

Jackson Parish Hospital  
Governing Board Minutes  
February 24, 2021

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, February 24, 2021, at noon, in the Jackson Parish Hospital Dining Room, 165 Beech Springs Road, Jonesboro, Louisiana. Board Members present were: Dr. Rebecca Crouch, Shontae Mims, and Chris Bowman. Absentee Board Members were: Angela Curtis. Hospital Staff present were: John Morgan, Dr. Jason Thomas, Bill Stansbury, Dr. Paula Parkerson, Sunni Bougues, Amber Brazzel, Shelley Malsam, and Mauri McBride.

Crouch called the meeting to order at 12:15 p.m., and Morgan gave the Invocation. There were 3 of the 5 members by Act 171 present; therefore, there was a quorum present.

Crouch entertained a motion to defer items #7.2 Resolution #2020-4 Updating the Authorized Signatories at Jonesboro State Bank, #7.3 Resolution #2020-5, Updating the Authorized Signatories at Hodge Bank & Trust, and item #13 Election of Officers until the next regularly scheduled meeting. There was a motion by Bowman and a second by Mims to approve the agenda as presented with the deferment of items #7.2, #7.3, and #13 until the next regular meeting. All members present were in favor and the motion carried.

Following a motion by Mims and a second, by Bowman, the minutes from January 27, 2021, meeting were approved as presented. All members present were in favor, and the motion carried.

There were no public comments.

During the Chief of Staff Report, Dr. Parkerson presented two Infection Control/ Employee Health Policies which were: Accidental Blood or Body Fluid Exposure/Contamination and the Exposure Control Plan, while identifying the portions of the policies that were revised to follow the current CDC guidelines as recommended by the Medical Staff. There was a motion by Bowman and second by Mims to adopt the Accidental Blood or Body Fluid Exposure/Contamination and the Exposure Control Plan as presented. All members present were in favor, and the motion carried.

During the Chief Executive Officer's Report, Morgan presented the Organizational Charts for the 2021 calendar year, which included the organizational charts for the following locations: Jackson Parish Hospital, Jackson Parish Hospital Family Care Clinic, Jonesboro Family Care Clinic Suites A, B, E & F, and the Chatham Medical Clinic. Bowman raised a question as to if there were any significant changes from what has been done in the past. Morgan informed the Board that the Organizational Charts are the same as what was done in previous years and just reflect an update in personnel. There was a motion by Bowman and second by Mims to approve the 2021 Organizational Charts for Jackson Parish Hospital, Jonesboro Family Care Clinic, Jackson Parish Hospital Family Care Clinic, and the Chatham Medical Clinic as presented. Morgan then provided the Board with an overview of the Cepheid GeneXpert System that was provided in the packet; noting that this PCR machine can perform a variety of different test, including C-DIFF; however, at this time it will only be utilized for FLU A, FLU B, RSV, and COVID- 19. Morgan informed the Board that JPH now has this machine in-house, and a Special Called Medical Staff meeting was called on February 23, 2021, where the Medical Staff approved the usage of the Cepheid Machine. He then requested approval from the Board to begin utilizing the recently purchased equipment, while noting initially these tests will be used in the hospital setting due to the limited quantity of tests that are allocated for our facility, which is only 60 per month. Crouch raised a question as to the number of COVID-19 tests that are currently performed on daily in the hospital. There was a discussion on this topic. There was a motion by Bowman and a second by Mims to approve the usage of the Cepheid GeneXpert System. All members present were

in favor, and the motion carried. There was then a discussion on the false-negative versus false-positive rate. Morgan then proposed merit raises for the employees of JPH, noting raises will be based on the employee's annual evaluation. He informed the Board that employees had numerical evaluations that are based on performance, which range from 1 to 5 and employees are not eligible for a raise until they score a level 3 or higher, noting a 3 receives a 3%, 4 receives a 3.5%, and a 5 receives a 4% raise. Morgan informed the Board that the overall average is 3.3% which is a total of roughly \$20k per month, noting this is for full-time employees only. Bowman raised a question as to if this was the same process and percentage that was done last year. Morgan informed the Board that this is the same process that was done last year for merit raises. There was a motion by Bowman and a second by Mims to authorize the CEO to provide employees with a merit increase as recommended by the CEO. All members present were in favor, and the motion carried. Morgan then announced that Pediatric Nurse Practitioner, Heather Negrotto, has tendered her resignation, noting that her last official day is March 9<sup>th</sup>. Morgan informed the Board that at this point he does not recommend hiring another Pediatric Nurse Practitioner, he has spoken with the Medical Staff and the Providers have agreed to cover some of the pediatric patients, noting that he feels confident that we can absorb the position. Bowman raised the question as to if any of the Mid-Level's or Physicians were on a merit increase based on patient volume. There was a discussion on this topic. Morgan informed the Board of Dr. Lee Abraham, Radiologist for Salient Radiology, who reads x-rays., etc. He then recommended to the Board a contract for approval for Dr. Lee Abraham, to be the Medical Director of Radiology at Jackson Parish Hospital, noting that he would conduct quality reviews, over-reads of exams, and help develop policies and procedures, etc. He informed the Board of a contract for this service that has been reviewed and approved by Attorney Trevor Fry, noting the rate for this service is \$175.00 per hour with up to \$2,625.00 per month which is fifteen hours. Morgan informed the Board of a monthly timesheet form that will be completed by Dr. Abraham. He then recommended the Board hire Dr. Lee Abraham as the Radiology Director of Jackson Parish Hospital. Bowman raised a question as to if Dr. Abraham would be willing to provide in-services to the Medical Staff and to the department on how to better utilize the Radiology Department and the tests that are available to run. There was a discussion related to the positive benefit Dr. Abraham would be to the facility. There was a motion by Bowman and a second by Mims to approve the contract retaining Dr. Abraham as the Radiology Medical Director as suggested. All members present were in favor, and the motion carried.

Dr. Thomas began by providing the Board with an update on the patient renovation project noting the original expected date for the 200-hall completion, February 19, 2021, has been pushed a week back at a minimum, due to the recent ice storm. He then reported that the Louisiana State Fire Marshal's Office and the Office of Public Health were originally scheduled for February 23<sup>rd</sup> but has since been rescheduled to March 4<sup>th</sup> while noting those two inspections must take place before the Louisiana Department of Health and Hospitals will schedule their survey; therefore, it looks as though LDH will not conduct their survey of the 200-hall patient renovation project until roughly mid/end of March. He then reported that the plan is still to simultaneously license all 14 rooms on the 200-hall wing and de-license the 13 rooms on the 100-hall wing. He reported that most of the interior work on the 200-hall patient renovation project has been completed noting that hospital beds, furniture, signage, etc., still must be installed. Dr. Thomas then furnished the Board with a packet of information including two contracts for dietary services from the following vendors: CSG and HHS in which he reported both contracts have been approved by Attorney Trevor Fry noting that should the Board award a contract; Attorney Fry would like to take a final review before executing. He reported that initially the contracts were set up to outsource the entire dietary department but at the last meeting, the Board requested that the contracts include a clause which is for 60 days the JPH staff members are retained by the culinary services group that is selected unless an employee does something that is termination worthy. Dr. Thomas reported that both

companies have agreed to that stipulation. He informed the Board that HHS will retain JPH employees at their current rate of pay and CSG will retain JPH employees at their current rate or higher, noting neither company will cut the pay of any JPH employees that are retained. He noted that both contracts are three-year contracts with 1-year renewals, noting that the HHS contract can be terminated by either company with a 90-day notice, while the CSG contract reads that they can terminate at any time with a mutual agreement or terminating at cause provided their given 30 days to correct whatever the issue may be. He informed the Board of CSG's roughly \$9k start-up cost, noting that currently they do not have a presence in the State of Louisiana and are based out of South Carolina. He then informed the Board that HHS does not have a start-up cost and has a training facility in Baton Rouge and are based out of the state of Texas. He then reported that both companies will allow JPH to retain all profit earned from the cafeteria, noting that per the Attorney General the purchasing of all raw ingredients to cook meals must continue to be purchased by JPH reporting that the cost of raw ingredients last year was roughly \$112k. He then reported CSG does not have a dietician on staff, therefore, they would be willing to retain JPH's current contract dietician and HHS has their dietician and would not be interested in retaining JPH's current dietician. Dr. Thomas briefed the Board of the estimated cost comparison of HHS and CSG, noting HHS is roughly \$31k per month with a total of a 3% increase after the initial term, noting the estimated cost for year one is \$372,58.16 compared to CSG's cost for year 1 is roughly \$37,5k per month putting the cost for year one at \$450,104 while noting that the cost may increase annually by not more than 4%. Bowman raised the question as to if our volume increases once we begin, are provisions listed in the contract that the number of staff will then increase. Dr. Thomas clarified that both companies have included in their contracts that should our volumes increase and/or staffing needs increase then the cost of the contract would increase should they decline then the cost would decrease as well. Bowman raised a question as to the HHS being a 3-year contract and will increase by 3% after the initial three years with CSG in addition to being \$80k more per year will increase up to 4% each year. Dr. Thomas reported per CSG the increase depends on how the organization is doing, consumer pricing index, changes in payroll, etc. Bowman raised concern as to the justification for the additional \$80k with the competing vendor having 500+ hospitals, noting that he would be more inclined to accept the HHS contract. Crouch raised a question as to the operating hours listed. There was a discussion on this topic and possibly extending hours to 9:00 p.m. There was much discussion regarding the cost of the contracts. Dr. Thomas informed the Board that CSG has agreed to cut their management fees by \$15k, which is part of the \$450k currently listed in the contract. He then informed the Board of a capital expense regardless of which vendor is chosen, noting the expense will be for one display cooler which will be used to serve the nightshift staff HHS would bill JPH \$6,117 over 36 months and CSG would prefer JPH to purchase the estimated \$5,000 cooler plus the cost of installation and an additional amount for a food steamer should one be needed. He then reported the roughly \$9,500 incorrect expense listed under CSG on the comparison of culinary services, noting that this amount should be dismissed as it was already included in the proposal. The total estimated cost of capital expenses should the facility retain CSG is roughly \$15k. Bowman expressed much concern regarding the contract length and termination clause listed in the CSG contract. There was much discussion regarding contract negotiating with CSG. There was a discussion regarding employee rates and benefits at CSG versus HHS. Bowman raised concern about the number of unknowns with CSG versus HHS, noting that he believes there would be less change with HHS. Bowman made a motion to offer the dietary services contract to HHS. Mims objects and makes a motion to table the dietary services contract until further research is conducted. There was much discussion regarding the dietary services contract and contract negotiating with CSG. Bowman expressed his concern at the unjustifiable cost of spending an additional \$75k to \$95k on CSG's contract. Mims then referred to the facility's current contract dietician being retained by CSG and the benefits of that, noting she could continue to aid with the weight loss program that is offered by Dr. Parkerson, while noting HHS may not be willing to provide those services due to HHS having their

dietician. Mims then voiced her concern at the cost of CSG's contract while also, noting her partiality to the CSG proposal and the benefits of having a smaller company tailor more to the needs of our Rural Hospital. Dr. Thomas informed the Board of the misrepresentation of the original HHS proposal, noting that there was roughly \$80k in food cost included and roughly \$80k has been removed since JPH must continue to retain the food cost while CSG's proposal did not include the food cost; therefore, that is where the roughly \$75k to \$95k in fluctuation in cost is. There was a discussion regarding start-up times for both vendors. Bowman requested that the motion to grant the dietary services contract to HHS be withdrawn. With no objection, the motion is withdrawn. Bowman then proposed that both vendors have a sales representative present at the March 31<sup>st</sup> board meeting. Dr. Thomas then informed the Board that both vendors have offered to provide a presentation to the Board. Dr. Thomas presented two policy revisions for approval, which were the ATO Policy highlighting the change in verbiage on ATO maximum days/ hours to ATO maximum possible days/hours, accrued time off will be paid in increments no less than .50 hours, and supervisors will add ATO to an employees timecard if necessary to get the employee up to their scheduled or full-time hours/days for the week when the employee falls below this mark scheduled hours/days will take precedence when reviewing time; full-time employees must maintain full-time hours, not doing so can affect the employees benefit eligibility at year-end, short-term disability payments, loan approvals, and any other type of verification that is based on hours worked. Bowman raised a question as to if an employee's ATO could fall in the negative. There was a discussion on this topic and clarification that an employee ATO balance cannot fall in the negative. There was a motion by Mims and a second by Bowman to approve the ATO Policy as presented. All members present were in favor, and the motion carried. He then presented the Inclement Weather Policy, highlighting that supervisors will add ATO to an employee's timecard if necessary, employees not reporting to work as scheduled during inclement weather whose departments remain open will not be paid and will be required to use ATO, and employees not reporting to work due to departmental closures may be able to work in another department that remains open if there is a need and shift available and employees in positions that can work from home during inclement weather must have supervisors' approval before doing so and documentation will be required to prove effort and in an unforeseen situation not covered by the proposed policy, the JPH CEO has discretion on the hospital response. There was a motion by Bowman and a second by Mims to approve the policy as presented. All members present were in favor, and the motion carried.

Stansbury began by requesting ratification to payables for January 28, 2021, and February 10, 2021, while noting that he has also provided the ACH debits as well as the special checks. Bowman raised a question regarding the payment to TEC for \$2,001.54 for long distances services for the hospital and Chatham Medical Clinic and if there was another service included in this payment. Dr. Thomas clarified that this payment is for the internet services, noting that they have a fiber connection. Stansbury informed the Board that he will have the AP Clerk include better descriptions on the check registry as well as add months on the contract payments. There was a motion by Bowman and a second by Mims to approve the ratification of payables. All members present were in favor, and the motion carried. Stansbury then provided the Board with a packet of financials that include a Budget versus Actual highlighting the Statement of Net Position noting that as of January 31<sup>st</sup> cash was \$12.2 mil and as of today, February 24<sup>th</sup> it is \$11.9 mil. He then briefed the Board on AdValorem and UCC monies. He then reported to the Board that we are winding down the end of our Audit for the fiscal year ending September 30, 2021, noting that he expects to receive the preliminary audit results within the next few weeks and that no major findings are foreseen. He then briefed the Board of the next round of PPP monies, noting that the Bond Commission has a meeting scheduled on February 25<sup>th</sup>. Stansbury reported that an amended budget more in line with the recommended format and descriptions as recommended by Langlinais, Broussard, & Kohlenberg will be presented at the next meeting. Bowman requested to have the amended budget sent to the Board Members prior to the

meeting via email. He then reported to the Board the uncertainty of the 340B program due to recent regulation changes and noted that may begin to see a fluctuation in revenue and reported \$145k in revenue as of January 31<sup>st</sup>. He then briefed the Board on Operating Expense Salaries for Professional Services, General and Administrative, and AdValorem monies. Bowman raised a question as to the variance in Professional Services Salaries roughly \$600k over the original budgetary amount. Stansbury reiterated that there was an error in the original budgetary salary numbers as the hazard pay and potential overtime were not included and this correction will be made in the amended budget.

Brazzel presented the ED Patient Arrival to First Documentation to Physician report. She then presented the Board with the Monthly Statistics for the Rural Health Clinics and the 2020- 2021 Telemedicine Visits. Brazzel reported 49 positive COVID results for the month of January. Bowman raised a question regarding the decrease in positive COVID test results. Crouch raised question to the total number of COVID test. Brazzel informed the Board that she will prepare a report for that information and present at the next meeting.

Malsam then presented the Board with the Hospital Statistics.

At 1:34 p.m., there was a motion by Bowman and second by Mims to enter an Executive Session to discuss Strategic Planning. All members present were in favor, and the motion carried. At 1:49 p.m., there was a motion by Bowman and second by Mims to return to regular session. All members present were in favor, and the motion carried. There was no action taken during the closed session.

The next regular meeting will be held Wednesday, March 31, 2021, at 12:00 noon. Crouch informed the Board of a suggestion made by Dr. Thomas to have the March Governing Board of Director's meeting at the Charles H. Garrett Community Center to properly adhere to social distancing guidelines. With none opposed, Bowman requested McBride to check on the availability of the Charles H. Garrett Community Center for Wednesday, March 31<sup>st</sup>.

Upon motion by Bowman and second, by Mims, the meeting was unanimously adjourned at 1:50 p.m.

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John Morgan, MBA, RN  
Chief Executive Officer  
Secretary, Treasurer

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Rebecca Crouch, MD  
Governing Board, Chairman