



**REGULAR MEETING OF THE TRINITY MEDICAL
BOARD OF COMMISSIONERS**

February 28, 2023

5:00 PM

Board Room

I. CALL TO ORDER

The regular scheduled meeting of the Trinity Medical Board of Commissioners was called to order at 5:00 PM on Tuesday, February 28, 2023 by Board Chairman, Mr. Jim Graves.

II. ROLL CALL

A roll call revealed the following members present: Mr. Graves, Mr. Marsalis, Mr. Butcher, Dr. Ingram, Mr. King, and Mr. Crum. Absent: Mrs. Lipsey. Also present were: Mrs. Nekeisha Smith, Administrator, Mrs. Neely Greene, COO, Mr. Spencer Holder, CFO, and Mr. Walt Wilson, CCO.

III. OPEN TO PUBLIC COMMENTS

At this time, Chairman Graves opened the meeting to public comments.

IV. APPROVAL OF MINUTES

Chairman Graves asked for a motion to approve the minutes of the Regular Board of Commissioners Meeting on October 25, 2022. The minutes were approved as presented on a motion by Mr. Marsalis and a second by Mr. Butcher. The motion carried unanimously when put to a vote.

V. FINANCIAL REPORT

The financial report was presented by Mr. Holder and approved on a motion by Dr. Ingram and a second by Mr. Crum. The motion passed unanimously when put to a vote.

Mr. Holder presented the Eide Bailly Financial Analysis Engagement Letter for approval. It was approved on a motion by Mr. Marsalis with a second by Dr. Ingram. The motion passed unanimously when put to a vote.

Mr. Holder presented the Bryant Hammett & Associates Professional Services Agreement approval. The agreement was for engineering services for the Capital Outlay project to improve the entries to Trinity Medical from Highway 84. Mrs. Smith informed the Board that a meeting with the Louisiana Department of Transportation and Development (DOTD) March 13, 2023 to discuss the project. After discussion, a motion was made by Dr. Ingram with a second by Mr. King to table the approval of the agreement until after the meeting with DOTD. The motion passed unanimously when put to a vote.



VI. ADMINISTRATIVE REPORT

The elections for the 2023 Board of Commissioners' Officers and Executive Committee were held in accordance with the Governing Board's Bylaws. The following nominations were made:

Mr. Butcher nominated Mr. Jim Graves for Chairman and Mr. James King for Vice-Chairman

Mr. Crum nominated Mr. James King for Chairman and Mr. Jim Graves for Vice-Chairman

The election for the Chairman and Vice-Chairman was conducted by a paper ballot. Mrs. Smith and Mr. Wilson counted the votes. The result of the election was Mr. James King was elected as Chairman and Mr. Jim Graves was elected as Vice Chairman.

The election for the Executive Committee was conducted by a paper ballot. Board Members were instructed to select three names to serve as members of the Executive Committee, with the understanding that Chairman-elect Mr. King would be the ex-officio fourth member of the committee. Mrs. Smith and Mr. Wilson counted the votes. The result of the election was Mr. Crum, Mr. Graves, and Dr. Ingram were elected as members of the Executive Committee.

Mrs. Smith provided the following report to the Board of Commissioners:

We have received our new MRI machine and awaiting final approval from the state to start providing this service to our patients. We are hoping to have that stated in March. We have started doing Fluro at the hospital as well.

We are in the process of actively recruiting another physician to the area. We have signed a new contract with a recruiting firm. Our goal is to recruit another Family Practice physician to the area.

We have hired a Nurse Practitioner for the ER to help with the volume. We are exceeding 1000 patients per month, and this will help with the non-emergent cases and LWBS. The Nurse Practitioner will start on March 14th.

We have added another Specialist to our Surgery rotation. Dr. Darryl Aguilar, General Surgeon, from Alexandria, LA, started with us at the end of January. He will be here twice a month performing procedures and seeing patients in our MOB Clinic. We are trying to add as many Specialists as possible to our rotation to prevent our patients from having to travel to get those services. We are in the process of adding Orthopedics as well.

We are also very excited to announce that we have hired a full-time Marketing Director, Mary Margaret Edwards. Mary Margaret is very well known in this area and has several years of marketing experience. We feel she will do a great job for the hospital in marketing all the new services we have to offer at the hospital.

As you all know, it is very hard to find staff these days. One of our biggest issues currently is recruitment and retention. We are back in that same position as once before with finding nursing staff. Please pass the word that we do have several positions open in Nursing



Services. The positions are posted on our website and Facebook page as well as the newspaper. We have found that word of mouth is huge in the recruiting world.

Mrs. Smith presented the contracts with J. Kevin Ingram, MD for Hospitalist Services, Physician Collaborator, and Pulmonary Function Tests interpretations, and the contract with Ferrico for Housekeeping Services. A motion was made by Mr. Butcher with a second by Mr. Marsalis to approve the contracts. The motion passed unanimously when put to a vote. Dr. Ingram abstained from the vote.

Mrs. Smith presented two agricultural lease contracts for property located behind the previous Riverland Medical Center facility at 1700 E. E. Wallace Blvd in Ferriday, LA and property surrounding Trinity Medical Main Campus at 6569 Highway 84, Ferriday, LA. Mr. Graves made the recommendation that the entity(ies) leasing the properties be responsible for upkeep and maintenance of the properties in lieu of a lease payment. Mr. King made the recommendations that the entity(ies) leasing the properties maintain a minimum of \$2 million general liability insurance for the property, the lease would remain in effect until the end of the 2023 harvest, and failure to properly maintain the property (grass kept less than 15 inches) will result in an immediate termination of the lease contract. A motion was made by Mr. King to approve the lease contracts with Mr. Graves' and Mr. King's recommendations with a second by Dr. Ingram. The motion carried unanimously when put to a vote.

Mrs. Smith presented a property lease contract by Pafford EMS for 1.2 acres located behind their facility. Pafford EMS will be constructing an FAA approved heliport on the property. Mr. Graves made the recommendations that in lieu of a lease payment, Pafford EMS would allow other helicopter transport services to utilize the heliport when multiple helicopters arrive at Trinity Medical for patient arrivals/transfers, and the term of the property lease contract would be ten (10) years. Mr. King made the recommendation that Pafford EMS maintain an appropriate general liability insurance policy for their service. A motion was made by Mr. Butcher to approve the lease contract with Mr. Graves' and Mr. King's recommendations with a second by Mr. King. The motion carried unanimously when put to a vote.

Mrs. Smith made a request to make an addendum to the agenda to discuss a Resolution to increase the Board of Commissioners' per diem to \$300.00 for each day of attendance at meetings of the Commission, not to exceed 12 meetings per year. A motion was made by Dr. Ingram to make the addendum with a second by Mr. Crum. The motion carried unanimously when put to a vote.

Mr. King made the motion to approve the Resolution with a second by Mr. Marsalis which in part states:

WHEREAS, the Board of Commissioners had concluded that this amount should be adjusted to reflect inflation and the complexity of the assignments they undertake in their roles as Commissioner to \$300.00 for each day of attendance at meetings of the Commission, not to exceed 12 meetings per year.



NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby authorizes Board Chairman Him Graves, in collaboration with elected officials representing the District, to seek in the Legislature, legislation in the form of a local bill to amend the aforementioned statute by authorizing the District to pay a per diem of \$300.00 for each day of attendance at meetings of the Commission, not to exceed 12 meetings per year.

The vote on the resolution was as follows: YEAS: 5 NAYS: 1 ABSENT: 1

VII. MANAGEMENT REPORT

Mrs. Greene requested the policies and procedures for the Trinity Medical Vidalia Clinic be removed from the agenda, for the policies and procedures were not complete at the time of the meeting.

Mrs. Greene presented the following departmental policies and procedures for approval:

- i. Business Office (October)
- ii. Compliance (January)
- iii. Dietary (February)
- iv. Emergency Department (February)
- v. ICU (February)
- vi. Lab – Blood Bank (February)
- vii. Lab – General/QC/SOPs (February)
- viii. Med/Surg (February)
- ix. Medical Records (February)
- x. Radiology (January)
- xi. Swing Bed (October)

Mr. King made a motion to remove the Trinity Medical Vidalia Clinic’s policies and procedures from the agenda and to approve the above departmental policies and procedures. The motion was seconded by Mr. Butcher. The motion carried unanimously when put to a vote.

Mrs. Greene presented the following new policies and procedures for approval:

- Communicating to Persons with Sensory Impairments
- Communicating to Persons with Limited English Proficiency
- Search and Seizure
- Use and Maintenance of Garrett Super Scanner V – Metal Detecting Wand
- Workplace Violence Program

On a motion by Mr. King with a second from Mr. Crum, the policies and procedures were approved. The motion carried unanimously when put to a vote.

Mrs. Greene presented the following Medical Staff Appointments for approval:

- Chief and Vice Chief of Staff 2023 Elections
 - Chief of Staff – Dr. Dulam
 - Vice Chief of Staff – Dr. Bonomo
- Medical Directors
 - Medical Director of Radiology – Dr. Abraham



Medical Director of Laboratory – Dr. Liles
Medical Director of Rehab – Dr. Ingram
Medical Director of Emergency Room – Dr. Ingram
Medical Director of Respiratory Care – Dr. Ingram
Medical Director of Pharmacy – Dr. Bonomo

On a motion by Mr. King with a second from Mr. Crum, the Medical Staff Appointments were approved. The motion carried unanimously when put to a vote.

VIII. APPOINTMENTS and RESIGNATIONS

On a motion by Mr. Crum and a second by Mr. King, all appointments and resignations were approved as presented. The motion passed unanimously when put to a vote.

IX. EXECUTIVE SESSION

The Board of Commissioners did not enter into an Executive Session

X. NEW BUSINESS

None to report

XI. ADJOURNMENT

With no further business at hand, Chairman Graves thanked everyone for their attendance and support. The meeting was adjourned on a motion by Mr. Butcher and a second by Mr. King. The motion carried unanimously when put to a vote.

JIM GRAVES, CHAIRMAN

ATTEST: _____
NEKEISHA SMITH, CEO
SECRETARY