

Allen Parish Hospital Service District No. 3

Board of Commissioners Meeting Minutes

- I. **CALL TO ORDER:** The meeting was called to order by Chad Guidry on February 24, 2026 at 4:40pm.  
**PRESENT:** Chad Guidry, Robert Brandon, Roy Marcantel, Paula Manuel, Matthew Courville  
**NOT PRESENT:** Jay Lafargue, Frances Cannon  
**OTHERS PRESENT:** Jackie Reviel, CEO; Richard Stokes, CFO; Kevin Fontenot, Legal; Morgan Courville, Executive Assistant; Sean Mowry, HIM Director
- II. **STANDING ITEMS**
  - A. PATIENT IMPACT
  - B. PUBLIC COMMENT: No Public Comment
  - C. GOOD NEWS
- III. **INFORMATION ITEMS:**
  - A. Mowry presented the Quarterly Compliance Report to include updates on Policies and Procedures, Regulations and education. Motion by Matthew Courville seconded by Manuel to enter executive session. A vote was called; the motion passed unanimously. Motion by Matthew Courville, seconded by Brandon to enter regular session. A vote was called; the motion passed unanimously.
  - B. Stokes presented the January financial report, January financial report and provided updates on key financial indicators, volume trends, system patient gross revenue, system cash collections and revenue cycle improvements.
  - C. Reviel provided an update on Phase 2 progress, ongoing hospital renovations and department relocation projects and provided an update on ophthalmology services.
- IV. **BOARD EDUCATION:**
  - A. Board members were provided educational articles for review, including a publication from the Center for Healthcare Quality and Payment Reform, an article titled “10 Trends for Board Members, Senior Leadership, and Physician Leaders,” and an article regarding OBBA Impact.
- V. **CONSENT AGENDA:** Motion by Matthew Courville seconded by Brandon to approve Consent Agenda as presented. A vote was called, and the motion passed unanimously.
  - A. Board of Commissioners Meeting Minutes – Regular Meeting: January 2026
  - B. Medical Staff Meeting Minutes – Regular Meeting: January 2026
- VI. **ACTION ITEMS:**
  - A. Motion by Matthew Courville, seconded by Brandon, to add an action item to approve a quote. A vote was called; the motion passed unanimously. A subsequent motion by Matthew Courville, seconded by Brandon, to approve the CPS Supply Chain Solutions quote. A vote was called; the motion passed unanimously.

- B. Motion by Manuel, seconded by Brandon, to add an action item to approve a bid package. A vote was called; the motion passed unanimously. A subsequent motion by Manuel, seconded by Brandon, to approve the lab bid package. A vote was called; the motion passed unanimously.
- C. Motion by Manuel, seconded by Brandon to ratify contracts as presented. A vote was called; the motion passed unanimously.
  - 1. Locum Tenens
  - 2. Workforce Delivered
  - 3. AS-Medications BAA
- B. Motion by Manuel, seconded by Brandon to approve policies as presented. A vote was called; the motion passed unanimously
  - 1. MR-002 Designated Record Set
  - 2. MR-003 HIPAA Notice of Privacy Practices Procedure
  - 3. MR-210 Prevention and Correction of Duplicate Medical Record Numbers and/or Profiles
  - 4. MR-090 Access to Personal Health Information (PHI)
  - 5. MR-160 Medical Records Retention
  - 6. MR-140 Transcribing into CPSI
  - 7. MR-120 Incomplete Chart Maintenance and Reporting
  - 8. MR-030 ICD-10-CM/CPT Coding
  - 9. MR-150 Scanning Documents into CPSI
  - 10. MR-050 Maintenance of the Medical Record
  - 11. ES-010 Chemical Selection
  - 12. ES-020 Orientation to Hospital Housekeeping
  - 13. ES-030 Patient Room Cleaning – Daily Cleaning Service
  - 14. ES-032 Patient Room Cleaning – Discharge and Transfers
  - 15. ES-040 EVS Linen Operations
  - 16. ES-050 Infection Control Practices
  - 17. ES-060 Emergency Room Cleaning
  - 18. ES-070 Surgical Suite Cleaning
- D. Motion by Matthew Courville, seconded by Brandon to approve bad debt as presented. A vote was called; the motion passed unanimously.
- E. Credentialing: Board members reviewed the applications, the supporting documentation, Medical Staff Committee as a Whole’s recommendations, and information received during the credentialing and privileging processes. Based on this review, it is the Board’s opinion that the following applicants meet the requirements for Medical Staff appointment and clinical privileges are recommended and it was motioned by Brandon, seconded by Manuel, and carried to approve the following appointments, reappointments, delegations, and clinical privileges. Dr. Matthew Courville abstained from this motion.
  - 19. New Appointments – none
  - 20. Reappointments
    - i. Morgan Harmon, APRN – Allied Health/FNP
    - ii. Brad Ramsey, DO – Courtesy/Emergency Medicine
    - iii. Jacques Villien, DO – Courtesy/Emergency Medicine
  - 21. Delegated Credentialing - none

**VII. EXECUTIVE SESSION:**

- A. Motion by Manuel seconded by Brandon to enter executive session for the purpose of strategic planning and personnel matters. A vote was called; the motion passed unanimously. Those present for the executive session were Guidry, Brandon, Marcantel, Manuel, Matthew Courville, Reviel and Morgan Courville.
- B. Motion by Marcantel, seconded by Matthew Courville to enter regular session. A vote was called; the motion passed unanimously.

**VIII. ADJOURNMENT:**

- A. Motion by Manuel, seconded by Brandon to adjourn. With no further business, the meeting was adjourned at 6:40pm.

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Chad Guidry, Chairman

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Roy Marcantel, Secretary