



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

**July 25, 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, July 25, 2023 by Board Chairman, Mr. James King.

**II. PRAYER AND PLEDGE OF ALLEGIANCE**

Mr. Fred Marsalis opened the meeting with prayer, and the Pledge of Allegiance was led by Dr. Kevin Ingram.

**III. ROLL CALL**

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

**OPEN TO PUBLIC COMMENTS**

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

**IV. APPROVAL OF MINUTES**

Mr. King asked for a motion to approve the minutes of the Regular Board of Commissioners Meeting on June 27, 2023. The minutes were approved as presented on a motion by Mr. Graves and a second by Mr. Marsalis. The motion carried unanimously when put to a vote.

**V. FINANCIAL REPORT**

The May, 2023 Financial Report was presented by Mr. Holder and approved on a motion by Mr. Butcher and a second by Mr. Crum. The motion passed unanimously when put to a vote.

**VI. ADMINISTRATIVE REPORT**

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

We are still in the process of recruiting staff to our hospital. Chairman James King and I along with Neely are working on several plans for recruiting and retention of employees. We are working to recruit physicians along with ancillary staff. We are working on putting together scholarship packages for the ancillary staff to recruit employees while they are in school. We hope to have this done in the next month or so.

We do have several positions open now so please pass the word to check our website for available positions.



## New Services

**Bone Density Machine** - The preventative maintenance was completed today for the bone density software. We will begin taking appointments by the 1<sup>st</sup> week of August. Mary Margaret will start advertising this new service.

**Microbiology Department In-house** – We have started our in-house microbiology department. This department helps the physicians to make a diagnosis a lot sooner because results are provided to them a lot soon. It eliminates test from being sent out and taking a longer time to get the results. We are very excited to have this at our hospital.

**Transportation Services** - We will be posting for the transportation diver position this week. The goal is to start with one van and then expand. Again, the transportation services will be free to our patients in the community.

**Medicaid Intake Center** – We have completed our site survey and we are now certified as a Louisiana Medicaid Application Center. We are in the process of hiring for the position. We are still on target to have this going by the first or second week of August.

**Fence around helipad** – The fence around the helipad is complete. We are hoping this will add a measure of safety for family members when we are transporting patients via helicopter.

**Update on the lights and turning lane** – The lights have been installed at both driveways of the hospital. We also have the bollard lights going down the driveway to the ER. It looks great, very bright and the hospital is completely lit up at night. We should not have any other issues regarding patients not knowing where to turn in to the hospital.

**Customer Service Classes**- We have started our customer service classes back at the hospital. The class is being taught by our Marketing Director, Mary Margaret Edwards. We are currently incorporating the class with our new hire orientation but it will be expanded to all employees hospital wide in August. The class will be mandatory for all to attend. We want to make sure our employees understand that customer service drives business and we want to make sure we are providing the best customer service to our patients and their families.

**Best of Miss-Lou 2023**- Please go to [www.natchezdemocrat.com](http://www.natchezdemocrat.com) and nominate Trinity Medical for Best Hospital in the Miss-Lou for 2023. Voting is now open until July 31st.

Mr. Graves made a motion to approve the Administrative Report. The motion was seconded by Mr. Butcher. The motion carried unanimously when put to a vote.

## **X. MANAGEMENT REPORT**

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

- i. Anesthesia
- ii. Surgery



Mr. Graves made a motion to approve the above departmental policies and procedures. The motion was seconded by Dr. Ingram. The motion carried unanimously when put to a vote.

**XI. APPOINTMENTS and RESIGNATIONS**

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

**XII. EXECUTIVE SESSION**

The Board of Commissioners did not enter into an Executive Session

**XIII. NEW BUSINESS**

Mrs. Smith and Mr. Wilson presented the Patient Visitation Policy and Guidelines for the Board of Commissioners to review. The policy and guidelines are based upon the No Patient Left Alone Law signed into law by Governor Edwards in June, 2023 and CMS Patient Visitation Conditions of Participation. Mr. Wilson informed the Board of Commissioners that the No Patient Left Alone Law is effective August 1, 2023, and the provisions shall be established by August 31, 2023.

**XIV. ADJOURNMENT**

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

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JAMES KING, CHAIRMAN

ATTEST: \_\_\_\_\_  
NEKEISHA SMITH, CEO  
SECRETARY