

# FINAL: Approved

## PLAQUEMINES MEDICAL CENTER REGULAR BOARD MEETING July 25, 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 6:30 p.m. on July 25, 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>Absent</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, Colleen Fisher, Plaquemines Medical Center, Jennifer Harris, Plaquemines Primary Care, Dr. Michael Kotler, Medical Director Plaquemines Medical Center, Monica Martin, Plaquemines Medical Center, Dr. Maria Cartagena, Plaquemines Medical Center, Chadwick Cole, Spectrum Employee Services, Windy Woods, Elite Healthcare, Mary Ancar, Plaquemines Medical Center, Dominick Scandurro, Scandurro & Layrisson, LLC,

### III. Review and Approval of Current Agenda: (Adams)

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

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 2 Absent 1 Present not voting.**

### IV. Approval of June 2019 Meeting Minutes. (Adams)

**Motioned by Ms. LaFrance, seconded by Mr. Gaudet to approve the June 2019 Minutes.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 2 Absent 1 Present not voting.**

### V. Spectrum Employee 2019 Benefit Options



Mr. Chadwick Cole from Spectrum Employee Services presented to the board the new 2019 benefits overview. He reviewed several options from other insurances carries and also additional plans from BCBS (BlueCross BlueShield). Renewal will take place each year on September 1<sup>st</sup>. The board chose to keep all current medical, dental, life & short-term plans the same for 2019 renewal.

**Motioned by Ms. Marinovich, seconded by Mr. Gaudet to renew the current Spectrum Employee 2019 Benefits Plan.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 2 Absent 1 Present not voting.**

## **VI. Financials: (Fisher)**

### **A. June 2019 Financial Report**

Ms. Leslie Prest and Ms. Colleen Fisher spoke with Jamie Rogers with Camnetar & Co., CPAs about everything that we currently present in the financial report and what we are supposed to be presenting. Ms. Rogers said that the Previous Month Comparison is not necessary to present because we will get these numbers whenever we do the Year to Date Comparison. The Louisiana Legislative Auditor states that we have to present and document in the meeting minutes, the Budget to Actual Comparison, Balance Sheet, and the A-P Aging Summary reports. Ms. Rogers also said it wasn't necessary that Ms. Fisher verbally present the Previous Year Comparison aloud but must include a copy in the financial packet to make comments on anything greater than a 10% change. Ms. Fisher reported PMC June 2019 financials to the board. Mr. Adams had a question about the differences in Net Income on the Profit & Loss Budget vs. Actual YTD. This difference is due to the investment income, recent increases in insurance, and the recent HIPPA Privacy & Security Risk assessments. To be compliant with Medicaid & Medicare, we have to do a Privacy & Security Risk Assessment. We had to increase the storage on security camera data. The recommendations from the assessments suggested we have at least 2-3 weeks of video backup in case of a security breach. Other changes include: disabling USB drives on shared devices, installed privacy screens, and shorting automatic log off times. To meet HIPPA guidelines, we have to have all of these things in place along with a HIPPA specific policy and procedure manual for Privacy & Security Risk. We are trying to avoid a breach in patient confidentiality and protect patient's privacy rights. There were no additional questions.

Public Comments:  
None



**Motioned by Ms. Marinovich, seconded by Ms. Braud to approve the June 2019 Financial Reports.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 2 Absent 1 Present not voting.**

**VII. Medical Director/ Clinical Coordinator:** (Dr. Kotler/Monica Martin)

Dr. Kotler, Dr. Cartagena & Ms. Wendy Woods have been working together to communicate with the Coordinators and Program Directors of LSU & Tulane rural residency programs. We plan to visit some of the rural health resident's programs to hopefully obtain a physician for Primary Care. Ms. Jennifer Harris has also been in contact with several facilities to do the same. Dr. Kotler also suggested having a short film or infomercial of PMC showing the facility, the highlights of services we have to offer and the surrounding area to use as a recruiting tool and hiring process for physicians.

Ms. Monica Martin discussed past events and upcoming events. On June 29, 2019, PPC & PMC attended an annual health fair and provided free blood pressure checks on the Eastbank in Phoenix, LA with Mr. Tyrone Edwards' church. On July 22, 2019, we attended the S.A.L.T. seminar hosted by PPSO. We donated two goodie baskets filled with promotional items from PMC & PPC given as door prizes. On July 26, 2019, PMC & PPC will attend the Back to School event held at Port Sulphur YMCA hosted by Healthy Blue. On August 2<sup>nd</sup> and Aug. 3<sup>rd</sup>, we will attend the Empire South Pass Tarpon Rodeo along with PPC. We will provide information to community residents and offer free blood pressure screenings. On August 8<sup>th</sup> PMC will host their monthly educational event on Health & Wellness: Zumba for everyone presented by Ms. Tabatha Landry with Buras YMCA. Chevron Oronite will be visiting the facility soon. We are excited to be working with their team to hopefully receive assistance to continue our monthly educational events and possibly purchase hands-free CPR devices for our ambulances. Thanks, Chevron!

Public Comments:  
None

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

**A. Hurricane Evacuation Process**

Concerns about the closure of the facility during a mandatory hurricane evacuation were brought to the board's attention. The board discussed these concerns and briefly went over the policy and procedures that have been in place since Hurricane Katrina. They talked and agreed to rewrite the closure policy and procedures for a mandatory evacuation with specifics explaining the reason for the closure, type of medical services



provided at shelters, steps to reopen once the mandatory evacuation lifts, etc. The board will start the process soon and will communicate with all parish officials and council members.

Ms. Prest spoke about the medical services provided at the shelter. When the parish officials open a shelter, PMC will provide medical services at the shelter. All staff scheduled to work at that time are responsible for staying aware of the ongoing situation and remain in communication with their immediate supervisor. PMC will be re-open as soon as the residents are allowed back into the parish, if not before. Ms. Prest & Dr. Cartagena updated the board on how the evacuation process went with our most recent event. The staff did a great job staying in touch with Ms. Prest and returned promptly. Thanks for the great teamwork!

Public Comments:  
None

#### **B. Quest**

Ms. Leslie Prest updated the board on the contract process with Quest. On July 17, 2019, we entered into a contract with Quest and officially became a Quest draw station. We are no longer charging the \$10 draw fee. Quest is paying PMC \$7 for all labs that are ordered by a physician that not affiliated with PMC. We are trying to lessening the financial burden on the residents living in the southern end of the parish and also avoiding travel outside of Plaquemines Parish to have blood work performed.

Public Comments:  
None

#### **C. Ellzey Healthcare Associates**

Mr. Dominick Scandurro discussed a letter he received from Mr. Bob Ellzey with Ellzey Healthcare Associates. He provided a copy of the letter to the board members. Ms. Leslie Prest will schedule a conference call with Mr. Ellzey to see what services he has to offer and will update at next month's meeting.

Public Comments:  
None

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

#### **A. Property Insurance (Daul Insurance)**

Settlement with Ventus

A resolution of our claim with VENTUS was discussed in detail and noted that our insurance agents DAUL INSURANCE recommended the proposed agreement. The



terms of the release were approved without objection, and the chairman was given the approval to accept the offer.

Public Comments:  
None

#### **B. Recusal of Commissioners**

Mr. Dominick Scandurro did some research on the question of whether the Oschner employees on the board can participate in negotiations between PMC and Oschner. The Louisiana Statutes require that the Oschner employees recuse themselves from voting on Oschner issues. Once a member recuses himself from voting, then that member is prohibited from participating in the discussion. The employees agreed and will recuse themselves in future decision making discussions involving PMC and Oschner.

Public Comments:  
None

#### **X. Executive Session:**

**Motioned by Ms. Marinovich, seconded by Mr. Gaudet to go into Executive Session.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present Not Voting**

Convened at:	8:14 pm
Re-convened Regular Meeting at:	8:42 pm

**Motioned by Mr. Gaudet, seconded by Ms. Marinovich to reconvene the regular meeting following Executive Session.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present Not Voting**

#### **XI. Adjournment: (Adams)**

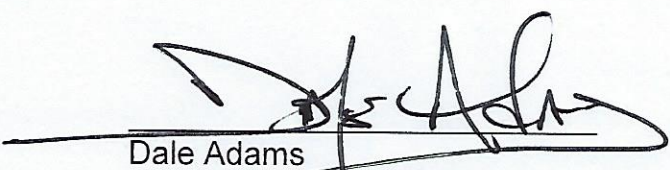
**Motioned by Mr. Gaudet, seconded by Ms. Braud to adjourn the meeting at 8:43 p.m.**

Public Comments:  
None

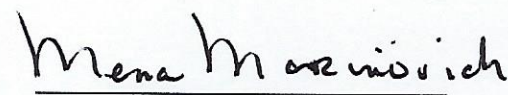
**Motion passed: 6 Yeas, 0 Nays, 2 Absent 1 Present not voting.**

**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 July 25, 2019.**



Dale Adams  
Chairman of the Board



Mena Marinovich  
Secretary/Treasurer