

# DRAFT: PENDING APPROVAL

**PLAQUEMINES PRIMARY CARE, INC.  
REGULAR BOARD MEETING  
February 27, 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, Brigette Belair at 6:01 p.m. on February 27, 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>Absent</u>
Brigette 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>Present</u>		
Gaynell Baham:	<u>Absent</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, Mena Marinovich, Board Member, Plaquemines Medical Center, Ms. LaFrance, Board Member, Plaquemines Medical Center, Jane Tesvich, Board Member, Plaquemines Medical Center, Dr. Kotler, Medical Director, Plaquemines Medical Center, Jennifer Harris, Plaquemines Primary Care, Annette Cotton, Plaquemines Primary Care, Denise Espadron, Plaquemines Primary Care, Sandra Lode, Sandra Lode Consulting Group, Dominick Scandurro, Scandurro & Layrisson, LLC.,

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

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

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

Public Comments:  
None

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

**Item V. Approval of January 2020 Meeting Minutes. (Belair)**

**Motioned by Mr. Gaudet, seconded by Ms. Serpas, to approve the January 2020 minutes.**

Public Comments:  
None

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

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

**A. January 2020 Financials**

Ms. Fisher reported PPC January 2020 financials to the board. There were questions regarding the FQHC funding; Ms. Fisher gave a brief overview. Mr. Espadron had concerns about the SAC application submission, Ms. Harris reassured that the first part of the application was submitted and the second part is due in April. He also asked for a copy of the 2020 budget. Ms. Harris will provide a copy. There we no additional questions.

Ms. Harris updated the board on the FQHC Medicaid and Medicare payer numbers. These numbers were approved and have been backed dated to November and December. Ms. Harris is in the process of working with Athena to make sure all Medicaid and Medicare claims will be billed out correctly. We have hired a consultant, Ms. Terri Bird, and also Ms. Yvette Williams, who will be working side by side to assist with Billing & Coding.

**Motioned by Ms. Michel, seconded by Mr. Gaudet, to approve the January 2020 Financial Reports.**

Public Comments:  
None

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

**Item VII. Medical Director:**

Dr. Kotler discussed the meeting with Dr. Gaddis. Dr. Gaddis is interested in working with PPC & PMC. She is in her third year of residency in family medicine at LSU in Lafayette. Dr. Gaddis also brought another LSU student that is currently in her second year of residency in family medicine at LSU to tour the facility.

Public Comments:  
None

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

### **A. Uniform Data System (UDS) Report**

Ms. Harris gave a brief overview of the UDS Report. The UDS Report is an annual snapshot of all in-scope activities within the clinic, which is made up of eleven tables and three forms. The report is mandated for awardees that received 330 grants. It looks at patient characteristics, clinical services, and performance and operational costs and revenues. The report was due on February 15, 2020, and was submitted on February 10, 2020. The UDS Report has been audited and returned to PPC for revision and has been resubmitted.

Public Comments:

None

### **B. Quality Dashboard Report**

Ms. Harris presented the Quality Dashboard Report to the board. This report is something the OSV reviewers recommend to be presented each month. The Quality Dashboard lists all clinical elements of the UDS report. The board was provided with the 2019 UDS data as well as PPC's goals. Ms. Harris has developed a spreadsheet that she will present to the board each month to keep the and the PPC staff aware of how the clinic is doing and compare those monthly numbers to our goal to see where improvements need to be made.

Public Comments:

None

### **C. Intro of Dr. Gaddis**

Dr. Gaddis was not able to attend this month's meeting.

Public Comments:

None

### **D. Millage**

Ms. Leslie Prest gave a brief overview of the election to renew the 10-year ad valorem tax. The PMC board members will be adopting a resolution ordering and calling an election to be held in said District on May 9, 2020, to renew an ad valorem tax. Ms. Prest wanted to share this information with the PPC board of directors so they can encourage all family and friends to support the 10-year ad valorem tax. PMC will also be doing advertising and marketing. Some marketing ideas are yard signs, infomercials, and social media ads.

Public Comments:  
None

#### **E. Board Meeting Dates**

The board discussed concerns about meeting dates being on the last Thursday of the month. Some concerns are: not having a quorum for the meeting or not being able to reschedule the meeting before the month ends. As a requirement of the FQHC grant, PPC is required to have a meeting each month. With that being said, there are conflicts for some members. The board discussed its options.

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to change the PPC board meeting date to every third Thursday of each month at 6 pm.**

Public Comments:  
None

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

#### **F. Adoption of PMC's Revised Accounting Policy and Procedure**

Ms. Harris provided a copy of PMC's Revised Accounting Policy and Procedure to the board prior to the meeting and at the meeting for their review and approval. This policy was revised to add Chart of Accounts and general ledger to the section on page six (6). There were no questions.

**Motioned by Ms. McBride, seconded by Mr. Gaudet, to adopt PMC's Revised Accounting Policy and Procedure.**

Public Comments:  
None

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

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

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

Ms. Harris provided a copy of the PMC/PPC HRSA OSV Requirements Post-OSV Status to the board. She touched on several elements that have not been met. Ms. Harris and the PPC care team have been working diligently to make sure these requirements are being met.

Public Comments:  
None

## **B. Mobile Medical Unit**

To better utilize our mobile medical unit, starting March 10, 2020, PPC will be taking the mobile medical unit to the Rev. Percy Griffin Community Center on the east bank of the parish every 2<sup>nd</sup> Tuesday of each month. PPC will provide primary care services to residents of the east bank.

Public Comments:  
None

## **C. Conflict of interests form**

Ms. Harris provided a revised copy of the Conflict of Interest Disclosure Form to the board. Each member had to fill out and return these forms to Ms. Harris. She explained that the revised form addresses if the board members have any direct family members employed by PPC or PMC. There were no questions.

Public comments:  
None

## **D. Review and Approve changes to Form 5A**

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). 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 a formal written contract with an outside entity (PPC pays for service). Column III represents services provided through a 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 Screenings and Gynecological (Table 5A, column III- Contracted Service)**

Screenings and Gynecological needs to be added to column III due to PPC's referral agreement with University Medical Center (UMC).

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to add Screenings and Gynecological to column III.**

Public Comments:  
None

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

#### **E. Approve Credentialing and Privileging for:**

All providers for PPC has completed their credentialing process. They have filled out the privileges request forms. Ms. Harris has sent these privileges to Dr. Kotler for his review. Dr. Kotler has approved all requested privileges from each provider.

**Motioned by Mr. Gaudet, seconded by Ms. McBride, to approve credentialing and privileging for Annette Cotton, NP, Dr. Wells, Dr. LaCour, Dr. Eubanks, and Dr. Cartagena.**

Public Comments:  
None

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

#### **F. Review and Approval of revised Sliding Fee Policy**

Ms. Harris provided a copy of the revised Sliding Fee Policy to the board prior to the meeting and at the meeting for their review and approval. Ms. Harris explained that during the OSV, the clinical reviewer suggested some changes. The revised policy reflects these changes, and there were no questions.

**Motioned by Mr. Espadron, seconded by Ms. Serpas, to approve the Revised Sliding Fee Policy and Procedure.**

Public Comments:  
None

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

#### **G. Review and Approval of revised 2020 Income Fee Scale**

Ms. Harris provided a copy of the revised 2020 Income Fee Scale Policy to the board prior to the meeting and at the meeting for their review and approval. The Income Fee Scale is updated in February of each year. There were no questions.

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to approve the revised 2020 Income Scale.**

Public Comments:  
None

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

## **H. Review and Approval of Dental Fee Schedule**

Ms. Harris provided a copy of the Dental Fee Schedule to the board prior to the meeting and at the meeting for their review and approval. The Dental Fee schedule reflects the fees for preventive oral care. Dr. Emily LaCour has joined our team and will provide preventive oral care once a month. There were no questions.

**Motioned by Mr. Espadron, seconded by Ms. Michel, to approve the Dental Fee Schedule.**

Public Comments:  
None

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

## **I. Adoption of PMC's Revised HRSA Payment Management System Drawdown Policy.**

Ms. Harris provided a copy of the PMC's Revised HRSA Payment Management System Drawdown Policy to the board prior to the meeting and at the meeting for their review and approval. We revised the time from five (5) days to not to exceed three (3) days, and drawdowns are restricted to once a month. There were no questions.

**Motioned by Mr. Gaudet, seconded by Ms. Ancar, to adopt the PMC's Revised HRSA Payment Management System Drawdown Policy.**

Public Comments:  
None

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

## **J. Primary Care Provider Update**

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.

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

### **A. Annual evaluation of CEO**

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

Public Comments:  
None

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

Convened at: 6:56 pm  
Re-convened Regular Meeting at: 7:41 pm

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

Public Comments:  
None

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

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to move the PPC CEO Jennifer Harris's position from an hourly to salaried position with the salary to be negotiated with PPC Board Chairman and PMC Administrator consistent with the Primary Care Board Evaluation.**

Public Comments:  
None

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

**Item XI. Adjournment (Belair)**

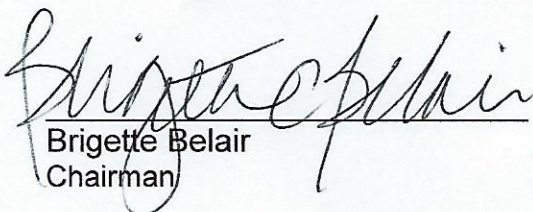
**Motioned by Mr. Espadron, seconded by Mr. Gaudet, to adjourn the meeting at 7:42 p.m.**

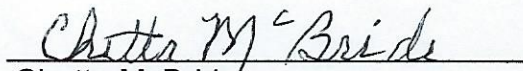
Public Comments:  
None

**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 February 27, 2020.**

  
\_\_\_\_\_  
Brigette Belair  
Chairman

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