

# FINAL PENDING APPROVAL

**PLAQUEMINES PRIMARY CARE, INC.  
REGULAR BOARD MEETING  
April 18, 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 7:32 pm on April 18, 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>Present</u>	Celeste Ancar:	<u>Absent</u>
Brigette Belair:	<u>Absent</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>Present</u>	Stanley Johnson:	<u>Absent</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; Leslie Prest, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; LaTonya Hymes-Sam, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Trechel Ronquille, Plaquemines Medical Center; and Hannah Williams, Plaquemines Medical Center.

**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. Baham, to approve the current agenda as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, and 1 present not voting.**

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

**Motioned by Ms. Cook, seconded by Ms. Zegura, to approve the March 2024 Meeting Minutes as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, and 1 present not voting.**

**Item VI. Executive Session:**

Deferred

**Motioned by Mr. Gaudet, seconded by Ms. Baham to approve Ms. Harris to proceed with the submission of the Delta Region Community Health Systems Development (DRCHDA) application and perform a Community Health Needs Assessment.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, and 1 present not voting.**

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

**A. & B. Financial Reports & Approval of February 2024 Financial Reports**

Ms. Fisher provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Fisher read through the February 2024 financial reports. She discussed the February 2024 Income Graph, February 2024 Expense Graph, Budget vs. Actual comparison, 2024 Billing Statistics, February 2024 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

**Motioned by Ms. Michel, seconded by Ms. Cook, to approve the February 2024 Financial Reports as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, and 1 present not voting.**

**C. & D. Financial Reports & Approval of March 2024 Financial Reports**

Ms. Fisher provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Fisher read through the March 2024 financial reports. She discussed the March 2024 Income Graph, March 2024 Expense Graph, Budget vs. Actual comparison, 2024 Billing Statistics, March 2024 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

**Motioned by Ms. Michel, seconded by Ms. Cook, to approve the March 2024 Financial Reports as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, and 1 present not voting.**

**Item VIII. PPC Medical Director: (Dr. Maria Cartagena)**

Dr. Cartagena advised the board that the clinic was busy and everything was going well.

Public Comment: None

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

Ms. Cotton was not present at the meeting.

Public Comments: None

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

Ms. Martin informed the board of some recent community events, including the Minority Health Month event that was held today, which was very successful. She also reminded everyone that they should start preparing for hurricane season. She also informed the board that PMC and PPC would be at the Croatian Festival this Saturday and the Seafood Festival next weekend.

Public Comments: None

**Item XI. New Business: (Espadron)**

**A. School-Based Health Center**

Ms. Harris spoke to the board regarding a recent meeting with Dr. Ritz (PPSB Superintendent) and Ms. Amos (PPSB School Nurse Coordinator). During the meeting, they discussed the MOU for the SBHC. Ms. Harris was happy to report that the MOU has now been forwarded to PPSB's legal counsel for final review. Ms. Harris also discussed the need for pediatric mental health services. She stated that she had been in contact with several larger organizations to partner with for this service but had been unsuccessful in finding any. Therefore, she discussed the possibility of hiring a mid-level provider specializing in pediatric psychiatry to provide this needed service. This board agreed that this was a needed service and was not opposed to the idea.

Public Comments: None

**Item XII. Old Business (Espadron)**

**A. Board Training-NACHC-Board Governance Handbook Chapter 4: Financial Oversight**

Ms. Harris shared the NACHC-Board Governance Handbook Chapter 4: Financial

Oversight. Mr. Espadron expressed to the board how important of a role it was for them as board members. 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 March QI/QA Clinical Performance Metrics. PPC had 803 unduplicated patients; the days open (days documents remained open) were three days. The patient satisfaction score was 100%, with ten (10) responses and zero (0) grievances. Ms. Harris also provided the Board with a spreadsheet 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 March.

Ms. Harris stated that PPC also performed eight (8) tests for the Flu, with zero (0) positive results, and eight (8) tests for COVID-19, with one (1) positive result. The board had no further questions or comments.

Ms. Harris informed the Board that the Woman's Mobile Mammogram coach had performed sixteen mammograms when they were here this month and that they would be back again in July.

Public Comments: None

### **C. Board Meeting Times and Dates**

Ms. Harris provided the board with the results from the Survey Monkey that the board was asked to complete regarding moving PPC's board meeting day/time. The results were:

22.22% (2/10) Stay the same (3<sup>rd</sup> Thursday of each month after the PMC Board Meeting

55.56% (5/10) Move PPC's meeting to the Tuesday (beginning at 6:30 PM) of the same week as PMC's Board Meeting

22.22% (2/10) Move to the 2<sup>nd</sup> Tuesday of each month beginning at 6:30 PM

11.11% (1/10) Other "As long as it is at 6:30, I can be there any day but Mondays."

**Motioned by Ms. Michel, seconded by Ms. Cook to move the PPC Board Meeting to Tuesday (beginning at 6:30 PM) the same week as PMC's Board Meeting.**

Public Comments: None

**Motion passed: 4 Yeas, 1 Nays, 5 Absent, and 1 present not voting**

**Item XII. Adjournment (Espadron)**

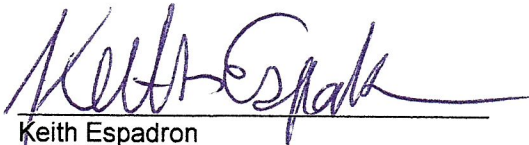
**Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 8:05 PM.**


Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 5 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 April 18, 2024.**

  
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Keith Espadron  
Chairman

  
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Karen Cook  
Secretary