

FINAL: APPROVED

PLAQUEMINES MEDICAL CENTER REGULAR BOARD MEETING July 20, 2023

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 6:05 pm on July 20, 2023, 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>Present (6:24 PM via Zoom)</u> | Stanley Gaudet: | <u>Present</u> |
| Dorothy Lundin: | <u>Present</u> | Norma LaFrance: | <u>Present</u> |
| Brigette Belair: | <u>Present</u> | Jane Tesvich: | <u>Absent</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; Colleen Fisher, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Donald Brown, Plaquemines Medical Center; Donald Talazac, Plaquemines Medical Center; Dr. Mohammad Naeem, Plaquemines Medical (7:00 PM); Dr. Michael Kotler, Medical Director, Plaquemines Medical Center (8:00 PM); Jennifer Harris, Plaquemines Primary Care; Dominick Scandurro, Scandurro & Layrisson LLC; Jay Lobrano, Carver Darden; Chadwick Cole, Spectrum; Kenneth Gowland (via phone), MetroStudios; Anthony Catalano, CMIT (via Zoom); Craig Taylor, CyberHoot (via Zoom).

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 June 2023 Regular Meeting Minutes. (Adams)

Motioned by Ms. Marinovich, seconded by Ms. Belair, to approve the June 2023 Regular Meeting Minutes.

Public Comments:
None

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

Item VI. Financials: (Fisher)

A. & B. Review and Approval of June Financial Reports

Ms. Fisher emailed the board a copy of the financial reports for review before the meeting. She read through the June 2023 financial reports during the meeting. Ms. Fisher reviewed the Profit & Loss Budget vs. the Actual year-to-date comparison, the June 2023 Income Graph, Expense Graph, Billing Statistics, and the June 2023 Payer Mix. She concluded the financials by explaining to the Board the June 2023 Visit Summary and a breakdown of the daily patient flow of each provider/service from the June 2023 Encounter Dashboard.

Motioned by Ms. Marinovich, seconded by Ms. LaFrance, to approve the June 2023 Financial Report.

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

Public Comments:
None

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

Dr. Kotler and Dr. Naeem were not available for the board meeting at this time.

Ms. Martin announced that COVID numbers are rising. Since June 15th, there have been 228 tests with 79 positive cases. Ms. Martin is asking all patients with any respiratory issues or Flu-like symptoms to wear masks in the facility. For the Flu, there were 199 tests performed, with 32 positive cases.

Ms. Martin announced that a Back-to-School Drive will be on August 3rd at Plaquemines Medical Center and August 9th at the Percy Griffin Community Center on the Eastbank. PMC will also be at the Fisherman's Health Fair at the Port Sulphur YMCA on August 1st to provide health screenings.

Ms. Martin also announced that the lab passed its COLA certification.

Item VIII. New Business: (Adams)

A. Spectrum Employee Benefits

Mr. Cole introduced himself and passed out information to the board about the employee benefit plans. He shared that the facility could continue with the current grandfathered Health Insurance Plan with Blue Cross Blue Shield or opt for other plans he presented to the board.

The board discussed the plans. They decided to keep the current Health Insurance Plan and change to Mutual of Omaha for Dental, Vision, Long-term, and Short-term disability insurance.

Motioned by Ms. Belair, seconded by Mr. Gaudet, to maintain the current Health insurance plan with Blue Cross/Blue Shield of LA and change to Mutual of Omaha for Dental, Vision, Long-term and Short-term disability insurance.

Public Comments:
None

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

B. Change Order with MetroStudios

Ms. Prest told the board she initiated a few change orders for the new facility. These changes included a door in the waiting room to be changed to a handicapped door and to have additional cameras installed.

Kenneth Gowland with MetroStudios introduced himself over the phone. He said there would be an addition of at least ten cameras with the expansion of receiver equipment and the expense of labor and setup. This would give the facility interior surveillance for monitoring purposes. He also explained the door Ms. Prest referred to. Initially, it was a standard ADA door, which will be changed to a power-actuated door, as seen in a hospital corridor. Mr. Gowland is still waiting for the cost from the original contractor.

For the roof, some modifications would be made from past approvals. Mr. Gowland stated that they are trying to adhere to fortified roof guidelines in order to reduce the cost of wind and hail insurance in the future.

He continued to explain the finite points of the roof to the board and modifications without having a massive change to the current design. Mr. Gowland will provide the details and pricing to the board for review once he has the specifics.

The board discussed the change orders and decided it would be best for the facility to move forward with the changes.

Motioned by Mr. Gaudet, seconded by Ms. Marinovich, to accept the change

orders with MetroStudios.

Public Comments:

None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 2 Present not voting.

C. Addition of Holiday (Christmas Eve, New Year's Eve, MLK)

Ms. Prest asked the board to add Christmas Eve, New Year's Eve, and MLK to the PMC holiday schedule. Having nurses and other staff work on the listed holidays is challenging.

The board discussed the pros and cons of the addition of the new holidays and the importance to have personnel work those days.

Motioned by Ms. LaFrance, seconded by Ms. Marinovich, for the addition of Christmas Eve, New Year's Eve, and MLK Day.

Public Comments:

None

Motion passed: 4 Yeas, 1 Nays, 2 Absent, 1 Present not voting, 1 present via telephone/unable to vote.

D. Adopt The Millage Rate for The Tax Year 2023

Mr. Adams read aloud the following resolution to adopt the tax rate for the year 2023:

PLAQUEMINES PARISH HOSPITAL SERVICE DISTRICT NUMBER ONE
d/b/a Plaquemines Medical Center

RESOLUTION NUMBER 1-2023

MOTION BY: _____

SECOND BY: _____

RESOLUTION TO ADOPT THE MILLAGE RATE FOR 'HOSPITAL SERVICE DISTRICT TAX – 15 YEARS' AND 'HOSPITAL SERVICE DISTRICT TAX – 10 YEARS' FOR THE 2023 TAX YEAR.

SECTION 1: BE IT RESOLVED, by the Board of Commissioners of the Plaquemines Parish Hospital Service District Number One, d/b/a Plaquemines Medical Center, in a public meeting held on July 20, 2023; the following millages are hereby levied on the 2023 tax roll on all property subject to taxation by Plaquemines Parish Hospital Service District Number 1:

MILLAGE

| | |
|--|-------------|
| Hospital District Tax – 15 Years (1055 009): | 2.890 mills |
| Hospital Service District No. 1- 10 Years (1055 0022): | 3.00 mills |

SECTION 2: BE IT FURTHER RESOLVED, by the Board of Commissioners of the Plaquemines Parish Hospital Service District Number One, d/b/a Plaquemines Medical Center, that the proper administrative officials of the Parish of Plaquemines, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2023, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full; the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: _____

NAYS: _____

ABSTAINED: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF JULY 2023

Leslie Prest; Administrator

Dale Adams; Chairman

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on July 20, 2023, at which meeting a quorum was present and voting.

Port Sulphur, Louisiana, this 20th day of July 2023

Leslie Prest; Administrator
Board of Commissioners of Plaquemines Parish

Hospital Service District Number One
d/b/a Plaquemines Medical Center
27136 Highway 23
Port Sulphur, LA 70083
(504) 564-3344

Motioned by Ms. Marinovich, seconded by Ms. Belair to adopt the Millage Rate for the Tax Year 2023

Tyler Overton proceeded to conduct a roll call vote:

| | | | |
|------------------|---------------|-----------------|---------------|
| Rechelle Ragas: | <u>Absent</u> | Stanley Gaudet: | <u>Yea</u> |
| Dorothy Lundin: | <u>Yea</u> | Norma LaFrance: | <u>Yea</u> |
| Brigette Belair: | <u>Yea</u> | Jane Tesvich: | <u>Absent</u> |
| Mena Marinovich: | <u>Yea</u> | Bonnie Thomas: | <u>Absent</u> |
| Dale Adams: | <u>Yea</u> | | |

Public Comments:
None

Motion Passed, 6 Yeas, 0 Nays, 2 Absent, 1 present via telephone/unable to vote.

E. Credit Card Fee

Ms. Prest said the facility is paying about 4.5% on credit card fees, costing the facility, on average, about \$1,000 a month. Ms. Prest asked if it were a fee the board would want to pass on to the patient. The board did not want to pass the fee on to the patient.

Public Comments:
None

F. Security Rate

We have security at the facility for 365 days of the year, from 5 PM to 6 AM and on weekends until 7:00 AM. Due to competing prices, maintaining PPSO security has been a challenge.

Ms. Prest looked at other options from various security companies and discussed the information and pricing with the board.

The board discussed their options in the meeting. The board concluded using Security Solutions as an alternative to the current security.

Motioned by Ms. Belair, seconded by Ms. LaFrance, to change to Security Solutions for in-person security.

Public Comments:

None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

G. Podiatry and Dermatology

Ms. Prest explained the amount the vendors pay to rent space daily in the facility. Ms. Prest explained her concerns in reference to half days and full days.

The board concurred that the current flat fee day rate should be paid for the rental space for all vendors each day, regardless if it is a half or full day.

Public Comments:

None

H. Cybersecurity

Anthony Catalano from CMIT introduced Craig Taylor from CyberHoot to explain the cybersecurity options the facility could purchase.

Mr. Taylor explained what he had to offer the facility. The services ranged from data protection, data loss, customer care, risk management, etc. Mr. Taylor assessed what the facility and board needed and discussed the different categories, plans, and rates CyberHoot had to offer.

Ms. Prest said she would follow up with Mr. Taylor on additional info and pricing. Ms. Prest also stated she would have to get two other prices for cybersecurity.

Public Comments:

None

I. Feasibility Study ADAMS Management Services Corporation.

Ms. Prest looked into a critical access hospital and questioned the feasibility. Ms. Prest is also reviewing the requirements of a Rural Emergency Hospital (REH). She said it would cost approximately \$6,000 plus travel to have ADAMS Management Services Corporation evaluate the services PMC currently offers and what services PMC needs to become an accredited REH.

The board discussed this along with Dr. Naeem's input and favored having ADAMS Management Services Corporation assist with the process if PMC is eligible to apply for the designation.

Motioned by Ms. LaFrance, seconded by Ms. Marinovich, to allow Ms. Prest to hire ADAMS Management Services Corporation if PMC is eligible to apply for REH designation.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

J. Sexual Harassment & Ethics Training

Ms. Prest said these training certificates must be completed in order to comply with the legislative auditor's agreed upon procedures. Instructions on completing these courses online have been emailed to the board to complete. There were no further questions from the board.

Public Comments:
None

K. August Board Meeting To August 10th

Ms. Prest explained to the board that Plaquemines Medical Center must move their Board Meeting to August 10th due to a time conflict. The board had no issue with moving the meeting to August 10th at 6:00 AM.

Public Comments:
None

L. COLA Certification

Ms. Prest stated that the lab recently passed its COLA Certification.

She also stated that the Labdeq software PMC currently has is no longer supported. PMC will need to upgrade the software.

The Labdeq software update is between \$17,000 to \$18,000. The board had no questions and agreed to upgrade the software.

Motioned by Ms. Marinovich, seconded by Ms. LaFrance, to allow Ms. Prest to purchase and upgrade the Labdeq software.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

M. Rural Emergency Hospital

Please refer to "Section I" for Rural Emergency Hospital

Item IX. Old Business: (Adams)

A. Council Resolution Update

The emailed quarterly updates are sufficient for Plaquemines Parish Council. PMC board meetings are open to the public. Our agenda and meeting minutes are posted on our website. If the public has any questions, they are welcome to contact Ms. Prest.

Public Comments:
None

B. Belle Chasse Facility Hours

Ms. Prest discussed the hours of operation for the new facility in Belle Chasse with the board. The board agreed to allow Ms. Prest to determine the hours of operation.

The board had no further questions or comments.

Public Comments:
None

C. Update on Belle Chasse Facility

Ms. Prest said they poured concrete for the extension of the building.

Public Comments:
None

D. COVID-19 Update (Monica Martin)

Please refer to "Item VII" for COVID-19 Update

E. Primary Care Update (Jennifer Harris)

Ms. Harris updated the board on the Service Area Competition (SAC) Application due at the end of August. She also touched on the Medicaid Unwind Project, explaining that Medicaid Unwind is where many residents in the state of Louisiana are at risk of losing their Medicaid coverage.

F. Update on Roof/Cement/Sealing The Building

Mr. Brown updated the board on the status of the building regarding certain repairs. He has had some cracking along the stairwell. With the help of outside sources, it was recommended that we seal the building.

Lastly, there was a huge hole found beneath the surface secondary to a leaking drain pipe. We had to hire emergency services to resolve the issue immediately to avoid injury.

For sealing the building, Mr. Brown gave the board three different quotes for the board to review and went over the scope of service and prices. The board discussed this and thought that Apex Waterproofing of Louisiana was the correct contractor to seal the building.

Motioned by Ms. Marinovich, seconded by Ms. LaFrance, to allow Apex Waterproofing of Louisiana to seal the building.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

Item X. Executive Session:

A. Strategic Planning-LA. R.S. 46:1073

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

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

Convened at: 8:13 PM
Re-convened at: 8:43 PM

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

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

XI. SELECTION OF AN ATTORNEY TO REPRESENT PMC'S BOARD OF COMMISSIONERS: (Dale Adams)

Motioned by Mr. Gaudet, seconded by Ms. Marinovich, to hire Mr. Jay Lobrano and his firm to represent the Board of Directors for Plaquemines Medical Center, and also allow the Chairman of the Board to negotiate an agreement for legal services with the firm.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

Motioned by Mr. Gaudet, seconded by Ms. Marinovich, to pass conflict waiver with Jay Labrano as presented by our present board.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

Mr. Adams made a final motion to allow Ms. Prest a 10% wage increase.

Motioned by Ms. Marinovich, seconded by Ms. LaFrance to allow Ms. Prest a 10% wage increase

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

Item XII. Adjournment: (Adams)

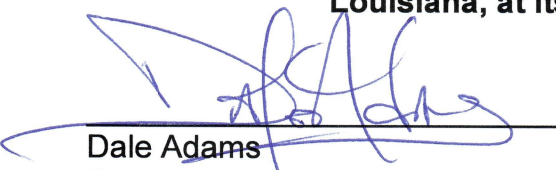
Motioned by Ms. Marinovich, seconded by Ms. Belair, to adjourn the meeting at 8:45 PM.

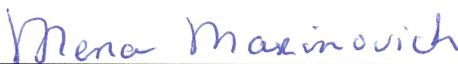
Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 2 Absent, 1 Present not voting, 1 Present via telephone/unable to vote.

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 July 20, 2023.


Dale Adams
Chairman of the Board


Mena Marinovich
Secretary/Treasurer