

**BOARD OF COMMISSIONERS  
MEETING MINUTES  
JULY 29, 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., July 29, 2021.

MEMBERS PRESENT

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

ALSO PRESENT

Stephanie Guidry, CEO  
Ron Bailey, CFO  
Michelle Skillings, CNO  
Joyce Andrico, Quality Manager  
Bart Folsie, Chief Development Officer  
Tina Petry, Director of HIM  
Collette Vaccarella, Director of Business  
Office & Director of Clinics  
Sharon Procell, Executive Assist.

ABSENT

Robert Allain, II

Conference Call

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

GUEST

Dr. Patricio Lucio – Internal Medicine (MOB)  
Meagan Bourque, Director Human Resources

**I. CALL TO ORDER**

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

Ms. Stephanie Guidry introduced Dr. Patricio Lucio, Internal Medicine physician at MOB. Ms. Guidry gave a brief bio of Dr. Lucio.

Mr. Allen Randle, Sr. announced a “Happy Birthday” to Dr. Kennan Buechter, today is his birthday.

Mr. Allen Randle, Sr. announced a “Big Congratulations” to Dr. Roland Degeyter for forty (40) years of service with Franklin Foundation Hospital.

**II. INVOCATION**

Mr. Allen Randle, Sr. opened the meeting with a prayer.

**III. PLEDGE OF ALLEGIANCE**

Members recited the “Pledge of Allegiance”.

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**IV. PUBLIC COMMENT**

NONE

**V. OLD BUSINESS**

**A. Approval of Minutes – June 24, 2021**

**Ms. Didi Battle moved to approve the minutes of the Board of Commissioners meeting held on June 24, 2021, with Mr. Don T. Caffrey, 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:

**Initial Appointment:**

- **Brent Ragas, CRNA – Advance Practice Professional**

**Reappointment:**

- **Justin Arnold, CRNA – Advance Practice Professional**

Dr. Buechter requested that the Board approve the Initial and the Reappointment.

**Dr. Roland Degeyter moved to approve the Initial appointments of Brent Ragas, CRNA – Advance Practice Professional and the Reappointment of Justin Arnold, CRNA – Advance Practice Professional with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

Dr. Kennan Buechter stated that MEC accepted the changes from Virtual Radiology Telemedicine to reappoint the following:

- **Laurie Gustein, MD - Consulting – VRad**
- **Sharif Kershah, MD – Consulting – VRad**
- **Dawood Malik, MD – Consulting – VRad**

**To Appoint:**

- **Guido Santacana, MD – Consulting - VRad**

MEC accepted the changes from Ochsner Telemedicine to appoint the following:

- **Rula Ruella, NP – Advance Practice Professional – Psychiatry**
- **Muhammad Khan, MD – Consulting – Psychiatry**
- **Elizabeth Holcomb, MD – Consulting – Psychiatry**

**B. Approve Policies**

1. **Regitine Protocol**

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Dr. Kennan Buechter reported that in MEC approved the Regitine Protocol for treatment of Alpha-Adrenergic infiltrations. Dr. Buechter requested that the Board approve the Regitine Protocol.

**Dr. Roland Degeyter made motion to approve the Regitine Protocol with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

**VII. NEW BUSINESS**

**A. Discuss and Approve:**

**1. AIA Document G701-2017 Preconstruction Services**

Ms. Stephanie Guidry explained the AIA Document G701-2017 Preconstruction Services is a standard architectural contract. She reported the point of interest is the dollar amount at \$21,776,989. She stated the original contract was \$19,072,800; the difference was putting the parking lot back and adding furnishing fixtures and equipment along with professional fees and soft cost all at additional cost of \$2,704,189. Ms. Guidry requested that the Board approve the AIA Document G701-2017 Preconstruction Services so that the Hospital can move forward with the project.

**Ms. Didi Battle made motion to approve the AIA G701-2017 Preconstruction Services with Mr. Robert Judice, Jr. seconding the motion. The motion carried unanimously.**

**B. Discuss and Approve Capital Requests**

**1. Skytron Slider Bed**

Ms. Michelle Skillings reported this request is to purchase a Skytron model 3503 EZ Slide surgical table with radiolucent accessories and 18" extension. She stated the Hospital currently has two OR tables, one of which is a slider, but it lacks x-ray capabilities. She noted there are multiple cases where a slider table is better for positioning and visualization. Ms. Skillings reported the purchase price is \$36,385. This purchase was included in the approved FY 2021 capital budget at \$35,457. Ms. Guidry reported the increase in orthopedic cases makes the request a high priority as bipolar hip surgeries can only be done on the regular OR table as the current slider table does not have x-ray capability. Ms. Skillings requested that the Board approve the Skytron Slider Bed.

**Dr. Roland Degeyter made a motion to approve the Skytron Slider Bed with Ms. Didi Battle seconding the motion. The motion carried unanimously.**

**2. B. Braun Infusomat Wireless Pumps**

Ms. Skillings reported this request is to purchase ten (10) B. Braun Infusomat Space wireless IV pumps and kits. She stated this request is the start of the replacement of old IV pumps that need repair but are at the end of their useful life. She reported this purchase was not included in the FY 2021 approved capital budget. The purchase price \$22,000. Ms. Skillings requested that the Board approve the B. Braun Infusomat Wireless Pumps.

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**Dr. Roland Degeyter made a motion to approve the B. Braun Infusomat Wireless Pumps with Ms. Didi Battle seconding the motion. The motion carried unanimously.**

**VIII. FINANCE REPORT**

**A. June 2021 Financial Report**

Mr. Ron Bailey presented the Financial Report for June 2021, the end of the third quarter of Fiscal Year ("FY") 2021. He reported that the Hospital recorded revenues in excess of expenses in the amount of \$325,596 for the month compared to budget of \$110,331.

Mr. Bailey discussed the June 2021 operating statement noting total patient revenue of \$3,598,640 which was over budget for the month. He stated the June's total revenue was up 3.59% as May's revenue approximated the budget.

Mr. Bailey discussed total deductions from revenue that were \$96,550 over budget for the month. He reported that Medicare and Medicaid Adjustments were (\$68,618), under budget due primarily due to Hospital Medicare contractual adjustments under budget by a combined (\$107,250) for the month. He noted that the decreases were partially offset by Hospital Medicaid contractual adjustments that were \$38,650 over budget for the month due in part to slightly lower reimbursement rates, as a percentage of cash receipts, as well as a number of denied claims that were recorded in June. He also discussed other adjustments that were \$130,560 over budget for June. He explained these adjustments include Blue Cross, Commercial and Medicare Advantage adjustments. He reported the increase in June is due in part to the increase in contractual adjustments as a percentage of paid claims on commercial/PPO accounts for the month.

Mr. Bailey discussed non-operating income that was over budget by \$214,722. He explained that the increase is due to an adjustment of the amount accrued for the Full Medicaid Capacity Grant program. He noted that as discussed in May's comments, the FY 2021 grant was budgeted at \$2,441,443 based on expectations at the time that there would be less funds available for the Hospital to match under the state's Medicaid program. He explained that the amount of funds available for this program are dependent, among other factors, on the amount of Medicaid capacity available to the state by the end of the state's fiscal year on June 30<sup>th</sup> and by the federal match percentage required for the state to draw Medicaid funding. He stated the Louisiana Department of Health (the "LDH") advised on June 8, 2021, that the IGT required for this year's program was the full amount as in the prior year. Based on the Medicaid match percentage provided by LDH, the IGT indicated that the full gross funding of \$6,000,000 was available for the current fiscal year. The Hospital made the IGT for \$1,954,800 on June 16, 2021. After recovery of the IGT and processing fees to the Rural Hospital Coalition, the net amount available for the current year would be \$3,985,200. As such, the entire \$3,985,200 will be recorded by the Hospital as grant funds that would be restricted for use on the Wellness Center project. He noted LDH has not established the date when the funds will

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be distributed. He advised, as noted in May's discussion, that the monthly accrual increased to \$413,198 beginning in June. He stated this amount will be recorded each month through the end of the fiscal year.

Mr. Bailey discussed the balance sheet for June 2021 noting that operating cash has a decrease of (\$2,907,541) from the prior month. He noted, this decrease is primarily due to two transfers: the IGT on June 16, 2021 for (\$1,954,800) under the FMCG program and an IGT on June 22, 2021 for (\$445,570) IGT under the physician UPL program. He stated at this time the Hospital has not received the return amounts for these two transfers.

Mr. Bailey reported other receivables increased by \$3,047,374 in June compared to the prior month. He explained the increase is due to recording the FMCG IGT of \$1,954,800 and the physician UPL IGT of \$445,570. Also included in June are \$420,266 of accrued FMCG funding and \$233,200 of rural UPL funding.

Mr. Bailey then discussed that the balance in CARES ACT and Other COVID-19 Related Funding (the "CARES ACT funds") decreased by (\$61,538) compared to prior month. He explained the decrease is primarily due to the current month's repayment of the total \$2,400,965 of funding received in April 2020 under the Medicare Accelerated and Advance Payments Program ("MAAP")

Mr. Bailey noted days cash on hand in June were 98.1 days compared to 131.8 days of cash at the end of the prior month.

Mr. Bailey advised the Board that on July 16, 2021 the Hospital made the final payment on the 2010 Refunding Bonds. He noted that the Hospital was making additional payments each month to reduce the balance and that such payments began prior to his hiring in April 2011. Mr. Bailey noted that due to the additional monthly payments the Hospital was able to retire the debt more than six years earlier than scheduled.

**Ms. Didi Battle made a motion to approve the June 2021 Financial Report with Mr. Robert Justice, Jr. seconding the motion. The motion carried unanimously.**

**B. Reimbursement Requests from Restricted Funds**

Mr. Bailey discussed Reimbursement Request #5 for the Wellness Center project. The funds for the Wellness Center project are Board-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 \$211,606.02. Mr. Bailey requested that the Board approve the reimbursement request.

**Ms. Didi Battle made a motion to approve the reimbursement requests from restricted funds of \$211,606.02 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**

Ms. Andrico gave a presentation of Quality Data.

(see attached presentation for details)

**Dr. Roland Degeyer made a motion to approve the Quality Data Report with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

**X. MANAGEMENT REPORTS**

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

- The Market Assessment is completed – will present at August meeting
- Medical Staff Development Plan with CHC is completed – will present at August meeting
- Met with Thibodaux Regional Medical Center team to discuss the roll out of the Specialty Coverage
- Wellness Center – pad is complete now placing surcharge
- Urgent Care – pad is complete – started measuring settlement
- Rich Dunn with CHC was here July 21<sup>st</sup> – 23<sup>rd</sup> – he will submit an action plan on Inventory Control and Material Management
- Productivity Program is complete, should roll out in August
- Hosted Leadership St. Mary for lunch and a tour
- Met with Diamond Healthcare about starting a post COVID Cardio-Pulmonary program
- It's time for Employee Benefits renewal
- Meagan Bourque and Michelle Skillings met with Philippine Nurses Program
- Cooper Wellness will attend the August Medical Staff meeting (future plan)
- Meeting with Thibodaux on August 2<sup>nd</sup> to discuss 1<sup>st</sup> 90 days after start of specialty clinic
- See CEO report for details

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

- COVID-19 positivity rate at 16% for St. Mary Parish
- Staff COVID vaccinated at 62%
- FFH mask wearing is mandated
- Offering monoclonal infusion – SDS and ER (27 ED, 176 SDS, 3 scheduled)
- Med/Surg – Acuity and needs of the patients continue to be high
- New Education Nurse – Ms. Madeline Rozas
- Special thanks to Ms. Tina Petry for keeping everything organized for the CHC Mock Survey. The surveyors were very complimentary of the staff.
- See CNO report for details

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**C. Clinic Report – Ms. Collette Vaccarella**

Ms. Vaccarella discussed the clinic report for June noting an increase in clinic accounts receivable compared to the prior month. She discussed clinic visit for June were up from 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. Bart Folsie, Chief Development Officer**

Mr. Folsie reported highlighted areas of Social Media, Advertising Campaigns, and Community Engagement. He presented statistics of “A Tale of Two States” dealing with COVID numbers. He explained his Business Development Plan along with a Market Update. (see attached for details).

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

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

**XI. EXECUTIVE SESSION**

**Ms. Didi Battle made a motion to move into Executive Session at 7:28 p.m. with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.**

**A. Strategic Planning**

**With no further business to discuss in Executive Session, a motion was made by Ms. Didi Battle and seconded by Mr. Robert Judice, Jr. to exit Executive Session at 7:55 p.m. The motion carried unanimously.**

**XII. ACTION(S) TAKEN**

**A. Incentive Compensation for Personnel**

**Item was tabled until next meeting**

**B. Dr. Taylor Phillippi Contract**

**Dr. Roland Degeyter made a motion to approve Dr. Taylor Phillippi Contract with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

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**C. Allevant Agreement**

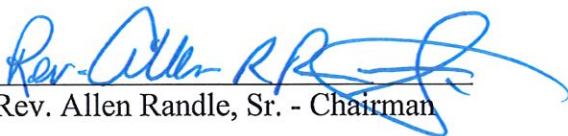
**Ms. Didi Battle made motion to approve the Allevant Agreement with Mr. Don T. Caffery, Jr. seconding the motion. The motion carried unanimously.**

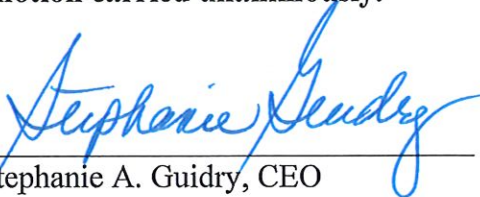
**D. Purchase Property at 301 Northwest Blvd., Franklin, La.**

**Ms. Didi Battle made a motion to approve the purchase of the property at 301 Northwest Blvd., Franklin, La. with a not-to-exceed amount of \$175,000.00 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. Robert Judice, Jr. seconding the motion to adjourn at 8:00 p.m. The motion carried unanimously.**

  
Rev. Allen Randle, Sr. - Chairman

  
Stephanie A. Guidry, CEO