

# APPROVED

## PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING January 23, 2020

### 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, Brigitte Belair at 6:18 p.m. on January 23, 2020, 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>Present</u>
Brigitte Belair:	<u>Present</u>	Patra Parker:	<u>Present</u>
Nancy Michel:	<u>Present</u>	John Hymes:	<u>Absent</u>
Stanley Gaudet:	<u>Present</u>		
Celeste Ancar:	<u>Present</u>		
Yona Serpas:	<u>Present</u>		
Keith Espadron:	<u>Absent</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, Ms. LaFrance, Board Member, Plaquemines Medical Center, Erin Braud, Board Member, Plaquemines Medical Center, Dale Adams, Board Chairman, Plaquemines Medical Center, Jane Tesvich, Board Member, Plaquemines Medical Center, Dr. Cartagena, Plaquemines Medical Center, Jennifer Harris, Plaquemines Primary Care, Sandra Lode, Sandra Lode Consulting Group, Dominick Scandurro, Scandurro & Layrisson, LLC., Brooke Le, Delta Drugs, and Theresa Bergeron, Credentialing and Compliance Support

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

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

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to amend the current agenda under new business to include approval of Hours of Operation.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**



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

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the amended agenda.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

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

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the December 2019 minutes.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

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

**A. December 2019 Financials**

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

**Motioned by Ms. Michel, seconded by Ms. Baham, to approve the December 2019 Financial Reports.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**B. New Presentation of 2020 Budget**

Ms. Jennifer Harris provided a copy of the new 2020 budget to the board prior to the meeting for their review for approval. Ms. Leslie Prest presented the new 2020 budget, which is on an accrual basis. There were no questions.

**Motioned by Ms. Michel, seconded by Ms. McBride, to accept the 2020 budget.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**Item VIII. Medical Director: No comments**

Public Comments:  
None

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

**A. Hours of Operation**

Hours of Operation

Monday: 8:00 am – 5:00 pm

Tuesday: 8:00 am – 5:00 pm

Wednesday: 8:00 am – 5:00 pm

Thursday: 8:00 am- 5:00 pm

Friday: 8:00 am – 12:00 pm (NOON)

After Hours calls will be answered by Plaquemines Medical Center staff.

**Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the Hours of Operation.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**B. Nominees for Board of Directors (Parker)**

Ms. Parker and the nominating committee is recommending the current board of directors to serve as the new board of directors. The results are as followed:

Ms. Chetta McBride-Yes

Ms. Yona Serpas-Yes

Ms. Celeste Ancar-Yes

Ms. Brigitte Belair-Yes

Mr. Keith Espadron-Yes

Ms. Patra Parker- Yes

Ms. Nancy Michel-Yes

Ms. Gaynell Baham-Yes

Mr. John Hymes-Yes

Mr. Stanley Gaudet-Yes

Ms. Kim Ly-Yes

**Motioned by Mr. Gaudet, seconded by Ms. McBride, to accept the above nominees.**

Public Comments:  
None



**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**C. Swearing in of Board of Directors**

Ms. Chetta McBride, Ms. Brigitte Belair, Ms. Nancy Michel, Mr. Stanley Gaudet, Ms. Celeste Ancar, Ms. Yona Serpas, Ms. Gaynell Baham, Ms. Kim Ly, and Ms. Patra Parker were sworn in by Mr. Dominick Scandurro with Scandurro & Layrisson, LLC. Welcome back, everyone.

**D. Nominating Committee – Selection of a Slate of Nominees for Chairperson**

Chairperson: Brigitte Belair

**Motioned by Mr. Gaudet, seconded by Ms. Ancar, to accept Brigitte Belair as Chairperson of PPC Board of Directors.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**E. Nominating Committee – Selection of a Slate of Nominees for Vice-Chairperson**

Vice-Chairperson: Keith Espadron

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to accept Keith Espadron as Vice-Chairperson for PPC Board of Directors.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**F. Nominating Committee – Selection of a Slate of Nominees for Secretary**

Secretary: Chetta McBride

**Motioned by Ms. Michel, seconded by Ms. Baham, to accept Chetta McBride as Secretary of PPC Board of Directors.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**



## **E. Nominating Committee – Selection of a Slate of Nominees for Treasurer**

Treasurer: Nancy Michel

**Motioned by Ms. Baham, seconded by Mr. Gaudet, to accept Nancy Michel as Treasurer of PPC Board of Directors.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

## **F. Appointment of Committees by Chairperson**

- 1. Executive Committee:**  
Chairperson: Brigitte Belair  
Vice-Chair: Keith Espadron  
Secretary: Chetta McBride  
Treasurer: Nancy Michel
  
- 2. Financial Committee:**  
Chairperson: Nancy Michel  
Stanley Gaudet  
Celeste Ancar
  
- 3. Nominating Committee:**  
Chairperson: Patra Parker  
Gaynelle Baham  
Yona Serpas

## **G. Approval of Current Fee Schedule**

Ms. Harris provided a copy of the PPC Fee Schedule to the board prior to the meeting for their review for approval. The fee schedule is a list of charges of services that are provided to patients in PPC. During the Technical Assistance Visit (TAV), the financial reviewer made some suggestions about the current fee schedule. Ms. Harris purchased a financial analysis book for our regions based on these suggestions to help with the numbers and current fees.

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the Current Fee Schedule.**

Public Comments:  
None



**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

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

**A. Theresa Bergeron- Credentialing & Compliance Support Services**

Ms. Bergeron gave a presentation update about the credentialing process for each provider's insurance plan. She provided a copy of two grids which listed the status of each insurance plan and where we are with the process to date. She has been working diligently to complete the process and plans to update accordingly.

**B. Approval of Changes in Scope form 5A**

The form 5A is pre-populated to ensure that it reflects the current scope of the project. A health center's scope of the project defines the activities supported by the Health Center Program project budget. Specifically, the scope of the project defines the approved service sites, services, providers, service area(s), and target population(s). The form 5A will help identify how services will be provided (i.e., column I represents services provided directly by PPC, column II represents services provided through formal written contract with an outside entity (PPC pays for service), and column III represents services provided through formal written referral arrangement with an outside entity (PPC does not pay for services) ). Below are the changes in the scope that Ms. Harris is requesting.

**1. Add Psychiatry (Table 5A, column II- Contracted Service with LSU)**

Psychiatry is considered a specialty service by HRSA which could not be added during the application process, but we're providing psychiatry services through a contract with LSU.

**Motioned by Ms. Ancar, seconded by Ms. Baham, to add Psychiatry to the Table 5A, under column II- Contracted Services with LSU.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**2. Add Diagnostic Lab (Table 5A, Column II- Contracted Service with PMC)**

Initially, we had the Diagnostic Lab as a referral in column III, but because of the sliding fee scale, we need to also place in column II. We will leave in column III for referrals to UMC for other testing as necessary, and we will put in column I for the CLIA waived tests that we perform in primary care.



**Motioned by Ms. Parker, seconded by Mr. Gaudet, to add Diagnostic Lab to Table 5A, column II- Contracted Service with PMC.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**3. Add Diagnostic Radiology (Table 5A, Column II- Contracted Service with PMC)**

Initially, we had the Diagnostic Radiology as a referral in column III, but because of the sliding fee scale, we need to also place in column II. We will leave in column III for referrals to UMC for other testing as necessary.

**Motioned by Ms. McBride, seconded by Ms. Michel, to add Diagnostic Lab to Table 5A, column II- Contracted Service with PMC.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**4. Add Obstetrical Care**

**4a. Add Prenatal Care (Table 5A, Column II- Contracted Service with PMC/ Ochsner)**

**4b. Add Postpartum Care (Table 5A, Column II- Contracted Service with PMC/Ochsner)**

PMC recently entered into a contract with Ochsner to provide prenatal and postpartum services. We need to add those services to column II. The original contract for Obstetrical Care is with PMC and Ochsner. Ms. Harris said that she had been advised that PPC will enter into contact with PMC so that PPC can use PMC's contract with Ochsner. Dr. Eubanks, OB/GYN, will provide these services.

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to add Prenatal Care and Postpartum Care to the Table 5A, column II- Contracted Service with PMC/Ochsner.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**



**C. Review and Approval of Revised Credentialing and Privileging Policy and Procedure**

Ms. Harris provided a copy of the revised Credentialing and Privileging policy to the board prior to the meeting and at the meeting for their review and approval. Ms. Harris explained that during the TAV, the reviewers had recommendations on a few PPC policies. The revised Credentialing and Privileging policy includes temporary privileges, the removal of temporary privileges, appeal of rights for the removal of privileges, and also added was an opportunity for the providers to self attest fit for duty. There were no questions.

**Motioned by Ms. McBride, seconded by Ms. Serpas, to approve the revised Credentialing and Privileging Policy and Procedure**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**D. Review and Approval of Revised Sliding Fee Scale Policy**

Ms. Harris provided a copy of the revised Sliding Fee Scale policy to the board prior to the meeting and at the meeting for their review and approval. Ms. Harris explained that during the TAV, the financial reviewer made some suggestions regarding the Sliding Fee Scale application and policy. We have made changes according to the reviewer's recommendations. There were no questions.

**Motioned by Ms. Baham, seconded by Ms. Serpas, to approve the revised Sliding Fee Scale Policy.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**E. Review and Approval of Revised Corrected Fee Income Table (2019 FPL)**

Ms. Harris provided a copy of the Revised Corrected Fee Income Table (2019 FPL) to the board prior to the meeting and at the meeting for their review and approval. There was an error in part of the scale that has been corrected. Ms. Harris explained the Nominal Fees for medical, dental, and pharmacy. Initially, the scale didn't reflect Nominal fees. The fees are as followed:

Medical/BH \$20  
Dental - Preventive only \$50



Pharmacy \$8 per prescription

There were no questions.

**Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the revised, corrected Fee Income Table (2019 FPL).**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

#### **F. Review and Approval of Revised QI/QA Policy and Procedure**

Ms. Harris provided a copy of the Revised QI/QA Policy to the board prior to the meeting and at the meeting for their review and approval. Ms. Harris explained that during the TAV, the clinical reviewer suggested some changes. The Revised QI/QA policy reflects these changes. The policy will also reflect Annette Cotton will be the Clinical Director for the QI/QA plan. There were no questions.

**Motioned by Ms. Baham, seconded by Ms. Parker, to approve the Revised QI/QA Policy and Procedure.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

#### **G. Review and Approval of Strategic Plan**

Ms. Sandra Lode developed a Strategic Plan based on compiled data collected from the Strategic Plan worksheets completed by the board. The Strategic Plan reflects long term goals for the clinic; the board will work diligently to meet. The plan can be adjusted as needed to meet the needs of PPC and the patients that are served. There were no questions.

**Motioned by Ms. Ancar, seconded by Mr. Gaudet, to approve the Plaquemines Primary Care Strategic Plan.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

#### **H. Review and Approval of Revised Standards of Conduct/Conflict of Interest Policy**



Ms. Harris provided a copy of the revised Standards of Conduct policy to the board prior to the meeting and at the meeting for their review and approval. Ms. Harris explained that during the TAV, there was a question about the Conflict of Interest policy. The reviewers suggested to include specific wording about gratuity (receiving gifts from patients or vendors is prohibited) also added was a procedure of informing employees, officers and agents of the PPC Code of Conduct policy.

**Motioned by Ms. McBride, seconded by Ms. Baham, to approve the revised Standards of Conduct Policy.**

Public Comments:  
None

**Motion passed: 8 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

#### **I. Operational Site Visit (OSV)**

Ms. Harris gave an update on the upcoming OSV, which will take place on January 28<sup>th</sup>, 29<sup>th</sup>, & 30<sup>th</sup>. Ms. Nakisha Cleveland, Deputy Director with the Louisiana Primary Care Association, will be attending the Entrance and Exit Conference for the OSV.

#### **J. Primary Care Physician**

Ms. Harris updated the board about the negotiation process with Dr. Magonet. She discussed other options her, and Dr. Magonet has spoken about, and she plans to update accordingly. Ms. Harris also mentioned that Ms. Leslie had been contacted by Dr. Gaddis who is in her third year of residency at LSU in Lafayette. Dr. Gaddis expressed interest in working in primary care and urgent care. She and one of her co-residents, who's also interested in working with PPC, both plan to tour the facility on Feb. 1<sup>st</sup>.

#### **K. OB/GYN**

Dr. Eubanks, an OB/GYN with Ochsner, has started seeing patients twice a month. She will be seeing all primary care patients who are needing OB/GYN services. Ms. Harris is currently working with the Ochsner marketing team to come up with a marketing plan.

#### **L. Dental**

Dr. Emily LaCour, with Emily LaCour Dentistry, has started seeing primary care patients for once a month.

#### **Item XI. Adjournment (Belair)**



**Motioned by Mr. Gaudet, seconded by Ms. Serpas, to adjourn the meeting at 7:02 p.m.**

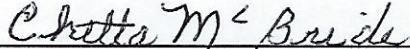
Public Comments:  
None

**Motion passed: 8 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 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 January 23, 2020.**

  
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Brigette Belair  
Chairman

  
\_\_\_\_\_  
Chetta McBride  
Secretary