

**BOARD OF COMMISSIONERS
MEETING MINUTES
March 29, 2018**

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., March 29, 2018.

MEMBERS PRESENT

Eugene Foulcard, Chairman
Dr. Nick Accardo, Vice Chairman
Clegg Caffery, Jr.
Dr. Roland Degeyter
Robert Judice, Jr.
Didi Battle

ALSO PRESENT

Stephanie Guidry, CEO
Lanzi Meyers, Legal Counsel
Russell Cremaldi, Legal Counsel
JoEllen Curry, Interim CNO
Lori Leonard, CQO
Tina Petry, Director of HIM
Collette Vaccarella, Director of PFS
Sharon Procell, Exec. Admin. Asst.
Kevin Romero, Director of Marketing/
Business Development
Don Smithburg, QHR VP

ABSENT

Allan Von Werder

I. CALL TO ORDER

With a quorum present, the meeting was called to order by the Chairman, Mr. Eugene Foulcard at 6:05 p.m.

II. PUBLIC COMMENT

NONE

III. OLD BUSINESS

A. Approval of Minutes – February 22, 2018

Mr. Clegg Caffery moved to approve the minutes of the Board of Commissioners meetings held February 22, 2018 with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

IV. NEW BUSINESS

A. Discuss and Approve

1. Compliance Partners Contract

Ms. Stephanie Guidry presented a summary of the Compliance Partners, LLC contract. She explained that this is a software product that will be utilized for contract and vendor services management, activity and event reporting and for publishing and managing the Hospital's policies and procedures. In addition, the vendor will collaborate with the Hospital to develop compliance and risk management reporting. Ms. Guidry explained that this will be a three (3) year

**BOARD OF COMMISSIONERS
MEETING MINUTES
March 29, 2018**

contract with annual renewal after year three (3). She reported that the annual fee is \$21,600 with a one-time fee of \$4,320 for set-up and integration. Ms. Guidry also noted that the agreement includes approximately 100 hours of services to assist with set up and uploading documents. She noted the contract was reviewed and modified as needed by Ms. Lanzi Meyers of the Gachassin Law Firm. Ms. Guidry requested that the Board approve the Compliance Partners contract.

Dr. Roland Degeyter moved to approve the Compliance Partners Contract with Ms. DiDi Battle seconding the motion. The motion carried unanimously.

B. Discuss Calendar Year 2018 Millage

Mr. Ron Bailey advised that in May of each year he brings the millage rate adoption request to the Board for approval as the documentation must be submitted to the Assessor's Office in June of each year. He explained that at a recent State Legislative Auditors' millage workshop it was recommended that if taxing districts are not rolling millage rates forward that districts adopt their rates and submit the required documentation as early as practical ahead of the June deadline. As such Mr. Bailey explained that he will present the calendar year 2018 millage rate adoption at the Board meeting scheduled for April 26, 2018. Mr. Bailey also noted that the Hospital's 10 mil tax will be up for renewal in calendar year 2019 and that the Hospital needs to put into place the process to place the millage renewal on the ballot.

V. MEDICAL STAFF REPORT

A. Credentials & Medical Executive Reports – March 2018

Dr. Donna Tesi presented the monthly Credentials and Medical Executive Committee Reports. She stated the Credentials Committee and the MEC reviewed the presented files and found to have current evidence of adequate professional liability insurance with no malpractice issues. Also obtained were primary source verifications of current LA medical licensure noted without restrictions and there was no evidence of any sanctions or exclusions by Medicaid, Medicare, or other federal programs. Based upon review of the qualifications, clinical competences, skills, experience, quality data, requested privileges, peer references, ability, and ongoing professional practice evaluations the following applicants have been unanimously recommended for reappointments of:

- Dr. Levie Johnson – Consulting – Emergency Medicine
- Dr. William Roth – Courtesy – Urology

Dr. Tesi requested the Board give final approval of the reappointments.

Mr. Robert Judice, Jr. made a motion to approve the Credentialing reappointments of Dr. Levie Johnson – Consulting – Emergency Medicine and Dr. William Roth – Courtesy – Urology with Dr. Roland Degeyter seconding the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
March 29, 2018**

Dr. Donna Tesi reported the resignation of Dr. Richard Hoos – Courtesy – Neuro Telemedicine. She also reported two (2) reappointments: Dr. David Krausz – Consulting – Virtual Radiology and Dr. James Turner – Consulting – Virtual Radiology along with their request to remove Dr. Edward Wong – Consulting – Virtual Radiology.

VI. FINANCE REPORT

A. Finance – February 2018

Mr. Ron Bailey presented the finance report for the month of February 2018.

B. Ratification of minutes and all actions taken at the Finance Committee Meeting March 28, 2018.

Ms. Didi Battle moved to approve the Finance report and ratifications of minutes and all actions taken at the Finance Meeting held on March 28, 2018 with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

VII. QUALITY COMMITTEE REPORT

A. Ratification of minutes and all actions taken at the Quality Committee Meeting – March 23, 2018.

Ms. Didi Battle made a motion to approve ratification of minutes and all actions taken at the Quality Committee meeting on March 23, 2018 with Mr. Clegg Caffery seconding the motion. The motion carried unanimously.

VIII. MANAGEMENT REPORT

A. Nursing Report – Ms. JoEllen Curry, Interim CNO

Ms. JoEllen Curry reported that on ten (10) of the eleven (11) HCAHPS components are at or above the Hospital Compare National Top Box average for March 2017 to February 2018 and five (5) out of eleven (11) are at or above the 90th percentile. She reported the next Diabetic Academy is scheduled for April 4th. Ms. Curry stated Baxter will be here April 17th and 18th to perform recall corrections to our IV pumps; we have not had any issues with the pumps due to the recall issue. She noted the Hospital continues to have nursing staff openings and that a couple of employees who had left want to return. Ms. Curry reported on the Employee Easter Egg Hunt, the Hospital had approximately 575 children with over 9500 candy filled eggs; it was a successful egg hunt.

B. Administrative Report – Ms. Stephanie Guidry, CEO

Ms. Stephanie Guidry reported on a handout of a letter that was received from the Louisiana Attorney General's office which states an opinion that the Parish President may not serve as a non-voting member on the Board of Commissioners of St. Mary Parish Hospital Service District No. 1. The Board had directed Mr. Russell Cremaldi

**BOARD OF COMMISSIONERS
MEETING MINUTES
March 29, 2018**

to seek an opinion, on this issue from the Attorney General's office.

Ms. Guidry reported she interviewed a Chief Nursing Officer candidate, Michelle Skillings, BSN, RN, MHA. Ms. Skillings has critical access hospital experience and just recently, became available due to consolidation by the organization she worked for in Wyoming. Ms. Guidry advised that an offer will be extended to Ms. Skillings.

Ms. Guidry mentioned the Hospital had a follow-up survey with CLIA. The result was that 5-6 items needed improvement; these were minor issues. She stated CLIA will be coming again in the next couple of weeks.

Ms. Guidry stated the Hospital still has nurse/lab and surgical tech openings that the Hospital will continue to work at filling. She noted there is a national nurse shortage. Mr. Don Smithburg stated with that shortage of nurses nationally is predicted to be at 10,000 in 2020.

Ms. Guidry reported on a handout letter that a family member sent commending the staff and Dr. Roland Degeyter on the excellent care the Hospital gave to her loved one while in the hospital. She noted that in the future, when the Hospital receives letters like this one, these letters will be presented to the Board.

Ms. Guidry stated that Brentwood Communications will be reviewing with the Board their recommendations for the future marketing campaign.

Ms. Guidry reported she had a meeting with Senator Allain. She reported Senator Allain came with good news that the Hospital will be getting grant money this year.

C. Clinic Report – Ms. Collette Vaccarella, Director of Patient Financial Services

Ms. Collette Vaccarella reported on Clinic activities for February 2018. She discussed the clinic appointment activities. Ms. Vaccarella stated that February was a short month. She stated the clinic had a provider out for a week and everyone was out for Mardi Gras. She reported overall the clinic had a good month. She stated the clinic was shy of 34 visits to meet January visits. Mr. Bailey presented the consolidated clinic cost center report.

**D. QHR Management Report – Mr. Don Smithburg
Deferred**

IX. EXECUTIVE SESSION

Ms. Didi Battle made a motion to go into executive session at 6:43 pm with Mr. Clegg Caffery seconding.

A. Strategic Planning

**BOARD OF COMMISSIONERS
MEETING MINUTES
March 29, 2018**

With no further business to discuss in Executive Session, a motion was made by Dr. Nick Accardo and seconded by Ms. Didi Battle to exit Executive Session at 7:45 p.m. The motion carried unanimously.

Dr. Nick Accardo made a motion to approve Incentive Compensation for Ms. Stephanie Guidry based on the metrics previously approved by the Board with Ms. Didi Battle seconding the motion. The motion carried unanimously.

Dr. Nick Accardo made a motion to approve Incentive Compensation for Mr. Ron Bailey based on the metrics previously approved by the Board with Ms. Didi Battle seconding the motion. The motion carried unanimously.

Dr. Nick Accardo made a motion to approve a three percent (3%) merit increase for hospital employees and to have Administration explore another two percent (2%) merit increase with Ms. Didi Battle seconding the motion. The motion carried unanimously.

X. ADJOURN

With no further business to discuss, Dr. Nick Accardo moved with Ms. Didi Battle seconding the motion to adjourn at 7:50 p.m. The motion carried unanimously.

Eugene Foulcard - Chairman

Stephanie A. Guidry, CEO