

# FINAL APPROVED

## PLAQUEMINES MEDICAL CENTER REGULAR BOARD MEETING November 17, 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 7:00 pm on November 17, 2022, at Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Tyler Overton 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>Absent</u>
Erin Braud:	<u>Present</u> (via phone)	Norma LaFrance:	<u>Present</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. Ms. Erin Braud was not allowed to participate in voting due to not being physically present.

Also in attendance were: Leslie Prest, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Hannaha Williams, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; and Jennifer Harris, Plaquemines Primary Care; Dr. Michael Kotler (via phone), Plaquemines Medical Center; Dr. William Kotler (via phone), Plaquemines Medical Center.

### Item III. Pledge of Allegiance: (Marinovich)

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

**Motioned by Ms. Marinovich, seconded by Ms. LaFrance, to approve the current agenda.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

### Item V. Approval of October 2022 Meeting Minutes. (Adams)

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

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

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

**A. October 2022 Financial Reports**

Ms. Fisher provided a copy of the October 2022 Financial reports to The Board via email before the meeting for review. During the meeting, Ms. Fisher read through the October 2022 financial reports. She read aloud the Profit & Loss Budget vs. Actual, comparison, Billing Stats, and the visit count. Ms. Belair asked if the bad debt included the contractual adjustments. Ms. Fisher confirmed that the contractual adjustments and the bad debt are totaled in the collection number. The Board had no further questions.

**Motioned by Ms. Marinovich, seconded by Ms. Belair, to approve the October 2022 Financial Report**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

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

Ms. Martin stated that they have been seeing more patients. They are trying to push more Flu vaccines after seeing 177 positive cases. Ms. Martin stated that the Louisiana Department of Health (LDH) would like Plaquemines Medical Center to do a drive-thru Flu vaccine administration event. With holiday travel and family and friend get-togethers, normally, a spike is seen around this time of year. Ms. Martin added that there had been an increase in Ebola cases. She urged those to stay as protected as possible between COVID, Flu, and Ebola.

Ms. Martin said PMC would participate in the Orange Festival on December 2 through December 4. PMC will also participate in the Christmas Tree lighting on December 6 through December 8.

Doctor Kotler participated in the Board meeting via telephone. He did not have any further information to add from what Ms. Martin provided other than his efforts in recruiting physicians to come down to work at Plaquemines Medical Center.

Public Comments:  
None

## **Item VIII. New Business**

None

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

### **A. Review and Approval of Procurement Policy Federal Funds**

A copy of the Procurement Policy was given to The Board Members before the meeting for review. Ms. Harris said our old policy was outdated. The major change is the simple acquisition threshold has increased from \$100,000 to \$150,000. Ms. Harris also added that when state law is more restrictive, PMC will follow state law instead of federal law. Mr. Adams asked if The Board had any further questions, and they did not.

**Motioned by Ms. Belair, seconded by Ms. Marinovich, for review and approval of Procurement Policy Federal Funds.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

### **B. Review and Approval of Accounting Policy**

A copy of the Accounting Policy was given to the Board Members before the meeting for review. Ms. Harris explained that the only major change in PMC accounting policy is the public bid law going from \$50,000 to \$60,000. The Board members had no questions about this change to the current accounting policy.

Public Comments:  
None

**Motioned by Ms. Marinovich, seconded by Ms. LaFrance, for review and approval of Accounting Policy.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

### **C. Review and Approval of HRSA-PMS System Process Drawdown**

Ms. Harris began by stating there have been no changes to the HRSA Payment Management System. It is simply in place to show the dollar amount and where grants have been spent. Mr. Adams asked The Board if they had any questions, and there were none.



**Motioned by Ms. Marinovich, seconded by Ms. LaFrance, for review and approval of HRSA-PMS System Process Drawdown.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

#### **D. Agency Nurses**

As of now, FEMA is still reimbursing PMC 90% of cost for agency nurses through December 3. Ms. Prest expressed the thought if FEMA does not extend this reimbursement, then the facility will have to go through a head-hunter to have someone permanently placed. The position has been placed in the Gazette, Monster, Indeed, Facebook, etc. Day shift is primarily what Plaquemines Medical Center is lacking.

Ms. Prest said PMC is utilizing MAs to assist nurses. PMC will look at renewing another contract during December for another six to eight-week period. Dr. William Kotler added that the search for nurses is not any better in the greater New Orleans area.

The Board expressed how great the nurses have been when they have visited the facility. Ms. Prest concurred that they have been phenomenal and have a great amount of past emergency room experience. Ms. LaFrance noted that there has been a great amount of burnout due to COVID.

Public Comments:  
None

#### **E. Update on Belle Chasse Facility**

Mr. Adams said there would be further discussion on the Belle Chasse Facility during the Executive Session. Mr. Adams stated there was a mandatory pre-bid meeting on Tuesday, November 15 at the Belle Chasse Facility. Those who attend are the only ones that will be able formally place a bid.

#### **F. COVID-19 Update**

Ms. Martin presented an update that with 500 tests, there were 17 positives. She stated COVID numbers are down, but the Flu number has risen. Mr. Dale asked Ms. Martin if there was a way for her to separate the numbers between members of the worksites and the residents. Ms. Martin said she would look to see what could be done. There were no further comments or questions from The Board.

Ms. Prest states our daily average this month has been anywhere from 60 to 70 patients per day. On Saturday and Sunday, the average is lower. The Board had no further comments or questions.



Public Comments:  
None

### **G. Primary Care Update**

Mr. Adams asked The Board if there were any Primary Care questions. The Board had no questions or comments.

Public Comments:  
None

## **Item X. EXECUTIVE SESSION**

### **A. Strategic Planning, LA.R.S.46:1073**

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

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

Convened at: 7:27 PM

Re-Convened Regular Meeting at: 7:46 PM

**Motioned by Ms. LaFrance, seconded by Ms. Marinovich, to reconvene the regular meeting following the Executive Session**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone not voting**

**Motioned by Ms. Belair, seconded by Ms. LaFrance, to accept the probable cost for the Belle Chasse Facility. Mr. Adams requested a role call vote.**

Rechelle Ragas:	<u>Absent</u>
Erin Braud:	<u>Not Able to Vote</u>
Brigette Belair:	<u>Yes</u>
Mena Marinovich:	<u>Yes</u>
Dale Adams:	<u>Yes</u>

Stanley Gaudet:	<u>Absent</u>
Norma LaFrance:	<u>Yes</u>
Jane Tesvich:	<u>Yes</u>
Bonnie Thomas:	<u>Absent</u>

Public Comments:  
None

**Item XI. Adjournment: (Adams)**



**Motioned by Ms. Marinovich, seconded by Ms. Belair, to adjourn the meeting at 8:02 pm.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 3 Absent, 1 Present via telephone 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 November 17, 2022.**

  
Dale Adams  
Chairman of The Board  
Mena Marinovich  
Secretary/Treasurer