

# APPROVED

## PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING November 19, 2019

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

**Call To Order And Roll Call** - A Regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. was called to order by Chairman, Brigette Belair at 6:04 p.m. on November 19, 2019, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Hannaha Williams conducted the customary roll call of the Board Members, as well as recorded and documented the minutes. The results were as follows.

Chetta McBride:	<u>Absent</u>	Kim Ly:	<u>Present</u>
Brigette Belair:	<u>Present</u>	Patra Parker:	<u>Present</u>
Nancy Michel:	<u>Absent</u>	John Hymes:	<u>Present</u>
Stanley Gaudet:	<u>Present</u>		
Celeste Ancar:	<u>Present</u>		
Yona Serpas:	<u>Absent</u>		
Keith Espadron:	<u>Present</u>		
Gaynell Baham:	<u>Absent</u>		

A quorum was declared present.

Also in attendance were: Leslie Prest, Plaquemines Medical Center, Hannaha Williams, Plaquemines Medical Center, Monica Martin, Plaquemines Medical Center, Colleen Fisher, Plaquemines Medical Center, Dr. Cartagena, Plaquemines Medical Center, Dr. Magonet, Jennifer Harris, Plaquemines Primary Care, Sandra Lode, Sandra Lode Consulting Group, Dominick Scandurro, Scandurro & Layrisson, Denise Espadron, Plaquemines Primary Care, and Wendy Woods, Elite Healthcare.

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

### Item IV. Review and Approval of Current Agenda (Belair)

**Motioned by Mr. Espadron, seconded by Mr. Gaudet, to approve the current agenda.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

### Item V. Approval of October 2019 Meeting Minutes. (Belair)

**Motioned by Ms. Parker, seconded by Mr. Espadron to approve the October 2019 minutes.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

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

**A. October 2019 Financials**

Ms. Fisher reported PPC October 2019 financials to the board. Ms. Belair asked about updates on the insurance credentialing process collections. Ms. Harris is currently working on back billing. Once the FQHC Medicaid and Medicare payer numbers are approved, it will allow for higher reimbursements. There were no additional questions.

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the October 2019 Financial Reports.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

**Item VII. Medical Director:**

Dr. Catagena discussed with the board regarding the temporary provider in PPC, Dr. Magonet.

Public Comments:  
None

**Item VIII. New Business:** (Belair)

**A. Update on National Association of Community Health Center (NACHC)**  
(Brigitte/Jennifer)

Ms. Bridgette Belair, Ms. Leslie Prest, Ms. Jennifer Harris, Ms. Annette Cotton, and Ms. Colleen Fisher attended the NACHC Conference in Washington, D.C., on November 4<sup>th</sup> & 5<sup>th</sup>. The conference was an orientation for FQHC's. Ms. Harris provided a copy of the compliance manual to the board of directors for their review. To comply, 51% of the board has to be a patient of PPC. Ms. Belair encouraged everyone to become a patient.

Ms. Leslie Prest gave an update regarding the Technical Assistance Visit (TAV) scheduled for December 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>. The TAV is a mock survey for the Operational Site Visit (OSV), which will be January 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup>, 2020. The TAV will provide assistance to prepare for the OSV, see where we are with the FQHC process,

and provide additional education and training to comply with the FQHC guidelines. Ms. Prest spoke with William Rice, who will be present at the TAV, and he said on Wednesday, December 11<sup>th</sup>, the HRSA team would like to meet with some of the board of directors. Ms. Prest encouraged the board to be present.

Public Comments:

None

#### **B. Primary Care Physician (Jennifer/Leslie)**

Ms. Jennifer Harris introduced Dr. Magonet. Dr. Magonet, who is currently a locum provider with PPC. He has shown interest in working permanently in PPC.

Public Comments:

None

#### **C. Board Training (Sandra Lode)**

As part of the requirements and the FQHC guidelines, the board of directors must participate in several pieces of training to comply with the HRSA guidelines. Ms. Sandra Lode, our grant-writer, conducted FQHC Fundamentals training with the PPC Board of Directors.

Public Comments:

None

#### **D. Conflicts of Interest Disclosure Form (Jennifer/Sandra)**

Ms. Harris provided a copy of the Conflict of Interest Disclosure Form to the board. Each member had to fill out and return these forms to Ms. Harris. The Conflict of Interest Form will indicate whether the individual(s) has an economic interest in or acts as an officer or a director of any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The individual(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Mr. Scandurro discussed with the board the conflict of interest potential raised by his representation of both PPC and PMC. He explained that although to date, there had been no conflict issues raised, the potential for conflict was a possibility. The question is, do we have to engage another law firm to handle EVERYTHING for PPC now, or could we wait until the issue of a conflict arose? The negative to hiring outside counsel is the cost, as well as the prospect of two sets of attorneys raising potential conflicts to protect themselves when it might not be necessary. He was hopeful that if the interests

of both clients are aligned, he would be able to advise both equally. However, for him to do this, both clients would need to sign off on a CONFLICTS WAIVER LETTER. If anyone on either board or staff raises the question of a conflict, he would have to discontinue the representation of both entities. And we would be required to hire separate counsel for PPC. It is also possible that he will be required to raise the issue on his initiative. He said he would look into this further and report at the next board meeting. It should be noted that our consultant said that none of her other FQHC entities had two sets of lawyers.

Public Comments:  
None

#### **E. PPC Policies and Procedures**

Ms. Harris provided a copy of the Code of Conduct/Conflict of Interest Policy to the board for their review for approval.

**Motioned by Mr. Espadron, seconded by Mr. Gaudet, to accept the Code of Conduct/Conflict of Interest Policy and Risk Management Plan.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

#### **F. Adoption of Plaquemines Medical Center's Employee Handbook**

Ms. Harris provided a copy of the Plaquemines Medical Center Employee Handbook to the board for their review for approval.

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to adopt the Plaquemines Medical Center Employee Handbook as-is.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

#### **G. Adoption of Plaquemines Medical Center's Financial Policies & Procedures**

Ms. Harris provided a copy of the Plaquemines Medical Center's Financial Policies & Procedures to the board for their review for approval.

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to adopt Plaquemines Medical Center's Financial Policies & Procedures as-is to be amended at a later time.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

#### **H. December Board Meeting Date**

The December board meeting will be on Monday, December 9, 2019, followed by the Plaquemines Medical Center's board meeting.

#### **Item IX. Old Business: (Belair)**

##### **A. Update on Operational Site Visit (OSV) (Jennifer/Sandra)**

Ms. Harris updated the board on the upcoming OSV. Ms. Leslie Prest gave an update regarding the Technical Assistance Visit (TAV) scheduled for December 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>. The TAV is a mock survey for the OSV, which will be January 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup>, 2020. The TAV will provide assistance to prepare for the OSV, see where we are with the FQHC process, and provide additional and training to comply with the FQHC guidelines. Ms. Prest spoke with William Rice, who will be present at the TAV, and he said on Wednesday, December 11<sup>th</sup>, the HRSA team would like to meet with some of the board of directors. Ms. Prest encouraged the board members to be present.

##### **B. Strategic Planning Worksheet (Sandra Lode)**

Ms. Lode reviewed with the board the Strategic Planning Worksheet. The focus of the strategic planning meetings and worksheets will be on long term and short term goals. Ms. Harris provided a copy of the Strategic Plan worksheet to the PPC board members and asked them to complete it by the next board meeting. The sheet will help Ms. Lode assist the PPC board in developing a strategic plan for PPC.

#### **Item X. EXECUTIVE SESSION:**

##### **A. Strategic Planning**

**Motioned by Mr. Espadron, seconded by Ms. Ancar to go into Executive Session.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

Convened at: 7:21 pm  
Re-convened Regular Meeting at: 7:46 pm

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

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

**Motioned by Mr. Espadron, seconded by Mr. Gaudet, for the PPC Board of Directors to recommend to the PMC Board of Commissioners to offer Dr. Gordan Magonet a position in primary care.**

Public Comments:  
None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.**

**Item XI. Adjournment (Belair)**

**Motioned by Mr. Gaudet, seconded by Mr. Espadron to adjourn the meeting at 7:48 p.m.**

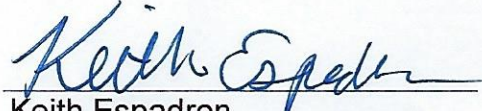
Public Comments:  
None

**Motion passed: 6 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 Directors of Plaquemines Primary Care, Inc., Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center, State of Louisiana, at its regular meeting on November 19, 2019.**

  
Brigette Belair  
Chairman

  
Keith Espadron  
Vice-Chairman