

**BOARD OF COMMISSIONERS
MEETING MINUTES
SEPTEMBER 3, 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., September 3, 2020.

MEMBERS PRESENT

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

ALSO PRESENT

Stephanie Guidry, CEO
Ron Bailey, CFO
Michelle Skillings, CNO
Russell Cremaldi, Legal Counsel
Dr. Kennan Buechter, Chief of Staff
Sharon Procell, Executive Assistant
Kevin Romero, Director of Marketing/Business
Dev./Co-Director of Physician Services
Collette Vaccarella, Director of Business
Office & Co-Director of Physician Services
Joyce Andrico, Director of Quality

Conference Call

Didi Battle

Conference Call

Lanzi Meyers, Legal Counsel, Gachassin Law Firm
Don Smithburg, VP, CHC

ABSENTGUEST

Paula Brandon, RN, MSN, FACHE, HACP w/CHC

I. CALL TO ORDER

With a quorum, the meeting was called to order by the Chairman, Rev. Allen Randle, Sr. at 6:05 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

NONE

V. OLD BUSINESS

A. Approval of Minutes – July 30, 2020

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Mr. Clegg Caffery, Jr. moved to approve the minutes of the Board of Commissioners meeting held July 30, 2020 with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

B. Approval of Special Minutes – August 6, 2020

Mr. Clegg Caffery, Jr. moved to approve the minutes of the Board of Commissioners Special meeting held August 6, 2020 with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

VI. MEDICAL STAFF REPORT

A. Credentials & Medical Executive Reports

Dr. Kennan Buechter announced that he is currently the Chief of Staff, with Dr. Sharad Gunda being Past Chief of Staff, Dr. Mayra Bustillo the Vice-Chief of Staff and Dr. Brian Baesler was selected as the Secretary/Treasurer for Medical Executive Committee.

Dr. Kennan Buechter reported the recommendations of the Medical Executive Committee to the Governing Board related to Credentialing and Privileging as follows:

Initial Appointment:

- **Joshua Tardos, PA-C – Advance Practice Professional – Physician Assistant/OrthoLA**

Reappointments:

- **Cody Walker, CRNA – Advance Practice Professional – Anesthesia**
- **Sia Chennamsetty, MD – Active – Internal Medicine**

Mr. Eugene Foulcard moved to approve the initial appointment of Joshua Tardos, PA-C – Advance Practice Professional – Physician Assistant/OrthoLA and the reappointment of Cody Walker, CRNA – Advance Practice Professional – Anesthesia, Dr. Sai Chennamsetty – Active – Internal Medicine with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

Dr. Kennan Buechter discussed that MEC accepted the changes to the List of Scheduled I Telemedicine providers as follow:

Virtual Radiology requests to reappoint:

- **Michael Nissenbaum, MD - Consulting – VRad**
- **Kimberly Burkholz, MD – Consulting – VRad**
- **Kimberley Miller, MD – Consulting - VRad**

Ochsner Telemedicine requests to add:

- **Sara Green, MD – Consulting – Psychiatry**
- **Jerrell Mitchell, MD – Consulting – Psychiatry**

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Dr. Kennan Buechter reported that Dr. Caxton Opere – Consulting – Emergency Medicine does not wish to maintain privileges at Franklin Foundation Hospital.

B. Need Approval for Policies & Procedures, Orders and Plans

Dr. Kennan Buechter reported that the Medical Executive Committee approved the following policies & procedures, orders and plans as follow: (see attach for details)

- 1. Perinatal Orders (Dr. Craig Gauthier)**
 - C-Section Pre-Op/Intra-Op Orders
 - OB Labor Orders
 - Post C-Section Orders
 - Postpartum Vaginal Delivery Orders
 - OB Discharge Instructions
- 2. Infection Control Policies**
 - Hand Hygiene Policy
 - Lab Culture Review Policy
- 3. Annual Plan Evaluations and 2020 Plans**
 - Emergency Operations Plan
 - Plan for Provisions of Care
 - Quality Improvement Plan
 - Patient Safety Plan

Dr. Kennan Buechter requests that the listed policies & procedures, orders and plans needs Board approval as written.

Mr. Robert Allain, II made motion to approve the Policies & Procedures, Orders and Plans as written with Mr. Clegg Caffery, Jr. seconding the motion. The motion carried unanimously.

VII. NEW BUSINESS

A. Discuss and Approve

- 1. Discuss – “Trends in the Survey Process and The New Normal” presented by Ms. Paula Brandon, RN, MSN, FACHE, HACP of CHC**

Ms. Paula Brandon discussed “Trends in the Survey Process and The New Normal”. She reported on CMS Mandates, Accrediting Organization Survey Process by Agency, CMS Survey Focus (before and after COVID), COVID Related Infection Prevention Practices, Expanded Interest of Infection Control Practice, Other Ares of Focus on Future Surveys, Virtual/Remote Survey, and Documents Reviewed Prior to Survey. She stated the survey process is being modified due to COVID-19. (see presentation for details)

- 2. Discuss Employee Benefit Renewal**

Ms. Stephanie Guidry reported that the Hospital Employee Group Insurance Benefits are with Humana. She advised that, due to a difficult year for claims, Humana’s renewal quote was substantially higher. She noted that Aetna responded with a quote that, while much lower than Humana’s, was still a substantial increase over the prior year.

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The decision was made to move to Aetna. Ms. Guidry discussed in detail the split of the costs to the Hospital and employees.

3. Discuss and Approve Regular Board Meeting moved from Sept. 24th to Oct. 1st

Mr. Robert Allain, II made motion to resend the agenda item to read Discuss and Approve Special Board Meeting on October 8, 2020 at 5:00 p.m. with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

Mr. Eugene Foulcard made motion to approve the Special Board Meeting on October 8, 2020 at 5:00 p.m. with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.

B. Discuss and Approve Capital Requests-the following capital requests were presented by Ms. Guidry:

1. Ice/Water Dispenser

This request is for the purchase of a Scotsman Model HID540A1A counter-top ice make/water dispenser for Med/Surg. This unit will replace the current unit which cannot be repaired. This purchase price is \$5,425 and was not included in the FY 2020 capital budget.

Mr. Eugene Foulcard made motion to approve the Ice/Water Dispenser with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

2. Conversion of Patient Rooms to Negative Pressure Rooms

This capital request is to convert six (6) patient rooms to negative pressure rooms in response to the COVID-19 pandemic. The \$27,900 cost for this project was not included in the FY 2020 capital budget. This request will use CARES ACT stimulus funds subject to the terms of use of the stimulus funds.

Mr. Eugene Foulcard made motion to approve the Conversion of Patient Rooms to negative Pressure Rooms with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

3. Surgery Fluid Management System

This request is for the purchase of a ConMed CrystalView Fluid Management System for use in the OR. The current system only allows for in-flow. Both in-flow and out-flow are needed for shoulder surgeries. The purchase price of \$7,302 was not included in the FY 2020 capital budget.

Mr. Eugene Foulcard made motion to approve the Surgery Fluid Management System with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

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4. Stryker System 8 Power Tool

This request is for the purchase of a Stryker System 8 Power Tool with battery and accessories for the use in orthopedic surgeries. The purchase price of \$33,770 was not included in the FY 2020 capital budget.

Mr. Eugene Foulcard made motion to approve the Stryker System 8 Power Tool with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

5. Radiology Imaging Monitors

This request is to replace two (2) radiology imaging monitors with 3 MP monitors. The current monitors have been in use since 2008. The screen quality is deteriorating and cannot be repaired. This request for \$8,500 was not included in the FY 2020 capital budget.

Mr. Eugene Foulcard made motion to approve the Radiology Imaging Monitors with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

6. Vapotherm BiPAP Units

This request is for the purchase of three (3) Vapotherm Precision Flow Plus BiPAP units with humidifier that also includes the compressors and stands. This purchase is in response to the COVID-19 pandemic. This purchase price of \$20,424 was not included in the FY 2020 capital budget. The purchase will use CARES ACT funds subject to the terms of use of the stimulus funds.

Mr. Eugene Foulcard made motion to approve the Vapotherm BiPAP Units with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

7. Respironics Ventilators

This request is for the purchase of four (4) Phillips Respironics V60 ventilators with stand and accessories. These units will replace the current units some of which are twenty (20) years old and are at the end of their service life and can no longer be repaired. The new units will also double as BiPAP (bilevel positive airway pressure) units. This request is also in response to the COVID-19 pandemic. One (1) was included in both the FY 2020 and FY 2021 capital budgets. The purchase price of \$64,412 will come from the CARES ACT stimulus funds subject to the terms of use of the stimulus funds.

Mr. Eugene Foulcard made motion to approve the Respironics Ventilators with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

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VIII. FINANCE REPORT

A. July 2020 Financials Report

Mr. Ron. Bailey presented the Financial Report for July 2020, the tenth month of Fiscal Year (“FY”) 2020. The Hospital recorded revenues over expenses in the amount of \$74,509 for the month compared to budget of \$120,027.

Mr. Bailey stated that July 2020 results continue to be affected by the COVID-19 pandemic although to a lesser degree than the prior three-month period from March to April of 2020. He stated in June 2020, the Hospital saw increased outpatient ancillary activity as well as increased Emergency Room visits while the Hospital’s clinics also experienced an increase in activity. He noted that in July the Hospital received \$1,000,000 from Health and Human Services Administration (“HHS”); this amount represents the second “high-impact area distribution” of CARES ACT stimulus funds. He advised the Board that per CHC guidance, this amount was recorded as restricted cash and as unearned revenue. He also noted that the Hospital transferred \$975,037 from the PPP loan proceeds in Restricted Funds to the operating account to reimburse for allowable salaries and benefits expenses.

Mr. Bailey reported on the July 2020 operating statement noting total patient revenue of \$3,480,514 that was under budget for the month but was an increase of just over 14.50% compared to June’s total patient revenue. He noted in the past months Medicaid and Medicare Adjustments included a reduction of (\$194,196) which represented the current month’s accrual of the gross FY 2020 Physician Rate Enhancement Funds (“PREP”) UPL program. He stated the UPL process has been modified to include IGTs under the LINCCA hospitalist program that resulted in an additional (\$14,556) reduction in Medicaid contractual adjustments as part of the change.

Mr. Bailey discussed other operating revenue noting that July’s amounts included \$11,348 of Health Professional Shortage Area (“HPSA”) payments.

Mr. Bailey discussed the balance sheet for July 2020 noting an increase in cash of \$757,956 from the prior month.

Mr. Bailey noted days cash on hand in July were 129.8 days (trending 3-month average) compared to 123.9 days of cash at the end of June.

Mr. Clegg Caffery, Jr. made motion to accept the July 2020 Financial Reports with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

IX. QUALITY COMMITTEE REPORT

**A. Organizational Quality Data – Ms. Joyce Andrico, Director of Quality
(see presentation for details)**

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X. MANAGEMENT REPORT

A. Administration Report – Ms. Stephanie Guidry, CEO

- For the employees, there are weekly drawings for prizes provided by the Lagniappe Committee
- Hazard Pay hourly differentials started July 19th; sums will be \$500 to \$1000 per full time employee and less for PRN employees
- Requesting from state and will purchase from the HHS dollars is 2 new ventilators (did receive), and 2 new closed system BiPAPUnits (purchase from CARES ACT money)
- Weekly meetings for Wellness Center and MOB Suite C construction
- Hurricane Laura, staff did well, we had water intrusion in a couple of rooms in Med Surg and a small amount of siding on the OrthoLa building blew off
- Demolition of Chez Hope building will be completed in September
- CMAR Committee will meet Sept. 29th for selection of a Construction Contractor for Wellness Center, recommendation will come to the board for approval
- Employee Benefits selection now with Humana and will be moving to Aetna
- Bi-monthly meetings with CHC related how HHS and CARES ACT funds are being used
- Canceled the BioFire Rapid COVID Testing Unit, our intermediary WPS (Medicare) will not cover the test
- Dr. Perry Stokes is going to be working with FFH to assist with recruiting of new physicians, he will be employed by the Hospital
- See the CEO report for more details

B. Nursing Report – Ms. Michelle Skillings, CNO

- During August, the census in Medical Surgical Unit was up and down. The emergency room has been steady with 809 patient visits for August
- Staff did an outstanding job during Hurricane Laura. Many staff members stayed in placed to ensure safety of the patients and just in case we needed to transfer patients out at the last minute
- We are having more patients coming to ER requesting a COVID test, many are asymptomatic
- Continue to have challenges with staffing
- Ms. Skillings gave update of COVID-19 numbers (see report for details); we are seeing more negative results
- Monitoring at the entrance has been a challenge to staff, have hired 2 part time people to screen and monitor the front entry of the hospital
- See the CNO report for more details

C. Clinic Report – Ms. Collette Vaccarella, Director of Patient Financial Services and Co-Director of Physician Services

Ms. Vaccarella discussed the clinic report for July noting a decrease in clinic accounts receivable compared to prior month. She discussed clinic visit activity for the month of July 2020 as compared to July 2019 noting that July 2020 clinic visits were down over

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the prior year. Mr. Bailey presented the consolidated clinic cost center income statement noting that the clinics posted a consolidated loss for the month. Mr. Bailey also discussed the Hospital activity generated by the clinic physicians.

D. Marketing Report – Mr. Kevin Romero, Director of Marketing/Business Development and Co-Director of Physician Services

Mr. Kevin Romero reported highlights:

- Continue to promote the Hospital’s newest members of our healthcare family - OrthoLA
- Take the Time to Take Care of Yourself! Focusing on Men’s Health
- Best of the Teche winners are Best Place to Work the Hospital came in second place with Dr. John Mahoney at first place, Best Doctor’s Office the Physician Practices at FFH came in third, Best Physical Therapy our therapy dept. came in second place with IMC at first place, and the Best Hospital our Hospital came in second as well, with IMC at first place
- Have a couple of Employee testimonials (see attached for details)
- Another focus is Women’s Health – Labor & Delivery and OB Services

E. CHC Management Report - Mr. Don Smithburg, CHC Sr. VP Hospital Operations

Mr. Don Smithburg stated the Franklin Foundation Hospital team is a pleasure to work with. He also stated for the Board members to review the CHC Board Report for details.

Mr. Eugene Foulcard made motion to accept the Management Reports with Mr. Clegg Caffery, Jr. seconding the motion. The motion carried unanimously.

XI. EXECUTIVE SESSION

A motion was made by Mr. Eugene Foulcard to move into Executive Session at 7:23 p.m. with Mr. Robert Judice, Jr. 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 Judice, Jr. and seconded by Mr. Clegg Caffery, Jr. to exit Executive Session at 7:27 p.m. The motion carried unanimously.

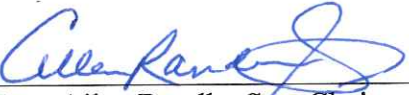
XII. ACTION(S) TAKEN

NONE

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XIII. ADJOURN

With no further business to discuss, Mr. Eugene Foulcard moved with Mr. Robert Judice, Jr. seconding the motion to adjourn at 7:28 p.m. The motion carried unanimously.



Rev. Allen Randle, Sr. - Chairman



Stephanie A. Guidry, CEO