

FINAL PENDING APPROVAL

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
February 26, 2024**

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 Keith Espadron, Chairman, at 7:06 pm on February 26, 2024, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Jennifer Harris conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

Keith Espadron:	<u>Present</u>	Celeste Ancar:	<u>Present</u>
Brigette Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Absent</u>	Patra Parker:	<u>Present</u>
James Saik:	<u>Absent</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Present</u>	Stanley Johnson:	<u>Present</u>
Karen Zegura:	<u>Present</u>		

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Dr. Maria Cartagena, Plaquemines Primary Care; Annette Cotton, NP, Plaquemines Primary Care (via telephone); Leslie Prest, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Jay Lobrano, Carver Darden Koretzky Tessier Finn Blossman & Areaux LLC.; and Mrs. Brandy Johnson.

Item III. Recitation of the Pledge of Allegiance: (Gaudet)

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

Motioned by Ms. Michel, seconded by Ms. Parker, to approve the current agenda as presented.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Item V. Approval of January 2024 Meeting Minutes: (Espadron)

Motioned by Ms. Baham, seconded by Ms. Parker, to approve the January 2024 Meeting Minutes as presented.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Item VI. Financials: (Harris)

A. & B. Financial Reports & Approval of January 2024 Financial Reports

Ms. Harris provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Fisher read through the January 2024 financial reports. She discussed the January 2024 Income Graph, January 2024 Expense Graph, Budget vs. Actual comparison, 2024 Billing Statistics, January 2024 Payer Mix, and the Financial Metrics spreadsheet.

Mr. Espadron asked if the report that was due on February 15th had been submitted. Ms. Harris informed him and the others that the UDS report is due annually on February 15th and that the report was submitted prior to its due date.

Mr. Gaudet asked if there was any new guidance related to patients testing positive for COVID-19. Dr. Cartagena stated that the guidance remained the same and that the symptoms were mild at this time.

Ms. Fisher asked the board if there were any questions, and there were none.

Motioned by Ms. Zegura, seconded by Ms. Michel, to approve the January 2024 Financial Reports as presented.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Item VII. PPC Medical Director: (Dr. Maria Cartagena)

Dr. Cartagena spoke to the board about the mobile mammogram unit that was at the facility in January. She stated that she and Ms. Cotton had received all the results and that those results had been relayed to the patients. She added that having the mobile mammogram unit here was a great experience and that the April schedule for the unit was already filling up.

Public Comment: None

Item VIII. NP/Clinical Director: (Annette Cotton, NP)

Ms. Cotton shared that she and Dr. Cartagena were working on their presentation for the Colorectal Cancer Screening presentation scheduled for March 21st.

Mr. Espadron questioned the clinic's approach to same-day appointments and said there was a reported delay in new patient appointments. Dr. Cartagena stated that she and Ms. Cotton try to accommodate walk-in appointments. However, new patient appointments require more check-in paperwork and time, but if time allows due to cancellations or no-shows, they are trying to accommodate those as well. Ms. Harris also informed the board

that she had addressed these scheduling issues with the providers and staff prior to the meeting.

Public Comments: None

Item IX. PMC Medical Director/Assistant Medical Director/Clinical Coordinator:
(Dr. Michael Kotler/Dr. Mohammad Naeem/ Monica Martin)

Ms. Harris reminded the Board of the upcoming Colon Cancer event on March 21st and the Easter Event here at PMC scheduled for March 23rd.

Public Comments: None

Item X. New Business: (Espadron)

A. Swearing in of Plaquemines Primary Care's Board of Directors

Mr. Jay Lobrano conducted the swearing in of Plaquemines Primary Care's Board of Directors, during which they took the Oath of Office to service. Mr. Johnson introduced himself and his wife to the board and other meeting attendees. The other board members and attendees then introduced themselves as well.

Public Comments: None

Item XI. Old Business (Espadron)

A. Board Training-NACHC-Board Governance Handbook Chapter 2: Strategic Board Composition, Recruitment, Orientation, and Engagement

Ms. Harris shared the NACHC-Board Governance Handbook Chapter 2: Strategic Board Composition, Recruitment, Orientation, and Engagement with the board prior to the meeting. The board had no questions or comments.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the Board with the January QI/QA Clinical Performance Metrics. PPC had 365 unduplicated patients; the days open (days documents remained open) were 2.7 days. The patient satisfaction score was 100%, with nine (9) responses and zero (0) grievances.

Ms. Harris stated that PPC also performed twenty-one (21) tests for the Flu, with two (2) positive results, and twenty-one (21) tests for COVID-19, with two (2) positive results. The board had no further questions or comments.

Public Comments: None

C. Board Meeting Times and Dates

Mr. Espadron requests that the board start thinking about how to ease the strain of the late board meetings and how that can affect board member retention and recruitment. He suggested sending a Survey Monkey poll with some options to all the board members. We would then decide, based on survey results, how to proceed with future meeting dates and times. He believes that would be the fairest way to make this decision.

Public Comments: None

D. Billboards

Ms. Harris presented a proposal from American Outdoor Advertising to lease two billboards along Highway 23 to advertise and promote Plaquemines Primary Care. The board discussed the proposal.

Motioned by Ms. Baham, seconded by Ms. Ancar, to approve Ms. Harris to expend up to \$35,000 to lease two billboards for one year to be placed within the parish.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

E. Update on Belle Chasse Facility

Ms. Prest informed the Board that they are waiting for the Fire Marshal Inspection and for the internet connection to be completed prior to opening. The hours of operation will be Monday through Friday, 8:00 a.m. to 8:00 p.m., and Saturday and Sunday, 8:00 a.m. to 5:00 p.m.

Public Comments: None

Item XII. Executive Session (Espadron)

A. Annual Evaluation of CEO, LA. R.S. 46:1073

Motioned by Ms. Baham, seconded by Ms. Parker to go into Executive Session.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting

Convened at:

8:05 PM

Re-Convened Regular Meeting at:

8:48 PM

Motioned by Mr. Gaudet, seconded by Ms. Ancar to re-convene the regular meeting following the Executive Session.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting

Motioned by Ms. Michel, seconded by Mr. Gaudet to permit Ms. Prest to present Ms. Jennifer Harris her annual evaluation as per the Board discussion.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting

Item XIII. Adjournment (Espadron)

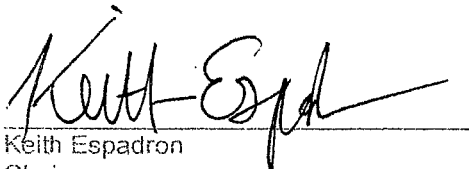
Motioned by Mr. Gaudet, seconded by Ms. Baham, to adjourn the meeting at 8:49 PM.

Public Comments: None


Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 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 26, 2024.



Keith Espadron
Chairman



Karen Cook
Secretary