

FINAL: APPROVED

PLAQUEMINES MEDICAL CENTER REGULAR BOARD MEETING June 22, 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 6:07 pm on June 22, 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>Absent</u>	Stanley Gaudet:	<u>Present</u>
Dorothy Lundin:	<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>Present</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; Derek Kremer, Plaquemines Medical Center; Jennifer Harris, Plaquemines Primary Care; Heidi Hughes, HealthSure; Pollyanna Lengel, HealthSure (via Zoom); John Clement (via Zoom), HealthSure.

Item III. Pledge of Allegiance: (Marinovich)

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

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

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

Item V. Approval of May 2023 Regular Meeting Minutes. (Adams)

Motioned by Ms. Marinovich, seconded by Ms. Lundin, to approve the May 2023 Regular Meeting Minutes.

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

Item VI. Financials: (Fisher)

A. & B. Review and Approval of May Financial Reports and Amend the 2023 Budget

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

Motioned by Mr. Gaudet, seconded by Ms. Marinovich, to approve the May 2023 Financial Report.

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

**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.

Ms. Martin announced that we have a new PRN nurse, along with the addition of contract nurses. Due to more on-site testing, Ms. Martin said she is having the new nurses trained in Occupational Medicine. She also stated that there have been 27 transfers to other facilities from PMC within the last month.

Ms. Prest pointed out that during last month's board meeting, PMC had 64 patient transfers from January to May. PMC had 27 transfers in the last month, noting a steep increase in transfers.

Ms. Martin continued to say they obtained new pulmonary function and respiratory fit machines. She is working on having staff trained to use each of these devices.

For COVID, there were 128 tests with six positive cases. For Flu, there were 117 tests with 13 positive cases.

Ms. Martin said that on June 26th, PMC will be participating in the community health and wellness at the YMCA. There were no further questions or comments from the board at this time.

Item VIII. New Business: (Adams)

A. Announcement to Adopt the Millage Rate for the tax year 2023 at the July 2023 Board Meeting

Mr. Adams informed the board that they would adopt the millage at next month's meeting.

Ms. Prest told the board that PMC's 15-year millage PMC is collecting 2.89 mills, and our 10-year millage PMC is collecting 3.0 mills. She reminded the board that we must always secure the adjusted max millage before the reassessment year, which is next year. She said that PMC would continue with the same rate as we collected last year. At this month's meeting, PMC is announcing that we are going to vote on the millage during July's meeting.

B. Approval to spray closed cell foam insulation to all existing walls at Belle Chasse Site

Mr. Adams said that we will need approval to spray the closed-cell foam insulation in the walls at the new facility. Ms. Prest said it was \$5,563, but it was a change order, and Ms. Prest needed the board's approval. The board had no further questions at this time.

Motioned by Mr. Gaudet, seconded by Ms. Tesvich, to spray closed cell foam insulation to all existing walls at Belle Chasse Site

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

C. Approval of Radiology Equipment & PACS system

Mr. Adams stated that our current PACS system has been around since 2007, and PMC needs a new one. Derek Kremer, the radiology director, explained to the board the reasoning for upgrading to a new system. The new system can do up to 10,000 images a year. If we exceed the 10,000 images in a year we will have the capability to upgrade the license to allow additional images.

Mr. Kremer discussed that there would be two computers and a mobile backup in case of an emergency, such as a hurricane. Also included in the price is one bi-directional HL seven interface. This allows PMC to send and receive from our PAC system to our current EMR, eCW. The two groups that read the radiology reports would also need an

HL seven, which would come at an extra cost. As of now, Mr. Kremer is exploring pushing the images to DICOM to avoid the extra cost.

Mr. Kremer had performed three site visits for radiology equipment for the Belle Chasse Facility. Mr. Kremer chose one that he believes will benefit our urgent care. It is a smaller piece of equipment, but it has a lot of bells and whistles that other facilities do not have. Mr. Adams asked Mr. Kremer about the clarity of the images for the new facility. Mr. Kremer said that the imaging processor is one of the best they have from his research. There were no further questions or comments from the board.

Motioned by Mrs. Marinovich, seconded by Ms. Belair, for the approval of Radiology Equipment & PACS system

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

D. Vote for the future purchase of new medical equipment at an agreed-upon amount without authorization from the board

Mr. Adams explained to the board that there would be much purchasing with the new facility. Items such as the X-ray equipment he felt needed to be discussed with the board, but for smaller items such as telephones and printers, Mr. Adams felt the board did not need to be a part of the decision-making process.

The board discussed a threshold for how much could be spent at one time and settled on \$30,000 without having board approval. Ms. Prest assured the board that she would follow the correct guidelines and ensure PMC follows the procurement process when making purchases.

Mr. Gaudet stated that the board would vote for the future purchase of new medical equipment at an agreed-upon amount not to exceed \$30,000.

Motioned by Mr. Gaudet, seconded by Ms. Marinovich, vote for the future purchase of new medical equipment at an agreed-upon amount not to exceed \$30,000

Tyler Overton proceeded to conduct a roll call vote:

Rechelle Ragas:	<u>Absent</u>
Dorothy Lundin:	<u>Yea</u>
Brigette Belair:	<u>Yea</u>
Mena Marinovich:	<u>Yea</u>
Dale Adams:	<u>Yea</u>

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

Motion Passed, 7 Yeas, 0 Nays, 2 Absents.

E. Ratify to have two appraisals instead of three on the property adjacent to 8712 Highway 23, Belle Chasse as per R.S. 33:4712.10

Ms. Prest added that she was advised that PMC should have a letter of intent to purchase the property behind the flower shop pending access to the property and subject to the re-subdivision of the property and the price of the average of the two appraisals. We would also like a “not to exceed clause included.”

Mr. Gaudet asked Ms. Prest for a rough estimate of the cost of the property, to which Ms. Prest replied \$150,00-\$200,000.

Ms. Prest asked the board to change the motion to a letter of intent pending access to the property subject to re-subdivision with the average of the two appraisals and not to exceed an agreed-upon amount.

Motioned by Mr. Gaudet, seconded by Ms. Belair, to ratify to have two appraisals instead of three on the property adjacent to 8712 Highway 23, Belle Chasse as per R.S. 33:4712.10

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

F. Ratify to have Elite Staffing Rate changed as of June 2021

The board agreed to continue to give Ms. Prest the authorization to negotiate the rate at the agreed-upon amount. There were no further questions or comments from the board at this time.

Motioned by Ms. Belair, seconded by Mr. Gaudet, to ratify the Elite Staffing Rate change at the agreed-upon amount as of June 2021.

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

G. Discuss Occupational Medicine unpaid bills

Mr. Adams said the board needed to discuss unpaid bills from Occupational Medicine services rendered at the LNG plant.

Ms. Prest has been working with PMC's third-party biller to have the outstanding bills paid and the issue resolved, but she wanted to bring the issue to the attention of the board.

H. PTO (paid time off) Policy

Ms. Prest explained to the board that there is a new policy on the parameters of paid time off. Employees will no longer earn PTO while on overtime. The new PTO policy was emailed to the board prior to the meeting. There were no questions or comments from the board.

Motioned by Ms. Belair, seconded by Mr. Gaudet, to change PTO (paid time off) Policy

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

I. Ethics & Sexual Harassment Training one hour before July's Board Meeting

Ms. Prest told the board that the Sexual Harassment and Ethics training would be emailed to the board members. Board members who prefer to come an hour before next month's board meeting can attend to gain the certificate in person.

Item IX. Old Business: (Adams)

A & B. ICC Certificate and Property Insurance

Ms. Prest explained to the board that the ICC Certificate is a certificate from the Louisiana State Insurance Commissioner. When you receive FEMA reimbursement funds for wind and hail or flood insurance, the Louisiana State Insurance Commissioner requires you to obtain and maintain that amount of insurance coverage.

For wind and hail insurance, PMC has an ICC certificate. However, the only money PMC obtained for wind and hail was around \$93,000 for wind and hail. PMC does not have an ICC certificate for wind and hail. Ms. Prest introduced Pollyanna Lengel and Heidi Hughes from HealthSure to explain the pricing for wind and hail and the property insurance. Ms. Lengel introduced herself and also John Clemens, who is the underwriter working on the renewal. She asked the board first if they had any questions, but they did not.

After explaining the specifics of the insurance, the board was given the option to pay \$600,000 for the \$15,000,000 of wind and hail coverage or to self-insure. Ms. Prest reminded the board that the policy expires on July 15th, and the board would not meet again before then unless they wanted to meet earlier.

The board discussed and asked additional questions for HealthSure and Ms. Prest before putting it to a roll call vote to whether to purchase insurance or not. Mr. Adams called for a roll call vote on whether to renew the insurance tonight or not.

Motioned by Mr. Adams, seconded by Ms. Marinovich, to renew the \$15,000,000 overall in coverage for insurance.

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>Absent</u>
Brigette Belair:	<u>Nay</u>	Jane Tesvich:	<u>Abstain</u>
Mena Marinovich:	<u>Yea</u>	Bonnie Thomas:	<u>Yea</u>
Dale Adams:	<u>Yea</u>		

Motion Passed 5 Yeas, 1 Nay, 1 Abstain, and 2 Absents.

C. Update on Belle Chasse Facility

Ms. Prest told the board that the contractors have laid the pylons and working on the plumbing right now.

D. COVID-19 Update

Ms. Martin gave the COVID-19 Update in Section VII.

E. Primary Care Update

Ms. Harris discussed with the board that she formed a by-law committee to change the term limit for PPC's board. If they do not alter the current by-law's then the board would lose around 70% of their members. The committee will now do four, three-year consecutive terms. The rest of PPC's board agreed that is the best option.

F. Update on Facility

Mr. Brown told the board about some of the leaking the facility has seen. He has currently been looking for the best company to seal windows and do repairs that maintenance would not be able to do on their own. Mr. Brown said he has an ad running in the paper, and they will be able to select a company to hire and solve the issue.

Mr. Brown and the board briefly discussed the concrete work surrounding the building. The board discussed future options for fixing the concrete where it cracks while keeping the conditions such as the weather in mind.

Item X. EXECUTIVE SESSION

A. Strategic Planning, L.A.R.S.46:1073

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

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting

Convened at: 7:56 PM

Re-Convened Regular Meeting at: 8:12 PM

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

Public Comments:
None

Motion passed: 6 Yeas, 0 Nays, 2 Absent, 1 Present not voting.

There were no votes taken, and no decisions were made.

Item XI. Adjournment: (Adams)

Motioned by Mr. Gaudet, seconded by Ms. Belair, to adjourn the meeting at 8:14 PM.

Public Comments:
None

Motion passed: 6 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 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