

**BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 25, 2021**

P3

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., February 25, 2021.

MEMBERS PRESENT

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

ALSO PRESENT

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

Conference Call

Lanzi Meyers, Legal Counsel
Don Smithburg, VP, CHC
Russell Cremaldi, Legal Counsel

GUEST

Jill Bayless, SVP Clinical Services, 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 – January 28, 2021

Mr. Eugene Foulcard moved to approve the minutes of the Board of Commissioners meeting held January 28, 2021 with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 25, 2021**

B. Approval of Minutes – Special Meeting – February 12, 2021

Mr. Eugene Foulcard moved to approve the minutes of the Board of Commissioners special meeting held February 12, 2021 with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.

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:

Reappointment:

- **Scott Conklin, MD – Active – Emergency Medicine**

Mr. Robert Judice, Jr. moved to approve the reappointment of Dr. Scott Conklin – Active – Emergency Medicine with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.

Dr. Kennan Buechter discussed that the MEC accepted the changes to the List of Scheduled 1 Telemedicine providers as follow:

Ochsner Telemedicine requests to

Add:

- **Mark Homonoff, MD - Consulting – Neuro**

Remove:

- **Omar Haque, MD – Consulting – Psychiatry**

Virtual Radiology Telemedicine requests to

Remove:

- **Mary Phillips, MD – Consulting – VRad**

VII. NEW BUSINESS

A. Discuss and Approve:

1. Discuss COVID-19 Vaccines

Ms. Jill Bayless, SVP Clinical Services with CHC discussed COVID-19 Vaccines. She discussed the presentation titled “What COVID-19 Vaccines are, How the vaccines got here, where we are now, and What’s Next with COVID-19 vaccines”. (See attached presentation for details)

2. Approve Banking Change

Mr. Ron Bailey updated the Board on the status of making a banking change as Capital One closed the Franklin branch office. Mr. Bailey advised the Board that he planned to bring the selection to the February 2021 meeting for the Board’s approval

**BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 25, 2021**

He stated the hospital has looked at two (2) banks and that both have a lot of technology that will serve the Hospital's needs. He advised that the Hospital needs to do a little more negotiating. He noted that when the Hospital has all of the information, he will bring the final choice to the next scheduled board meeting.

3. Hazard Pay Policy

Ms. Stephanie Guidry discussed the Hospital's Hazard Pay Policy. She stated according to the policy, hazard pay for COVID-19 was scheduled to end December 31, 2020. She also noted that since we did not have a board meeting in December and it was not presented at January's Board meeting, she requested that the Board approve extending the Hazard Pay until May 31, 2021. She also noted if the policy needs to be extended after May 31st, then this will come back to board.

Dr. Roland Degeyter made motion to extend the Hazard Pay to May 31, 2021 with Mr. Robert Allain, II seconding the motion. The motion carried unanimously.

4. Discuss Status FY 2020 Audit and Cost Report

Mr. Bailey noted that normally the results of the fiscal year audit and cost report would be presented at the February meeting. He stated that COVID made the financial audit and cost report scheduling more complex. He advised that the financial audit and cost report are still in progress and that the auditors need to complete the cost report first so it can be sent out for review. Once that is completed the auditors will present the audit and cost report to the Board. The current plan is to bring both items to the board in March. He noted that there is no need to request an extension for cost report submission as CMS granted an automatic extension on cost report.

B. Discuss and Approve Capital Requests

1. Zoll Defibrillators

Ms. Michelle Skillings discussed that this request is for the purchase of four (4) Zoll Series R defibrillators. She stated these units will replace Philips defibrillators in Med/Surg, ICU, OB and SDS as the Philips units are no longer supported. She reported this was included in the approved FY 2021 capital budget. The total purchase price was \$51,208. Ms. Skillings requested that the Board approve the purchase of the Zoll defibrillators.

2. DeMayo Knee Positioner

Ms. Skillings presented the request for the purchase of a DeMayo D2 knee positioner. She stated this purchase will be used for total knee replacement cases; currently there are three (3) cases scheduled. This purchase was not included in the FY 2021 capital budget. She reported the total purchase price \$10,950. Ms. Skillings requested that the Board approve the DeMayo knee positioner.

3. Replace Workstation Chairs at MOB

Ms. Guidry presented this request to replace all the workstation chairs in use at the MOB. She stated the current chairs do not have solid seating surfaces that can be adequately cleaned which is an infection control issue. This purchase was not

**BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 25, 2021**

included in the FY 2021 capital budget. The total purchase price \$6,715. Ms. Guidry requested that the Board approve the replacing workstation chairs at MOB. Mr. Bailey stated the funding 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 Zoll Defibrillators, DeMayo Knee Positioner, and to Replace Workstation Charis at MOB with Dr. Roland Degeyer seconding the motion. The motion carried unanimously.

VIII. FINANCE REPORT

A. January 2021 Financial Report

Mr. Bailey presented the Financial Report for January 2021, the fourth month of Fiscal Year ("FY") 2021. He reported that the Hospital recorded revenues in excess of expenses in the amount of \$118,371 for the month compared to budget of \$84,288.

Mr. Bailey stated that January 2021 results reflected increases in some patient service volumes over and above what was a very busy December. He reported acute inpatient days were up 43.80% compared to December 2020. He also noted that in addition Lab, Diagnostic Imaging and ED visits were up 8.80%, 4.60% and 8.00%, respectively, compared to the prior month.

Mr. Bailey discussed the January 2021 operating statement noting total patient revenue of \$3,803,981 was almost 10% over budget for the month. He stated the January's total revenue was up 2.40% over December 2020 and marked the highest total patient revenue since May 2019. He noted that that total inpatient revenue was 61.97% over budget for January with inpatient acute revenue 103.39% over budget for the month.

Mr. Bailey noted that total deductions from revenue were \$167,805 over budget for the month. Medicare and Medicaid Adjustments were (\$36,531) under budget for the month, primarily due to Medicare outpatient and swing bed contractual adjustments that were a combined (\$119,600) under budget for the month. In addition, Medicare and Medicaid adjustments for the clinics were under budget for month. He reported these reductions were partially offset by Medicaid inpatient and outpatient contractual adjustments over budget by \$126,100 based on increased Medicaid volume in January. 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 other adjustments that were 40.34% over budget for January. He explained that the increase was primarily due to a shift in payor mix to Commercial revenues and the resulting accounts receivable in January. He noted that Medicare Advantage revenues, which are included in Commercial revenues, were up 96.40% in January compared to December. He advised that in addition, Blue Cross and other

**BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 25, 2021**

P7

Commercial accounts receivable increased over the prior month which resulted in higher accrued contractual adjustments. The combined impact was commercial contractual adjustments over budget by \$244,502 for January. In addition, combined clinic commercial payor contractual adjustments were over budget in January.

Mr. Bailey discussed the balance sheet for January 2021 noting an increase of \$909,044 in cash from the prior month. He noted that included in January's operating cash was \$1,623,557 of tax millage receipts and \$506,982 of reimbursement from restricted cash for costs incurred on the Wellness Center project. He advised that also included was a net reduction of (\$314,132) from physician UPL transactions.

Mr. Bailey reported gross patient accounts receivable of \$5,510,181, an increase of \$600,880 from the prior month. He noted the gross days in A/R for the month were 45.8, compared to the historical target of 60 days or less, which was up 2.9 days from 42.9 days in the prior month. He noted the taxes receivable decreased by (\$1,425,862) compared to the prior month due to the tax millage receipts.

Mr. Bailey discussed other receivables noting an increase of \$936,803 in the current month due to accruing the current month's budgeted physician UPL, rural UPL and FMCG revenues. Also adding to the increase was the net physician UPL transaction of \$314,132.

Mr. Bailey noted days cash on hand in January were 139.5 days compared to 128.5 days of cash at the end of the prior month.

Mr. Eugene Foulcard made a motion to approve the January 2021 Financial Report with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

B. Reimbursement Requests from Restricted Funds

Mr. Bailey discussed Reimbursement Request #3 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 to date \$131,482.11.

Mr. Robert Allain, II made a motion to approve the Reimbursement Requests from Restricted Funds with Mr. Eugene Foulcard seconding the motion. The motion carried unanimously.

IX. QUALITY COMMITTEE REPORT

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

Deferred

**BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 25, 2021**

X. MANAGEMENT REPORT

A. Administration Report – Ms. Stephanie Guidry, CEO

- Ms. Guidry noted that the Hospital's generator is tested on a monthly basis. This month the generator failed a full load test; until this is fixed, the Hospital has a rental in place
 - Working with CHC on Medical Staff Developing Plan
 - OrthoLA added another PA to their clinic
 - Kevin Romero and Stephanie spoke with some LSU medical residents at University Medical Center in Lafayette. She noted that she received a call from a 1st year resident that showed interest
 - Urgent Care RFQ developed; we have a consultant – Mr. Bart Folsie
 - Meeting with Dr. Mary North (Family Medicine) this Sunday; she will complete residency in July
 - Vaccine clinics going very well
 - Had a webinar with Allevant – they help rural or critical access hospitals with skilled bed (transitional care)
 - Price transparency – is up on the website
 - Today talked with Teche Talk on the Wellness Center
 - Continue to work on the construction process

B. Nursing Report – Ms. Michelle Skillings, CNO

- Gave update on COVID-19 vaccines; all in all, going very well
- Good breakdown on who is receiving vaccines
- Community support on the vaccine process
- The COVID positivity rate is at 3.8%
- Administered over 1,000 vaccines – good feedback on the process.
- Gave an update on Infection Prevention education (see report)
- Gave an update on Infection Control Summary for 2020 (see report)

C. Clinic Report – Ms. Collette Vaccarella

Ms. Vaccarella discussed the clinic report for January noting a decrease in clinic accounts receivable compared to prior month. She discussed clinic visit activity for the month of January 2021 as compared to January 2020 noting that January 2021 clinic visits were up down 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

- Another weapon in infection control – Skytron UV Disinfection Robots
- Full-Service Ad – A full-service hospital for all your healthcare needs

**BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 25, 2021**

P9

- Employee Testimonial by Ms. Judy Hunt-Fontenot – Why I Love Working at FFH
- New Year, New You! – Taking Strides Towards a Healthy New Year
- St. Mary Health winter newsletter is out.
- Heart Month – Live Life with All Your Heart – featuring Dr. Brent Rochon, Cardiologist
- COVID-19 Vaccine – Getting the COVID Vaccine is Important! Here’s Why!
- Moving Forward, CNO – Ms. Michelle Skillings, Chief Nurse Officer, Infection Control Preventionist

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

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

XI. EXECUTIVE SESSION

Mr. Robert Allain, II made motion to move into Executive Session at 7:25 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 Dr. Roland Degeyter and seconded by Mr. Eugene Foulcard to exit Executive Session at 7:35 p.m. The motion carried unanimously.

XII. ACTION(S) TAKEN

A. Personnel Matter

Item tabled

XIII. ADJOURN

With no further business to discuss, Dr. Roland Degeyter moved with Mr. Eugene Foulcard seconding the motion to adjourn at 7:40 p.m. The motion carried unanimously.



Rev. Allen Randle, Sr. - Chairman



Stephanie A. Guidry, CEO