

MINUTES OF REGULAR MEETING

A regular meeting of the **Board of Commissioners of Hospital Service District No. 2, Abbeville General Hospital**, Parish of Vermilion, State of Louisiana was called to order at **6.15 P.M. on Wednesday, December 20, 2023** by Mr. John Boudreaux, Chairman. Proceedings were taken at their regular meeting place in the Hospital Boardroom of Abbeville General Hospital with the following people present:

MEMBERS PRESENT: John Boudreaux, Chairman
Oswald Broussard, Vice-Chairman
Anita Levy
Kelly Richard
John Budden, M.D.
Jody Landry
Daleon Primeaux

STAFF PRESENT: Michael J. Bertrand, Chief Executive Officer
Troy Hair, Chief Financial Officer
Heidi Guidry, Chief Nursing Officer
Claude Meeks, Chief of Staff
Abbey Palombo, Recording Secretary

GUEST PRESENT: Gene Sellers Jr., Architect
Jack Stolier, Legal Counsel
Steven Nosacka, Municipal Advisor

APPROVAL OF MINUTES

On motion of Anita Levy seconded by Kelly Richard and unanimously carried, **the minutes of the Regular Board of Commissioners meeting held November 29, 2023 were approved as written.**

ELECTION OF OFFICERS – 2024**➤ Nominations for Officers**

Nominations for Officers of the Board (Chairman and Vice Chairman) were requested. John Boudreaux was nominated for Chairman of the Board and Oswald Broussard for Vice Chairman of the Board.

On motion of Anita Levy, seconded by Kelly Richard and unanimously carried, **John Boudreaux was appointed Chairman and Oswald Broussard, Vice Chairman for Year 2024.**

➤ Committee Appointments (Finance, Personnel, Building)

John Boudreaux, Chairman reappointed Jody Landry, Chairman of Personnel Committee, Daleon Primeaux, Chairman of Finance Committee, and Kelly Richard, Co-Chairman of the Building Committee along with John Boudreaux as Chairman of Building Committee for Year 2024.

COMMUNICATIONS

The following communications were reviewed:

- ✓ Annual Board Meeting Schedule

On motion of Jody Landry, seconded by Oswald Broussard and unanimously carried, **the Board accepted the 2024 Board Meeting Schedule, as presented.**

- ✓ LA Board of Ethics Annual Disclosure Statement
- ✓ Ambulatory Surgery / OB Expansion and Modernization USDA
 - Legal Memo
 - Project Timeline
- ✓ Open Meetings Policy

MEDICAL STAFF REPORT

Dr. Claude Meeks, Chief of Staff, presented the Medical Staff report.

➤ **Credentials Committee Report**

On motion of Jody Landry seconded by Daleon Primeaux and unanimously carried **the recommendations of the Medical Executive/Credentials Committee were accepted as follows:**

Approve Initial Appointments (Twelve Month Provisional) Dept. of Medicine

<u>Practitioner's Name</u>	<u>Clinical Privileges</u>	<u>Staff Category</u>
Jyothi Dodlapati, MD	Oncology / Hematology	Provisional Staff / Consulting Staff
Trung Le, MD	Emergency Medicine	Provisional Staff / ER Staff
Patrick Martin, MD	Emergency Medicine	Provisional Staff / ER Staff

Approve Initial Appointment (Twelve Month Provisional) Dept. of Surgery

<u>Practitioner's Name</u>	<u>Clinical Privileges</u>	<u>Staff Category</u>
Rickey Nesmith, CRNA	Certified Registered Nurse Anesthesia	Provisional Staff / Allied Health Staff

Reappointments (Two Year Period) Dept. of Medicine

<u>Practitioner's Name</u>	<u>Clinical Privileges</u>	<u>Reappointment Period</u>
Kondilo Skirlis-Zavala, MD	Emergency Medicine	01/30/2024 to 01/30/2026

Approve Additional Privilege Request

<u>Practitioner's Name</u>	<u>Clinical Privileges</u>
Maasumeh S. Hebert, MD	Primary Care / Medical Home

Practitioner Granted Temporary Privileges (90 Day Period)

<u>Practitioner's Name</u>	<u>Clinical Privileges</u>	<u>Effective Date</u>
Robert Ordenez, MD	Emergency Medicine	11/03/2023
Kevin Karam, MD	Emergency Medicine	11/07/2023

Place on Inactive Status (Removed from Staff)

<u>Practitioner's Name</u>	<u>For Review</u>	<u>Effective Date</u>
Francis Cloran, MD	Voluntary Resignation of Privileges	11/30/2023
Cynthia Oberfelder, MD	Voluntary Resignation of Privileges	12/7/2023
David Tate, MD	Non-renewal of DEA	11/30/2023

Jeffrey Trahan, PA

Failed to Renew Application

11/17/2023

➤ **Medical Staff Officers 2024**

Michael Bertrand, Chief Executive Officer presented the 2024 Medical Staff Officers as follows:

- ✓ Dr. Claude Meeks, Chief of Staff
- ✓ Dr. Rick Faul, Vice-Chief of Staff
- ✓ Dr. Gilbert Pellerin, Secretary/Treasurer

NEW BUSINESS

➤ **Contract Review – December**

On motion of Oswald Broussard, seconded by Daleon Primeaux and unanimously carried, **the board approved the following contracts:**

- ✓ Aetna Health, Inc. - Participating Provider
- ✓ Amerigroup Community Care - Participating Provider
- ✓ AT&T Mobility National Accounts, LLC - Cell Phone & Data GPO Pricing.
- ✓ Biomedical Concepts - PM Anesthesia Machines
- ✓ Cohesive Connections - Network Communication Support
- ✓ Computrition, Inc. - Software License Agreement
- ✓ Craig Gauthier, M.D. - OB Call Coverage
- ✓ Health Information Associates (HIA)
- ✓ Lafayette General Medical Center - Patient Transfer
- ✓ Metro Communications, Inc. - Music Pgram Service
- ✓ Omnicell, Inc. - PM - Omnicell Equipment
- ✓ Quadiant Leasing USA, Inc. - Postage Meter Equipment Lease
- ✓ Remington College - Lafayette - Medical Assistant Clinical Training
- ✓ Rue Outdoor Advertising – Billboard Advertising
- ✓ Saint James School of Medicine - Medical Student Training
- ✓ Siemens HealthCare Diagnostic, Inc. - PM for Platelet Function Analyzer
- ✓ Siemens Healthcare Diagnostics - PM - ABG System (RP500)
- ✓ Unitech Training Academy - Phlebotomy-EKG Clinical Training
- ✓ Vermilion Parish School Board - Drug Test Discount
- ✓ Vitalant - Blood and Blood Component Bank

➤ **Notice of Intent to Utilize Construction Manager at-Risk (CMAR)**

On motion of Kelly Ricahrd seconded by Jody Landry and unanimously carried, **the board approved the letter to Matthew Seaton, Community Programs Director, Louisiana State Office, Rural Development, United States Department of Agriculture giving formal notice of Vermillion Parish Hospital Service District No.2 d/b/a Abbeville General Hospital's ("AGH's") intention to utilize the Construction Manager at-Risk ("CMAR") alternative delivery model and to seek USDA's approval for the use of CMAR in connection with the project, along with sharing the RPQ for comments.**

➤ **RFQ – Construction Manager at-Risk (CMAR)**

On motion of Kelly Ricahrd, seconded by Daleon Primeaux and unanimously carried, **the board approved the Request for Qualifications from qualified and licensed construction firms (each a “CMAR”) to provide comprehensive construction management at-risk services for the District’s expansion and modernization project planned for the District’s hospital ambulatory surgery and obstetrics/delivery departments in Abbeville, Louisiana.**

➤ **RFP – Examination Opinion**

On motion of Anita Levy, seconded by Jody Landry and unanimously carried, **the board approved the request for proposals for the Project that will satisfy USDA-Community Facilities requirements for examination level CPA opinion of the Market/Demand Analysis and Financial Forecast of the Project, by providing the District an Examination Opinion that certifies the financial assumptions and projections used in the Feasibility Study, which should include careful review and testing of revenue, cost history and projections, and market and other factors that may affect the fiscal health of the District prospectively and conducting sessions with the District’s Executive Team to understand the Feasibility Study and its Examination Opinion for the Project, including any and all communications with the Executive Team and its consultants reasonably necessary to assist in such understanding.**

➤ **RFP – Market / Demand Analysis and Financial Forecast**

On motion of Daleon Primeaux seconded by Oswald Broussard and unanimously carried, **the board approved the request for proposals to provide Market/Demand Analysis, and Financial Forecast Analysis in connection with the development of a hospital that will expand and modernize the current hospital operated by Vermilion Parish Hospital Service District No. 2 d/b/a Abbeville General Hospital (“District”), a political subdivision of the State of Louisiana, located in Abbeville, Louisiana.**

➤ **RFP – Environmental Assessment**

On motion of Kelly Richard seconded by Jody Landry and unanimously carried, **the board approved the request for proposals to provide Environmental Assessment and Third-Party Reports consistent with USDA Community Facilities Program Requirements in connection with the development of a new facility that will expand and modernize the current hospital operated by Vermilion Parish Hospital Service District No. 2 d/b/a Abbeville General Hospital a political subdivision of the State of Louisiana, located in Abbeville, Louisiana. The reports shall satisfy all requirements arising under USDA’s Instruction 1970-A and also address any Categorical Exclusions delineated in RD-1970-B.**

➤ **Authorize The Sellers Groups to proceed with Schematic Design Phase Services**

On motion of Anita Levy seconded by Kelly Richard and unanimously carried, **the board authorized The Sellers Group to proceed, subject to USDA approval of the Architect’s agreement and cost-inclusion report, with Schematic Design Phase Services for the Ambulatory Surgery / OB Expansion and Modernization Project.**

➤ **Authorize The Sellers Group to continue with Pre-Award Loan/Grant Documents Assistance/Additional Services for the Project in accordance with the Original Contract including the Loan/Grant Application required Preliminary Architectural Report**

On motion of Anita Levy seconded by Kelly Richard and unanimously carried, **the board authorized, subject to USDA approval of the Architect’s agreement and cost-inclusion report, The Sellers Group continue with Pre-Award Loan/Grant Documents**

Assistance/Additional Services for the Project in accordance with the Contract including the Loan/Grant Application required Preliminary Architectural Report.

➤ **LSU Rural Scholars Track Program**

The board reviewed the LSU Rural Scholars Track Program

➤ **Medical Scholarship Program Policy**

On motion of Kelly Richard seconded by Jody Landry and unanimously carried, **therefore be it resolved, the Board of Commissioners hereby establishes a policy for a Medical School Scholarship Program as follows:**

1. **Beginning on January 1, 2024, and continuing until this policy is formally amended, the Hospital Service District No. 2 of Vermilion Parish shall participate in the Medical Scholarship Program in the Board's discretion by awarding scholarships to qualified candidates who are medical students (and if applicable, interns and residents) and who will practice "family medicine" in geographical areas within the district of the Hospital Service District No. 2 where physician care is limited or unavailable. Family medicine" is defined as primary care medicine, obstetrics, gynecology, general surgery, pediatrics, internal medicine, emergency medicine, or community and family medicine.**
2. **In order to be considered a qualified candidate, a medical student applicant or if applicable interns or residents must be a resident or former resident of the Hospital Service District who is admitted or engaged in the study of medicine at an accredited school of medicine, or is engaged in internship or residency programs, located in the United States.**
3. **A medical scholarship may be awarded for the purpose of defraying the cost of tuition and other related expenses and the costs for attendance at medical school, or for internship or residency.**
4. **A successful recipient of the medical scholarship must complete all medical training (medical school, internship, and residency), must return to the portion of the District chosen by the Hospital Service District No. 2, and must practice family medicine for a period of three years. Failure to do so will subject the scholarship recipient to the repayment rules contain in LSA R.S 46:1108.**
5. **It is official policy that this Medical Scholarship Program prohibits any discrimination of applicants based on race, creed, sex, age, or ethnic origin and prohibits any appearance of or possibility of nepotism. The selection of an applicant to receive a scholarship will be based on the applicant's educational success, service to the community and high moral character.**
6. **It is also the policy of the Board that death or permanent and total disability of the recipient cancels the recipient's obligation to comply with the contract. Furthermore, Hospital Service District No. 2 is authorized to waive or suspend any financial obligations of a recipient where compliance would involve extreme or unusual hardship to the recipient.**

7. For calendar year 2024, the Board also elects to award no more than three (3) scholarships for a medical school student[s], and shall be in an amount not to exceed \$90,000.00 in total.

➤ **Travel Request**

On motion of Anita Levy, seconded by Daleon Primeaux and unanimously carried, the board approved the travel request for Dondi Arceneaux, CSSO and Donna Adams, Maintenance Director to attend the 2024 Grainger Annual Trade Show in Orlando Florida to learn up to date and annual information regarding contracts and services in affiliation with Grainger, a Premier GPO partner. All expenses, with the exclusion of airfare, are covered by Grainger including conference fee, hotel, shuttle service, and all meals.

➤ **Steris – AMSCO 600 Steam Sterilizer**

On motion of Oswald Broussard, seconded by Daleon Primeaux and unanimously carried, the board approved the purchase of the Steris – AMSCO 600 Steam Sterilizer to replace our 50 year old sterilizer along with the modifications needed to the facility, including Greene's Electrical moving electrical panel and adding new panel, Air Plus removing and replacement of steam lines, Broussard and Smith Services for floor sink drain, and Bulliard Construction for replacing 3" door with new 4" door in existing block wall and enlarging wall opening and trim at a total cost of \$180,414.90 (PFI #107, #108, and #120).

➤ **AESPIRE Anesthesia Machine Purchase**

On motion of Jody Landry, seconded by Oswald and unanimously carried, the board approved the purchase of three newly refurbished anesthesia machines with upgraded ventilation technology, a two year warranty, and installation from Biomedical Concepts at a total cost of \$59,550.00 (PFI # 45).

➤ **Engagement Letter – Financial Statement Audit**

On motion of Anita Levy, seconded by Oswald Broussard and unanimously carried, the board approved the financial state audit engagement letter from Lester, Miller, & Wells, and the fees for service in the amount of \$56,000.00.

➤ **Engagement Letter - Single Audit**

On motion of Anita Levy, seconded by Oswald Broussard and unanimously carried, the board approved the single audit engagement letter from Lester, Miller, & Wells, and the fees for service in the range of \$5,000.00 - \$ 10,000.00.

➤ **Engagement Letter - Statewide Agreed Upon Procedures**

On motion of Anita Levy, seconded by Jody Landry and unanimously carried, the board approved the Statewide agreed upon procedures engagement letter from Lester, Miller, & Wells, and the fees for service in the range of \$6,000.00 - \$9,000.00.

➤ **Engagement Letter – Cost Report**

On motion of Jody Landry, seconded by Oswald Broussard and unanimously carried, the board approved the Medicare and Medicaid Cost Report engagement letter from Lester, Miller, & Wells, and the fees for service in the amount of \$24,000.00 plus out of pocket cost.

➤ **October Financials**

Troy Hair, Chief Financial Officer presented the October Financial Report. The detail in comparison to budget was reviewed.

⇒ **Updated Sales Tax Plan for Improvement**

The Board reviewed the updated Sales Tax Plan for Improvement

EXECUTIVE SESSION

On motion of Anita Levy, seconded by Jody Landry and unanimously carried, **the Board entered into Executive Session for Approval of Minutes, and Strategic Planning, and Performance Improvement.**

OTHER BUSINESS

➤ **2024 Organizational Strategic Plan**

On motion of Jody Landry, seconded by Oswald Broussard, **the 2024 Organizational Strategic Plan was accepted as presented.**

➤ **Leadership Dashboard - 3rd Quarter**

On motion of Jody Landry, seconded by Oswald Broussard, **the 3rd quarter Leadership Dashboard was accepted as presented.**

ADJOURNMENT

On motion of Jody Landry, seconded by Anita Levy and unanimously carried, **the Board adjourned at 7:57 PM.**

**MICHAEL J. BERTRAND, II, MS, MBA
CHIEF EXECUTIVE OFFICER
SECRETARY / TREASURER**

**JOHN BOUDREAUX
CHAIRMAN OF THE BOARD**