

# APPROVED

**PLAQUEMINES PRIMARY CARE, INC.  
REGULAR BOARD MEETING  
December 9, 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 6:12 p.m. on December 9, 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.

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

A quorum was declared present.

Also in attendance were: Leslie Prest, Plaquemines Medical Center, Hannah Williams, Plaquemines Medical Center, Monica Martin, Plaquemines Medical Center, Colleen Fisher, Plaquemines Medical Center, Bonnie Thomas, Board Member, Plaquemines Medical Center, Mena Marinovich, Board Member, Plaquemines Medical Center, Rechelle Ragas, Board Member, Plaquemines Medical Center, Dale Adams, Board Chairman, Plaquemines Medical Center, Annette Cotton, NP, Plaquemines Primary Care, Jennifer Harris, Plaquemines Primary Care, Sandra Lode, Sandra Lode Consulting Group, Dominick Scandurro, Scandurro & Layrisson, Denise Espadron, Plaquemines Primary Care, and Rob Vidacovich, Executive

**Item III. Recitation of the Pledge of Allegiance (McBride)**

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

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to amend the current agenda under new business to include approval of the HRSA New Access Point grant application including Form 5A services, Form 5B sites and Form C other as well as the budget from April 2019 for the 330 grant and the approval of the Conflict waiver between Mr. Dominick Scandurro, Scandurro & Layrisson, Plaquemines Primary Care, Inc., and Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center.**

Public Comments:

None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**Item V. Review & Approval of Amended Agenda (Belair)**

**Motioned by Mr. Espadron, seconded by Ms. Baham, to approve the amended agenda.**

Public Comments:

None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**Item VI. Approval of November 2019 Meeting Minutes. (Belair)**

**Motioned by Mr. Espadron, seconded by Mr. Gaudet, to approve the November 2019 minutes.**

Public Comments:

None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

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

**A. November 2019 Financials**

Ms. Fisher reported PPC November 2019 financials to the board. There were no questions.

**Motioned by Ms. McBride, seconded by Ms. Baham, to approve the November 2019 Financial Reports.**

Public Comments:

None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**Item VIII. Medical Director:**

No comments

Public Comments:

None

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

**A. Review and Approval of the following Policies and Procedures (Harris)**

**1. Patient Accounting**

Ms. Harris provided a copy of the Patient Accounting Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to approve the Patient Accounting policy.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**2. Claims Management**

Ms. Harris provided a copy of the Claims Management Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Mr. Espadron, seconded by Ms. Ancar, to approve the Claims Management policy.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**3. Credentialing and Privileging**

Ms. Harris provided a copy of the Credentialing and Privileging Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Ms. McBride, seconded by Mr. Gaudet, to approve the Credentialing and Privileging policy.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**4. QI/QA**

a. Continuous Quality Improvement Plan

Ms. Harris provided a copy of the Continuous Quality Improvement Plan Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Ms. Serpas, seconded by Ms. Baham, to approve the Continuous Quality Improvement Plan policy.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

b. Safety and Health Overview

Ms. Harris provided a copy of the Safety and Health Overview Policy and Procedure to the board prior to the meeting and at the board meeting for their review and approval. There were no questions.

**Motioned by Mr. Espadron, seconded by Ms. Parker, to approve the Safety and Health Overview policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

c. Medical Record Management and Retention Overview

Ms. Harris provided a copy of the Medical Record Management and Retention Overview Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Mr. Espadron, seconded by Ms. Serpas, to approve the Medical Record and Retention Overview policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

d. Medical Record Retention

Ms. Harris provided a copy of the Medical Record Retention Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Ms. Baham, seconded by Ms. Serpas, to approve the Medical Record Retention policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

e. Safety of Facility, Equipment, and Environment

Ms. Harris provided a copy of the Safety of Facility, Equipment, and Environment Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Ms. Baham, seconded by Ms. Serpas, to approve the Safety of Facility, Equipment, and Environment policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

f. PHI and HIPAA

Ms. Harris provided a copy of PHI and HIPAA Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Mr. Espadron, seconded by Mr. Gaudet, to approve the PHI and HIPAA policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

g. Process Improvement

Ms. Harris provided a copy of the Process Improvement Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Ms. Baham, seconded by Ms. Serpas, to approve the Process Improvement policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

h. Internal Event Reporting

Ms. Harris provided a copy of the Internal Event Reporting Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Mr. Espadron, seconded by Mr. Gaudet, to approve the Internal Event Reporting policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

i. Patient Health Record

Ms. Harris provided a copy of the Patient Health Record Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Mr. Espadron, seconded by Ms. Serpas, to approve the Patient Health Record policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

j. Peer to Peer Review

Ms. Harris provided a copy of the Peer to Peer Review Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Ms. Ancar, seconded by Ms. Baham, to approve the Peer to Peer Review policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

k. Quality Plan Review

Ms. Harris provided a copy of the Quality Plan Review Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Ms. Baham, seconded by Ms. Parker, to approve the Quality Plan Review policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

l. Patient Grievances

Ms. Harris provided a copy of the Patient Grievances Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. There were no questions.

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to approve the Patient Grievances policy and procedure.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**B. Selection of Board Member for the QI Committee (Harris)**

**Motioned by Ms. Belair, seconded by Mr. Espadron, to nominate Mr. Stanley Gaudet to represent the board for the QI Committee.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**C. Approve Temporary Privileges for Ms. Cotton, NP, Dr. Cartagena, MD, Ms. Espadron, LPN, and Ms. Barthelemy, LPN. (Harris)**

Ms. Harris has requested temporary privileges for the individuals named above. She is working on completing the credentialing process for all staff members.

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to give temporary privileges for Ms. Cotton, Dr. Cartagena, Ms. Espsdron, and Ms. Barthelemy.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**D. Adoption of Plaquemines Medical Center's Procurement Policy for Federal Funds (Harris)**

Ms. Harris provided a copy of Plaquemines Medical Center's Procurement Policy for Federal Funds to the board for their review and approval.

**Motioned by Mr. Espadron, seconded by Ms. Baham, to adopt Plaquemines Medical Center's Procurement Policy for Federal Funds.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**E. Adoption of Plaquemines Medical Center's HRSA Plaquemines Medical Center's Drawdown Policy**

Ms. Harris provided a copy of Plaquemines Medical Center's HRSA PMS Drawdown Policy to the board for their review and approval.

**Motioned by Mr. Espadron, seconded by Ms. Baham, to adopt Plaquemines Medical Center's HRSA PMS Drawdown Policy.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**F. Adoption of Plaquemines Medical Center's Use of Non-grant Funds Policy**

Ms. Harris provided a copy of Plaquemines Medical Center's Use of Non-grant Funds Policy to the board for their review and approval.

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to adopt the Plaquemines Medical Center's Use of Non-grant Funds Policy.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**



### **G. Review and Selection of a Third-Party Administrator (TPA) for the 340B Program**

Ms. Harris explained that Ms. Leslie Prest, Ms. Colleen Fisher, and she had interviewed three companies (CaptureRx, SunRx, and 340Best) for PPC's Third-Party Administrator for the 340B Program. Ms. Harris gave a brief overview of the three companies.

**Motioned by Mr. Gaudet, seconded by Ms. Ancar, to give Jennifer Harris the authority to make the selection of a TPA for the 340B Program.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

### **H. January Board Meeting Date**

The January board meeting will be on Thursday, January 23, 2020, followed by the Plaquemines Medical Center's board meeting.

**Motioned by Mr. Espadron, seconded by Ms. Parker, to change the date of the January 2020 board meeting date to 01/23/2020.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

### **I. Approval of the Conflict Waiver**

Mr. Dominick Scandurro discussed conflict of interest issues with the PPC Board of Directors at last month's meeting. Mr. Scandurro discussed with the PMC 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 if there is a legitimate basis for the complaint. 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 emphasized that none of her other FQHC entities had two sets of lawyers. Mr. Scandurro provided a copy of the Conflicts Waiver Letter to each member to be signed.

**Motioned by Mr. Gaudet, seconded by Ms. Serpas, to sign off on the Conflict Waiver between Mr. Dominick Scandurro, Scandurro & Layrisson, Plaquemines Primary Care, Inc., and the Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center and continue to use Mr. Dominick Scandurro as the legal counsel.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**J. Approval of the HRSA New Access Point grant application including Form 5A services, Form 5B sites and Form C other as well as the budget from April 2019 for the 330 grant**

**Motioned by Mr. Espadron, seconded by Ms. Baham, to approve the HRSA New Access point grant application, including Form 5A services, Form 5B sites, and Form 5C other as well as the budget from April 2019 for the 330 grant.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 3 Absent, 1 Present not voting.**

**Item X. Old Business: (Belair)**

**A. Board Governance (Harris)**

Ms. Harris updated the board on Board Governance. As of 12/9/2019, we have met a 51% mark, which is one of the FQHC requirements.

**B. Technical Assistance Visit (TAV) (Harris)**

Ms. Harris gave an update regarding the Technical Assistance Visit (TAV) is a mock survey which will take place on December 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, 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 and guidance to assure FQHC compliance and prepare us for the OSV. Ms. Leslie 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. Harris encouraged the board to be present.

**C. Update on Primary Care Physician**

After speaking with Dr. Magonet, Ms. Harris explained that he decided not to stay permanently. However, Mr. Scandurro has recently spoken with Dr. Magonet and are discussing other options. He will update accordingly.

**D. Strategic Planning Worksheet**

Ms. Lode reviewed with the board the Strategic Planning Worksheet at last month's meeting. 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 worksheet will help Ms. Lode assist the PPC board in developing a strategic plan for PPC.

**Item XI. Adjournment (Belair)**

**Motioned by Mr. Gaudet, seconded by Mr. Espadron to adjourn the meeting at 6:47 p.m.**

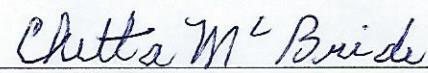
Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays 3 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 December 9, 2019.**

  
Brigette Belair  
Chairman

  
Chetta McBride  
Secretary