

**BOARD OF COMMISSIONERS
MEETING MINUTES
OCTOBER 29, 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., October 29, 2020.

MEMBERS PRESENT

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

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

ABSENT

Conference Call

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

GUEST:

Dr. Gary Wiltz, CMAR Committee Member
Joe Duck, CMAR Committee Member

I. CALL TO ORDER

With a quorum, the meeting was called to order by the Chairman, Rev. Allen Randle, Sr. at 6:02 p.m.

Rev. Allen Randle, Sr. introduced and welcomed to Franklin Foundation Hospital the newest member to the Board of Commissioners, Mr. Don T. Caffery, Jr.

Rev. Allen Randle, Sr. reported that under New Business, Discuss and Approve, Items five (5) and six (6) will be moved to one (1) and two (2).

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

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V. ELECTION OF OFFICERS

- A. Board Chairman
- B. Vice-Chairman

Mr. Russell Cremaldi, Legal Counsel, conducted the election of officers. Mr. Cremaldi opened the floor for any nominations of officers.

Mr. Robert Allain, II made a motion to nominate Rev. Allen Randle, Sr. for Chairman and Rev. Allen Randle, Sr. nominated Mr. Robert Allain, II for Vice Chairman.

Mr. Russell Cremaldi then opened the floor for any more nominations and/or objections. There were none. Mr. Cremaldi stated let the minutes reflect by acclamation that Rev. Allen Randle, Sr. was selected as Board Chairman and Mr. Robert Allain, II was selected as Vice Chairman.

VI. OLD BUSINESS

A. Approval of Minutes – September 24, 2020

Mr. Eugene Foulcard moved to approve the minutes of the Board of Commissioners meeting held September 24, 2020 with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

VII. MEDICAL STAFF REPORT

A. Credentials & Medical Executive Reports

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

Initial Appointment:

- Trevor Peck, MD – Consulting – Anesthesiologist

Reappointments:

- Guillermo Delgado, MD – Courtesy – OB/GYN
- Blainey Nicholas, MD – Consulting – Emergency Medicine

Removal:

- Joseph Sejud, MD – Consulting – Emergency Medicine

Mr. Robert Allain, II moved to approve the initial appointment of Dr. Trevor Peck and the reappointments of Dr. Guillermo Delgado – Courtesy – OB/GYN and Dr. Blainey Nicholas – Consulting – Emergency Medicine with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

Dr. Kennan Buechter reported that the MEC approved the Utilization Management Plan (the plan was up for annual review/approval as written). He requested that the Board approve the Utilization Management Plan.

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Mr. Robert Allain, II made a motion to approve the Utilization Management Plan with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

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

Virtual Radiology requests to

Add:

- **Jerome Klein, MD - Consulting – VRad**

Reappointments:

- **Kurtis Tedesco, MD – Consulting – VRad**
- **Peter Ruess, MD – Consulting - VRad**

Ochsner Telemedicine requests to

Add:

- **Rachel Hammer, MD – Consulting – Psychiatry**
- **Louis Joseph, MD – Consulting – Psychiatry**

Reappointments:

- **Elaine Saleh, MD – Consulting – Neuro**
- **Daniel Chehebar, MD – Consulting – Neuro**
- **Lauren Dunn, MD – Consulting – Neuro**
- **Ifeanyl Iwuchukuwu, MD – Consulting – Neuro**
- **Jacqueline Carter, MD – Consulting – Neuro**

Remove:

- **Rashmi Williams, MD – Consulting – Psychiatry**

VIII. NEW BUSINESS

A. Discuss and Approve

1. Ratification of minutes from CMAR committee

Ms. Stephanie Guidry reported the ratifications of minutes from the CMAR committee meeting to the Board. Ms. Guidry stated the CMAR committee and GHC Architects met with two (2) construction companies (Donahue Favret Company and The Lemoine Company) that each presented power point presentations and materials.

Dr. Gary Wiltz, a member of the CMAR committee, described the expectations of being on the CMAR committee and the magnitude of the process it took for the selection of the construction company. Dr. Wiltz stated that it is very important for the Board to know that GHC Architects has vouched they have worked with the selected construction company and they have a good working relationship and a good reputation. Dr. Wiltz reported this selected construction company had all the desirable qualities.

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Mr. Joe Duck, also a member of the CMAR committee, stated it was unanimous and that the selected construction company came prepared. They presented a very impressive report and was above standards.

Ms. Guidry stated that, after a thorough discussion of which construction company would be the best fit for the Franklin Foundation Hospital Wellness Center project, it was unanimously voted to select Donahue Favret Construction Company.

Mr. Guidry thanked the CMAR team for their dedicated work on Franklin Foundation Hospital Wellness Center and for understanding on what we were looking for in selecting a construction company.

2. CMAR – Construction Contractor selection for the Wellness Center

Ms. Stephanie Guidry reported the Construction Contractor chosen was Donahue Favret Construction Company. She requested that Board approve Donahue Favret Construction Company.

Mr. Robert Judice, Jr. made motion to approve the selection of Donahue Favret Construction Company with Mr. Eugene Foulcard seconding the motion. The motion carried with Mr. Robert Allain, II abstaining.

**3. CHC Privacy Program Manual Presentation
by Ms. Sandy Bailey, Director Clinical Informatics w/CHC**

Deferred

4. Discuss and Approve FY 2021-2023 Capital Budget

Mr. Ron Bailey presented a summary and a detailed handout of the FY 2021-2023 Capital Budget. He touched briefly on some highlighted areas and some line items that were specific to COVID-19 and advised that the Hospital would seek to fund those items from Provider Relief Funds (“PRF”) otherwise also known as stimulus funds (subject to the federal government’s terms and conditions on the use of PRF amounts to fund COVID-related capital). He stated that the total FY 2021 capital requests were \$1,868,208. After designating funding from the stimulus funds of \$229,225 and the Governor’s FY 2020 Capital Allocation of \$297,619, the FY 2021 capital budget was \$1,341,364 to be funded from operations and/or other sources. He also reported the FY 2022 Requests at \$527,597 and FY 2023 Requests at \$135,647. (see the attached for details)

Mr. Bailey requested that the Board approve the total FY 2021-2023 Capital Budget of \$1,868,208.

Mr. Eugene Foulcard made motion to approve the FY 2021/2023 Capital Budget with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

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5. Resolution requesting funding from the state of Louisiana, under the provisions of the 2021-2022 Capital Outlay Act on behalf of the St. Mary Parish Hospital Service District #1 for Franklin Foundation Hospital Wellness Center

Mr. Ron Bailey requested that the Board approve the resolution requesting funding from the state of Louisiana 2021-2022 Capital Outlay funding in the amount of \$6,000,000 to match \$12,000,000 in local Hospital Service District funds for the Wellness Center. He explained that the Board passed a similar resolution when the Hospital submitted its first Capital Outlay funding request for the Wellness Center.

Mr. Robert Allain, Jr. made a motion to approve the Resolution requesting funding from the state of Louisiana, under the provisions of the 2021-2022 Capital Outlay Act on behalf of the St. Mary Parish Hospital Service District # 1 for Franklin Foundation Hospital Wellness Center with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

6. Heart of Hospice Contract for Outpatient Services

Mr. Ron Bailey discussed the proposed contract with Heart of Hospice for Outpatient Services. He explained that this is a contract for provision of outpatient services, other than Lab (which is under separate contract), for eligible Hospice patients. He stated the compensation for the Services provided shall be at the prevailing applicable Hospital Medicare Interim Reimbursement Rate for outpatient services. Mr. Bailey noted that this contract contained the Hospital's standard terms and conditions as drafted by Ms. Lanzi Meyers of the Gachassin Law Firm who utilized Heart of Hospice's contract that was submitted to the Hospital. Mr. Bailey requested that the Board approve the Heart of Hospice Contract for Outpatient Services.

Mr. Robert Judice, Jr. made a motion to approve the Heart of Hospice Contract for Outpatient Services with Mr. Eugene Foulcard seconding the motion. Dr. Roland Degeyter abstained from voting. The motion carried unanimously.

7. Approve Board of Commissioners Meetings for Calendar Year 2021

Ms. Stephanie Guidry requested that the Board approve the Board of Commissioners Meetings for Calendar Year 2021.

Dr. Roland Degeyter made a motion to approve Board of Commissioners Meetings for Calendar Year 2021 with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

8. Final Approval for the FY 2021 Operating Budget

Mr. Ron Bailey stated the FY 2021 operating budget was presented to the board at the meeting on September 24, 2020 for initial approval at which time he noted that should there be any changes those would be submitted to the Board for final approval. There was an overall decrease in total expenses. Mr. Bailey requested that the Board approve the revised budget with a bottom-line total of \$1,340,364.

Mr. Robert Allain, Jr. made a motion to approve the FY 2021 Operating Budget with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

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B. Discuss and Approve Capital Requests

1. Installation of Air Curtains

Mr. Bailey reported this request is for material and labor to install two (2) air doors (also called air curtains), one in the Hospital main entrance and one in the ER entrance, to maintain temperature control during colder months. Mr. Bailey noted the Hospital already acquired the two units; this request is for installation only. The installation cost of \$9,950 was included in the FY 2021 capital budget. Mr. Bailey requested that the Board approve the installation of air curtains.

Dr. Roland Degeyter made motion to approve the Installation of Air Curtains with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

2. Replace Cisco Network Switches at MOB

Mr. Bailey reported this request is to purchase two (2) Cisco Systems Catalyst 9200L network switches for the MOB at 200 Medical Drive. He stated the current network switch is at the end of its useful life and that a second network switch is needed to accommodate the build out of Suite C. Mr. Bailey stated the total purchase price is \$11,698 was included in the FY 2021 capital budget.

Dr. Roland Degeyter made a motion to approve the Replace Cisco Network Switches at MOB with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

3. Replace Board Room and Conference Room Chairs

Ms. Guidry reported this request is to replace Board Room and Administration conference room chairs. She stated the current chairs are original to the Hospital (2007). She added many of the chairs cannot maintain their set height; the lift mechanism cannot be repaired. She also noted that they are all showing wearing. Ms. Guidry reported the total purchase price of \$7,300 was included in the FY 2021 capital budget. Ms. Guidry requested that the Board approve replacing the Board Room and Administration conference room chairs.

Dr. Roland Degeyter made a motion to approve to replace Board Room and Conference Room Chairs with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

4. Purchase and Installation of Cubicles and Furniture

Ms. Collette Vaccarella reported this request is to purchase and install four (4) office cubicles with attached desks and shelving. She stated the installation will allow consolidation of all Hospital billing staff in one location in the Business Office. She noted that the total purchase and installation price of \$7,568 was included in the FY 2021 capital budget. Ms. Vaccarella requested that the Board approve the purchase and installation of cubicles and furniture.

Dr. Roland Degeyter made a motion to approve the Purchase and Installation of Cubicles and Furniture with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

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5. Construction of Wall in Accounting Dept.

Mr. Bailey reported that this request is to construct a wall with the necessary modifications to separate the Director of Accounting from the public workspace in the Business Office. He stated the Director performs payroll and other confidential functions; this will improve privacy. He noted that the total price of \$7,800 was included in the FY 2021 capital budget. Mr. Bailey requested that the Board approve the construction of wall in accounting department.

Dr. Roland Degeyter made a motion to approve the Construction of Wall in the Accounting Department with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

6. Purchase Ultraviolet Sterilization Units

Mr. Bailey reported this request is to purchase three (3) Skytron Model 2280 Syndicate UV disinfection robots for use in the disinfection of patient rooms and other areas. He noted that this request is part of the Hospital's response to COVID-19. He stated that this purchase was one of the capital items that the Hospital would seek to fund from PRF funds (subject to the federal government's terms and conditions on the use of PRF amounts to fund COVID-related capital). He noted that the total purchase price of \$195,450 was included in the FY 2021 capital budget. Mr. Bailey requested that the Board approve the purchase of ultraviolet sterilization units.

Dr. Roland Degeyter made a motion to approve the Purchase Ultraviolet Sterilization Units with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

IX. FINANCE REPORT

A. September 2020 Financial Report

Mr. Bailey presented the Financial Report for September 2020, the last month of Fiscal Year ("FY") 2020. He reported that the Hospital recorded expenses over revenues in the amount of \$2,232,242 for the month compared to budget of \$120,027.

Mr. Bailey stated that September 2020 results recovered somewhat from August results that were affected by Hurricane Laura; that caused the Hospital to cancel procedures, outpatient visits and closure of clinics for two days in August. He added this contrasted with July and June 2020 during which the Hospital saw increases in outpatient ancillary, Emergency Room visits, and Clinic visits. He stated the most significant items of note for September 2020 include receipt of \$5,940,000 of Full Medicaid Capacity funds. The amount received was much higher than budgeted for FY 2020. This resulted in recording the increased amount in September 2020.

Mr. Bailey reported on the September 2020 operating statement noting total patient revenue of \$3,235,323 that was under budget for the month. He discussed the total deductions from revenue that were under budget of 9.97% for the month. He noted that in September, the Hospital received the last FY 2020 Physician Rate Enhancement Funds ("PREP") UPL payment which was lower than budgeted. He reported that PREP

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amounts are recorded as a reduction of Medicaid contractual adjustments. He then discussed the other operating revenue was 126.30% over budget for the month. The increase is primarily due to recording the FYE 2020 true-up for the rural UPL due to an increase in the total amount of rural UPL ("formerly DSH") received at the end of the fiscal year. The Hospital recorded rural UPL amounts that were approximately \$2,089,000 over budget for the month based on the final amounts received in September.

Mr. Bailey discussed in detail FY 2020 other operating revenue of \$7,985,391. He noted that the FYE 2020 total included \$4,043,265 of PRF or stimulus funds. Mr. Bailey recapped the timeline and funding amounts received from PRF funds noting that at the time CHC guidance was to record these amounts as other operating revenue and restricted cash. Mr. Bailey noted that guidance on the use and reporting of PFR amounts, as required by the federal Department of Health and Human Services ("HHS"), has changed several times since the funds were received. He advised that as of the end of this fiscal year, the Hospital had not yet completed the analysis of amounts used for COVID-19 patient care and lost revenues resulting from the effects of COVID-19. He emphasized that, because these amounts were not yet determined and that the Hospital likely had not incurred costs and lost revenues up to or exceeding the funds recognized, the Hospital would likely need to reduce some of the \$4,043,265 recognized through the end of FY 2020. He also emphasized that all of the funding received had been recorded as restricted cash based on CHC guidance at the time. Mr. Bailey advised the Board that he would report to the Board on the status of the analysis once it is completed.

Mr. Bailey discussed salaries and wages noting that they were over budget primarily due to costs recorded in the Emergency Support department for continuing hazard pay differentials, the cost of conducting visitors' screenings in the Hospital's lobby and contract nursing costs related to COVID-19. Under the policy, any amounts paid in relation to the COVID-19 pandemic will use CARES Act funds. He also noted that employee benefits expense was under budget for September due to the Hospital's portion of the 2019 "Medical Loss Ratio" refund received from United Health Care as a result of requirements under provisions of the Affordable Care Act (the "Act"). He stated that under the Act, insurers are required to refund payments if they do not spend at least 85% of the premiums collected for health care costs. The Hospital's portion of the refund was \$35,768 while the remainder, approximately \$9,721, will be distributed to employees who participated in the plan at that time.

Mr. Bailey discussed the balance sheet for September 2020 noting an increase in cash of \$1,733,643 from the prior month. He noted that included in September's operating cash was \$1,980,090 that represents the return of the Full Medicaid Capacity Grant ("FMCG") IGT made in June 2020. Also included in September's cash receipts was \$223,004 received under the physician UPL program as well as an additional \$138,861 received under the rural UPL program (previously "DSH").

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Mr. Bailey reported that restricted cash increased by \$4,005,322 in September compared to the prior month. He stated the increase is primarily due to recording the Hospital's net portion of the FMCG funds after fees of \$3,365,923. He noted that part of this amount would be due to Teche Action Board ("TAB") under a 2015 cooperative endeavor agreement. He noted that payment would be made in October 2020.

Mr. Bailey noted days cash on hand in September were 131.6 days (trending 3-month average) compared to 124.7 days of cash at the end of August.

Mr. Robert Allain, II made a motion to approve the September 2020 Financial Reports with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

B. Components of Restricted Cash

Mr. Bailey presented a handout of the Components of Restricted Cash. He reported the subtotal of \$9,019,429.82. In addition, amounts from other sources were \$12,298,016.30 (including funding for the Wellness Center project) which brought the total to \$21,317,446.12 at 9/30/20 (see attached details).

C. Reimbursement Requests from Stimulus Funds

Mr. Bailey presented a handout of reimbursement requests from stimulus funds. He reported that as of 9/30/2020, Request #1 was \$55,900. This amount included \$27,900 for the capital project to convert six patient rooms to negative pressure rooms and \$28,000 for 3M PAPRS Respirators. Mr. Bailey requested that the Board approve this reimbursement request from stimulus funds in the amount of \$55,900. (see attached details)

Dr. Roland Degeyter made a motion to approve the reimbursement request from Stimulus Funds with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

D. Reimbursement Requests from Wellness Center Funds

Mr. Ron Bailey presented a handout of the reimbursement requests from Wellness Center restricted funds. He gave a breakdown of monies that have been spent to date totaling \$173,521. Mr. Bailey requested that the Board approve the reimbursement requests from Wellness Center Funds to Operating Funds.

Mr. Robert Allain, II made a motion to approve the reimbursement requests from Wellness Center Funds with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

E. Ongoing Requests for Reimbursements from Wellness Center Funds to Operating Funds

Mr. Bailey request that the Board approve the ongoing requests for reimbursement from Wellness Center restricted funds to Operating Funds. He added he would continue to keep the Board informed monthly on what is being reimbursed.

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Mr. Robert Allain, II made a motion to approve the ongoing requests for reimbursements from Wellness Center Funds to Operating Funds with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

X. QUALITY COMMITTEE REPORT

A. Organizational Quality Data – Ms. Joyce Andrico, Director of Quality

Ms. Joyce Andrico gave a presentation of Quality Data. (see attached presentation for details)

Dr. Roland Degeyter made motion to accept the Quality Report with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

XI. MANAGEMENT REPORT

A. Administration Report – Ms. Stephanie Guidry, CEO

- Met with Hancock Whitney, Regions and First National/Jeanerette banks on services and fees. As you may remember Capital One was our bank and they have closed the branch at Franklin, so we need to change banks.
- As spoken of earlier, the CMAR committee met and interviewed two (2) construction companies and the Donahue Favret Construction Company was selected
- Dr. Rev. Randle is now providing a prayer time in the healing garden every Monday at 1:00 pm and 5:50 pm
- Met with Dr. Stokes to start a physician recruitment plan for the Hospital
- Suite C at MOB – construction will start 11/9/2020 (6 mos. Project)
- Completed a 2020/2021 Capital Budget Plan
- Ms. Stephanie was selected to serve as a Board Member for the Rural Health Coalition
- The Hospital did minor renovation of the Sterile Processing Decontamination Space; this will improve sterilization of surgical implements
- See the CEO report for more details

B. Nursing Report – Ms. Michelle Skillings, CNO

- During September, the census in Medical Surgical Unit has had less than expected patients average 7. The emergency room had 844 patient visits for September.
- Recruitment continues to replace agency staffing
- COVID-19 Update – continues to be leaving off in our community and we are seeing fewer positive patients. Still enforcing all staff to wear a mask and to social distance. October 1-7 rate of positivity was 3.6, for October 8-14 rate positivity was 4.0.
- ED – seen a number of migrant workers testing positive for COVID-19. ER nurses flexing off due to lower volumes
- Surgery – the installation of the sink and sonic washer in decontamination room is complete.

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- Respiratory – CJ is working with Dr. Degeyter on an order set for management of patients on vents.
- OB/Nursery – 5 deliveries in September and 5 deliveries so far in October.
- Physical Therapy – Patient volume is strong
- Training planned for new 3M PAPRRS
- The hospital has started to get feedback from NRC Health
- The hospital is seeing very little positive flu zero positives in October
- 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 September noting a decrease in clinic accounts receivable compared to prior month. She discussed clinic visit activity for the month of September 2020 as compared to September 2019 noting that September 2020 clinic visits were up over 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:

- Labor & Delivery / OB Services (Expect the Best When You're Expecting)
- 2 - Employee testimonial (see attached for details)
- Patient Success story (on website - click to see patient video)
- Breast Cancer Awareness month
- Healthcare Heroes – new section to view
- Radio Ads – click on Stephanie's and Kevin's ad (moving forward for greater healthcare)
- The Fall issues of St. Mary Health are available

E. CHC Management Report - Mr. Don Smithburg, CHC Sr. VP Hospital Operations
Review the CHC Board report for details.

Dr. Roland Degeyter made motion to accept the Management Reports with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

XII. EXECUTIVE SESSION

A. Strategic Planning

XIII. ACTION(S) TAKEN

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NONE

XVI. ADJOURN

With no further business to discuss, Dr. Roland Degeyter moved with Mr. Eugene Foulcard seconding the motion to adjourn at 8:00 p.m. The motion carried unanimously.



Rev. Allen Randle, Sr. - Chairman



Stephanie A. Guidry, CEO