

Jackson Parish Hospital
Governing Board Meeting Minutes
August 25, 2021

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, August 25, 2021, at noon, in the Jackson Parish Hospital Board 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, Amber Brazzel, Sunni Bougues, Shelley Malsam, and Mauri McBride.

Bowman called the meeting to order at 12:08 p.m., and Morgan gave the Invocation. There were 3 of the 5 members by Act 171 present; therefore, there was a quorum present.

Following a motion by Mims and second by Crouch, the August 25, 2021, meeting agenda was unanimously approved.

Following a motion by Crouch and second by Mims, the minutes from the July 28, 2021, regular business meeting were approved as presented. All members present were in favor, and the motion carried.

Dr. Paula Parkerson, Chief of Staff, informed the Board that the July Medical Staff meeting was an educational meeting; therefore, there was no business to present.

During the Chief Executive Officer's Report, Morgan began by addressing the current State of the Hospital while sharing the accomplishments over the recent years with the Hospital Management, Board, and Staff at Jackson Parish Hospital. He then informed the Board of the recent zero-deficiency COLA survey, noting that this was the third year in a row that the Laboratory Department has received a zero-deficiency survey, and because of this the Laboratory Department has recently qualified and received the title of Laboratory of Excellence, which is the highest one can receive. He reported that while JPH's volume may be lesser than one such as the Mayo Clinic, JPH's Laboratory is still held to the same standards, therefore, he would like to recognize and give some kudos to the Laboratory Department at JPH for receiving their accomplishments. Morgan then reported to the Board that JPH's Radiology Manager, is currently working on the ACR Accreditation for x-ray, while reiterating the level of commitments for the facility and reported Mammography and CT having both already received ACR Accreditation. He then reported that while JPH is a small Critical Access Hospital, it has also been deemed as a Five-Star Hospital based upon our CMS Patient Satisfaction Survey; noting that soon a billboard will be in the community that reflects such. He then reported the EPSDT Program, formerly Kid-Med, has also had a zero-deficiency survey. Morgan then reported that the previous two Financial Audits were both as good as one facility can have, which also reflects a good indicator as to the forward progress of JPH. He informed the Board of the positive feedback from the patients and in the community regarding the recently renovated patient rooms. Morgan then reported on the Rural Health Clinic's noting that all three RHC's have had zero-deficiency surveys in the last two surveys that have been conducted at each site. He then reported on the Telemedicine Program noting that this program is invaluable while noting that within the last year over 1k patients were seen via telemedicine. Morgan then gave some kudos to the hospital and thanked the Board for the positive progress within the facility. 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. Bowman raised the question as to whether the COVID clinic had reopened and if not where patients report to for testing. There was a discussion on this topic and as to where the Regeneron is being administered.

Dr. Thomas began by providing the Board with a separate packet of information, which was a screenshot of JPH's newly purchased Nurse Call System; noting that JPH was featured at the HIMSS conference in Las Vegas last month. Thomas reported that HIMSS is the largest group of Health Informatics Professionals in the United States and roughly 45k people attended this conference, where JPH's Nurse Call System was featured. He then provided the Board with a separate packet of information, which was an article published in the American Health Informatics Management Association, which is the second-largest Health Informatics Group in the world. He states the article highlights items that are being integrated here at JPH for patient care. Thomas then presented the OSHA Mini Respiratory Policy and Employee Notice. There was a motion by Mims and second by Crouch to adopt the OSHA Mini Respirator Policy and Employee Notice as presented. All members present were in favor, and the motion carried. He then presented the COVID-19; Policy noting that this removing the FFRCA paid COVID time off, of 80 hours; while noting that time has now expired therefore employees must now take ATO if one is out on COVID leave. Bowman raised the question as to who provided the paid 80 hours of COVID pay. Stansbury clarified that it was believed that JPH would be reimbursed for the FFRCA of used COVID pay; however the hospital found later that the facility did not qualify for the FFRCA 80 hours of COVID pay. There was a discussion on this topic. There was a motion by Crouch and second by Mims to adopt the revisions to the COVID policy as presented. All members present were in favor, and the motion carried. Thomas presented the COVID Telemedicine Testing Policy for approval; noting that this policy is specific to the schools as last year Veritor analyzers were on site; however this year the schools will utilize the BinaxNow Rapid Cards. There was a motion by Mims and second by Crouch to adopt the revisions to the COVID Telemedicine Policy as presented. All members present were in favor, and the motion carried. He presented the Charity Care/Sliding Fee Financial Assistance Policy for review and approval. Malsam noted a few additions to the policy referring to page 34 of the packet; noting that the revisions are Out-of-State Medicaid and Presumptive Charity Care. Malsam informed the Board that JPH does not enroll in out of state Medicaid plans; therefore, this would essentially allow patients who presented to the Emergency Room with out-of-state Medicaid to be covered under the Charity Care Policy. She then informed the Board that JPH contracts with ARS for collection services; noting there are patients who are not able to pay their debts and with the presumptive charity care ARS would assess the patient's financial wellbeing based on a charity score. While using this score, JPH will be able to write off balances for those in financial distress. The score is based on available household income, household size, capacity to make payments, and over-extension. Malsam informed the Board that ARS will review the list of bad debts provided by JPH and return all eligible accounts to presumptive charity care to the business office where they will then be adjusted. Bowman raised the question as to if JPH utilized a Sliding Scale Fee. There was a discussion on this topic. There was a motion by Crouch and second by Mims to approve the revisions to the Charity Care/Sliding Fee Financial Assistance Policy as presented. All members present were in favor, and the motion carried. Thomas then presented the Fair Treatment Policy referring to pages 44 and 45 of the packet; noting that the revisions include an update to terms such as removing team leader and adding supervisor/manager, essentially correcting verbiage, as well as there have been some issues in the past of the proper chain of command, who to report to, and if there is an issue how to properly report it. There was a motion by Crouch and second by Mims to approve the revisions to the Fair Treatment Policy as presented. All members present were in favor and the motion carried. He then presented the Dress Code Policy; noting that the revisions of the policy add that capri pants are allowed but must hit at least mid-calf in length, jeans can only be worn on Fridays if worn with a JPH shirt or an appropriate dress shirt and mandating assigned staff to wear the Nurse Call Patient Assistance Badges during all hours of their shift. Thomas informed the Board that there have been issues with some of the staff not wearing the patient assistance badges; noting that these badges are required on the floor and are soon to be integrated within the Emergency Department as well. There was a discussion on this topic. There was a motion by Mims and second by Crouch to approve the revision to the Dress Code Policy as presented. All members present were in favor, and the motion carried. He then presented the Bereavement Leave Policy; noting that the revision allows Bereavement to be used within 14 days of the date of death of an immediate family member. There was a motion by Crouch and second by Mims to approve the revision of the Bereavement Leave Policy as presented. All members present were in

favor, and the motion carried. He referred to page 51 of the packet, which is the Extra Shift Pay Policy. Morgan informed the Board of Extra Shift Pay for employees that are called in to work extra shifts outside of their regular work schedule at a neighboring hospital; noting that he feels as though there may be some staffing concerns for Extra Shifts if JPH does not increase the Extra Shift pay noting this would only be used in emergency situations. There was much discussion on this topic. Morgan proposed to increase the Extra Shift Pay for Medical Techs, Registered Nurses, Respiratory Therapists, Radiology Technicians, and Speech-Language Pathologists from \$100.00 to \$200.00 per extra shift worked. He then proposed the Extra Shift Pay for LPNs to \$100.00 per extra shift worked and \$60.00 per extra shift worked for Phlebotomist, CNAs, and Administrative Techs noting that Extra Shift pay will be paid as a flat rate in addition to employee's base or overtime rate and shift differential if applicable. There was a motion by Mims and second by Crouch to approve the revisions to the Extra Shift Pay Policy as presented. All members present were in favor, and the motion carried. Thomas then referred to page 52 which is the DMR contract proposal for \$29,392.00 which includes labor and materials to replace the air handler unit in Suite B. There was a motion by Mims and second by Crouch to approve the DMR contract proposal in the amount of \$29,392.00 as presented. All members present were in favor, and the motion carried. Mims raised the question as to the issues with the air handler in the Emergency Department. There was a discussion on this topic.

Stansbury began by requesting the ratification of payables for July 28, 2021, and August 12, 2021. Crouch raised a question as to the services that the Purple Guys provide. Thomas informed the Board that this company was formerly ECS but has recently changed its company name. Bowman raised a question as to payments to ASD Healthcare with the description of COVID-19 IV Medication. There was much discussion on this topic. There was a motion by Crouch and second by Mims to approve the ratification of payables. All members present were in favor, and the motion carried. Stansbury then presented the Board with a packet of financials, while also presenting a budget to actual comparison of the Statement of Net Position with the Assets and Liabilities. He informed the Board that the bank balance as of July 31st was \$14.5 million and as of today, August 25th, it is \$14.5 million as well. Stansbury reported Work In Progress (WIP) current at nearly \$2.7 mil noting that once the renovations are completed this will be reclassified as an asset. Stansbury then informed the Board that the PPP forgiveness application has been completed and will be submitted next week while reporting \$1.9 million of PPP monies were received and those monies will be listed as current liabilities until they are forgiven. Once the monies are forgiven, they will then be moved to grant income. Stansbury then reported Other Liabilities of \$4.2 mil which are Provider Relief grant monies noting that an audit will be conducting 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 July 31st at 14.4 mil; while noting, UCC monies as of July 31st at \$1.7 mil, 340B at roughly 295k. 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 \$64k. He noted Professional Services and Salaries under Operating Expenses at \$6.8 mil with Other being \$3.3 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 \$2.2 mil and Other being \$5.4 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. Stansbury then reported the Change in Net Position, which is a profit of \$1.8 mil as of July 31st.

Brazzel presented the ED Patient Arrival to First Documentation to Physician report. She then reviewed the Rural Health Clinic Statistics with the Board.

Malsam then presented the Board with the Hospital Statistics.

There was a discussion on COVID vaccines.

There were no public present for public comments.

At 12:46 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 1:20 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 for retaining hospitalist services. There was a motion by Crouch and second by Mims to proceed with hiring Dr. Ed Mariano as a hospitalist. All members present were in favor, and the motion carried.

Morgan then informed the Board line item 13 on the agenda is to continue Mr. Stansbury's contract as Chief Financial Officer for a total of 5 years with the ability to terminate any engagement with a 90-day written notice. There was a motion by Mims and second by Crouch to continue Mr. Stansbury's contract as Chief Financial Officer for a total of 5 years with the ability to terminate any engagement with a 90-day written notice. All members present were in favor, and the motion carried.

The next regular meeting will be held Wednesday, September 29, 2021, at 12:00 noon in the hospital board room.

Upon motion by Crouch and second by Mims, the meeting was unanimously adjourned at 1:21 p.m.

Chris Bowman, Esq.
Governing Board Chairman
Jackson Parish Hospital

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