**PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF THE MOREHOUSE PARISH HOSPITAL SERVICE DISTRICT NO. 1, STATE OF LOUISIANA, TAKEN AT A REGULAR SESSION MEETING HELD ON THURSDAY, MAY 03, 2018.**

The Board of Commissioners of Morehouse Parish Hospital Service District No. 1, State of Louisiana, met in regular session for a meeting at its usual meeting place, the W. A. Rodgers Conference Room of Morehouse General Hospital, Bastrop, Louisiana, on Thursday, May 03, 2018, at 6:30 p.m., pursuant to written notice duly given and posted in the manner required by law.

Present: Bob Green, Chairman of Commissioners and Commissioners, John Yeldell, Nicolette Releford, Susan Plonnigs and Betty Alford-Olive.

Also present: Derrick Frazier, Chief Executive Officer; Dr. Curtis Sanders, Chief of Medical Staff; Tom Ramsey, Chief Financial Officer; Marie Stephenson, Chief Nursing Officer; and Linda Taylor, Executive Assistant.

Guest: Tod Beasley, CHC Senior VP Hospital Financial Operations and Dorothy Thomas, Morehouse Parish Police Jury.

**Call to Order**

The Board of Commissioners of Morehouse Parish Hospital Service District No. 1, State of Louisiana, was duly convened as the governing authority by the Chairman, Bob Green.

**OPEN SESSION:**

**Invocation & Welcome**

The invocation was given by Mr. Green.

**Announcements**

There were no announcements.

**Approval of Minutes**

On a motion made by Ms. Plonnigs and seconded by Ms. Olive, the Board voted to approve the minutes for the meeting held on March 29, 2018 as presented and reviewed. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

**Medical Staff Report – Dr. Curtis Sanders, Chief of Staff**

Dr. Sanders stated the Medical Record Review/ByLaws/Credentials/ Medical Executive Committee (MRRC/Bylaws/Cred/MEC) and the Medical Staff recommends approval of the three action requests listing Temporary Appointments, Initial Appointments and Reappointments for privileges. The MEC/Bylaws/Credentials Committee also recommended approval of the revisions to the Medical Staff Bylaws for admission of geri-psych patients meeting criteria to the Hope Unit.

On a motion made by Mr. Yeldell and seconded by Ms. Releford, the Board voted to approve these action requests listing the Temporary Appointments, Initial Appointments and Reappointments for privileges as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

On a motion made by Ms. Releford and seconded by Ms. Plonnigs, the Board voted to approve the revisions for the admission of geri-psych patients meeting criteria to the Hope Unit as presented by the MEC/Bylaws/Credentials committee. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

**Nursing Report – Marie Stephenson, CNO**

Ms. Stephenson stated the Quality Report was provided in the binder for review of each department’s quality measures for comparison of the months including January, February, and March. The no show rates for the clinics was reviewed with appointment times being filled on all time slots of the schedule and using methods to remind patients of their appointments. The data for Hyperbaric/Wound Care has been reported quarterly due to the time frame for patient care. The Infection Control data was reported as staff were observed by secret shoppers who watch and then report.

Ms. Stephenson discussed that she attended the nurse national conference in Indiana recently and hand washing was monitored by hospitals that use overhead speakers to communicate. The use of gloves was not acceptable and only hand washing with soap and water was needed.

Ms. Stephenson reported that the Pharmacy’s accuracy of Med-Dispense was based on count of medicines taken from the dispenser using a touch screen transaction. There are options being reviewed to replace the dispense equipment. The Laboratory has been tracking contaminated blood culture rate which there are reports not being received from Lab Corp. There is a five hundred (500) page report to sort for this data of specific skin preparations and reporting contaminations. There are some items not measured until May and new items will be added such as Flu Shots for follow-up in October. There are other departments in all green with 100% goals reached including Endoscopy, Marketing and Surgery.

Ms. Stephenson discussed the HCAPs for Nurse Communication following the blue line and comparing the changes for the red line which dropped to 37th percentile in March. The Responsiveness of Staff dropped to 33rd percentile in March. The Overall Rating of the Hospital increased from the 18th to the 43rd percentile in March. The Likelihood to Recommend remains at the lowest percentile since its highest rate of 41st percentile in October, 2017. Many of the patients who were called after discharge are reporting a good stay and naming physicians, registration, dietary, and nursing staff.

Ms. Stephenson announced that Hospital Week was held this week with festivities planned daily for employees to participate and enjoy refreshments as well as a luncheon on Friday. All the staff are excited to announce the opening of the Hope Unit after passing the public health and fire marshal inspections. We are proud to announce that we have two nurses in OB Unit who received training and are now breast feeding specialists. The ENT Outpatient and Walk-In-Clinic have been open and patients are positive about their experience and the new staff, Maribeth Gambill, NP. The newspaper announced and recognized some of our staff as HomeTown Heroes which include Dr. Curtis Sanders, OB/GYN; Valonde Moore, Respiratory Therapy; Freddie Box, CRNA; Dr. Lee Miller, ENT; and Dr. Douglas Brown, Orthopedic Medicine.

Ms. Stephenson also announced the new Med/Surg & ICU manager was Meg Garsee who took the position on an interim basis. She stated that Ms. Garsee has years of experience in emergency and intensive care. We are interviewing for permanent nursing positions.

**Finance Committee Presentation: March 2018**

Mr. Ramsey stated the Financial Statements for March 2018 were provided in your binder. The reports include the Hospital’s Patient Volume and Utilization along with the Clinics’ Patient Volumes and UtilizationStatistics through the period;Annual Income Statement, Operating Cost, Earnings, Balance Sheet, Statement of Cash Flows, and Projects.

Mr. Ramsey reported the volumes and admits for the month as compared with year-to-date which was up 3.9% percent increased from last year but not equal to budgeted. The length of stay was discussed with case mix index and usage of the CDI program. The births and emergency visits were low however the conversion rate was increased to 6.1% percent for the month. The outpatient visits increased 11% percent over last year.

Mr. Ramsey discussed the Net Patient Revenue (NPR) to gross percent after bad debt (PCR), adjusted admission before bad debt, the bad debt percentage of NPR and the NPR per adjusted admission after bad debt. The decreased bad debt was a positive for the month.

Mr. Ramsey reviewed the discretionary expenses and the non-discretionary expenses including that the employee pension plan has been fully paid and finalized this month. The EBIDA for the month exceeded budget $2.4 Million dollars for year-to-date. The supplemental funding income items were reviewed with the Hospital earnings and the consolidated earnings for comparison.

Mr. Ramsey reported the clinics patient volumes and keeping trends that improve financials such as scheduling new patients and increasing the patients for all clinics. There are new physician providers and their volumes are expected to increase during the next several months.

Mr. Ramsey discussed the Annual Income Statement, Balance Sheet, and Statement of Cash Flows. The ongoing projects include the inpatient geriatric psychiatric unit inspections that were passed and waiting to admit our first patient along with the CDI program training tools and policies to be implemented. The Fiscal Year End (FYE) 2019 Budget project has been completed with data and volumes built from preliminary numbers based on strategic plans, business plan, and actual monthly data for the hospital and clinics. There are capital budget items included in the report and the entire budget will need approval at the next meeting.

Depository Approval

Mr. Ramsey reported an issue with a false check that was found when reconciling the bank account for checks and Capital One Bank recommended a direct positive pay by check register. However, there were checks on the register that the bank declined for a physician, employees, and vendors including the Bastrop Enterprise. For these reasons and after a proposal from Origin Bank was reviewed by the Finance Committee, the recommendation was to change Depository for a positive impact on the financials, customer service, and staying with a local bank.

On a motion made by Mr. Yeldell and seconded by Ms. Plonnigs, the Board authorized approval and processing documentation necessary to convert from Capital One Bank to Origin Bank Depository as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

Nurse Call System

Mr. Ramsey reported the Nurse Call System was presented to the Finance Committee with the recommendation to purchase the system from United Automation as quoted for $8,440.71 dollars.

On a motion made by Ms. Plonnigs and seconded by Ms. Olive, the Board authorized approval and processing documentation necessary to purchase the Nurse Call System from United Automation as quoted for $8,440.71 dollars and as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

Urology Scopes

Mr. Ramsey reported the Urology Scopes from Olympus were recommended by the Finance Committee to lease two scopes for urology procedures by Dr. John Califano. These are digital scopes include new technology with upgrades yearly at no cost and supplies on contract with the potential to purchase a third scope. The purchase will be made once the clinic start date has been confirmed.

On a motion made by Ms. Olive and seconded by Mr. Yeldell, the Board authorized approval and processing documentation necessary to purchase the Urology Scopes from Olympus America as quoted for monthly fee of $2,980 dollars on a 36-month term lease and as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None

Vacuum Pumps

Mr. Ramsey reported the vacuum pumps for centralized suction broke down and two motors were used to build one unit to keep the system operating. The recommendation includes purchasing two new vacuum pumps from Republic Manufacturing as quoted for $20,283 dollars with installation included.

On a motion made by Ms. Plonnigs and seconded by Ms. Olive, the Board authorized approval and processing documentation necessary to purchase the Vacuum Pumps from Republic Manufacturing as quoted for a net quote amount of $20,283 dollars as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None

Information Systems Server for iCloud

Mr. Ramsey requested approval to purchase a server for storage in Information Systems’ related to the iCloud-based systems for an estimated amount of $29,990 dollars. There will be storage on-site as well as with MedHost Electronic Medical Records (EMR) services.

On a motion made by Mr. Yeldell and seconded by Ms. Plonnigs, the Board authorized approval and processing documentation necessary to purchase the Server for iCloud storage on-site for an estimated amount of $29,990 dollars as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None

Telemedicine MDs

Mr. Ramsey requested approval to contract with qLḗr Solutions, Physician Medical Group for inpatient and outpatient Telemedicine for psych patients. They are used in hospitals nationwide. The hospital will get the billings for the physician services and pays a fee of $186,264 dollars a year. This vendor was compared with other vendors costing between $100,000 dollars without billings and other options more expensive. A cart is used to view the patient live and observe behavior in addition, the physicians are available for consults.

There was discussion regarding the use of telemedicine and interviewing patients using this model for patient care. These patients’ family care physicians will continue to follow their patient.

On a motion made by Ms. Releford and seconded by Mr. Yeldell, the Board authorized approval and processing documentation necessary to contract with qLḗr Solutions, Physician Medical Group for Telemedicine services for inpatient and outpatient psych patients for one-year term and renewable each year unless written notice is received as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None

**Approval of Financial Reports:**

On a motion made by Mr. Yeldell and seconded by Ms. Releford, the Board voted to approve the Financial Report as presented for March 2018. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None

**Approval of Contracts:**

There were no other contracts for review.

Contract Evaluations

The contract evaluations were presented for review and were all acceptable for quality purposes as outlined for March 2018.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

**Community Hospital Corporation Report – Tod Beasley, SVP Hospital Financial Operations**

In Mr. Thomason’s absence, Tod Beasley stated the Community Hospital Corporation (CHC) report for March 2018 was provided in the binder for review. The report provided lists some of the work being processed by Human Resources with assistance by Laurie Breedlove, CHC SVP Human Resources.

Mr. Beasley recognized that the Budget process has been successfully completed by Tom Ramsey, Jason Bonner, Derrick Frazier, and Marie Stephenson including completing the Business Plan for the Hospital. There is expected growth in the budget and compared with the hospitals status this time last year the cash has improved along with improvements made by management so CHC has been impressed by the financial and operational status overall. The managed care update has been ongoing by David Koford to negotiate the rate increases and he continues working on these agreements with Vantage, BlueCross, Aetna and others.

**Approval of CHC Management and Expenses Invoices**

Mr. Green stated the CHC Management Fee and Expenses invoices were provided for review and approval.

On a motion made by Mr. Yeldell and seconded by Ms. Olive, the Board voted to approve the CHC Management fee billed for April on invoice #3556 as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

On a motion made by Ms. Olive and seconded by Ms. Releford, the Board voted to approve the CHC Expenses activity invoice #3574 for March travel expenses and salary expenses as reviewed. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

There was discussion regarding the hotel room rates and communicating with management will follow. Community Hospital prefers to come visit face to face for meetings to communicate however the pleasure of the Board will be considered and can limit the visits to reduce expenses.

**Administrative Report - Derrick Frazier, CEO**

Mr. Frazier requested approval for the following two items listed on the agenda.

**Approval of General Surgeon Search Agreement**

Mr. Frazier recommended approval of the Pacific Companies General Surgeon Search Agreement for a 24-month at a rate of $30,000 dollars plus travel expenses for physician interviews.

On a motion made by Ms. Olive and seconded by Ms. Releford, the Board voted to approve and authorize the contract with Pacific Companies for a general surgeon search agreement for the terms outlined and as presented. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

**Approval of Medical Scholarship Policy**

Mr. Frazier requested approval of the Medical Scholarship Policy for use to recruit a local Family Practice physician, Dr. Loi Le who is currently in medical school in Alexandria, LA. The policy allows for a monthly stipend of $2,000 dollars to be paid to the resident in exchange for his coming back to work at the hospital for two years or repay the funds.

On a motion made by Ms. Plonnigs and seconded by Mr. Yeldell, the Board voted to approve the Medical Scholarship Policy as reviewed. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

Mr. Frazier reported the update for the legal case includes receiving the documents to accept the negotiated amount of $60,000 dollars less the attorney fees of $20,000 dollars to close this case with the District Attorney’s Office.

Mr. Frazier reported the update for the legal case settlement with the physician that will be paid over the next 4/5 years until fully paid an estimated $219,000 dollars.

Mr. Frazier stated that Cindy Matthews, EVP Community Hospital Consulting retired and has been working with Lisette Hudson, Director of Planning to schedule a Board retreat. The date and time for the retreat will be scheduled after discussion with the Board members soon.

Mr. Frazier discussed the Diversity meetings with a consultant who interview the management staff and employee committee to help with race relations. There will be a Diversity training session scheduled to review employee issues with the Department Mangers.

**EXECUTIVE SESSION pursuant to “LA. R.S. 46:1073”:**

On a motion made by Ms. Releford and seconded by Mr. Yeldell, the Board voted to go into Executive Session for strategic plans and marketing strategies. The motion passed by unanimous voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

The Board went into Executive Session at 8:19 p.m.

**OPEN SESSION**

On a motion made by Ms. Plonnigs and seconded by Ms. Releford, the Board voted to return to Open Session.

The Board returned to Open Session at 8:28 p.m.

**Adopt the Millage Rates for 2018**

Mr. Green announced that the Millage Rates for 2018 will be presented to be adopted at the next meeting scheduled to be held on Thursday, May 31, 2018.

**ADJOURNMENT:**

There being no further business, there was a motion made by Mr. Yeldell and seconded by Ms. Releford to adjourn the meeting. The motion passed by voice vote as follows:

Ayes: Green, Releford, Yeldell, Plonnigs and Olive.

Nays: None.

Absent: None.

The Board meeting was adjourned by the Chairman at 8:30 p.m.

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**BOB GREEN, CHAIRMAN**

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**DERRICK FRAZIER, SECRETARY**