

Jackson Parish Hospital  
Governing Board Meeting Minutes  
June 29, 2022

The Governing Board of Directors of the Jackson Parish Hospital Service District No. 1 met on Wednesday, June 29th, at noon, in the Jackson Parish Hospital Board Room, 165 Beech Springs Road, Jonesboro, Louisiana. Board Members present were: Dr. Rebecca Crouch, Chris Bowman, and Shontae Mims. Hospital Staff present were: John Morgan, Dr. Jason Thomas, Bill Stansbury, Jerry Allen, Sunni Bougues, Shelley Malsam and Kelsey Thomas.

Dr. Crouch called the meeting to order at 12:15 p.m., and Morgan gave the Invocation. There were 3 of the 5 members by Act 321 present; therefore, there was a quorum present.

Following a motion by Bowman and second by Mims, the June 29, 2022, meeting agenda was unanimously approved.

Following a motion by Bowman and second by Mims, the April 27, 2022, Regular Business Meeting Minutes were unanimously approved. All members present were in favor, and the motion carried.

Following a motion by Mims and second by Bowman, the May 25, 2022, Regular Business Meeting Minutes were unanimously approved. All members present were in favor, and the motion carried.

There were no members of the public present; therefore, there were no public comments.

Morgan presented the Chief of Staff Report with four initial appointments and four re-appointments. There was a motion by Bowman and second by Mims to approve the initial appointments and re-appointments. All members present were in favor and the motion carried.

During the Chief Executive Officer's Report, Morgan presented the report by Senator Cassidy about the JPH Water Well Project. Senator Cassidy has selected the water well project, but Morgan stated there are many more layers to go through and does not have a timeframe yet. Morgan then presented the Merchant McIntyre Annual Contract. Morgan stated that they have done a fantastic job with finding grants. Their annual contract is \$8k per month and the previously agreed 90-day extension ran out May 31, 2022. Morgan asked for the approval of the annual contract. Crouch asked what we have gotten from them so far. Thomas answered that JPH has applied for an \$800k grant for Chronic Care Management and the two earmarks that are in the process of full approval for funding. Bowman asked for confirmation that the contract was a flat \$8k per month. There was a motion by Bowman and second by Mims to approve the Merchant McIntyre Contract. All members present were in favor and the motion carried. Morgan then presented Louisiana Legislative Act 321 of 2022. On June 10<sup>th</sup>, the governor signed this Act which pertains to the board of commissioners for Jackson Parish Hospital Service District #1. The only change from Act 171 is what put the 5 board members in place and Act 321 unties it from the census. There are no more census numbers that would affect how the number of members change. Bowman noted that it is an identical bill except it was introduced as a local bill this time and not tied to the census. Morgan then asked for approval to make the appropriate revisions in the hospital board bylaws reflect the change from Act 171 to Act 321. There was a motion by Bowman and second by Mims to approve the changes in the bylaws to reflect the change from Act 171 to Act 321. All members present were in favor and the motion carried.

Dr. Thomas presented the Active Shooter P&P. This policy is for people coming into the hospital or on the premises with a gun and how the staff will be trained in the events of an active shooter. Bowman asked if it was presented to Med Staff. Crouch stated it was approved by Med Staff. Mims asked if there is a revision or procedure for law enforcement that come in with weapons. Thomas said that law enforcement is allowed

to come in with their weapons, but the regular members of the public are not. There was a motion by Mims and second by Bowman to approve the Active Shooter P&P. All members present were in favor and the motion carried. Thomas then presented the Provider Notification P&P Revision. Thomas noted that there is already a policy in effect around January of last year. The federal government put in a requirement that when a patient is admitted into the hospital, discharged, or comes into the ER then we have to notify their PCP that their patient has presented for care. JPH has been doing this through a manual process each time, but Cerner now has a process that will allow us to automate the entire process and make sure it happens each time the patient comes in. The revised policy reflects the shifting of the manual process to an automated process. There was a motion from Bowman and second by Mims to approve the Provider Notification P&P Revision. All members present were in favor and the motion carried. Thomas presented the Infection Control Preventionist for approval. CMS has changed their guidelines to require the infection control program at the hospital have a person in charge of it that is approved by the Medical Staff and accepted by the board. Thomas asked for board approval to officially name Sandy Kinman to the role. There was a motion by Mims and seconded by Bowman to approve Sandy Kinman as the Infection Control Preventionist. All members present were in favor and the motion passed. Thomas presented the EVS HVAC and Wing Build-out project. Thomas stated that they have been working on plans to air condition the entire area in the EVS department. This project is expected to be about a half million dollars and Mr. Stansbury stated about \$150k of grant funds would go towards this. Thomas asked for board approval to put this project out for bid. There was a motion by Bowman and second by Mims to put this project out for bid. All members present were in favor and the motion passed. Thomas then presented the Dietary Department Plumbing Repair Project. Thomas stated the kitchen has had several issues over the years with the drainpipes collapsing under the floor due to them being cast iron and sixty years old. The plumbing has been rerouted in the dishwasher area because the pipe that drains the dishwasher is the most recent to collapse. Thomas stated that what he is trying to do is fix the plumbing in the dietary area, meaning that the entire floor in the dietary area would be torn out to run new plumbing in that area. Thomas presented quotes from three different plumbers with Mark Johnson being the lowest bid. Bowman asked how long this project would take and how long the kitchen would be shut down. Thomas stated that there is a process being worked on while the kitchen is shut down, but the expectation is about two weeks for the plumbers. There was a motion by Bowman and second by Mims to accept the lowest bid of Mark Johnson Plumbing. All members present were in favor and the motion passed. Thomas then mentioned that after the plumbing has been completed in the kitchen, then a flooring company would come in and lay down an epoxy floor coating to cover the entire area with an anti-microbial non-slip surface. Thomas presented pictures of what the current floor in the kitchen looks like and quotes from vendors. There was a discussion about the floors. Thomas mentioned that he met with the kitchen staff, and they have a process in place of how they are going to continue to feed the patients. Crouch asked about the process of feeding the patients and Thomas mentioned there is a company out of Dallas that ships complete meals that would be prepped for patients by the kitchen staff while the kitchen is down for repairs. There was a motion by Bowman and second by Mims to accept the low bid of Martin Specialty Coatings to do the flooring once the plumbers are done. All members present were in favor and the motion passed.

Stansbury requested a ratification of Special Checks, ACH Debits for the months of April and May as well as payables for May 5, 2022, May 18, 2022, June 2, 2022 and June 16, 2022. Crouch asked what the charge for the cookbooks was. Morgan explained that the cookbooks were given to the employees for hospital week. Thomas explained that the original was found in the kitchen and part of the history of the hospital. Took it to a printer and had the printer to redo it. There was a motion by Bowman and second by Mims to ratify the payables for May 5, 2022, May 18, 2022, June 2, 2022 and June 16, 2022, and Special Checks and ACH Debits for the months of April and May. All members present were in favor and the motion carried. Stansbury continued to present the hospital financial report.

Allen presented the ED Patient Arrival to First Documentation to Physician report. Noting that for May it went down to 22.99 and is at an average of 30.88 minutes. He then reviewed the May Telemedicine Visits for the schools and COVID tests performed, and then reviewed the Rural Health Clinic stats with the Board.

Malsam then presented the Board with the Hospital Statistics for the months of April and May 2022.

At 12:52 p.m., there was a motion by Bowman 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 1:19 p.m., there was a motion by Bowman and second by Mims to return to regular session. All members present were in favor, and the motion carried.

Bowman made a motion to modify the Nurse Practitioner ATO Accrual. Previously, they have been banking all their ATO in July. The modified Nurse Practitioner ATO would bank ½ in July and in January begin to accrue like all other JPH employees. There was a motion by Bowman and second by Mims the approval to modify the Nurse Practitioner ATO Accrual. All members present were in favor and the motion carried. Morgan recommended that the sick time accrual be stopped to match other HR processes, but that they will keep the sick time they have currently. They will only be able to use their sick time once their ATO has been exhausted and for this to be effective July 1, 2022. There was a motion by Bowman and second by Mims to no longer get sick time starting July 1, 2022. All members present were in favor and the motion passed.

There were no board comments made.

The next regular meeting will be held Wednesday, July 27, 2022, at 12:00 noon in the hospital board room.

Upon motion by Bowman and second by Mims, the meeting was unanimously adjourned at 1:22 p.m.

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Dr. Rebecca Crouch  
Governing Board Chairman  
Jackson Parish Hospital

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