ortho LA Lease Agreement**

**Mr. Eugene Foulcard made the motion to accept the Ortho LA Lease Agreement with Ms. Didi Battle seconding the motion. The motion carried unanimously.**



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**D. Personnel Matter**

**Mr. Robert Allain, II made a motion to approve a three percent (3%) over base salary for Ms. Stephanie Guidry, effective on her anniversary date of January 9, 2020 with Ms. Didi Battle seconding the motion; Dr. Roland Degeyter abstained his motion. The motion carried unanimously.**

**XIII. ADJOURN**

**With no further business to discuss, Mr. Robert Judice, Jr. moved with Ms. Didi Battle seconding the motion to adjourn at 8:40 p.m. The motion carried unanimously.**

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Rev. Allen Randle, Sr. - Chairman

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Stephanie A. Guidry, CEO