

Jackson Parish Hospital
Governing Board Meeting Minutes
June 30, 2021

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, June 30, 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, Shontae Mims, and Chris Bowman. Hospital Staff present were John Morgan, Dr. Jason Thomas, Bill Stansbury, Amber Brazzel, Sunni Bougues, Shelley Malsam, Dr. Paula Parkerson, and Mauri McBride.

Bowman called the meeting to order at 12:11 p.m., and Morgan gave the Invocation. There were only 4 of the 5 members by Act 171; therefore, there was a quorum present.

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

Following a motion by Mims and second, by Crouch, the minutes from the monthly business meetings held on April 28, 2021, and May 26, 2021, were approved as presented. All members present were in favor, and the motion carried.

Dr. Paula Parkerson, Chief of Staff, presented the appointment and reappointment recommendations for June to the Board of Directors. There was a motion by Mims and second by Crouch to approve the Chief of Staff Report as presented. All members present were in favor and the motion carried.

During the Chief Executive Officer's Report, Morgan reported that on May 4th, the Louisiana Board of Pharmacy conducted the annual Pharmacy Inspection and Controlled Dangerous Substances (CDS) inspection; noting that the Pharmacy department was found to be complying with both State and Federal laws and regulations and passed both surveys with zero-deficiencies. Morgan then presented Resolution #2021-6 for approval, noting according to the requirements of the Louisiana Open Meetings Law, RS 43:140-232, the Board must select a newspaper as their official journal for their respective parishes at the first meeting of June each year. There was a motion by Mims and a second by Curtis declaring the Winn Parish Enterprise as the Official Journal for the term ending June 30, 2022. All members present were in favor, and the motion carried.

The foregoing resolution was read in full, and the roll was called on the adoption thereof, and Resolution #2021-6 as adopted by the following votes:

YEAS: (4) Curtis, Mims, Crouch & Bowman

NAYS: (0)

ABSTAINED: (0)

ABSENT: (0)

Morgan then 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; while noting, Jackson Parish Hospital is the recipient of the grant; however, Jackson Parish Police Jury will be responsible for the Drainage Project and then will be reimbursed by FEMA for the work as it is completed. Bowman raised a question as to if the engineering had been completed so that the Board is aware of the work that will be completed. Morgan reported that for the most part the engineering has been completed; however, there have been minor changes since the initial project was approved back in 2015. Thomas then informed the Board that of a walk-through that will take

place on July 1st with the engineering firm. There was much discussion regarding the work that was initially budget for when the grant was approved back in 2015. Morgan then presented the Quorum Health Resources Contract to the Board for approval, noting this contract was initially executed to assist JPH with the Cerner Conversion, Contracting, Cost Reports, the Chargemaster, etc. He then reported that the time has come where JPH no longer needs assistance with those services; therefore, he presented the QHR contract for Managed Care services only noting this is a \$7k per month savings, \$84k savings per year. There was a motion by Mims and second by Crouch to approve the QHR contract as presented. All members present were in favor, and the motion carried. 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 under LA R.S. 42:1170A.

Dr. Thomas began the Chief Operating Officer's Report by presenting an Equipment Sale Agreement for the Siemens Laboratory Chemistry Analyzer, noting the current Analyzer is having a ton of maintenance issues due to the current age being nearly 7 years old and conducting nearly 350k labs per year. He reported that he is working on a Like-to-Like replacement, while reporting the purchase cost of the Analyzer is \$100k, with Siemens giving JPH, \$75k for trade-in value on the current Analyzer; while reporting JPH originally purchased the current Analyzer for \$175k. Thomas then provided the Board with a separate stapled packet which included two Siemens Maintenance Support contracts for approval, noting the Analyzer comes with a standard 1- year, Monday thru Friday, 8:00 am to 5:00 pm, support maintenance contract; while noting, JPH's Laboratory Director has requested to purchase two additional enhanced support maintenance contracts. Thomas presented the first support contract, which is an additional \$2,995, and would enhance the standard Analyzer's support maintenance for the first year and extend those services to 7-days per week, from 8:00 am to 9:00 pm. He presented the second support maintenance contract for approval, noting that for an additional \$15,810 annually, which totals \$63,240, this contract would extend the enhanced 1-year support maintenance of 7-days per week, from 8:00 am to 9:00 pm, for an additional 4 years, which would allow support coverage, 7- days a week, from 8:00 am to 9:00 pm, for the first 5 years of the machine's life. Bowman then entertained a motion to approve Thomas' recommendation. There was a motion by Crouch, and second by Curtis to approve the Siemens Equipment Sale contract, the enhanced one-year support service contract, and the extended enhanced four-year support service agreement as presented. All members present were in favor, and the motion carried. Thomas provided the Board with a separate stapled packet and referred to page 34 of the Board packet, noting that upon forming the work on the 200-wing renovations, the landscaping was removed in front of the wing for the use of equipment needed to expand the exterior wall and it was found that on the far edge of the building, the exterior walls are not properly sound which is causing a wash-out in this area. Thomas then reported that the foundation under the 200-wing is properly sound, and the pilings extend 30-feet. Therefore, he reached out to Chris Morgan, Engineer with CD Morgan & Associates for a recommendation; Thomas then referenced the Mudroom Wall/Shop Foundation plans on page 37 of the packet, noting this would call for the removal of the area that is currently in front of the building, add new flooring, concrete, and replacing bricking to where this area would be sound as the remainder of the building is. Thomas informed the Board that this project was sent out for bid to receive pricing and reviewed the Bid Tabulation Form for the Mud Room/Shop Foundation, noting that only two contractors returned pricing to fix the walls and dig out the interior of the area, Contractors that submitted bids were Dodson Enterprises, Inc. at the low bid of \$64,500.00 and Don M. Barron Contractor, Inc. at \$85,000.00. Thomas informed the Board that this space is potentially useable space within the hospital, noting that the facility is short on storage supply areas, and completing this project would allow this area to be used for those purposes in the future. Thomas then requested Board approval to accept the low bid submitted by Dodson Enterprises, Inc., for \$64,500.00 and begin fixing the exterior walls and digging the current foundation out in the Mud-Room/Shop Foundation as presented. Bowman the raised question to Thomas as to if the bids that were received were for digging out the current foundation in the Mud-Room/Shop Foundation area, fixing the exterior walls and concrete. Bowman then entertained a motion to follow

Thomas' recommendation and approve the low bid submitted by Dodson Enterprises, Inc. and begin fixing the Mud-Room/Shop Foundation. Mims raised a question to Thomas as to the difference in the base bid prices that were received. Thomas clarified that he believes this is due to proximity; the increase in the cost of materials, Barron Construction being out of Farmerville and noted that additional bids were solicited but were not received. There was a motion by Mims and second by Curtis to approve the low bid for the Mud-Room/Shop Foundation received by Dodson Enterprises, Inc. for \$64,500.00. All members present were in favor, and the motion carried. Thomas then informed the Board of several exterior doors that are leaking, rusted, and will not close or latch properly. He referenced page 47 of the packet, Exterior Door Replacement Project, which included photos of the existing exterior doors; noting that he would like to replace the current exterior doors with new doors that are secure, weather tight, watertight, with locking mechanisms that essentially add better security to the building. Thomas then informed the Board of two additions to this project outside of the scope of replacement of the exterior doors; one which is, removal of a window and replacement with a door; noting, that the purpose of this addition is to provide maintenance with a safer access way to the facilities rooftop. He then reported the second addition being the Replacement of a single-pane window and replacing it with a double-pane, water-tight window, located in Suite D, formerly the Dirt Room. He then referred to page 39, Exterior Door Replacement Bid Tabulation Form, reporting Jonesboro Glass & Mirror with the lowest qualified base bid of \$28,753.38, Don M. Barron with a base bid of \$46,000.00, Dodson Enterprises, Inc. with a base bid of \$49,200.00, TRIAD Maintenance Services, LLC with a base bid of \$40,000.00. He then informed the Board of a base bid of \$11,200.00 that was received by Twin City Door & Hardware, Inc., noting that this bidder was disqualified due to only submitting materials bid, noting that the bid that was received did not include installation. He requested Board approval to move forward with the Exterior Door Replacement Project and accept the low bid of \$28,753.38 submitted by Jonesboro Glass & Mirror. There was a motion by Curtis and second by Mims to move forward with the Exterior Door Replacement Project and two additions and accept the lowest qualified base-bid, received by Jonesboro Glass & Mirror, for \$28,753.38. All members present were in favor, and the motion carried. Thomas then presented the Code White Policy for Board approval, noting this policy was presented to the Board in April and tabled pending Medical Staff review and approval. He informed the Board that this policy has been reviewed by the Medical Staff and no changes were requested. There was a motion by Crouch and second by Mims to approve the Code White Policy as presented. Thomas presented the Second Jobs Policy; noting that this policy was presented in April, where it was tabled, pending a legal opinion to see if this would pertain to employees that are enrolled in school. Thomas informed the Board that per Attorney Fry, this policy does not apply to employees that are enrolled in school, the policy only applies to employees that have a second job while full-time at JPH, as JPH should be those employees first primary, full-time role. There was a motion by Crouch and second by Curtis to adopt the Second Jobs policy as presented. All members present were in favor, and the motion carried. Thomas then informed the Board of the recent ACR CT Accreditation, noting that this is the first time that Jackson Parish Hospital Radiology Department has been CT Accredited. Thomas giving some kudos to Jackson Parish Hospital's Radiology Manager, Paige Parker, and the Radiology Department for their hard work, noting that with 3D-Mammography and Computed Tomography (CT) now being both ACR Accredited; Parker is working hard to get the remainder of the modalities within the Radiology Department ACR Accredited. Thomas then informed the Board of the apparent issues within the stairway on 100-wing; noting there is no lower support on the stairway and this needs to be addressed before the completion of the 100-hall patient renovation project. Mims expressed concerns regarding the stairway and recommended having this area roped off. There was much discussion on this topic.

Stansbury began by requesting ratification to payables for May 5, 2021, May 18, 2021, June 3, 2021, and June 21, 2021; while noting that he has also provided the ACH debits as well as the special checks for April and May. There was a discussion regarding several items on the check register. There was a motion made by Crouch and 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 separate packet of financials

that include a Budget versus Actual highlighting the Statement of Net Position, noting that as of May 21st cash was \$14.8mil and as of today, June 30th it is \$14.3mil. He informed the Board of roughly \$900k in Medicare Cost Report settlements that were received in May; while noting that JPH is expected to receive around \$800k in Medicaid Cost Report settlements at various periods over the next few months. He then reported Accounts Receivables at \$1.9mil, and Other Receivables at roughly \$31k, WIP/ Patient Room Upgrade Assets at \$2.2mil. He then reviewed the Current Liabilities and Long-Term Liabilities with the Board and reported that the PPP Loan is currently at \$1.9mil and \$1.9mil has been forgiven and moved to grant income. Stansbury reported Other Liabilities at \$3.9mil, noting these monies are HHS grant monies that have been received and must remain under Other Liabilities until those monies are audited to certify the accuracy of expenditures. Stansbury then informed the Board of \$300k in grant monies that were received in June, noting that each Rural Health Clinic received \$100k. Stansbury then reviewed the Statement of Revenues, Expenses, and Changes in Net Position with the Board highlighting 340B Revenue as of May 31st at \$237k, UCC monies at \$935k, and Ad Valorem at \$2.1mil. Stansbury reported the Change in Net Position is a profit of \$1.7mil as of May 31st.

Brazzel presented the ED Patient Arrival to First Documentation to Physician report. She then reviewed the Rural Health Clinic Statistics with the Board. Brazzel informed the Board of a new program being implemented, Chronic Care Management, while also providing an overview of the program as well as a potential revenue chart. There was much discussion on this topic.

Malsam then presented the Board with the Hospital Statistics.

At 1:00 p.m., there was a motion by Crouch and second by Mims to enter into an Executive Session to discuss Strategic Planning. All members present were in favor, and the motion carried. At 1:59 p.m., there was a motion by Crouch and second by Mims to return to regular session. All members present were in favor, and the motion carried.

Bowman entertained a motion to approve Morgan's recommendation, renewing Dr. William Slusher's contract for an additional 3 years. There was a motion by Crouch and second by Mims to approve Morgan's recommendation and renew Dr. Slusher's contract for an additional 3 years. All members present were in favor, and the motion carried. Bowman then entertained a motion to approve Morgan's recommendation and renew Dr. Paula Parkerson's contract for an additional 3 years. There was a motion by Curtis and second by Mims to approve Morgan's recommendation, renewing Dr. Parkerson's contract an additional 3 years. All members present were in favor, and the motion carried.

The next regular meeting will be held Wednesday, July 28, 2021, at 12:00 noon in the hospital board room.

Upon motion by Crouch and second, by Curtis, the meeting was unanimously adjourned at 1:59 p.m.

Chris Bowman, Esq.
Governing Board Chairman
Jackson Parish Hospital

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