

**BOARD OF COMMISSIONERS
MEETING MINUTES
NOVEMBER 19, 2020**

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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., November 19, 2020.

MEMBERS PRESENT

Robert Allain II, Vice-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
Kevin Romero, Director of Marketing/Business
Dev./Co-Director of Physician Services
Collette Vaccarella, Director of Business
Office & Co-Director of Physician Services

Conference Call

Didi Battle

ABSENT

Allen Randle, Sr.

Conference Call

Don Smithburg, VP, CHC
Russell Cremaldi, Legal Counsel

GUEST:

John Piechocki, Vice President, Business Development

I. CALL TO ORDER

With a quorum, the meeting was called to order by the Vice-Chairman, Mr. Robert Allain, II at 6:00 p.m.

II. INVOCATION

Mr. Eugene Foulcard 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 – October 29, 2020

Mr. Robert Judice, Jr. moved to approve the minutes of the Board of Commissioners meeting held October 29, 2020 with Mr. Don T. Caffery, 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:

Initial Appointment:

- **Don Falgout, CRNA – Advance Practice Professional – Anesthesia (YPS)**

Reappointments:

- **Roland Degeyter, MD – Active – Internal Medicine**
- **Gary Wiltz, MD – Affiliate – Internal Medicine**
- **Carl Cheramie, CRNA – Advance Practice Professional – Anesthesia (YPS)**

Resigning:

- **Randall Horton, MD – Affiliate – Family Medicine**

Mr. Eugene Foulcard moved to approve the initial appointment of Don Falgout, CRNA – Advance Practice Professional and the reappointments of Dr. Roland Degeyter – Active – Internal Medicine, Dr. Gary Wiltz – Affiliate – Internal Medicine, and Carl Cheramie, CRNA – Advance Practice Professional 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

Reappointment:

- **Taro Aikawa, MD – Consulting – Psychiatry**

B. Needs Board Approval

- 1. FFH Medication Formulary**
- 2. Therapeutic Interchange List**
- 3. Look Alike Sound Alike List**
- 4. Hospital Wide Medication Protocol Library**

Dr. Kennan Buechter reported that the MEC approved the FFH Medication Formulary, Therapeutic Interchange List, Look Alike Sound Alike List, and the Hospital Wide Medication Protocol Library (these are for annual review/approval as written). He requested that the Board approve.

Mr. Eugene Foulcard made a motion to approve the FFH Medication Formulary, Therapeutic Interchange List, Look Alike Sound Alike List, and the Hospital Wide Medication Protocol Library with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

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VII. NEW BUSINESS

A. Discuss and Approve

1. Diamond Healthcare Presentation by Mr. John Piechocki

Mr. John Piechocki, Vice President, Business Development of Diamond Healthcare presented the proposal. Mr. Piechocki presentation overall explained that Franklin Foundation Hospital has an excellent opportunity to develop a high-quality Intensive Outpatient Program for seniors and a Cardiopulmonary Rehab program that will both meet the needs of the community, while positively contributing to the bottom line of the organization. He stated that Diamond Healthcare will provide the highest level of clinical, operational and marketing support, establishing excellent quality, and program growth to meet the needs of the community.

2. Discuss and Approve Diamond Healthcare Management Agreement

Ms. Stephanie Guidry stated that Diamond Healthcare proposal is a three (3) year Management Agreement, Management Fee of \$11,666.66 (\$5,833 for each program - Intensive Outpatient Program and Cardiopulmonary Rehab Program) and Pass-through of salaries and benefits (28%) for Diamond on-site staff. She reported that Ms. Lanzi Meyers with Gachassin Law Firm has reviewed and modified as needed. Ms. Stephanie Guidry requested that the Board approve the Diamond Healthcare proposal.

Mr. Eugene Foulcard made motion to approve the Diamond Healthcare proposal with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

**3. Pharmacy Update 2020 by Ms. Amanda Sherrod, PharmD, MSHSA
Corporate Director Pharmacy Clinical Integration (CHC)**

DEFERRED

B. Discuss and Approve Capital Request

1. Cable Ready Device for Orthopedics

Ms. Guidry stated this request is for the purchase of a Zimmer Biomet Cable-Ready Cable Grip System for use in orthopedic surgeries. She reported the instrumentation can be used on multiple orthopedic trauma cases and allows the surgeon to adjust tension to accommodate specific patient conditions. This purchase was not included in the approved FY 2021 capital budget. She stated the total purchase price \$12,000.

2. Overhead Surgical Lighting

Ms. Guidry stated this request is for the purchase and installation of two (2) Steris HarmonyAIR "A" Series HD Dual Light systems for the Hospital's operating rooms. This surgical lighting replaces the current surgical lighting that is old and in poor condition. She reported the total purchase price is \$74,500.

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Ms. Guidry requested that the Board approve the Cable Ready Device and the Overhead Surgical Lighting.

Dr. Roland Degeyter made motion to approve the Cable Ready Device and the Overhead Surgical Lighting with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

3. Module for Independent UV Disinfection Robots

Mr. Ron Bailey explained that this request is to ADD \$4,886 to the cost of three (3) Skytron Model 2280 Syndicate model disinfection robots that the Board approved for \$195,450 at the last board meeting. The additional cost is for an independent partner model that will allow each of the units to be operated in separate locations. He reported that the approve purchase would be funded using CARES Act Stimulus Funds subject to the terms of use of the Funds. Mr. Bailey requested that the Board approve the Module for Independent UV Disinfection Robots.

Dr. Roland Degeyter made motion to approve the Module for Independent UV Disinfection Robots with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

VIII. FINANCE REPORT

A. October 2020 Financial Report

Mr. Bailey presented the Financial Report for October 2020, the first month of Fiscal Year (“FY”) 2021. He reported that the Hospital recorded expenses over revenues in the amount of (\$252,040) for the month compared to budget of \$84,288.

Mr. Bailey stated that October 2020 results were impacted somewhat by the preparation for Hurricane Delta that led the Hospital to cancel outpatient services and clinic visits for 1.5 days in early October. He also noted that the state continues to be impacted by the COVID-19 pandemic. The Phase Three (3) restrictions put in place by the Governor remained in place through the end of October.

Mr. Bailey reported the most significant item of note for October 2020 was a net receipt of \$379,672 of physician UPL funds.

Mr. Bailey reported on the October 2020 operating statement noting total patient revenue of \$3,237,751 that was under budget for the month. He noted that the swing bed patient revenue for October was significantly off budget by (87.04%). He reported the total deductions from revenue were over budget for the month of October. He explained that the increase is primarily due to Medicaid outpatient contractual adjustments that were 13.00%, over budget for the month while also noting that included in Medicaid adjustments is a reduction of (\$194,197) for FY 2021 budgeted Physician Rate Enhancement Funds (“PREP”) UPL program.

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Mr. Bailey discussed salaries and wages noting that they were under budget for the month. He explained that the decrease is primarily due to lower salary costs in Med/Surg and ICU that were under budget by a combined (\$81,950) for the month. The decreases are related in part due to lower volumes and flexing of staff as needed. Those decreases were partially offset by costs recorded in the Emergency Support department that included continuing hazard pay differentials and the cost of conducting visitor screenings in the Hospital's lobby the cost of which were a combined \$68,500 for the month. As first discussed in August 2020, hazard pay is paid in accordance with the Hospital's Hazard Pay Policy as it applies to the COVID-19 pandemic. Under the Policy, any amounts paid in relation to the COVID-19 pandemic will use CARES Act funds in accordance with guidance from the U.S. Treasury and Louisiana Legislative Auditor.

Mr. Bailey discussed the balance sheet for October 2020 noting a decrease in cash of (\$1,303,889) from the prior month. He noted that included in October's operating cash was \$379,672 of net physician UPL funds (net of recovery of the IGT as the IGT and receipt were in the same month). Also included is reimbursement from restricted funds for Wellness Center projects costs and capital costs paid for COVID-19 related assets.

Mr. Bailey reported that other receivables increased by \$612,912 in the current month. He stated the increase is primarily due to accruing UPL, rural UPL, and FMCG revenues for the month. He reported the restricted cash decreased by \$832,328 in October compared to the prior month primarily due to payment of \$593,986 to Teche Action Board ("TAB") from the FMCG funds received in September 2020; based on the 2015 Cooperative Endeavor Agreement. He noted in addition, a reimbursement of \$173,000 to operating funds from restricted funds for the Wellness Center as approved by the Board at the meeting on October 29, 2020.

Mr. Bailey noted days cash on hand in October were 137.1 days (trending 3-month average) compared to 155.3 days of cash at the end of September.

Mr. Eugene Foulcard made a motion to approve the October 2020 Financial Reports with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

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

- Follow-up meetings with Hancock Whitney and Regions Bank. First National have not heard back from them
- Dr. Rev. Randle is now providing a prayer time in the healing gardens every Monday at 1:00 pm and 5:50 pm

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- Met with Mr. Paul Molbert and Mr. Mark Muller about the merger/acquisition of the Lafayette General and Ochsner
- Met with Acadian to assure we are not being bypassed when patients need hospital care
- All weekly and monthly meetings continue as we try to transition with the COVID changes
- Had a Governor's call today on COVID-19 Update (disbursement of vaccines)
- Just received contract from DonahueFavret
- Continue to work on Wellness Center and the MOB build out of Suite C
- See the CEO report for more details

B. Nursing Report – Ms. Michelle Skillings, CNO

- The census in Medical Surgical Unit has been 10-12 patients. The Emergency Room had 909 patient visits in October 2020
- Continue to monitor COVID-19 activity and how it is affecting our community. Through our facility we are seeing fewer positive tests. Continue to screen for COVID and test the symptomatic patients through the emergency room.
- ED – still in need of a full-time night nurse
- Med-Surg/ICU – patient activity has been higher. Continue to work on staffing.
- Med/Surg - The new scheduling system (Schedule Anywhere) continues to go well
- Surgery – OrthoLa has been great to work with. The hospital has put a new process in place that approval is required from the Administrator On-Call before a surgery transfer occurs.
- Respiratory – has hired a full-time respiratory therapist
- Physical Therapy – PT and OT volumes are great; there were 1822 procedures in October. We received a nice compliment regarding our OT therapist; she gives wonderful care.
- NRC Health is moving right along
- 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 October noting a decrease in clinic accounts receivable compared to prior month. She discussed clinic visit activity for the month of October 2020 as compared to October 2019 noting that October 2020 clinic visits were down over the prior year. She noted, due to Hurricane Delta, the clinics were closed for a day and half for clinic services. 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.

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

Mr. Kevin Romero reported highlights:

- October - Breast Cancer Awareness month
- See Mr. R. Hudson testimonial
- Emergency Department – When Seconds Matter
- End of Year Deductible – Outsmart Your Deductible
- Franklin Foundation Hospital has three (3) locations of BillBoards
- SKUtron UV Disinfection Robots – Another weapon in infection control
- Healthcare Heroes Awards
- See Marketing report for full details

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.

XI. EXECUTIVE SESSION

- A. Incentive Compensation Metrics**
- B. Strategic Planning**

Above items were tabled until next scheduled meeting.

XII. ACTION(S) TAKEN

- A. Incentive Compensation Metrics**

Mr. Robert Allain, II made announcement that Mr. Eugene Foulcard is appointed to serve on the Board Quality Committee.

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.



Rev. Allen Randle, Sr. - Chairman



Stephanie A. Guidry, CEO