

**BOARD OF COMMISSIONERS  
MEETING MINUTES  
JANUARY 28, 2021**

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 28, 2021.

MEMBERS PRESENT

Allen Randle, Sr., Chairman  
Eugene Foulcard  
Don T. Caffery, Jr.  
Dr. Roland Degeyter  
Robert Judice, Jr.

ALSO PRESENT

Stephanie Guidry, CEO  
Ron Bailey, CFO  
Michelle Skillings, CNO  
Dr. Kennan Buechter, Chief of Staff  
Sharon Procell, Executive Assistant  
Don Smithburg, VP, CHC

Conference Call

Didi Battle

ABSENT

Robert Allain, II

Conference Call

Lanzi Meyers, Legal Counsel

GUEST- (call in)

Laurie Breedlove - Sr.VP of HR, CHC

**I. CALL TO ORDER**

With a quorum, the meeting was called to order by the Board Chairman, Mr. Allen Randle, Sr. at 6:00 p.m.

**II. INVOCATION**

Mr. 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 – November 19, 2020**

**Mr. Eugene Foulcard moved to approve the minutes of the Board of Commissioners meeting held November 19, 2020 with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

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**VI. 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:

**Reappointments:**

- **John McCain, MD – Consulting – Emergency Medicine**
- **Mayra Bustillo, MD – Active – Pediatric Medicine**

**Dr. Roland Degeyter moved to approve the reappointments of Dr. John McCain – Consulting – Emergency Medicine and Dr. Mayra Bustillo – Active - Pediatric Medicine with Mr. Robert Judice, Jr. 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:

**Ochsner Telemedicine requests to**

**Add:**

- **Yusef Canaan, MD - Consulting – Psychiatry**
- **Ramneesgh Baweja, MD – Consulting – Psychiatry**
- **Grace Jackson, MD – Consulting – Psychiatry**

**Remove:**

- **Robert Felberg, MD – Consulting – Neuro**

**Virtual Radiology Telemedicine requests to**

**Add:**

- **Sharif Kershah, MD – Consulting – VRad**

**Reappointments:**

- **Karen Caldemeyer, MD – Consulting – VRad**
- **Steven Davis, MD – Consulting – VRad**
- **Maurice Yoskin, MD – Consulting – VRad**
- **Jerome Klein, MD – Consulting – VRad**

**B. Needs Board Approval**

**1. Additional Privileges for Conscious Sedation**

Dr. Kennan Buechter discussed that the MEC approved Dr. Steven McPherson's request to add conscious sedation to his delineation of privileges. Dr. Buechter requested that the Board approve his additional privilege.

**Mr. Eugene Foulcard made a motion to approve to Dr. Steven McPherson's delineation of privileges to add conscious sedation with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

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Dr. Buechter also reported the following policies and/or orders were approved by the MEC and needs Board approval. The following are:

2. **FFH Postpartum Discharge Instructions**
3. **Neonatal Abstinence Syndrome**
4. **Routine Admit Orders**
5. **Tdap Vaccination in the Postpartum**
6. **Ventilator Orders**
7. **Grievance Policy**

**Mr. Eugene Foulcard made a motion to approve the FFH Postpartum Discharge Instructions, Neonatal Abstinence Syndrome, Routine Admit Orders, Tdap Vaccination in the Postpartum, Ventilator Orders, and the Grievance Policy with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

**VII. NEW BUSINESS**

**A. Discuss and Approve**

**1. Assignment of Responsibilities as Required by Joint Commission**

Ms. Stephanie Guidry reported this is required by the Joint Commission to have the Assignment of Responsibilities to be appointed by the Franklin Foundation Hospital Board of Commissioners. Ms. Guidry requested that the Board approve the Assignments of Responsibilities.

**Mr. Don T. Caffery, Jr. made a motion to approve the Assignment of Responsibilities with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

**2. Review Board Self-Assessment**

Mr. Don Smithburg reported this is a brief survey for the Board of Commissioners to evaluate how the Board has functioned; it is a way for the board to self-assess performance. He reported the Board Self-Assessment will be sent electronically and/or mailed within a week.

**B. Discuss and Approve Capital Request**

Mr. Ron Bailey requested that, if the Board does not mind, all the Capital will be discussed first, then we will ask the Board for approval for all items.

**1. Blanketrol III Whole Body Hypo- and Hyperthermia units**

Ms. Michelle Skillings discussed the request to purchase two (2) Blanketrol III units to control patient body temperatures. She explained that COVID patients are at risk of both hyper- and hypothermia due to sepsis. She stated the funding will come from the CARES ACT stimulus funds subject to the terms of use of the stimulus funds. The total purchase price \$16,360. Ms. Skillings requested that the Board approve the Blanketrol III Whole Body Hypo-and Hyperthermia units.

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**2. Stryker Arthroscopy Scopes, 30 Degree**

Ms. Guidry discussed this request for the purchase of two (2) Stryker Precision 4K resolution autoclavable arthroscopes with accessories. She reported these will replace broken scopes that cannot be repaired. This purchase was included in the approved FY 2021 capital budget at \$8,914 but due to an additional scope preferred by a physician the total purchase price is \$11,828. Ms. Guidry requested that the Board approve the Stryker Arthroscopy Scopes, 30 Degree.

**3. GE PACU Monitors with CO2 Capability**

Ms. Guidry stated this request is for the purchase of two (2) GE Model B40v3 PACU monitors. She explained that these monitors are needed to respond to increased surgical and COVID volumes and will allow all monitors in surgical services to be the same model and interchangeable if needed. She stated this purchase was included in the approved FY 2021 capital budget at \$18,604. She added the funding will come from the CARES ACT stimulus funds subject to the terms of use of the stimulus funds. Ms. Guidry requested that the Board approve the GE PACU Monitors with CO2 Capability.

**4. GE Carestation 620 Anesthesia Machines**

Ms. Guidry stated this request is for the purchase of two (2) GE Carestation 620 anesthesia units. She reported the existing units are no longer serviceable as of June 2020. She noted this purchase was included in the approved FY 2021 capital budget. She added the funding will come from the CARES ACT stimulus funds to the terms of use of the stimulus funds. The total purchase price \$46,052. Ms. Guidry requested that the Board approve the GE Carestation 620 Anesthesia Machines.

**5. Verathon Glide Scope**

Ms. Guidry stated this request is for the purchase of one (1) Verathon Core 15 glide scope for Anesthesiology. She reported this unit will be used in addition to the older scope and has the capability to use disposable bronchoscopes. She added the current bronchoscopes is at the end of its useful life and is not repairable. The total purchase price is \$12,847. Ms. Guidry requested that the Board approve the Verathon Glide Scope.

**6. BBS Revolution Bladder Scanner**

Ms. Guidry stated this request is for new technology that we do not have; this will help to prevent the risk of CAUTI's and increase patient safety/comfort. She reported this request is for one of two (2) units that were included in the approved FY 2021 capital budget at a total of \$28,725 but purchase of one is at \$10,025. Ms. Guidry requested that the Board approve the BBS Revolution Bladder Scanner.

**7. Convert Two (2) ED Rooms to Negative Pressure Rooms**

Ms. Guidry stated this capital request is to convert two (2) ED exam rooms to negative pressure rooms. She reported this request is in response to the COVID-19

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pandemic. She noted that the funding will come from the CARES ACT stimulus funds to the terms of use of the stimulus funds. She reported the cost of material and installation at \$10,970. Ms. Guidry requested that the Board approve the request to convert two (2) Ed rooms to negative pressure rooms.

**8. Hematek3000 Hematology Auto Stainer**

Ms. Guidry stated this request is for a Siemens Hematek 3000 Auto-stainer for the Lab. She reported the current unit is no longer functioning and cannot be repaired. The total purchase price \$9,077. Ms. Guidry requested that the Board approve the Hematek 3000 Hematology Auto Stainer.

**9. Fisher Thermo Scientific Ultra-low Temp. Chest Freezer**

Ms. Guidry stated this request is for a Thermo Scientific Revco CxF Series Ultra-low temperature chest freezer. She reported this unit will be used to store COVID vaccines. She noted the funding will come from the CARES ACT stimulus funds subject to the terms of use of the stimulus funds. Ms. Guidry requested that the Board approve the Thermo Scientific Ultra-low temperature chest freezer.

**10. GE Digital Portable X-Ray Unit**

Ms. Guidry stated this request is for the purchase of one (1) GE Digital Portable X-Ray unit. She reported the current unit is 13 years old, needs more frequent repairs and is older technology. She noted this will be funding through the CARES ACT stimulus funds at a total purchase price \$124,579. Ms. Guidry requested that the Board approve the GE Digital Portable X-Ray Unit.

**11. Philips Trilogy Ev300 Ventilators**

Ms. Guidry stated this request is for the purchase of two (2) Philips Trilogy Ev300 ventilators with carts. She reported these ventilators will be dedicated to ICU and will be used to treat COVID-19 patients. This also will be funding through the CARES ACT stimulus funds with a total purchase price \$27,261. Ms. Guidry requested that the Board approve the Philips Trilogy Ev300 Ventilators.

**12. UV Disinfection Lights for HVAC System**

Mr. Bailey stated this request is for the purchase and installation of UV tubular racks and UV disinfection lights for the HVAC system. He reported the units will help maintain the interior of the HVAC system free of biological growth and minimize airborne pathogen spread such as COVID-19. He stated funding will come from the CARES ACT stimulus funds to the terms of use of the stimulus funds. The total purchase price \$18,815. Mr. Bailey requested that the Board approve the UV Disinfection Lights for HVAC System.

**13. UV Disinfection Robot for MOB**

Ms. Guidry stated this request is to purchase one (1) Skytron Model 2280 Syndicate model disinfection robot for use in the MOB at 200 Medical Drive. She

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noted this is the same model purchased for the Hospital's EVS Department in October 2020. She reported the funding will come from the CARES ACT stimulus funds. Ms. Guidry requested that the Board approve the UV Disinfection Robot for MOB.

**14. Revised Quote for Wall Buildout in Accounting**

Mr. Bailey discussed this supplemental request that is a cost increase to a request approved by the Board on October 29, 2020. He stated the added cost of \$2,810 is to extend the wall construction to the ceiling; the original request was for a shorter wall. He reported with the additional amount \$2,810 added to the original request for total cost of \$10,610. Mr. Bailey requested that the Board approve the Revised Quote for Wall Buildout in Accounting.

**15. GE Vital Sign Monitors and Carts**

Ms. Guidry stated this request is for the purchase and installation of four (4) GE Caresign vital sign monitors. She noted these units will be used in conjunction with administering COVID-19 Monoclonal Antibody Infusions. She reported the funding will come from the CARES Act stimulus funds. Ms. Guidry requested that the Board approve the GE Vital Sign Monitors and Carts.

**16. Baxter IV Pumps (tabled)**

**17. Cepheid GeneXpert IV Analyzer**

Ms. Guidry stated this request is for the purchase of one (1) Cepheid GeneXpert IV diagnostic system and related CPSI system interface. She reported the system has four (4) reaction sites that will be used for COVID PCR testing. The total purchase price \$77,471. She noted this funding will come from the CARES ACT stimulus funds. Ms. Guidry requested that the Board approve the Cepheid GeneXpert IV.

**Mr. Eugene Foulcard made motion to approve the Blanketrol III Whole Body Hypo- and Hyperthermia units, Stryker Arthroscopy Scopes -30 Degree, GE PACU Monitors with CO2 Capability, GE Carestation 620 Anesthesia Machines, Verathon Glide Scope, BBS Revolution Bladder Scanner, Convert Two ED Rooms to Negative Pressure Rooms, Hematek3000 Hematology Auto Strainer, Fisher Thermo Scientific Ultra-low Temp. Chest Freezer, GE Digital Portable X-Ray Unit, Philips Trilogy Ev300 Ventilators, UV Disinfection Lights for HVAC System, UV Disinfection Robot for MOB, Revised Quote for Wall Buildout in Accounting, GE Vital Sign Monitors and Carts and Cepheid GeneXpert IV with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.**

**VIII. FINANCE REPORT**

**A. November 2020 Financial Report**

Mr. Bailey presented the Financial Report for November 2020, the second month of Fiscal Year ("FY") 2021. He reported that the Hospital recorded expenses in excess of revenues in the amount of (\$156,399) for the month compared to budget of \$84,288.

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Mr. Bailey stated that November 2020 results were affected by the Thanksgiving holiday. He noted while patient volumes were mixed compared to the FY 2021 budget, there were positives that included an increase in acute inpatient days and surgical volumes to budget. Mr. Bailey discussed the November 2020 operating statement noting total patient revenue of \$2,942,582 that was under budget for the month. He discussed total deductions from revenue were (\$140,663) under budget for the month. Medicare and Medicaid Adjustments were (\$140,218) under budget for the month. The decrease is primarily due to Medicare outpatient and swing bed contractual adjustments that were a combined (\$145,000) under budget for the month. In addition, Medicare and Medicaid adjustments for the clinics were a combined (\$38,400) under budget for November. He reported these reductions were partially offset by Medicaid outpatient contractual adjustments over budget by \$34,200. He noted that included in Medicaid adjustments is a reduction of (\$194,197) for FY 2021 budgeted Physician Rate Enhancement Funds ("PREP") UPL program.

Mr. Bailey discussed the balance sheet for November 2020 noting a decrease in cash of (\$229,162) from the prior month. He noted that included in November's operating cash was \$231,822 of PREP funds and \$29,981 of millage receipts of which \$23,282 was for CY 2020 millage.

Mr. Bailey reported gross patient accounts receivable at the end of month was \$4,359,528, a slight decrease from the prior month. He noted the gross days in A/R for the month were 42.1 which is up 0.3 days from 41.8 days in the prior month. He noted in addition, the taxes receivable increased by \$170,563 compared to the prior month due to accrual of the current month's budgeted revenue which was partially offset by the millage receipt.

Mr. Bailey noted days cash on hand in November were 140.6 days compared to 155.3 days of cash at the end of the prior month.

**B. December 2020 Financial Report**

Mr. Bailey presented the Financial Report for December 2020, that marked the end of the first quarter of Fiscal Year ("FY") 2021. He reported that the Hospital recorded revenues that were in excess of expenses in the amount of \$312,794 for the month compared to budget of \$84,288.

Mr. Bailey noted that December 2020 results reflected strong increases in patient service volumes compared to November. He reported the acute inpatient days were up 39.00% compared to November while Swing Bed patient days were up 34.70%. In addition, Lab, Diagnostic Imaging and ED visits were up 14.8%, 1370% and 6.70%, respectively, compared to the prior month noting that December's volumes were up even though activity is usually down somewhat due to the Christmas holiday.

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Mr. Bailey reported that December 2020 total patient revenue was \$239,403 over budget for the month. December total revenue was 26.20% over November 2020 and was the highest total patient revenue since May 2019.

Mr. Bailey reported the total deductions from revenue were under budget for the month of December. He discussed the Medicare and Medicaid Adjustments were (\$76,126) under budget for the month.

Mr. Bailey reported that salaries and wages were (\$89,994) under budget for the month. He noted the decrease is primarily due to lower salary costs in Med/Surg and ICU that were under budget by a combined (\$77,600) for the month due to open positions and employees out on medical leave. He added some of these openings were filled using overtime, contract labor and PRN staffing. He reported the overall salaries were also down across several departments due to use of paid-time-off ("PTO") for the holidays.

Mr. Bailey reported that supplies expense of \$295,918 was over budget for the month due to drug costs over budget by \$55,300 of which \$41,600 represented purchases of remdesivir used to treat patients with COVID-19.

Mr. Bailey discussed the balance sheet for December 2020 noting a decrease in cash of (\$585,922) from the prior month. He noted that included in December's operating cash was \$295,028 of tax millage receipts of which \$271,042 was from the CY 2020 tax millage while \$23,402 was from state revenue sharing.

Mr. Bailey reported gross patient accounts receivable at the end of month was \$4,609,300, an increase of \$249,773 from the prior month. He noted other receivables increased by \$639,287 in the current month. He reported this increase is primarily due to accruing the current month's budgeted physician UPL, rural UPL and FMCG revenues.

Mr. Bailey noted days cash on hand in December were 128.5 days compared to 140.6 days of cash at the end of the prior month.

**Mr. Eugene Foulcard made a motion to approve the November 2020 and December 2020 Financial Reports with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

**B. Reimbursement Requests from Restricted Funds**

Mr. Bailey discussed Reimbursement Request #2 for the Wellness Center project. The funds for the Wellness Center project are restricted to that purpose and as such require Board approval to transfer funds to the operating account. Mr. Bailey stated that the current request totals \$506,981.62 and represents reimbursement for costs paid for the Wellness Center project that were disbursed from the Hospital's operating funds.

**Mr. Eugene Foulcard made a motion to approve the Reimbursement Requests from Restricted Funds with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**



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**IX. QUALITY COMMITTEE REPORT**

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

**Deferred**

**X. MANAGEMENT REPORT**

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

- Spoke at Rev. Randle’s church (Lighthouse Missionary Church) about COVID and vaccines
- COVID Vaccine planning for employee and community
- GHC reviewed plans for Wellness Center
- Price Transparency changes have been developed but we are late getting it posted on our website.
- Additional weekly call with LDH and Region 3 working on the vaccine disbursement.
- Working on Proforma for Urgent Care Center with CHC
- Suite C build out is coming along nicely.
- Joint Commission Survey for Lab went well.
- See the CEO report for more details.

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

- The last number of weeks, the census on Med/Surg unit has been strong (12-13 patients). The emergency room had 893 patient visits in December 2020.
- The COVID positivity rate is at 8%
- Continue to monitor COVID-19 activity and how it is affecting our community.
- Administered over 1,000 vaccines – good feedback on the process.
- Respiratory – the team has been very busy with COVID patients and the patients with pneumonia.
- Physical Therapy – volumes are up, there were 2,144 procedures in December.
- NRC Health (patient satisfaction surveys) is moving right along; the minor issue has been resolved.
- Med/Surg/ICU – very strict isolation guidelines have been followed in care of COVID patients or suspected COVID patients.
- Ms. Skillings gave an update on infection prevention education (see report)
- Ms. Skillings gave an update on Infection Control Summary for 2020 (see report)
- See the CNO report for more details.

**C. Clinic Report – Mr. Ron Bailey, CFO**

Mr. Bailey discussed the clinic report for November noting a decrease in clinic accounts receivable compared to prior month. He reported the clinic revenues were impacted as the clinics were closed for two days for the Thanksgiving holiday and that some providers

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were out other days due to illness or for other reasons. He discussed clinic visit activity for the month of November 2020 as compared to November 2019 noting that November 2020 clinic visits were down 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.

Mr. Bailey discussed the clinic report for December noting an increase in clinic accounts receivable compared to prior month. He discussed clinic visit activity for the month of December 2020 as compared to December 2019 noting that December 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**

**Deferred**

**E. CHC Management Report - Mr. Don Smithburg, CHC Sr. VP Hospital Operations**  
1. “2021 Already Trying to Outdo 2020” – see attached report for details.

See the CHC Board report for details.

**Dr. Roland Degeyter made motion to accept the Management Reports with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

**XI. EXECUTIVE SESSION**

**Mr. Eugene Foulcard made motion to move into Executive Session at 7:10 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. Eugene Foulcard and seconded by Mr. Robert Judice, Jr. to exit Executive Session at 7:25 p.m. The motion carried unanimously.**

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**XII. ACTION(S) TAKEN**

**A. Incentive Compensation Metrics**

**Mr. Eugene Foulcard made a motion to approve the Incentive Compensation Metrics with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

**B. Property Lease Agreement**

**Mr. Eugene Foulcard made motion to approve the Property Lease Agreement with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.**

**C. Architect for Build Out of Lease Property**

**Mr. Robert Judice, Jr. made motion to approve the Architect for Build Out of Lease Property with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.**


**D. Certification of Emergency under Louisiana Public Law for COVID-19 Purposes**

**Mr. Eugene Foulcard made motion to accept the Certification of Emergency under Louisiana Public Law for COVID-19 Purposes with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

**XIII. 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.**

  
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Rev. Allen Randle, Sr. - Chairman

  
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Stephanie A. Guidry, CEO

**BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES  
FEBRUARY 12, 2021**

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The Board of Commissioners of Franklin Foundation Hospital, Hospital Service District No. 1, St. Mary Parish, met in special meeting session at 2:00 p.m., February 12, 2021.

MEMBERS PRESENT

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

ALSO PRESENT

Stephanie Guidry, CEO  
Ron Bailey, CFO  
Sharon Procell, Admin. Assist.

CONFERENCE CALL

Russell Cremaldi, Legal Counsel

**I. CALL TO ORDER**

With a quorum present, the meeting was called to order by the Chairman, Rev. Allen Randle, Sr. at 2:00 p.m.

**II. INVOCATION**

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

**III. PLEDGE OF ALLEGIANCE**

Members recited the "Pledge of Allegiance".

**IV. PUBLIC COMMENT**

No public comment(s).

**V. EXECUTIVE SESSION**

**A motion was made by Mr. Robert Allain, II to move into Executive Session at 2:03 p.m. 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 2:33 p.m. The motion carried unanimously.**

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**VI. ACTION(S) TAKEN**

A. Payment of \$640,000 to DonahueFavret Contractors

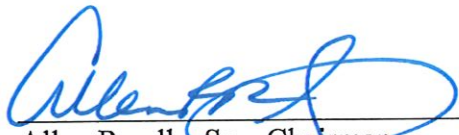
**Mr. Eugene Foulcard made motion to approve payment of \$640,000 to DonahueFavret Contractors with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

B. Urgent Care Construction Budget of \$650,000

**Mr. Eugene Foulcard made motion to approve Urgent Care Construction Budget of \$650,000 with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

**VII. ADJOURN**

**With no further business to discuss, Mr. Eugene Foulcard moved with Mr. Robert Judice, Jr. seconding the motion to adjourn at 2:35 p.m. The motion carried unanimously.**

  
Allen Randle, Sr. - Chairman

  
Stephanie A. Guidry, CEO