

Jackson Parish Hospital  
Governing Board Minutes  
March 25, 2020

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, March 25, 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, Shontae Mims, and Chris Bowman. Hospital Staff present were: John Morgan, Dr. Jason Thomas, Bill Stansbury, Dr. Paula Parkerson, Sunni Bougues, Shelley Malsam, and Mauri McBride. Absentee Hospital employees were Amber Brazzel. Gayla Falcon with Langlinais, Broussard, and Kohlenberg was also present.

Crouch called the meeting to order at 12:10 p.m. There were 4 of the 5 members by Act 171 present; therefore, there was a quorum present.

Following a motion by Mims and a second by Bowman, the March 25, 2020 meeting agenda was unanimously approved.

Following a motion by Curtis and second by Mims, the minutes from the February 26, 2020 were unanimously approved.

There were no public comments.

Crouch opened the floor for the 2020 Election of Officers. Mims nominated Dr. Rebecca Crouch for the 2020 Governing Board Chairman. With Curtis voting in favor of Mims' nomination, and Bowman voting against, Dr. Rebecca Crouch was elected Chairman of the Governing Board for 2020. Mims then nominated Chris Bowman for Vice Chairman. With no other nominations, Bowman was elected Vice Chairman of the Governing Board for 2020.

Gayla Falcon, CPA, for Langlinais, Broussard, & Kohlenberg presented the Audit Report for FYE 2019 to the Board of Directors, while noting that there were no material misstatements; therefore, they issued a clean unqualified opinion, which is the best you can have. She reported to the Board the Statement of Net Position and the Liabilities and Net Position; while noting that cash to cash equivalents are at \$8,612,159 with prior year being \$6,751,044. Falcon then reported that the Accounts Receivables were \$1.3 million with the prior year being at \$1.6 million, due from third party payors went from 1.1 million to \$2.8 million. She then noted that most of this increase is due to the current cost report, noting that Medicare owes the facility \$600K and the Medicaid MCOs owe the facility \$1.7 million. Falcon reported that the total current assets went from \$11 million up to \$14 million. She reported the facilities total assets, which are \$17.9 million; noting that in prior year the total assets and net position was 14.8 million. Falcon then briefed the Board of the facility's total liabilities. Falcon then reported the decrease in credit balances while noting that they went from \$267k down to 228k. She then stated that she could not emphasize enough on how great the decrease of credit balances is, while informing the Board that at one time the credit balance report was showing over \$1 million dollars. Falcon reviewed with the Board the Statement of Revenues, Expenses, and Changings in Net Position. Bowman then raised question regarding capital leases, and employee benefits. There was much discussion regarding this topic. Bowman then raised question to Falcon regarding patient renovations and how this can or will impact the facilities cost report. There was discussion on this topic. She then reviewed the schedule of findings with the Board of Directors, which were three findings, while also informing the Board that these three findings small Critical Access Hospital's will always have. Falcon informed the Board that the Audit for FYE 2019 is a drastic improvement from prior years. Falcon then presented to the Board the Agreed Upon Procedures noting that the facility went from 6 findings last year to 0 findings for FYE 2019. She then informed the Board that from their understanding, the Agreed Upon Procedures Audit should not have to be performed again next year, being's facility had zero findings

for FYE 2019. There was a motion by Bowman and second by Mims to approve the 2020 Audit Report as presented. All members present were in favor, and the motion carried.

Gayla Falcon, CPA exited the meeting.

Dr. Paula Parkerson, Chief of Staff, presented the appointment and reappointment recommendations for the month of March to the Board of Directors. There was a motion by Bowman and second by Mims 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 the 2020 Organizational Charts for approval. Mims requested a more in-depth Organizational Structure. There was discussion on this topic. There was a motion by Bowman and second by Mims to defer the Organizational Charts until the April 29<sup>th</sup> meeting. All members present were in favor, and the motion carried. Morgan then presented the Policy and Procedure Manuals for annual approval. There was a motion by Bowman and second by Mims to approve the Departmental Policy and Procedure Manuals for annual approval. All members present were in favor and the motion carried. He also reminded the Board of Directors to complete their annual mandatory LA Code of Ethics training, while 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. Bowman then raised question as to the special preparation that is being done due to COVID-19. Morgan then informed the Board of the COVID-19 clinic located in the modular building nearest to the helipad and of JPH's screening procedures. There was a discussion on this topic.

Dr. Thomas began by clarifying the facilities bid process and reviewing the JPH Informal Bid Summary Sheet. He then provided the Board with a basic summary of La. R.S. 38:2212.1; while noting, the public works threshold for 2020 is \$ 161,550. He informed the Board that materials and supplies with a value of \$30,000 must be advertised and let for contract with the lowest responsible bidder, purchases of \$10,000 or more, but less than \$30,000 shall be made by obtaining at least 3 quotes by phone, fax, email, or any other printable forms. He then noted that the said requirements do not apply if materials and supplies are purchased off of the state contract or through a GPO. Bowman then raised question to Dr. Thomas regarding the facilities bid process and filing system. Dr. Thomas then clarified that the previous Facility Director had an unorganized filing system, and this has since been corrected. There was much discussion regarding the facilities bid process. Dr. Thomas then informed the Board that there has been a bid process filing system put into place that is in the Facilities Directors Office which is sorted by year and month. Dr. Thomas then presented the Board with a Bid Tabulation Form for the Patient Room Upgrades. Bowman then explained to the alternate bid versus the base bid, while noting that C.D. Morgan & Associates recommended that JPH go with the base bid which would save JPH \$38,000. Following a motion by Bowman and second by Mims the bid of the Patient Room Renovations was awarded to Tudor, Inc., which was the lowest bid and came in at \$2,377,000.00. All members present were in favor, and the motion carried. Dr. Thomas then informed the Board outside of renovations cost, he would like to request an additional \$650k for engineering and architectural fees, artwork, furniture, computers, scanners, etc. for the patient rooms. There was much discussion on this topic. Bowman then requested a breakdown of fees for the additional requested monies be presented at the next meeting. There was a discussion related to how JPH would pay for the cost of the patient room renovations. Following a motion by Bowman and second by Mims the CEO, is authorized to pay for the cost of patient room renovation project out of the operating account as it becomes due. All members present were in favor, and the motion carried.

Stansbury began by requesting a ratification to the payables. There was a motion by Bowman and second by Mims to ratify the payables for February 26<sup>th</sup> and March 23<sup>rd</sup>. All members present were in favor, and the motion carried. Stansbury presented the Board with a packet of Financials, while also

presenting a Budget to actual comparison of the Statement of New Position. He then informed the Board that the bank balance as of February 29<sup>th</sup> was \$8.6 million and as of today, March 25<sup>th</sup> it is at \$8.9 million. He reviewed with the Board the current liabilities, while touching on Accounts Payables, noting that they are at \$228k. There was much discussion regarding potential legal liability on due to employees by employee benefits that has been on the books for approximately five years or more. Bowman raised question as to why the General and Administrative expenditures were over the original budgeted amount. There was a discussion on topic. The Board then requested to have Gold, Weems, Bruiser, Sues, & Rundell investigate this matter.

In the absence of Malsam and Brazzel, Bougues presented the Monthly Statistics, ED Patient Arrival to First Documentation by Physician Monthly Trend Report, Clinic Statistics, and Radnet Ancillary Services Ordering Total Provider Totals to the Board.

At 1:45 p.m., there was a motion by Mims and second by Bowman to enter into an Executive Session to discuss Strategic Planning. All members present were in favor, and the motion carried. At 2:01 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.

Following a motion by Bowman and second by Mims to add Renewal of Chief Executive Officer's contract to the April 29<sup>th</sup> board meeting agenda. All members present were in favor, and the motion carried.

The next regular meeting will be held Wednesday, April 29, 2020 in the hospital board room.

Upon motion by Bowman and second by Mims the meeting was unanimously adjourned at 2:03 p.m.

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

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Dr. Rebecca Crouch  
Governing Board, Chairman