

**BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 31, 2025**

The Board of Commissioners of Bayou Bend Health System, Hospital Service District No. 1 of the Parish of St. Mary, met in regular session at 5:15 p.m., July 31, 2025.

MEMBERS PRESENT

Don T. Caffery, Jr.
Charles Matthews
Dr. Roland Degeyter
Didi Battle

ALSO PRESENT

Stephanie Guidry, CEO
Robert Raheem, CNO
Ben Gains, Legal
David Domingue, w/CHC
Ben Gaines, Legal
Sharon Procell, Executive Asst.

ABSENT

Robert Allain, II
Eugene Foulcard
Robert Judice, Jr.

GUEST

I. CALL TO ORDER

With a quorum present, the meeting was called to order by the Board Secretary, Stephanie Guidry at 5:15 p.m.

II. INVOCATION

Mr. Charles Matthews opened the meeting with a prayer.

III. PLEDGE OF ALLEGIANCE

Members recited the "Pledge of Allegiance".

IV. PUBLIC COMMENT

Ms. Sharon Procell stated that the Board agenda needs a minor correction to add Meagan Bourque, Human Resource to who was present at the last meeting held June 26, 2025.

V. OLD BUSINESS

A. Approval of Minutes – June 26, 2025

Mr. Don T. Caffery, Jr. made a motion to approve June 26, 2025 minutes with Ms. Didi Battle, seconding the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 31, 2025**

P4

VI. NEW BUSINESS

A. Lester Miller & Wells Engagement Letter (see attached letters)

Ms. Stephanie Guidry presented the Lester Miller & Wells Engagement letters. She stated the objective is to prepare the DSH-UCC 2026 Survey in accordance with the requirements prescribed by LDH and M&S based upon information provided by the hospital. She stated the other letter that Lester Miller & Wells is to prepare Medicare and Louisiana Medicaid Cost Reports in accordance with the requirements prescribed by the Centers for Medicare and Medicaid Services (CMS) and/or Louisiana Medicaid based upon information provided by the hospital. Ms. Guidry requested that the Board approve the Lester Miller & Wells Engagement Letters.

Ms. Didi Battle made a motion to approve the Lester Miller & Wells Engagement letters with Mr. Don T. Caffery, Jr., seconded the motion. The motion carried unanimously.

B. Clifton Larson Allen, LLP

Ms. Stephanie Guidry reported that Clifton Larson Allen LLP is to provide services to cover the following:

Audit Services:

- a. Annual financial audit
- b. Governmental Auditing Standards Board required Supplementary Information (RSI)
- c. Preparation of annual financial statements and related notes
- d. Preparation of supplementary information
- e. Proposal and preparation of adjusting journal entries as identified during the audit process

Agreed Upon Procedures (AUP)

- a. Apply the AUP's to the control and compliance areas identified in the Louisiana Legislative Auditor's Statewide AUP

Ms. Guidry stated the professional fees of \$43,500.00 with technology and client support fee of 5% of all professional fees billed.

Ms. Stephanie Guidry requested that the Board approve Clifton Larson Allen, LLP.

Ms. Didi Battle made a motion to approve the Clifton Larson Allen, LLP with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

C. Wellness Center Update

Ms. Kirstine Campbell gave an update covering the 3rd qtr. 2025 operating review. The following was presented:

*Memberships – at the highest level in July

*Variances – Actual vs Budget vs Variance YTD:

Covering Revenue, Expenses, Net Profit/Loss, Payroll June 2025, and
Payroll Year to Date June 2025

**BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 31, 2025**

- *Total Monthly Visits – July 2025 being the highest
- *Group Exercise Classes – Weekly Class Offerings
- *Fitness Engagement – workouts completed via Technogym app
- *Wellness Tracks – Well-Being Pilot Program, Referral and Assessment Components
- *Medical Advisory Board - having quarterly meetings

D. Marketing Update

Ms. Kelli Melancon gave an update covering the 3rd qtr. 2025. She briefly discussed the following:

- *Print – covering ads and pamphlets
- *Physical Assets – new promotional items and stand-up floor banners
- *BBFC Social Media – Phase II construction (guess what this is?)
- *BBFC Social Media – net followers
- *Conference Center – new advertising materials
- *Sponsorships / Community Events

E. Discuss and Approve

1. Policies and Procedures

- E.1.1 Safety Management and Operation Plans**
- E.1.2 Radiology Dept.**
- E.1.3 Senior Behavior Health Dept.**
- E.1.4 Therapy Services**
- E.1.5 Lab Policies**
- E.1.6 Physician Services**

Mr. Robert Raheem briefly discussed the policies and procedures of each listed above. It's time for an annual review and Board approval. He stated the policies and procedures are available for viewing. He noted that most have minor changes. Mr. Raheem requested that the Board approve the Safety Management and Operations Plans, Radiology Dept., Senior Behavior Health Dept., Therapy Services, Lab Dept., and Physician Services to be approved.

Mr. Charles Matthews made a motion to approve the Safety Management and Operations Plans, Radiology Dept., Senior Behavior Health Dept., Therapy Services, Lab Policies, and Physician Services Policies and Procedures with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

F. Discuss and Approve Capital Requests

1. Olympus Surgical Towers

Ms. Stephanie Guidry reported that we are currently using Stryker tower systems that are at the end of life. It was unanimously voted for Olympus TV towers due to its high-definition and better quality. She noted that one is already included in the

P6

**BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 31, 2025**

budgeted equipment for the OR expansion. Also, we will be the first hospital in Louisiana to have this technology. She stated that the request is to order a total of three (3) towers at \$413,293.99. Ms. Stephanie Guidry requested that the Board approve the Olympus Surgical Towers.

Dr. Roland Degeyter made a motion to approve the Olympus Surgical Towers with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

2. Olympus VaultStream Image Mgmt. Software

Ms. Stephanie Guidry reported on the Olympus VaultStream Image Mgmt. Software. She stated the software is needed to store and manage surgical images. Also, this is linked to patient data across the hospital. She reported that the total purchase is \$35,465.61. Ms. Guidry requested that the Board approve the Olympus VaultStream Image Mgmt. Software.

Dr. Roland Degeyter made a motion to approve the Olympus VaultStream Image Mgmt. Software with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

3. Steris Warming Cabinet

Ms. Stephanie Guidry reported the Steris Warming Cabinet that we currently have is obsolete and no longer supported. She noted that Biomed confirmed that only 3rd party company parts were available, and they are not to use those. Current equipment is sixteen (16) plus years old. She stated the warmer is used for newborn linens and maternal blankets. Warm linens are used for temperature regulation of patients and comfort. The purchase price is \$7,403.72.

Dr. Roland Degeyter made a motion to approve the Steris Warming Cabinet with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

4. Surveillance Equipment

Ms. Stephanie Guidry reported in order to enhance safety and security at the Bariatrics office; we need to install surveillance cameras at each entrance. She noted that just the fact that surveillance cameras may deter some criminal activities, and, as for workers, they will likely see it as an essential part of keeping the workplace safe. The purchase price is \$6,281.18. Ms. Guidry requested that the Board approve the Surveillance Equipment.

Dr. Roland Degeyter made a motion to approve the Surveillance Equipment with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

**BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 31, 2025**

P7

5. Replace Carpet, Flooring and Base

Ms. Stephanie Guidry reported the carpets in the hospital front lobby and hallways are worn and difficult to maintain. Noting they also constitute an infection control issue. The total purchase and installation will be \$21,844.36. Ms. Guidry requested that the Board approve to replace carpet, flooring and base.

Dr. Roland Degeyter made a motion to approve to Replace Carpet, Flooring and Base with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

6. Outside Air Unit – Dehumidifier

Ms. Stephanie Guidry stated that Material Management department is an area that stocks critical clinical and surgical supplies. She stated these supplies must be stored in an area that meets specific temperature and humidity requirements. This request is to install a new outside air unit at a purchase price and installation at \$192,500.00. Ms. Guidry requested that the Board approve the Outside Air Unit – Dehumidifier.

Dr. Roland Degeyter made a motion to approve the Outside Air Unit - Dehumidifier with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

7. Replacement HVAC for Roof Top Unit 1

Ms. Stephanie Guidry reported that for the past 2 summers we have struggled with condensation forming below the unit and dripping down the building. She noted that there are several possible reasons why the condensation could be happening and all difficult and costly to pinpoint and correct. At this point, the best course of action is to replace the unit. The purchase and installation price at \$220,000.00. Ms. Guidry requested that the Board approve the replacement HVAC for Rooftop Unit 1.

Dr. Roland Degeyter made a motion to approve for the Replacement HVAC for Rooftop Unit 1 with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

8. HVAC Replacement at 1105 Northwest Blvd.

Ms. Stephanie Guidry reported that the HVAC at 1105 Northwest Blvd., this building failed on 7/21/2025 while clinic was seeing patients. The total purchase price of two (2) units is \$14,042.00. Ms. Guidry requested that the Board approve the HVAC Replacement at 1105 Northwest Blvd. clinic.

Dr. Roland Degeyter made a motion to approve the HVAC Replacement at 1105 Northwest Blvd. with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

VII. MEDICAL STAFF REPORT

A. Credentials and Medical Executive Report

Mr. Robert Raheem reported at Medical Executive the following were approved at Medical Executive Committee:

**BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 31, 2025**

P8

Initial Appointments:

Alicia Taylor, Md – Courtesy – OB/GYN (w/Dr. St. Martin)
Courtney Sylvest, PA – Advance Practice Professional – Physician Asst. w/OrthoLa

Resigning:

Chukwudi Uchendu, MD – Consulting – Emergency Medicine

Ochsner TeleMedicine (Request to Remove)

Hunter Caskey, MD – Consulting – Tele/Psychiatry

Mr. Raheem requested that the Board approve the initial appointments and resignation along with accepting Ochsner request to remove.

Dr. Roland Degeyter made a motion to approve the Initial Appointments of Dr. Alicia Taylor – Courtesy – OB/GYN and that of Courtney Sylvest, PA with OrthoLa, and accept the request from Ochsner to remove Dr. Hunter Caskey with Mr. Don T. Caffery, Jr. seconded the motion. The motion carried unanimously.

B. Medical Staff Bylaws

Mr. Robert Raheem reported on the participation of CHC the Medical Staff Bylaws were reviewed and revised to meet the standard requirements. He stated the Medical Staff Bylaws Rules and Regulations are available for viewing. Mr. Raheem requested that the Board approve the Medical Staff Bylaws.

Ms. Didi Battle made a motion to approve the Medical Staff Bylaws with Dr. Roland Degeyter seconded the motion. The motion carried unanimously.

C. Code of Conduct

Mr. Robert Raheem reported the objective of this Code of Conduct is to ensure optimum patient care by promoting a safe, cooperative, and professional health care environment, and to prevent or eliminate conduct that disrupts the operation of the hospital, affects the ability of others to do their jobs, creates a hostile work environment for Hospital employees or Health Professionals, or interferes with any individual's ability to practice competently. Mr. Raheem requested that the Board approve the Code of Conduct.

Ms. Didi Battle made a motion to approve the Code of Conduct with Dr. Roland Degeyter seconded the motion. The motion carried unanimously.

VIII. QUALITY COMMITTEE REPORT

Deferred

IX. FINANCE REPORT

Deferred

**BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 31, 2025**

P9

X. MANAGEMENT REPORTS

A. Chief Executive Officer Report – Ms. Stephanie Guidry, CEO

- ✓ Wellness Center – Phase II – with the rain, delayed a bit
- ✓ Struggling with staffing in OR – putting some incentives in place
- ✓ Attended LHA conference

B. Chief Nursing Officer Report – Mr. Robert Raheem, CNO

- ✓ Been very busy
- ✓ Tele/Nephrology – set back - kick off will be later
- ✓ OR construction – issue with pressures getting balanced
- ✓ Bariatric Center of Excellence – letter to submit

D. CHC Management Report

- ✓ See the attached CHC Board Report

Mr. Eugene Foulcard made the motion to accept the Management Reports with Ms. Didi Battle seconding the motion. The motion carried unanimously.

XI. EXECUTIVE SESSION

- A. Compliance Report**
- B. Strategic Planning**

DEFERRED

XII. ACTION(S) TAKEN

- A. Compliance Report**
- B. CIS Contract**

DEFERRED

XIII. ADJOURN

With no further business to discuss, Mr. Charles Matthews moved with Mr. Don T. Caffery, Jr. seconding the motion to adjourn at 6:12 p.m. The motion carried unanimously.



Robert Allain, II - Chairman



Stephanie A. Guidry, CEO