

Jackson Parish Hospital
Governing Board Meeting Minutes
April 28, 2021

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, April 28, 2021, at noon, in the Jackson Parish Hospital Board Room, 165 Beech Springs Road, Jonesboro, Louisiana. Board Members present were Dr. Rebecca Crouch, Angela Curtis, and Chris Bowman. Absentee Board Members were Shontae Mims. Hospital Staff present were John Morgan, Dr. Jason Thomas, Bill Stansbury, Amber Brazzel, Sunni Bougues, Dr. Paula Parkerson, and Mauri McBride.

Bowman called the meeting to order at 12:10 p.m., and Morgan gave the Invocation. There were only 3 of the 5 members by Act 171; therefore, there was a quorum present.

Following a motion by Crouch and second, by Curtis, the April 28, 2021, meeting agenda was unanimously approved.

Following a motion by Curtis and second, by Crouch, the minutes from March 31, 2021, meeting were approved with the requested corrections, correct the location of the meeting to the Dr. Charles H. Garrett Community Center, include when HHS exited the meeting, correct motion under Election of Officers portion of the meeting. All members present were in favor, and the motion carried.

The Medical Staff meeting for April was educational, therefore, there was no Chief of Staff Report.

During the Chief Executive Officer's Report, Morgan provided the Board with an update on the FEMA Drainage Project, noting that per Mr. Spano the FEMA grant was originally approved on August 3, 2015, for roughly \$800k and the cost of the project now is slightly over \$1 million. Morgan then reported that the increase in cost will not affect the project per Mr. Spano and the Jackson Parish Police Jury will be responsible for payment of the Drainage Project and then will be reimbursed by FEMA for the work as it is completed. There was a discussion regarding the increase in the cost of the project. Morgan then provided the Board with a friendly reminder that it is time to begin completing the Code of Ethics mandatory training, noting that this training is required annually as all public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S. 42:1170A.

Dr. Thomas began the Chief Operating Officer's Report by informing the Board of the hospital power outage that incurred during Hurricane Laura, while noting we were on generator power for a week. He then informed the Board of the items that run off generator power during an outage. Dr. Thomas informed the Board of the bid request that was sought for electrical work to wire a second generator as well as research what generator companies were on state contract. He then provided the Board with a bid tabulation form/proposal for the electrical work to add a second hospital generator, noting Central Electric of Monroe came in with the lowest bid, which was \$165,500.00, Trio Electric Co, Inc, came in with the next lowest bid at \$253,707.00, and Albritton Service Company, LLC, came in at \$293,500.00. Dr. Thomas referred to page 18 and reported the state contract price for an additional generator is \$139,318.53 with additional additions of \$12,378.00, which include additional sound dampeners and heating on an internal case should we ever experience sub-zero temperatures, like we experienced in February of this year. Bowman then raised a question as to the brand of the generator listed on state contract. Dr. Thomas informed the Board that Generac is the only generator company listed on the state contract. There was much discussion on this topic. Bowman then raised the question to Dr. Thomas as to if we have reached out to FEMA to see if they assist in reimbursement of projects such as these. Dr. Thomas informed the Board that he is currently working with the Police Jury on possibly receiving reimbursement from FEMA on damages incurred at the facility during Hurricane Laura, so this is a possibility. There was a discussion on this topic. Crouch then raised a question as to the timeframe of the generator project. There was a discussion on this topic. Bowman entertained a motion to approve the lowest bid of \$165,500.00, which is for electrical work to add a second generator to the facility and to approve the proposal to purchase a Generac generator on state contract, in

the amount of \$139,318.53 plus additional add-on options, which are not included under state contract, which total \$12,378.00 bringing the total to \$151,696.53. There was a motion by Curtis and second by Crouch to approve the lowest bid from Central Electric of Monroe, for installation of the generator for \$165,500.00 as presented to purchase the Generac generator on state contract, in the amount of \$139,318.53 plus the additional add-on options not included under state contract in the amount of \$12,378.00 as presented on page 18 of the packet. All members present were in favor, and the motion carried. Dr. Thomas then presented the Hazard Pay Policy for renewal, noting that this was last approved during January 27, 2021, meeting; noting that on April 21, 2021, HHS revisited the declaration of a pandemic and continued the declaration of a pandemic for an additional 90-days and then will revisit the status. There was much discussion on this topic. Bowman then entertained a motion to extend the hazard pay policy for an additional 90-days to follow HHS's declaration of a pandemic. Crouch raised to question if we had to revisit the hazard pay policy every 90-days or can we agree to follow the declaration of a pandemic by HHS. Dr. Thomas then clarified the last bullet point on page 19 states that should the JPH Governing Board, or the Federal Government discontinue the declaration of a pandemic the 30-day phase-out period will begin. There was a motion by Crouch and second by Curtis to automatically renew the Hazard Pay Policy every 90-days if HHS still considers the declaration of a pandemic, noting the phase out process will begin once HHS terminates the declaration of a pandemic. All members present were in favor, and the motion carried. Stansbury then clarified with the Board, once the declaration of a pandemic is terminated the 30-day phase-out process will begin. All members present were in favor. Dr. Thomas then presented to the Board the Second Jobs policy for employees, noting that this is an amendment to the Second Jobs policy that was originally approved on March 28, 2000. He informed the Board of the emphasis that has been added to the policy on item #3, which reads that Jackson Parish Hospital work schedules will not be arranged to accommodate a second job as well as item #5 that has been added to the policy, which reads an employee may not perform work related to outside employment while on Jackson Parish Hospital time. Bowman then raised the question as to what about employees that are attending or planning to attend school. Dr. Thomas clarified that this policy is strictly related to second jobs and not schooling; however, Mrs. Mims has previously brought that to this attention, and he has reached out to Attorney Fry for an opinion regarding employees that are currently in school but has not received a response yet. Bowman raised question as to if we are adjusting employee's schedules if they are attending school. There was much discussion related to employees that are currently enrolled in school and if this policy will pertain to employees that are in school. Bowman then entertained a motion to table the Second Jobs policy until Mims is present. There was a motion by Crouch and second by Curtis to table the Second Jobs policy. All members present were in favor, and the motion carried. Dr. Thomas then presented the Code White policy for approval, noting that we do not currently have a policy for hostile/combative persons. Bowman raised the question as to if this policy has been reviewed and approved by the Medical Staff. Dr. Thomas then explained that this was not considered to be a clinical policy therefore it did not go before the Medical Staff. There was a discussion regarding the Code White policy and combative patients as well as having the Medical Staff review this policy. There was a motion by Crouch and second by Curtis to table the Code White policy until it is reviewed and approved by the Medical Staff. All members present were in favor, and the motion carried.

Stansbury began by requesting ratification of payables for April 8, 2021, and April 22, 2021, while noting that he has also provided the ACH debits as well as the special checks for March. Bowman entertained a motion to approve the ratification to payables, ACH debits, and special checks. There was a motion by Crouch and second by Curtis 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 March 31st cash was \$14.6mil and as of today, April 28th it is \$14.3mil. He informed the Board of a large amount of Cost Report settlements that were received, noting that as of March 31st Cost Reports were at \$2.2mil, Accounts Receivables \$1.5mil, and Other Receivables at \$ 584k; while noting, slightly over \$500k is UCC payments, leaving 54k being 340B monies. He reported WIP/ Patient Room Upgrade Assets at \$598k, noting that \$1.3mil has recently been moved to building assets and will begin depreciating the 200-hall rooms that

have been completed. He then informed the Board that in each statement we have received from the contractors on the Patient-Room Upgrades Renovation Project, each contractor was broken down by component which allows us to depreciate it per component rather than depreciating it as a whole over 27 years. He noted our depreciation has increased so this will allow us to re-capture those costs quicker than before. He then reviewed the Current Liabilities and Long-Term Liabilities with the Board and reported that the PPP Loan is currently at \$3.8 mil and as of April 1st, \$1.9 mil will be moved to grant income. Bowman raised a question as to if any information has been received from President Biden's most recent CARES Plan where \$9 billion is designated for Rural Health. There was a discussion on this topic. Stansbury then reviewed the Statement of Revenues, Expenses, and Changes in Net Position with the Board reporting 340B Revenue as of March 31st at \$179k, noting that it was projected to be more than that this year but there have been some recent changes within the 340B Program; however, some of the changes have allowed us to provide a closer look at the referrals. Bowman raised the question to Stansbury as to the discrepancy or difference in the Professional Services Expenses as of March 31st compared to what was originally budgeted for. There was a discussion on this topic. Stansbury informed the Board that as of March 31st zero monies are included under grant income and by May 2021, we should have \$1.9mil in Grant Income. Stansbury reported the Change in Net Position being \$584k as of March 31st. Bowman noted once the \$1.9 mil is moved to Grant Income the Change in Net Position will then go to \$2.4 mil.

Brazzel presented the ED Patient Arrival to First Documentation to Physician report. She then reviewed the Rural Health Clinic Statistics with the Board, while noting the upward trend in visits at the Chatham Medical Clinic. There was much discussion regarding the Chatham Medical Clinic and fee schedule. She then reviewed with the Board the JPH Quality Departmental Performance Improvement Synopsis from January 2020 thru December 2020.

Malsam then presented the Board with the Hospital Statistics.

There was no Executive Session.

Crouch raised question as to the status of the dietary services contract and how the process is going. There was much discussion on this topic. Dr. Thomas informed the Board that CSG's official start date is June 1st.

The next regular meeting will be held Wednesday, May 26, 2021, at noon in the hospital board room.

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

Chris Bowman, Esq.
Governing Board Chairman
Jackson Parish Hospital

John L. Morgan, MBA, RN
Chief Executive Officer
Jackson Parish Hospital