



REEVES MEMORIAL MEDICAL CENTER

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

OCTOBER 30, 2025

**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 OCTOBER 30, 2025.**

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, October 30, 2025, at 5:30PM, 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; Chris Adkins; Sharon Hays; Mark Deason.

**Members Absent:** None

**Guest Present:** David Caston; Robin Adams; Robert Welch; Beth Jones; Tracy Houck (Arrived at 5:50)

Ms. Moses called the meeting to order at 5:30PM. Mr. Caston called roll as follows:

**ROLL CALL**

Penya Moses: present

Jennifer Lenard: present

Sharon Hays: absent (arrived at 5:33PM)

Chris Adkins: present

Mark Deason: present

**PUBLIC COMMENT PERIOD**

No public present to comment.

**REVIEW FOR APPROVAL – Board Meeting Minutes**

Mrs. Lenard made a motion, seconded by Mr. Adkins, to approve the Board Meeting Minutes for the September 25, 2025, meeting. The motion carried. No public present for comment.

**REVIEW FOR APPROVAL - STATISTICS AND FINANCIALS – Robert Welch, CFO**

Mr. Welch reviewed the statistics and financials for September 2025 with the Board. It was noted that there was a gain for the month of September of \$154,566.00 with a gain of \$1,833,302.00 for the year. Mr. Welch reported that the Cash & Cash Equivalents were down in September by \$292,749.84. This was noted to be mostly due to construction costs and Medicare payback. Days cash on hand for the month are 188. He noted that this excludes construction funds. He stated that it would be 172 if all third-party payables were paid. It was noted that the accounts payable were paid by due date. Mr. Welch reviewed with the Board an update on construction funds. Mr. Deason made a motion, seconded by Mrs. Lenard, to approve the Statistics, Financials and Construction Fund update for September 2025. The motion carried. No public present for comment.

**REVIEW FOR APPROVAL – GMP Increase – Replacement Hospital**

Mr. Caston reviewed with the Board the need for an increase in the GMP of \$200,000. He noted that of the equipment and furniture budget of \$3.2M, we had allocated \$788,000 towards IT equipment. He noted that we are projecting now to only use half of those funds for IT equipment. Mr. Caston proposed a move of \$200,000 from that budget over to our Construction and GMP contract with Ideal. That would increase the GMP from

**REVIEW FOR APPROVAL – GMP Increase – Replacement Hospital - continued**

\$24,258,125 to \$24,458,125. This will cover several last-minute Change Orders and General Conditions for November. Mrs. Lenard made a motion, seconded by Mr. Deason, to approve the movement of funds from the equipment and furniture budget to increase the GMP by \$200,000. The motion carried. No public present for comment.

**REVIEW FOR APPROVAL – Audit Engagement Letters – Lester, Miller & Wells**

Mr. Welch reviewed with the Board the Audit Engagement Letters for 2025 from our CPA's Lester, Miller & Wells. He noted that the cost for the audit is \$45,000, AUP is \$4,000 - \$6,000 and the Cost Report is \$22,000, which is slightly up from last year. Mr. Deason made a motion, seconded by Mr. Adkins, to approve the 2025 Audit Engagement Letters from our CPA Firm Lester, Miller & Wells. The motion carried. No public present for comment.

**CONSTRUCTION UPDATE – Keith Guidry, Program Services Group**

Mr. Keith Guidry reviewed with the Board the latest construction update. Mr. Guidry noted that all of the punch lists have been completed and the contractors are working to complete those items. He stated progress had begun on preparing for inspections and surveys.

**ADMINISTRATION**

Mr. Caston reviewed the following items with the Board.

- Millage Renewal – Election is November 15
  - o Yard signs
  - o Early Voting starts (Nov 1 – Nov 8)
- Policy Jury approved the election on May 6.
- New Pharmacy Director – Alyssa Williams
- Upcoming Dates
  - o October 30 – Trunk of Treat
  - o November 6 – Senior Health Fair
  - o November 15 – Millage Renewal Election
  - o November 20 – Employee Thanksgiving
  - o December 3 – Possible visit to Bernice from Governor's Office
  - o December 4 – Board Meeting
  - o December 11 – Christmas Party
  - o January 18 – Employee/Family Sneak Peak
  - o January 22 – Ribbon Cutting
  - o February 1 – New Hospital Go-Live

**Next Meetings:** December 4, 2025 at New Hospital

Mrs. Hays made a motion, seconded by Mrs. Lenard, to adjourn at 5:52PM. The motion carried. No public present for comment.

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Board Signature

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Secretary to the  
Board of Commissioners