

Final Copy

PLAQUEMINES MEDICAL CENTER REGULAR BOARD MEETING April 21, 2022

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 7:22 PM on April 21, 2022, at Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Hannaha Williams conducted the customary roll call of the Board Members and 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>Absent</u>
Brigette Belair:	<u>Present</u>	Jane Tesvich:	<u>Present</u>
Mena Marinovich:	<u>Present</u>	Bonnie Thomas:	<u>Absent</u>
Dale Adams:	<u>Present</u>		

A quorum was declared present.

Also in attendance were: Leslie Prest, Plaquemines Medical Center; Hannaha Williams; Plaquemines Medical Center, Colleen Fisher, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Jennifer Harris, Plaquemines Primary Care; Dr. Michel Kotler, Plaquemines Medical Center, Katharine Steele, CEO, Remote MD.

Item III. Pledge of Allegiance: (Marinovich)

Item IV. 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: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

Item V. Approval of March 2022 Regular Meeting Minutes. (Adams)

Motioned by Ms. Marinovich, seconded by Ms. Belair, to approve the March 2022 Regular Meeting Minutes.

Public Comments:

None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

Item VI. Financials: (Fisher)

A. & B. March 2022 Financial Reports

Ms. Fisher provided a copy of the March 2022 Financial reports to the Board via email before the meeting for their review and approval. Ms. Prest read through the March 2022 financial reports during the meeting. She read aloud the Profit & Loss Budget vs. Actual year-to-date comparison, and Ms. Prest also discussed the Billing Stats and the visit count. She stated that our Occupational Medicine Department had seen increased workflow due to the new and upcoming LNG project. Dr. Kotler asked what percentage of patients are drug screens, employment physicals, and work-related injuries and illnesses. Ms. Prest noted that for March, 9% were employment physicals, 2% were work-related injuries and illnesses, and 10% were drug screens. The Board discussed, and Ms. Prest asked if anyone had questions. Mr. Gaudet asked if any of the OccMed patients seen in urgent care utilize primary care. Ms. Prest explained that some are referred for work clearance and disease management. Dr. Kotler expressed his thoughts on the goodness of having access to primary care services in the same facility to assist with a quick turnaround for employees and employers. There were no questions and no items to discuss.

Motioned by Ms. Marinovich, seconded by Ms. Braud, to approve the March 2022 Financial Report.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

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

Dr. Michael Kotler had nothing new to report.

Ms. Martin updated the Board regarding COVID and Flu stats. She noted that there had been a significant decrease in the COVID stats. From March 17th to April 21st, we tested three hundred and eight (308) patients for COVID, of which eleven (11) were positive. She encouraged everyone to continue to follow the CDC guidelines for handwashing, masking and getting vaccinated. PMC will administer COVID-19 vaccines and boosters every Tuesday, 9 AM – 5 PM, and every Friday, 9 AM – 12 PM. We tested one hundred and forty (140) patients for flu, of which eleven (11) were positive.

As part of the National Minority Health Month, PMC partnered with PPC, and LPCA and hosted a Boosting up COVID Prevention Easter drive-thru giveaway event. She shared her excitement, and said the event was successful. Ms. Martin said, "Even the Easter Bunny hopped on down the road for a visit."

On April 28th PMC and PPC will attend the Celebrity Waiter Fundraiser hosted by the Plaquemines Community C.A.R.E. Centers Foundation, INC. to improve mental health services within Plaquemines Parish. Ms. Hannaha Williams and Mr. Robert Albrechet attended the Coratioan Festival on March 26th, and they had a great day.

Public Comments:
None

Item VIII. New Business: (Adams)

A. Hurricane Preparation

Ms. Prest mentioned that the staff and the department managers met to brainstorm on what could be done better in order to prepare for hurricane season following our most recent event Hurricane Ida. She stated that Industrial Pumps installed a pump to the potable water tank to assist with filling from the military water supply truck in the event of another disaster. Ms. Prest also mentioned that they are still working on a fix for the air conditioning system when on generator. She will update the board at next months meeting. The Board discussed, and there were no questions.

Public Comments:
None

B. Ethics Training

Mr. Adams announced that the Ethics training is before the May Board meeting on the 12th, starting at 5 PM. All Board members must have Ethics training annually.

Public Comments:
None

Item IX. Old Business: (Adams)

A. Cap on Insurance Policies

At last month's meeting, Ryan Daul with Daul Insurance presented the Excess Auto policy renewal to the board. The Board discussed and elected to purchase the Excess Auto Insurance. The policy is an additional 3 million in coverage for an additional \$20,000. However, they had questions regarding an insurance cap on lawsuits and whether or not the medical center falls under a municipality. Mr. Scandurro briefly explained his research on the cap on the insurance policies. He noted that the Hospital Services District does fall under a municipality of a subdivision of the state. This does put a cap on certain portions of a lawsuit, however does not limit the suit in its entirety. Mr. Scandurro and Ms. Braud recommended an audit of all insurance policies the Hospital Service District has and its limits. They would like a recommendation on whether the current policies are sufficient. Ms. Prest and Mr. Scandurro will report back to the board at next months meeting. The Board discussed, and there were no questions.

Public Comments:

None

B. Rostan

Ms. Prest briefly updated the Board on her and Colleen Fisher's work with Rostan from Hurricanes Ida, COVID, and a new contract.

1 & 2. Amendments No. 1, 3, and 4

Ms. Fisher provided a copy of Amendments No. 1, 3, and 4 to the Board via email for their review and approval. Ms. Prest explained each amendment. She noted that amendment no. 3 is to extend the term of the agreement to June 30, 2022. Amendment No. 4 increases the cap from \$60,000 to \$100,000 for the Direct Administrative Charges (DAC) to assist with COVID-19 claims. Amendment No. 1 regards Hurricane Ida and increases the cap from \$10,000 to \$15,000. Ms. Prest also noted the new contract with Roatan.

Motioned by Mr. Gaudet, seconded by Ms. Marinovich, to approve Amendments No. 1, 3, and 4 as presented and elect to increase the cap to the amounts recommended by the Administration.

Public Comments:

None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

3. New Contract

Ms. Prest provided the new Rostan contract via email before the meeting. Ms. Prest explained that due to an emergency declaration regarding COVID-19, the Hospital Service District entered into a new contract with Rostan.

Motioned by Ms. Marinovich, seconded by Ms. Belair, to enter into a new 3-year contract with Rostan to represent the Hospital Service District in any emergency.

Public Comments:

None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

C. Update on Belle Chasse Facility

Ms. Prest talked about the floor plans and layout of the new facility underway in Belle Chasse. Ms. Prest noted that she and Dr. Kotler have been working with Metro Studios and discussed the presented plans with the Board. The Board discussed their options and concerns to utilize the space in the best way possible. Ms. Prest plans to discuss these concerns with the architect and update accordingly. Ms. Prest and Ms. Martin also put together a list of equipment for each room. Dr. Kotler expressed his excitement about the new project. Ms. Prest expressed her appreciation for all the hard work and assistance Dr. Kotler has put into the layout and drawing of the new facility. There were no additional questions.

Public comments:
None

D. COVID-19 Update

Please refer to the comments made by Ms. Martin earlier in the meeting.
Public Comments:
None

E. Primary Care Update

Everyone was present at the PPC meeting. No additional items to discuss. However, Ms. Harris shared her appreciation for PMC for patient referrals.

Public Comments:
None

Item X. Executive Session: (Adams)

Motioned by Ms. Belair, seconded by Ms. Marinovich to go into Executive Session.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

Convened at:	8:21 PM
Re-convened Regular Meeting at:	8:36 PM

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

A. Strategic Planning

Motioned by Mr. Gaudet, seconded by Ms. Belair, to amend the agenda to include in New Business approval of a 3-year employee retention plan.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

Motioned by Ms. Marinovich, seconded by Ms. Tesvich, to accept the 3-year employee retention plan presented by the Administration. The retention plan includes a 3% cost of living raise for all non salaried employees, in May of 2022, May of 2023, and a 4% cost of living raise in May of 2024. This is in addition to the employees annual performance evaluation.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present not voting.

Item XI. Adjournment: (Adams)

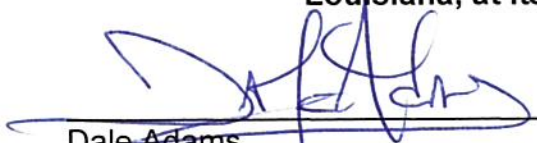
Motioned by Mr. Gaudet, seconded by Ms. Belair, to adjourn the meeting at 8:37 PM.

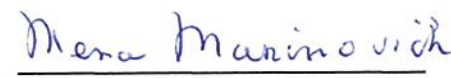
Public Comments:
None

Motion passed: 5 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 Commissioners of Plaquemines Parish Hospital Service District Number One d/b/a Plaquemines Medical Center, State of Louisiana, at its Regular Meeting on April 21, 2022.


Dale Adams
Chairman of the Board


Mena Marinovich
Secretary/Treasurer