

# Approved

## PLAQUEMINES MEDICAL CENTER REGULAR BOARD MEETING January 31, 2019

### Item I. & II. Call to Order & Roll Call:

**Call To Order And Roll Call** - A Regular meeting of the Board of Commissioners of Plaquemines Medical Center (Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center) was called to order by Chairman, Dale Adams at 6:00 p.m. on January 31, 2019, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Hannah Williams conducted the customary roll call of the Board Members, as well as recorded and documented the minutes. The results were as follows:

Rechelle Ragas	<u>Absent</u>	Stanley Gaudet:	<u>Present</u>
Erin Braud:	<u>Present</u>	Norma Lafrance:	<u>Present</u>
Brigette Belair:	<u>Present</u>	Jane Tesvich:	<u>Present</u>
Mena Marinovich:	<u>Present</u>	Bonnie Thomas:	<u>Present</u>
Dale Adams:	<u>Present</u>		

Also in attendance were: Leslie Prest, Plaquemines Medical Center, Vanessa Fisher, Plaquemines Medical Center, Hannah Williams, Plaquemines Medical Center, Monica Martin, Plaquemines Medical Center, Derek Kramer, Plaquemines Medical Center, Susie St. Ann, Plaquemines Medical Center, Donald Brown, Plaquemines Medical Center, Mary Ancar, Plaquemines Medical Center, Colleen Fisher, Plaquemines Medical Center, Shelly Williams, Plaquemines Medical Center, Richie Blink, Councilmember, District 8, Plaquemines Parish Government, Wendy Woods, Elite Healthcare, Dr. Michael Kotler, Elite Healthcare, Ryan Daul, Daul Insurance Agency, INC., Jimmy Cosse, Cosse Insurance, and Judge Brenda Hymes, Justice of the Peace.

### Item III. Recitation of the Pledge of Allegiance (Adams)

No Comments

Public Comments:  
None

### Item IV. State of Business Address (Adams)

Mr. Dale Adams, Board Chairman addressed the board. He talked about key accomplishments that the board as well as Ms. Prest have accomplished over the past 4 years. Mr. Adams also spoke about the services we currently offer as well as new services he would like PMC to provide in the future. Mr. Adams read a few articles from the By-Laws and gave a brief over view of what is expected as a Commissioner of the Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical

Center board and their duties. The commissioners all received a copy of these By-Laws, Code of Ethics and Revised Statutes.

Public Comments:  
None

**Item V. Swearing in of Commissioners**

Ms. Erin Braud was sworn in as a new Board Member of Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center representing District 2 by Judge Brenda Hymes, Justice of the Peace. Welcome to Ms. Braud.

**Item VI. Election of New Officers. (Adams)**

The board nominated new officers. Results are as follows:

**A. Board Chairman: Dale Adams**

**Motioned by Mr. Gaudet, seconded by Ms. Marinovich to appoint Dale Adams as the Chairman.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

**B. Vice Chairman: Bonnie Thomas**

**Motioned by Ms. Marinovich, seconded by Ms. Belair to appoint Bonnie Thomas as the Vice Chairman.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

**C. Secretary Treasurer: Mena Marinovich**

**Motioned by Ms. Thomas, seconded by Ms. LaFrance to appoint Mena Marinovich as the Secretary Treasurer.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

**VII. Review and Approval of Current Agenda: (Adams)**

**Motioned by Ms. Marinovich, seconded by Mr. Belair to approve the current agenda.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

**Item VIII. Approval of December 2018 meeting minutes. (Adams)**

**Motioned by Ms. LaFrance, seconded by Mr. Thomas to approve the December 2018 minutes.**

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

Public Comments:  
None

**Item IX. Financials (Fisher)**

**A. December 2018 Financial Report**

Ms. Fisher reported PMC December financials to the board. There were no questions.

Public Comments:  
None

**Motioned by Ms. Marinovich, seconded by Ms. Belair to approve the December 2018 Financial Reports.**

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

**B. New Presentation of 2019 Budget**

Ms. Leslie Prest presented the new 2019 budget. The budget is on accrual basis. There were no questions.

**Motioned by Ms. Marinovich, seconded by Ms. Thomas to accept the 2019 budget.**

Public Comments:



None

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

**C. Financial Comparison of 2015/2018.**

Ms. Prest provided a copy of the 2015/2018 financial comparison as requested by the board members. This was for their review and to help the board get a better understanding of how PMC is continually moving forward in a positive manner. Ms. Prest also pointed out a few highlights. There were no questions.

Public Comments:

None

**X. Medical Director/ Clinical Coordinator: (Dr. Kotler and/or Dr. Cartagena or Monica Martin)**

Ms. Monica Martin gave an update on some of our upcoming events: On Friday, Feb. 15<sup>th</sup> from 10:30am-12:30pm we will host our monthly Healthier Community Series event on Heart Health, PMC is also working with Plaquemines Community C.A.R.E Center and Judge Joy LaBrano on "Project Law". Project Law is a project that helps to educate 4<sup>th</sup> & 9<sup>th</sup> graders on wellness, legal aspects and community services available to them. Ms. Martin also mentioned about the new development of PMC Workplace Wellness Newsletter, as part of our Well-Ahead Healthcare Facility process. In preparation of Hurricane Season, Ms. Martin asked the board members to turn in their re-entry Placards to have the new 2019/2020 stickers placed on them. Dr. Kotler discussed his thoughts of additional services that PMC would like to offer. He also explained that he has been in contact with several physicians in an effort to try and recruit a physician for the Primary Care office. He is hopeful and assured the board that he's doing his best to do so.

Public Comments:

None

**XI. New Business: (Adams)**

**A. Intro of PMC Managers**

Several of our managers attended this month's meeting and introduced themselves and which department they're responsible for:

Ms. Susie St. Ann- Front Desk Manager

Ms. Vanessa Fisher- Occupational Medicine Coordinator

Mr. Derek Kramer- Radiology Coordinator

Mr. Donald Brown- Operations Manager

Ms. Monica Martin- Clinical Coordinator  
Ms. Colleen Fisher- Chief Financial Officer/Director of Operations

Public Comments:  
None

#### **B. Jimmy Cosse (Cosse Insurance)**

Mr. Ryan Daul with Daul Insurance Agency, INC. presented the 2018/2019 insurance policies. He gave an overview of the current policies PMC has as well as some additional policies available. There were a few questions on the coverage amounts that may be of interest currently in place and the possibility of increasing some coverages. The board requested some quotes on a Cyber policy and a price to up liability on the passenger bus. Mr. Cosse suggested looking into a Cyber liability policy. Ms. Prest did look into this type of coverage from two different companies one being Daul Insurance and the other being CMIT and has two quotes (CMIT and Daul). No new decisions were made.

Public Comments:  
None

#### **C. Annual Disclosure Statement**

Ms. Prest provided a copy of the Ethics Annual Disclosure Statement. She made the board aware that there is a separate disclosure statements form required for each immediate family member employed by the Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center. It was determined that there were no members who have immediate family members currently employed with PMC.

Public Comments:  
None

#### **D. COLA Certification**

Ms. Prest gave an update on the recent COLA site evaluation that took place in January. Our Lab Director, Dr. Cartagena, along with the Ms. Cyndy Melancon worked very hard to achieve the COLA certification. We only had one very small ding. Otherwise, we would have received a certificate of excellence. We did very well. Thank you to Dr. Cartagena & Ms. Cyndy for all your hard work!

Public Comments:  
None



## **E. Mileage**

Ms. Prest provided a copy of the Mileage reimbursement. Currently the State of Louisiana policy for mileage reimbursement says that if an employee travels greater than 99 miles round trip in one day, the state recommends the person(s) rent a car. Ms. Prest wanted to make the board aware that PMC currently does reimburse for travels greater than 99 miles round trip in one day because of the lack of access to rent a car. Ms. Prest indicated that we do not have a rental car location within close vicinity to PMC. There were no additional questions.

Public Comments:  
None

## **IX. Old Business: (Adams)**

### **A. CCI Port Nickle, LLC Methanol Plant Project**

At the December 2018 board meeting, Mr. Lobrano presented the board with some information and educated them on new construction of a Methanol Plant in Plaquemines Parish. Mr. Lobrano asked for the support of the board and a resolution in support of the Methanol Plant on the east bank of the parish. The board agreed to add this to the January 2019 agenda. At tonight's board meeting, Mr. Adams went over the resolution. The board discussed this matter and expressed their thoughts and concerns of moving forward with the current resolution. The board did not pass the resolution, but did agree that they are in favor of new economic development and companies that will provide jobs and revenue for the parish.

Public Comments:  
None

### **B. Grant Writer**

Ms. Prest presented a new funding opportunity available through HRSA. This grant would help the Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center become an FQHC (Federally Qualified Health Center). Ms. Prest did some research on this and was in contact with the Louisiana State Department of Rural Health to gather information. She spoke to Ms. Tracey Ingram and some other reps to ask for a list of recommendations for grant writers. She also reached out to LPHI and Louisiana Primary Care Association and had them send a list of grant writers that they recommend. Ms. Prest called several grant writers and has narrowed it down to two grant writers that can assist with the FQHC application process. Both agencies are local. Sandra Lode and Fisher Consulting Group.

**Motioned by Ms. Belair, seconded by Ms. LaFrance to hire the group that Ms. Prest sees fit for the FQHC application process.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting.**

**C. Voting rights of the board of commissioners and the possibility of changing the by-laws.**

Mr. Gaudet was looking over our by-laws and noticed that it states under voting rights of members that the Chairman only votes in the case of a tie. Mr. Gaudet did some research on this and he suggested to remove this rule from the by-laws and have the Chairman vote so that his district will be represented. He would like to add this to next month's agenda and open it up for a vote.

Public Comments  
None

**IX. Adjournment: (Adams)**

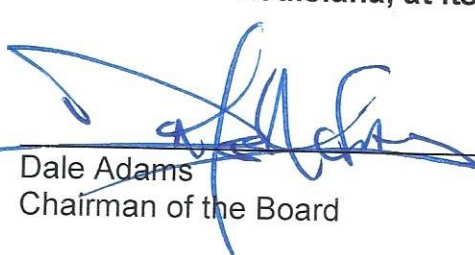
**Motioned by Ms. Marinovich, seconded by Mr. Gaudet to adjourn the meeting at 8:30 p.m.**

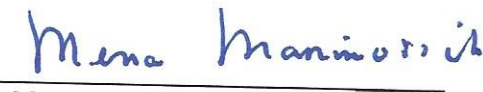
Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 1 Absent, 1 Present Not Voting**

**Attestation**

**The above and foregoing is an accurate summary of the actions taken by The members of the Board of Commissioners of Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center, State of Louisiana, at its Regular Meeting on January 31, 2019.**

  
Dale Adams  
Chairman of the Board

  
Mena Marinovich  
Secretary/Treasurer