



REEVES MEMORIAL MEDICAL CENTER

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

JANUARY 25, 2024

PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF WARD 3, 4 & 10 HOSPITAL SERVICE DISTRICT #1, THE PARISH OF UNION, STATE OF LOUISIANA, TAKEN AT A SCHEDULED MEETING ON JANUARY 25, 2024.

The Board of Commissioners of Ward 3, 4, & 10 Hospital Service District #1 of the Parish of Union, State of Louisiana, met in regular session in person on Thursday, January 25, 2024, at 6:00PM, for the purpose of transacting any and all business, which may be properly brought before the Board of Commissioners.

Members Present: Penya Moses, Chairperson; Jennifer Lenard, Vice Chairperson; Sharon Hays; Chris Adkins; Mark Deason.

Members Absent: None.

Guest Present: David Caston; Robin Adams; Robert Welch; Beth Jones; Tracy Houck; Dr. Brian Harris; Keith Guidry via Teams.

Ms. Moses called the meeting to order at 6:15PM. Mr. Caston called roll as follows:

ROLL CALL

Penya Moses: present

Jennifer Lenard: present

Sharon Hays: present

Chris Adkins: present

Mark Deason: present

PUBLIC COMMENT PERIOD

No public present to comment.

Ms. Moses welcomed Mr. Mark Deason as the new Board Member, replacing Mr. Mike Holley after his election to the Union Parish Police Jury.

REVIEW FOR APPROVAL – Board Meeting Minutes

Mrs. Lenard made a motion, seconded by Mr. Adkins to approve the Board Meeting Minutes for the December 7, 2023 meeting. The motion carried. No public present for comment.

STATISTICS AND FINANCIALS

Mr. Welch reviewed the statistics and Financials for December, 2023 with the Board. (November 2023 were available in the packet for review). It was noted that there was a gain for the month of December of \$331,026.00 with a gain of \$2,043,303.00 for the year. Mr. Welch reported that the Cash & Cash Equivalates were up in December by \$25,490,804.25. Days Cash on Hand for the month are 1,254. He noted that it would be 193 excluding construction funds and all third-party payable were paid. It was noted that the accounts payable were paid by due date. Mrs. Hays made a motion, seconded by Mrs. Lenard to approve the Financials for November & December 2023. The motion carried. No public present for comment.

CONSTRUCTION UPDATE – Keith Guidry

Mr. Keith Guidry, Construction Manager, reviewed with the Board the current status of the replacement hospital project. It was noted that there have been some weather delays. Mr. Guidry left the meeting via Teams at 6:34PM.

REVIEW FOR APPROVAL – Audit Engagement Letters

Mr. Welch reviewed with the Board the Audit Engagement Letters from Lester, Miller & Wells and discussed fees associated. Mrs. Lenard made a motion, seconded by Mrs. Hays to approve the 2024 Audit Engagement Letters. The motion carried. No public present for comment.

REVIEW FOR APPROVAL – CEO Travel 2024

Mr. Caston reviewed with the Board his expected travel for 2024. Mr. Caston asked for approval to attend LHA and Rural Health Coalition Meetings in Louisiana as well as the Summer Conference plus one national conference. It was also noted that due to being on the LHA Board for the next 3 years there will be 4 additional meetings for this appointment. Mr. Adkins made a motion, seconded by Mrs. Lenard to approve the CEO Travel/Conference Expenses for 2024. The motion carried. No public present for comment.

REVIEW FOR APPROVAL – CEO Resolution to Sign

Mr. Caston reported that there needed to be an updated Resolution for 2024 giving him authority to sign for grant and contracts. Mrs. Lenard made a motion, seconded by Mr. Adkins, to authorize Mr. David Caston to sign all grants. Mr. Caston is authorized to sign any contracts that do not exceed \$25,000, except for emergent situations, on behalf of Reeves Memorial Medical Center. The motion carried. No public present for comment.

REVIEW FOR APPROVAL – Annual Policy Manual Approval

Mrs. Adams reported that all the Policy and Procedure Manuals had been reviewed and updated as needed. Mrs. Hays made a motion, seconded by Mrs. Lenard to approve the Policy and Procedure Manuals. The motion carried. No public present for comment.

REVIEW FOR APPROVAL – Annual Contract Reviews

Mrs. Adams reported that all the Annual Contract Reviews had been completed by the appropriate Department Heads. Mr. Adkins made a motion, seconded by Mrs. Hays to approve the Annual Contract Reviews. The motion carried. No public present for comment.

ANNUAL BOARD POSITION NOMINATIONS/APPROVAL

Mrs. Lenard nominated Ms. Moses as President, seconded by Mr. Adkins. Nominations closed. Ms. Moses nominated Mrs. Lenard as Vice Chairman, seconded by Mr. Adkins. Nominations closed. No oppositions to nominations with positions to be as nominated. No public present for comment.

REVIEW FOR APPROVAL - Medical Staff Meeting Minutes – November 7, 2023

After reviewing the Medical Staff Meeting Minutes Mr. Adkins made a motion, seconded by Mrs. Hays to approve the Medical Staff Meeting Minutes for November 7, 2023. The motion carried. No public present for comment.

REVIEW FOR APPROVAL - Medical Staff Appointments

Mrs. Lenard made a motion, seconded by Mr. Adkins to approve the Salient Credentialing for Medical Staff for Dr. Alex O. Sinelnikov. The motion carried. No public present for comment. Mrs. Hays made a motion, seconded by Mrs. Lenard to approve the vRad Credentialing for Medical Staff for Dr. Elizabeth Tieman. The motion carried. No public present for comment.

ADMINISTRATION

Mammography Services

- We have checked with the vendor (Hologic) who we will be buying our mammography machine from and we can go ahead and purchase now and then move to the new hospital with issues.
- We are prepping a room now – paint, patch work, electrical work, etc.
- Will have to hire a mammography technician – already in budget that was approved
- Targeting April 1 for go-live

It was noted that the next meeting will be held on February 29, 2024 at 6pm.

Mr. Deason made a motion, seconded by Mr. Adkins, to adjourn at 6:51PM. The motion carried. No public present for comment.

Board Signature

Secretary to the
Board of Commissioners