

Jackson Parish Hospital
Governing Board Minutes
February 26, 2020

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, February 26, 2020 at 12:00 p.m., 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, Shelley Malsam, and Mauri McBride. Absentee Hospital employees were Dr. Paula Parkerson.

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

Following a motion by Bowman and a second by Curtis, the February 26, 2020 meeting agenda was unanimously approved.

Following a motion by Bowman and second by Curtis, the minutes from the December 16, 2019 and January 29, 2020 meeting were unanimously approved.

There were no public comments.

There was a discussion related to Election of Officers and absentee Board Members. Upon unanimous decision the Election of Officers was tabled until the next regular meeting.

In the absence of the Chief of Staff, Brazzel presented the initial appointments, reappointments, and terminations as recommended by the Medical Staff. She then announced the 2020 Medical Staff Officers. There was a motion by Bowman and second by Curtis to approve the initial appointments, reappointments, and termination recommendations as presented. All members present were in favor and the motion carried.

During the Chief Executive Officer's Report, Morgan presented the Compliance Questionnaire for FYE 2019 noting that the questionnaire is a required part of a financial audit of Louisiana state and local government and public agencies. There was a motion by Bowman and a second by Curtis to adopt the Compliance Questionnaire for FYE 2019. All members present were in favor and the motion carried. 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) Bowman, Curtis, Crouch

NAYS: (0)

ABSTAINED: (0)

ABSENT: (1) Mims

Morgan then informed the Board that Langlinais, Brossard, & Kohlenberg will be presenting the audit report for FYE 2019 at the March 25th Board of Directors meeting. There was a discussion on the audit deadline. Morgan then informed the Board of the 340B pharmacy programs Go-Live date which was January 1, 2020 while also noting that as of February 25th there have been over 169 claims have been collected for with 70 more claims that are still outstanding. Morgan then reiterated that this revenue does not affect your cost report. Bowman then raised question as to the monies that were aired for the consulting firm that assisted in the implementation of the program. There was a discussion on this topic. Morgan then informed the Board of the closure of the Jackson Independent. He then presented Resolution #22 declaring the Winn Enterprise as Jackson Parish Hospital official journal for the remaining term ending June 30, 2020. There was a motion Bowman and second by Curtis to declare the Winn Enterprise

as Jackson Parish Hospital official journal. The foregoing resolution was read, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: (3) Bowman, Curtis, Crouch

NAYS: (0)

ABSTAINED: (0)

ABSENT: (1) Mims

Morgan then informed the Board that the legal ads will be published in the Winn Enterprise (our official journal) as well as the Jackson Times for convenience to our communities.

Dr. Thomas presented Resolution #23 Declaring Items Surplus. There was a motion by Bowman and second by Curtis to declare items listed on page 27-29 of the board packet surplus property. The foregoing resolution was read, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: (3) Bowman, Curtis, Crouch

NAYS: (0)

ABSTAINED: (0)

ABSENT: (1) Mims

Following the legal publication in the official journal the bidding process will begin on Monday, March 23rd and end on Friday, March 27th at 4:30pm, where the sale will be made to the person with the highest bid. Should items not sell for any amount, then they will be considered “junk” and discarded.

Stansbury requested ratification of payables for December 13, 2019, January 2, 2020, January 16, 2020, January 29, 2020, and February 13, 2020. There was much discussion on this topic. Bowman raised question as to multiple payments made to Enterprise Computing Services. Dr. Thomas informed the Board that ECS had some changes within their accounting department, so these check registers include multiple invoices combined on one check. He then noted that this includes the Microsoft Office 365 payment as well as network switching gear, which has been phased into numerous parts of the hospital over a period of time but this amount will decrease; however, there will be a slight increase again when the patient remodel begins. Bowman then raised question as to if JPH seeks bids for upcoming projects; and if so, what the bidding process is. Dr. Thomas clarified that projects are bid out and other vendors have been reached out to; however, most opt out due to distance and those contractors having to charge for travel. He stated that Dodson wins the majority of the bids due to much lower cost without travel or lodging being included. Dr. Thomas noted that a 3-panel form from the state is used which list the project, bidders, and cost. After much discussion, there was a motion by Bowman and a second by Curtis to ratify the payables for December 13, 2019, January 2, 2020, January 16, 2020, January 29, 2020 and February 13, 2020. Bowman raised question as to the amount of credit balances. There was a discussion on this topic. Stansbury then presented the Board with a packet of Financials, while also presenting a Budget to actual comparison of the Statement of New Position. Stansbury informed the Board that he was only reporting financials as of December 31st due to the recent transition of the new Accounting and EMR System. He then informed the Board that the bank balance as of December 31st was \$6.5 million and as of today, February 26th it's at \$9 million. He then noted that roughly \$1.2 million dollars has been added to the books for FYE 2019. Morgan and Stansbury then recommended merit raises for the employees of JPH, raises will be based on the employee's annual evaluation; noting, that this merit increase was included in the budget, which was previously approved by the Governing Board of Directors. Morgan informed the Board that all employees have 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. There was a motion by Bowman and second by Curtis

to authorize the CEO to provide employees with a merit increase as recommended by the CEO and CFO. All members present were in favor, and the motion carried.

Brazzel provided the Board with the Clinic Statistics and the ED Patient Arrival to First Documentation by Physician monthly trend report; while noting, that this number is steadily trending down with the month of January being at 32 minutes. Brazzel then reviewed the Departmental Performance Improvement Synopsis with the Board.

Malsam then presented the monthly hospital statistics to the board.

At 1:00p.m., there was a motion by Bowman and second by Curtis to enter into Executive Session to discuss Strategic Planning. All members present were in favor and the motion carried. At 1:34 p.m., there was a motion by Bowman and second by Curtis 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 25, 2020 in the hospital board room.

Upon motion by Bowman and second by Curtis the meeting was unanimously adjourned at 1:34 p.m.

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

Dr. Rebecca Crouch
Governing Board, Chairman