

FINAL PENDING APPROVAL

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
May 14, 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 Brigette Belair, Vice-Chairwoman, at 6:35 pm on May 14, 2024, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Hannah Williams conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

Keith Espadron:	<u>Absent</u>	Celeste Ancar:	<u>Present</u>
Brigette Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Absent</u>
James Saik:	<u>Absent</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Absent</u>	Stanley Johnson:	<u>Present</u> (6:41 pm)
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; Leslie Prest, Plaquemines Medical Center; Hannah Williams, Plaquemines Medical Center; and Kellen Fincher.

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

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

Motioned by Mr. Gaudet, seconded by Ms. Ancar, to approve the current agenda as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 4 Absent, and 1 present not voting.

Item V. Approval of April 2024 Meeting Minutes: (Belair)

Motioned by Ms. Cook, seconded by Ms. Baham, to approve the April 2024 Meeting Minutes as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 4 Absent, and 1 present not voting.

Item VI. Financials: (Harris)

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

Deferred

Public Comments: None

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

Dr. Cartagena advised the board that the clinic was busy and everything was going well, including the new AI charting that has been implemented recently. She also notified the board that she would be attending the regional conference for Screen-Up.

Public Comment: None

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

Ms. Cotton was not present at the meeting.

Public Comments: None

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

Ms. Prest and Ms. Williams informed the board of some recent community events, including the Seafood Festival, Croatian Festival, and the Crawfish Cookoff, which were very successful. Ms. Prest also reminded the board about the Healthier Series event, scheduled for Thursday, May 16th, focusing on Hurricane Preparedness.

Public Comments: None

Item X. New Business: (Belair)

A. Compensatory Time Policy for Exempt Employees

Ms. Harris provided the Board with a copy of the Compensatory Time Policy for their review before the meeting. During the meeting, Ms. Prest explained that during the Legislative Auditors class that she and Ms. Harris attended recently, they were informed that it would be best to have a compensatory time policy for exempt employees. The board discussed the policy, and there were no questions.

Motioned by Ms. Baham, seconded by Ms. Zegura, to approve the Compensatory Time Policy for Exempt Employees

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 4 Absent, and 1 present not voting.

B. Review and Approval of PPC's 2024 CPT Fee Schedule

Prior to the meeting, Ms. Harris provided the board with a copy of PPC's 2024 CPT Fee Schedule for their review. Ms. Harris explained to the board that the CPT fee schedule must be reviewed and approved annually by the Board. She explained to the board the factors used in calculating the fee schedule. There were no questions from the board.

Motioned by Mr. Gaudet, seconded by Ms. Ancar, to approve PPC's 2024 CPT Fee Schedule as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 4 Absent, and 1 present not voting.

Item XI. Old Business (Belair)

A. Board Training-NACHC-Board Governance Handbook Chapter 5: Quality Oversight

Ms. Harris shared the NACHC-Board Governance Handbook Chapter 5: Quality Oversight. The board had no questions or comments.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the April QI/QA Clinical Performance Metrics to the Board. PPC had 942 unduplicated patients; the days open (days documents remained open) were 2.4 days. The patient satisfaction score was 100%, with ten (22) responses and zero (0) grievances. Ms. Harris also provided the Board with a graph with the number of encounters closed the same day, the number of encounters, the percentage of total encounters, and the same-day encounter close rate for each provider for April.

Ms. Harris stated that PPC also performed three (3) tests for the Flu, with zero (0) positive results, and three (3) tests for COVID-19, with zero (0) positive results. The board had no further questions or comments.

Public Comments: None

C. Update on SBHC

Ms. Harris informed the board that she had received the MOU back from PPSB with some additional change requests. She plans to review those changes and forward the revised document to PPC/PMC's legal counsel for their review.

Mr. Johnson asked about the mammogram unit. Ms. Harris stated that the Woman's

Mobile Mammogram Coach was scheduled to return to PMC/PPC on July 9th, 2024, and again on November 7th, 2024. Anyone interested in being screened should call PPC and schedule an appointment for a mammogram.

Mr. Johnson also discussed the continued need for dialysis in the area. The board and attendees discussed this idea. There were no additional questions.

Public Comments:

Item XII. Adjournment (Belair)

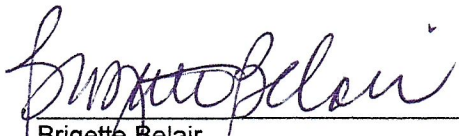
Motioned by Mr. Gaudet, seconded by Ms. Cook, to adjourn the meeting at 7:16 PM.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 4 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 May 14, 2024.



Brigitte Belair
Vice-Chairwoman



Karen Cook
Secretary