

Jackson Parish Hospital
Governing Board Minutes
June 24, 2020

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, June 24, 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, Amber Brazzel, and Mauri McBride.

Crouch called the meeting to order at 12:20 p.m., and Morgan gave the Invocation. There were 4 of the 5 members by Act 171 present; therefore, there was a quorum present.

Following a motion by Bowman and a second by Curtis, June 24, 2020 meeting agenda was approved with the amendment to add a discussion regarding Jackson Parish Hospital's deposit accounts immediately following Executive Session. All members present were in favor, and the motion carried.

Following a motion by Bowman and second, by Mims, the minutes from the May 27, 2020 meeting were unanimously approved.

There were no public comments.

The Medical Staff meeting for June was educational; therefore, there was no Chief of Staff Report.

During the Chief Executive Officer's Report, Morgan provided the Board with an update on the FEMA Drainage Project, noting that Police Jury met on June 18th and authorized, Attorney Bill Carter, to make a final written offer and file an expropriation suit to obtain the drainage servitude. Crouch raised a question as to the period allowed on the final offer. Morgan clarified that he was unaware of the allowed time. There was much discussion regarding the property related to the drainage project. Morgan presented the Board with Resolution #2-2020 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 Bowman and second by Mims declaring the Winn Parish Enterprise as the Official Journal for a term ending June 30, 2021. 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 #2020-4 as adopted by the following votes:

YEAS: (4) Curtis, Mims, Bowman, & Crouch
NAYS: (0)
ABSTAINED: (0)
ABSENT: (0)

Morgan then informed the Board the Jackson Parish Chamber of Commerce Banquet for 2020 noting that it will be held on Thursday, July 9th at the First Baptist Church's Family Life Center with social hour beginning at 6:00 pm and dinner and the program beginning at 7:00 pm. He then presented the Board with the link to complete their La 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.

Dr. Thomas began the Chief Operating Officer's report by presenting the Olympus Financial Services Lease Agreement for Endoscopy equipment. He then requested Board approval on the agreement; provided Olympus amends the included agreement to reflect that one of the two buying sources as Vizient or State Contract pricing beings the included proposal is in the amount of \$259k which exceeds the \$161k max for a non-bid contract. Thomas then informed the Board that the proposal is a 4-year lease on four scopes and two wash stations. Bowman then raised the question as to if this was agreement was for new equipment or if it was a release on the same equipment and if this was a time-sensitive matter. Thomas then clarified that the agreement is for new equipment but will be the same models that we are currently utilizing in the old agreement. He then noted the old lease included 3 scopes and 1 loaner and the new lease includes 4 scopes since the loaner that was received in the expiring lease was put into actual use but the same quantity of equipment and the same models of

the current equipment is included in the include proposal. Bowman made a motion to approve the law as presented with a caveat that its lawful to do so and Olympus will quote it through one of the state contract vendors. Bowman then raised a question as to what would happen if the lease agreement were not approved. Dr. Thomas clarified that Olympus would most likely allow us to go month to month continuing provided we are going to enter a new lease. Bowman then rescinded his previous motion and moved approval of the agreement to be postponed until a bid is received to make sure that we are within the bid law. There was much discussion regarding the expiring lease and the proposed lease agreement. Crouch then moved that the agreement be reconsidered for approval provided it's within the legal guidelines. Bowman then raised the question to Dr. Thomas as to what the agreement should read for it to be within the bid law. Thomas then clarified that the agreement must read either Vizient Group Purchasing Organization or State Contract Pricing to be within the public bid law beings the agreement exceeds the 161k no-bid threshold. There was much discussion regarding the agreement. The Olympus lease agreement was tabled until the next board meeting. Thomas then informed the Board of issues with Elevator 2; the Dover model was installed in 1972 and is in the rear of the hospital. He noted on numerous occasions in December, January, and February the Thyssenkrupp group was called out to perform maintenance on the elevator three and four times a week until eventually in February the elevator had to be shut down. He then informed the Board that in 2024 the State of Louisiana will require elevators to be inspected and licensed and at the present condition he feels as though the replacement of Elevator 2 should be expedited. Thomas then informed the Board that at this time he has reached out to the Engineer and requested that a plan into place as to how to replace the elevator and/or install one that will address the issues, pass inspection, and the licensure process. He then informed the Board that at this time there are bids out and he should receive pricing back within the next few weeks. He then reviewed with the Board email correspondence between himself and the Engineer discussing potential budgetary cost for the elevator replacement; noting the Engineer expects the total to be approximately \$232k which includes the engineering fee should we accept a bid and a 10% overage for safety and unexpected items that are found. Due to the elevator being out of service for over 6 months, he is requesting approval to enter into an agreement with the company that provides the lowest bid at \$232k or less. Bowman then addressed his concerns on awarding a bid when the actual bid has not yet been received. Thomas then reiterated that if the proper budget is not allocated at present, Elevator 2 will be out of order for a minimum of 30 more days. There was much discussion related to the timeframe that the elevator has been out of order and Crouch raised concern as to the strain the extended downtime of Elevator 2 puts on patients utilizing the rear elevator. Bowman revisited the proper procedures that must be followed under the Louisiana Public Bid Law and voiced his concerns on approving a bid that had not yet been received and noted he feels that it's also a Breach of Fiduciary Duties. Curtis then raised the question as to if a budget could be allocated at \$232k or less. There was much discussion related to this process and the proper procedures for authorizing bids. Dr. Thomas then informed the Board of issues with the air unit in Central Supply noting that it is the oldest unit in the building and currently is failing which is causing that area to be 80 degrees. He then informed the Board of issues with the air unit in Suite A while noting that these two home air conditioning units are 1987 model units and are also currently failing. He then presented the Board with correspondence between the Engineer and himself where the Engineer estimated that the expected cost of replacing both the Suite A and Central Supply air conditioning units should be between \$40k-\$50k. Dr. Thomas then requested approval of a budget of \$50k based on the bids being received on Monday. Bowman then raised the question as to if the bids had yet been received. Dr. Thomas clarified that the bids would be in on Monday, June 29th. Bowman then expressed his concern regarding approving a budget before the bids have been received and raised questions as to the sense of urgency. There was a discussion related to the functions of the Board and the Public Bid Law. Crouch opened the floor for a motion to allocate a \$50k budget on replacing the air conditioning units in Suite A and Central Supply. Curtis moved to air a \$50k budget replacing Suite A and Central Supply's air units with a second being made by Mims. There were three of the four members by Act 171 in favor of allocating a \$50k budget with Bowman being opposed. The motion passed with a 3 to 1 vote. Dr. Thomas then informed the Board of issues within the parking lot drainage structure; noting, that after numerous inches of rain the parking lot dropped, and after further inspection and measurements following the rain it was found there was a 4ft hole that had formed under the concrete. He then informed the Board that a concrete parking lot contractor was brought in to inspect and correct the drainage issue which has been addressed and it was also found that there was another washout hole forming in front of the COVID specialty building which will be addressed another time. There was a discussion related to the drainage issues and the FEMA grant. Dr. Thomas then presented the Board with education material on five AnteRoom Iso-Pack Critical Room Isolation and Containment Doors that have been purchased by grant monies which will allow us to temporarily close down the 200 wing, moving all patients on the 100 wing but still isolate COVID-19 patients from the rest of the facility. He then informed the Board of a meeting/ walkthrough with Tudor that took place last Wednesday. Curtis raised a question related to the purchase of the AnteRoom Iso-Pack Critical Room Isolation and Containment Doors. There was a discussion on this topic.

Stansbury began by requesting the ratification of payables for June 3, 2020, and June 16, 2020. Bowman raised a question as to two Cerner payments made; one being made on June 3, 3030 in the amount of \$26,892.00 and the second payment

being made on June 16, 2020, in the amount of \$24,147.27. Dr. Thomas clarified that the payment of \$26,892.00 is a 3M Annual Coding License and the payment to \$24,147.27, \$22,714.00 in professional services is RevWorks which is a percentage of net receipts for April. He then reported that the additional charge of \$1459.00 is transactional services for patient phone calls, patient reminders, patient statements, etc. Bowman raised question as to the dollar amount per month for software services. Stansbury clarified that that the requested information would be gathered. Crouch raised question as to the Annual Physicist Inspection payment. There was a discussion on this topic. There was a motion by Bowman and second by Mims to ratify the payables for June 3, 2020 and June 16, 2020. 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 May 31st was \$14.8 million and as of today, June 24th it is \$14.7 million. He then informed the Board that JPH received \$1.2 million in Cost Report settlement monies for May; while noting that 340B receivables for May are \$40k. Stansbury then noted that \$1.9 million of PPP monies were received and those monies are listed as current liabilities until those monies are forgiven and once monies are forgiven, they will then be listed under grant income. He then reported Net Patient Revenue for the year as of May 31st are \$7.6 million, UCC monies are \$1.7 million with \$351k being collected during May. Stansbury reported that JPH has received \$3.9 million in grant monies noting that this total does not include the PPP monies that were received. He then informed the Board of an \$84k WellAhead grant that was received, noting that proof of definite COVID related expenditures will have to be provided for this grant. There was a discussion related to the time allowed to spend grant monies and the requirement of expenditures.

Brazzel presented the Clinic Statistics and the ED Patient Arrival to First Documentation by Physician monthly trend report to the Board.

Malsam then presented the monthly hospital statistics to the Board.

At 1:19 p.m., there was a motion by Bowman and second by Curtis to enter an Executive Session to discuss Strategic Planning. All members present were in favor and the motion carried. At 1:38 p.m., there was a motion by Mims 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, that based upon the proposals that were received, the Chief Executive Officer and Chief Financial Officer are hereby authorized to open an account at Hodge Bank & Trust and transfer \$5 million from the operating account at Jonesboro State Bank in Jonesboro, LA to Hodge Bank & Trust in Hodge, La, assuming that Hodge Bank & Trust complies with the laws; which requires extra securities beings the amount is over the FDIC required limits. Furthermore, the said investment of the \$5 million passbook account at Hodge Bank & Trust in Hodge, LA, should also include the appropriate signatory authority. All members present were in favor and the motion carried.

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

Upon motion by Bowman and second by Curtis the meeting was unanimously adjourned at 1:42 p.m.

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

Dr. Rebecca Crouch
Governing Board, Chairman