

Jackson Parish Hospital
Governing Board Meeting Minutes
July 28, 2021

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, July 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, Dr. Paula Parkerson, Shelley Malsam, Sunni Bougues, and Mauri McBride.

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

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

Following a motion by Curtis and second by, Crouch, the minutes from the June 30, 2021, regular business meeting were approved as presented. All members present were in favor, and the motion carried.

There were no public present; therefore, there were no public comments.

Dr. Paula Parkerson, Chief of Staff, presented the appointment and reappointment recommendations for July to the Board of Directors. There was a motion by Curtis 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 presented for adoption the yearly millage rates for the 2021 fiscal year. Morgan informed the Board that this information was properly noted on the board meeting notice and agenda as well as posted 24 hours prior to the meeting. He then presented the resolution to the Board to adopt the millage rates for the tax year 2021. Bowman then read aloud the millage resolution levying the 2021 tax roll on all property subject to taxation by Jackson Parish Hospital Service District No. 1 for maintenance and operations of 11.56 mills. There was a motion by Crouch and second by Curtis to adopt the 2021 millage rates as presented. The foregoing resolution was read in full; the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: (3) Curtis, Crouch, Bowman

NAYS: (0)

ABSTAINED: (0)

ABSENT: (1) Mims

Morgan then provided the Board with a friendly reminder to complete the LA Code of Ethics Mandatory Training, while noting that this training is requested 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 according to L.A. R.S. 42:1170A.

Dr. Thomas began the Chief Operating Officer's Report by referring to page 16 of the packet, noting this is the Bid Tabulation Form for the 100-wing stairwell exit that was discussed at the previous meeting. He then reported Tudor, Inc., with the lowest qualified bid of \$87,400.00; noting Dodson Enterprises, Inc., submitted a bid of \$84,200.00, which looks to be the lowest bid; however, Dodson, Enterprises, Inc. did not include an additional fee in their cost, which made this bid not a complete qualified bid. He then requested Board approval to accept the lowest qualified bid, which was submitted by Tudor, Inc. in the amount of \$87,400.00 and begin the reconstruction to the 100-wing stairwell. There was a motion by Curtis and second by Crouch to accept the lowest qualified bid received by Tudor, Inc. for reconstruction of the 100-wing stairwell as presented. All members present were in favor, and the motion carried. Thomas then referred to page 20, a quote to purchase an Omnicell medication storage cabinet for \$46,992.00; while noting in March of 2018 four of these units were replaced but this unit was on a separate lease agreement and will reach end-of-life December 31st of this year. Thomas then raised question as to if the Board preferred buying versus leasing the unit. Bowman raised question as it if the previous four Omnicell carts were purchased or leased. Thomas clarified that the previous four were leased. Crouch raised question as to the cost of the lease agreement per month. There was much discussion on this topic. Bowman clarified that he would like to see a comparison of leasing versus buying the unit. There was a discussion regarding Omnicell maintenance agreement. Bowman raised question as to if this cabinet was in the Emergency Room or Surgery. Thomas clarified that this cabinet is

in surgery but is used as an overflow cabinet for the Emergency Department. Stansbury raised question as to if it was imperative to move forward on this today, if not a comparison on leasing versus buying can be presented at the next meeting. There was a discussion on this topic and whether the company would hold the cabinet until we compared buying versus leasing. Crouch expressed her concern regarding the company being unwilling to hold the cabinet and stated that she would rather move forward with the purchase of the unit. There was a discussion on depreciation of the unit. There was a motion by Crouch and second by Curtis to purchase the Omnicell medication storage cabinet for \$46,992.00. All members present were in favor, and the motion carried.

Stansbury began by requesting ratification of payables for June 30, 2021, and July 14, 2021, while noting that he also provided the ACH debits as well as the special checks. There was a motion by Crouch and second by Curtis to approve the payables as presented. All members present were in favor, and the motion carried. Stansbury then referred to page 33 of the packet, noting this is Louisiana Asset Management Pool (LAMP); which is an investment opportunity operating under Louisiana Law. He noted that our auditing firm, Langlinais, Broussard, and Kohlenberg suggested that we look into this opportunity and see how it compares to how we currently have our monies invested. He reported, with the LAMP investment, there is a .48% return in year on average; noting that our return at Hodge Bank is .40%, and Jonesboro State Bank the return is .60% on everything over \$5 million. Stansbury recommended that we leave our monies in Jackson Parish, unless the Board sees fit for JPH to venture out on investment opportunities. Bowman expressed that LAMP's investment opportunity does not seem to be a significant benefit and voiced the importance of a local hospital doing business with local financial institutions. Stansbury provided the Board with a separate packet of Financials, which include a Budget to Actual Comparison. He then informed the Board that the bank balance as of June 30th was nearly \$13.9 mil and as of today, July 28th, it is \$14.9 mil. He then informed the Board that \$34k listed under Other Receivables is 340B receivables, Work in Process (WIP) at nearly \$2.5 mil, which includes the patient room upgrades, generator, and dirt-room; while noting that the dirt-room is near completion. He reported that once a project has been completed, it will then be moved from the Work in Process; while noting the patient room upgrades will be carried over into next fiscal year due to the patient rooms being put into services after the end of the current fiscal year. Stansbury then reported that the second round of \$1.9 mil of PPP monies are listed under current liabilities and would remain there until those monies are forgiven and once forgiven, they will be moved to grant monies. He informed the Board that we are near the end of the 24-week period to show payroll for the second round of PPP monies to get forgiveness, noting that we plan to exclude COVID related items from payroll as proof of use of our COVID related grant monies, which takes a lot of separation to segregate it all so that we can receive credit for it all. He then reported Other Liabilities nearly \$4.3 mil, noting this includes \$300k that was received in June is not included in the first round of reporting. He informed the Board that the first week of August he will begin the reporting process for the first round of COVID expenditures, noting that once the expenses have been uploaded to the portal, a single audit will be conducted on invoices, etc., for proof of COVID related expenditures before the funds are moved from liabilities to grant income. He then reported Net Patient Revenue thru June 30th at nearly \$13 mil; while noting, UCC monies as of June 30th at \$938k but reported the morning of July 28th \$762k in UCC monies were received. He then reported Net 340B revenue as of June 30th is at \$262k. He informed the Board that no UPL monies have been received, but noted that we are currently working on contracts with our Medicare HMO's and once that has been completed, we should begin receiving funds. He then reported Other Operating Revenues at \$41k. He noted Professional Services and Salaries under Operating Expenses at \$6.1 mil with Other being \$3.2 mil, noting these are significantly down from what was originally budgeted due to spending less on both salaries and supplies: General and Administrative, Salaries being \$2.0 mil and Other being \$4.8 mil. Stansbury then reported on Non-Operating Revenue, AD Valorem at \$2.1 mil, Grant Income at \$1.9 mil, which is the first round of PPP monies that were moved from liabilities to grant income. He then informed the Board that each of our Rural Health Clinics were a recipient of a \$148k Rural Health Clinic Vaccine Competence Grant; however the monies are not given in full at once, instead the monies must be drawn down as it is used, where it will then go into Grant Income under Non-Operating Revenues. Stansbury then reported the Change in Net Position, which is a profit of \$1.3 mil as of June 30th.

Brazzel presented the ED Patient Arrival to First Documentation to Physician report to the Board. She then reviewed the Rural Health Clinic Statistics with the Board. Bowman raised question as to if our Rural Health Clinics are seeing an increase in COVID patients. Brazzel and Morgan clarified that we are seeing an increase in our Rural Health Clinics, as well as our Emergency Department. Bowman raised question to a \$23k expense listed on the Accounts Payable list for COVID test. Brazzel clarified that each Rural Health Clinic receives rapid COVID test from the state and the \$23k expenditure on the accounts payable log is for the Cepheid (in-house) PCR test. Bowman raised question as to if the Rural Health Clinic in Chatham is making a profit. There was a discussion on this topic.

Bowman complemented the food prepared by the in-house Culinary Services Group, Chef.

Malsam then presented the Board with the Hospital Statistics.

At 12:35 p.m., there was a motion by Curtis and second by Crouch to enter into an Executive Session to discuss Strategic Planning. All members present were in favor, and the motion carried. At 12:50 p.m., there was a motion by Curtis and second by Crouch to return to regular session. All members present were in favor, and the motion carried.

Thomas then informed the Board that upon the start-up of the Jani-King Management Agreement, the management was split between Jani-King employees and Jackson Parish Hospital employees; noting that he would like to consolidate the EVS department. Letting Jani-King take on all of the EVS employees at their current rates, so that there will be one department and one management structure. Therefore, they will have one person to report to instead of the current split. He then referred to a separate packet; which is a contract change that was prepared by Jani-King, noting page 10 includes the new monthly price that JPH would take on for Jani-King to take on the entire EVS department. Bowman entertained a motion to approve the recommended change in the Jani-King contract made by Dr. Thomas. There was a motion by Crouch and second by Curtis to approve the Jani-King contract as recommended by Dr. Thomas. All members present were in favor, and the motion carried.

The next regular meeting will be held August 25, 2021, at 12:00 noon in the hospital board room.

Upon motion by Crouch and second, by Curtis, the meeting was unanimously adjourned at 12:50 p.m.

Chris Bowman, Esq.
Governing Board Chairman
Jackson Parish Hospital

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