

LANE REGIONAL MEDICAL CENTER
BOARD OF COMMISSIONERS MEETING MINUTES

March 6, 2023

The Board of Commissioners of Lane Regional Medical Center ("*Lane*") met Monday, March 6, 2023 at 6:00 p.m. in the Lane Medical Plaza, 3rd floor conference room, at 6550 Main Street, Zachary, Louisiana.

BOARD MEMBERS PRESENT: David Bowman, Jordan Charlet, Nakeisha Cleveland, Reagan Elkins, Donna Kline, Thomas Scott, and Darnell Waites.

BOARD MEMBERS ABSENT: Gaynell Young.

OTHERS PRESENT: Jacquita Amacker, David Beck, Allyson Bennett, Michael Devall, Julie McLin, Larry Meese, Theresa Payment, Staci Sullivan, Todd Walters, Patty Williams, Billy Conerly, Amy Lea, Lakyshia Williams, Jacob Simpson, Mandi Foretich, and Craig Sims.

CALL TO ORDER: The meeting was called to order by Jordan Charlet at 6:00 p.m.

INVOCATION: The invocation was given by Darnell Waites.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was led by David Bowman.

MEETING AGENDA APPROVAL: On a motion by Nakeisha Cleveland, second by David Bowman, the Board unanimously approved the meeting agenda.

PUBLIC COMMENTS: None.

CONSENT AGENDA APPROVAL: The Growth Report was set aside by Donna Kline. On a motion by Thomas Scott, second by Nakeisha Cleveland, the Board unanimously approved the consent agenda as presented:

- Customer Service Report
- Quality / Performance Improvement Report
- 01-30-2023 Board of Commissioners Meeting Minutes
- 02-27-2023 Medical Executive Committee Meeting Minutes

The Growth Report was set aside by Donna Kline for the purpose of correction to the date for the Lane Foundation Chili Cook Off should be April 29, 2023. On a motion by Reagan Elkins, second by Donna Kline, the Board unanimously approved the Growth Report.

COMMITTEE REPORTS:

Finance Committee: On a motion by Thomas Scott, second by Darnell Waites, the Board unanimously approved the following recommendations:

- 01-30-2023 Finance Committee Meeting Minutes.
- Month end January 31, 2023 financial statements.
- Volume Submitter Governmental 403(b) Plan Adoption Agreement #004 for Governmental Organizations as presented.

REPORTS TO THE BOARD:

Vice Board Chair's Report – Jordan Charlet:

- Doctors' Day is March 30. Nomination ballots for the physician appreciation awards are available.
- Louisiana Board of Ethics Personal Financial Disclosure Statement, Form 417, needs to be filed by May 15.

Chief Executive Officer's Report – Larry Meese:

- Purchase of Medical Pharmacy land and building complete.
- Lane Surgery Group bariatric procedures underway with several patients identified and scheduled for initial consults with surgeons. Both managed care and cash model pricing available.
- Retail Pharmacy hours extending in late March. Curbside prescription pickup began mid-February.
- Allergy testing supplies partially received at Lane Dermatology and will be promoted by marketing along with skin care products added to the clinic's retail supply.
- Lane's Employee of the Year Ceremony took place on 1 February announcing Rachelle Noland as the 2022 Employee of the Year.
- New molecular instrument went live for STD testing in February with annual projected savings of \$70K.
- Cleaned the ducts supplying air to central supply.
- Rebuilt multiple condensate pumps that were leaking.
- Dress code guidelines for clinics finalized and pushed out to staff.
- Attended a working lunch meeting with OLOL executives on 16 February to discuss incremental growth opportunities.
- Attended LHA Conference in Baton Rouge on 31 January and 1 February.
- Attended the Zachary Chamber of Commerce Lunch & Learn with Mayor David McDavid on 1 March.

Chief Nursing Officer's Report – Staci Sullivan:

- GIFT re-designation probationary status officially lifted at January meeting. All metrics for patient education in clinic setting above benchmark.
- Newborn Diary provided by Improving Care of the Substance-Exposed Dyad work group was implemented for infants requiring Neonatal Abstinence Scoring.
- LDRP achieved 100% completion of MOAB training.
- Initiated patient discharge follow-up calls in Med/Surg/Tele and IMC/ICU.
- Medication Administration Improvement Plan.
 - Reviewed and revised 21 policies pertaining to medication administration.
 - Obtained quote for syringe pumps with Dose IQ technology. Implementation planned for nursery/NICU, ER for pediatric infusions, and OR for anesthesia medication administration.
 - Educated staff on medication scanning and five rights of medication administration in daily staff huddles.
 - Met with Cath Lab, OR, ED concerning current processes and planning for scanning of medications.
 - Continue weekly medication scanning audits in all areas currently scanning; significant improvement.
- Pediatric re-education project.
 - Scheduling education from vendors reps for ventilators, BiPaps, and high flow cannulas.
 - Finalized contract with West Feliciana Hospital to provide PALS courses.
 - Implemented new Pediatric Admission Order Set.
 - Presented revised pediatric standards of care at January Pediatric Committee.
- Collaborating with OLOL to configure cardiology software (LILA) to send cardiovascular procedural images for transfer patients.
- Cath Lab leadership attended New Cardiovascular Horizons conference in Baton Rouge.

Medical Staff Report: Not present.

Quarterly Report – Compliance – Jacquita Amacker:

- January compliance and HIPAA rounding completed with no outliers.
- Annual compliance training – up to date on Office of Inspector General training.
- Provider coding reviews – one review in process.
- Compliance risk assessment complete – CHC recommended to consolidate compliance policies.

- Physician payment reconciliation will be complete by the end of March.
- One HIPAA/Privacy concern – patient stating her mail & medical records are being sent to wrong address.
- No compliance hot line calls in the month of January.
- Lab January report completed 20 accounts checks:
 - Orders 100%.
 - Results match orders 95%.
 - Medical necessity 100%.
- Office of Inspector General database reviewed for all providers not on staff with no outliers for January.
- Office of Inspector General database reviewed for employees with no outliers.
- ER compliance rate 100% for psychiatric and hospital transfers.
- January audits:
 - Important Message- 100%.
 - Medicare secondary payer questionnaire 100%.
 - Advance beneficiary notice 100%.
 - Medicare outpatient observation notice 100%.
- Lane Home Health 1951 visit for December. 100% of patient signatures collected. 100% compliance on obtaining physician's signatures on orders.

CHC Report – Craig Sims: Healthcare in 2023 powerpoint included in the meeting packet.

Legal Report – Jacob Simpson: None.

Expansion Project Report – David Beck:

- Items completed in the last month
 - Construction submittals are being reviewed by the design team on long lead time items to minimize any delay in delivery.
 - Temporary egress measures and routing of deliveries, trash removal, etc. for the tower construction reviewed and temporary measures are being put in place.
 - Construction team completed the hazardous material removal in the nursing home building.
- Items upcoming this month
 - Building demolition started and is scheduled to be completed within six weeks.

- New tower construction completion is estimated in fall of 2024 and the additional renovation construction completion is estimated in fall of 2025.

BOARD EDUCATION – RISK MANAGEMENT: Verbal report given by Amy Lea, Risk Manager and HIPPA Officer, included data and trends over the last year, plans of correction, and preventative measures in place for the future.

DEPARTMENT EDUCATION – EMERGENCY DEPARTMENT: Verbal report given by Billy Conerly, ED Director, included the roles and responsibilities, accomplishments, and areas of focus for the department.

EXECUTIVE SESSION – STRATEGIC PLANNING AND PERSONNEL: On a motion by David Bowman, second by Darnell Waites, the Board unanimously agreed to enter into executive session.

REGULAR SESSION: On a motion by Nakeisha Cleveland, second by David Bowman, the Board unanimously agreed to enter into regular session.

MEDICAL STAFF CREDENTIALING: On a motion by Reagan Elkins, second by David Bowman, the Board unanimously approved the medical staff credentialing recommendations for initial appointments and reappointments as presented.

ADJOURNMENT: There being no further business, on a motion by Nakeisha Cleveland, second by Reagan Elkins, the Board unanimously agreed to adjourn.