

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
October 15, 2024**

Item I. & II. Call to Order & Roll Call:

Call to Order and Roll Call- Brigitte Belair, Vice Chairwoman, called a regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 6:30 p.m. on October 15, 2024, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Ranada Mackey–St. Ann 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>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Absent</u>
Karen Zegura:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Present</u>	Stanley Johnson:	<u>Absent</u>
Kellen Fincher:	<u>Present</u>		

A quorum was declared present.

Also in attendance were Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Dr. Cartagena, Plaquemines Primary Care; Annette Cotton, Plaquemines Primary Center (Via Zoom); Trechel Ronquille, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; and Ranada Mackey–St. Ann, Plaquemines Medical Center.

Item III. Invocation: (Gaynel Baham)

Item IV: Recitation of the Pledge of Allegiance: (Stanley Gaudet)

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

Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the current agenda as presented with changes to New Business, Items B and C deferred to next month.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 3 Absent, and 1 present not voting

Item VI. Approval of September 2024 Meeting Minutes: (Brigitte Belair)

Motioned by Mr. Gaudet, seconded by Ms. Ancar, to approve the September 2024 Meeting Minutes as presented.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

Item VII. Financials: (Jennifer Harris)

A. Financial Reports for August 2024

Ms. Harris provided a copy of the financial reports for the board to review before the meeting. During the meeting, Ms. Harris read through the August 2024 financial reports. She discussed the August 2024 Income Graph, August 2024 Expense Graph, Budget vs. Actual comparison, 2024 Billing Statistics, August 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. Zegura, to approve the August 2024 Financials as presented.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

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

Dr. Cartagena expressed that Misty Soto, NP, has been shadowing her and Ms. Cotton to observe the clinic's workflow. She stated that Ms. Soto would start seeing patients in a week.

Public Comment: None

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

Ms. Cotton was present via Zoom and wanted to welcome Misty Soto, NP.

She expressed her presence Friday night at the OLPH fair and how well everything turned out, including the marketing and the influx of people.

Dr. Cartagena mentioned that Ms. Cotton has had two students shadow her and thinks it is a wonderful experience.

Public Comments: None

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

Dr. Kotler and Dr. Naeem were not present at the meeting. Ms. Martin said that one of the NP students shadowing Annette is one of the nurses in Urgent Care; she is glad that everything is working well.

Ms. Martin spoke about the breast cancer awareness program at Port Sulfur YMCA on Thursday, October 17th. Misty Soto, NP, will be a speaker. Ms. Martin urged everyone to get the flu vaccines due to the rise of positive flu tests. She mentioned the Halloween Haunted Trail at Jesuit Bend Park on Saturday, October 19th, also the South Plaquemines High School Parade that same day. Ms. Martin said Hannaha would be out at these events, marketing for PMC and expressing the importance of staying safe and healthy. Ms. Harris mentioned that the bus will be at the YMCA on November 16th for the YMCA's tailgate Cookoff.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Review and Approval of PPC's Emergency: Immediate Patient Care and After-Hours Coverage; Credentialing and Privileging; Referral, Diagnostic Testing, and Hospital Tracking; and Protection of Patient Information (PHI & HIPPA) Policies and Procedures.

Ms. Harris stated that the only changes to the policies and procedures were grammatical.

Motioned by Ms. Michel, seconded by Mr. Gaudet, to approve PPC's Emergency: Immediate Patient Care and After-Hours Coverage; Credentialing and Privileging; Referral, Diagnostic Testing, and Hospital Tracking; and Protection of Patient Information (PHI & HIPPA) Policies and Procedures.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 3 Absent, and 1 present not voting

B. Review and Adoption of PMC's Procurement of Federal Funds Policy and Procedure.

Ms. Harris stated that this would be deferred until next month.

Public Comments: None

C. Review and Adoption of PMC's HRSA Payment Management System Drawdown Process Policy and Procedure.

Ms. Harris stated that this would be deferred until next month.

Public Comments:

D. Review and Approval to Grant Misty Soto, NP Clinical Privileges

Ms. Harris requested board approval to grant Misty Soto clinical privileges. She mentioned that an application was sent out via email, and Dr. Cartagena had approved all of Misty's tasks.

Motioned by Ms. Cook, seconded by Ms. Michel, to approve and grant Misty Soto, NP Clinical Privileges.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

E. PPC's Board of Directors Self-Evaluation

Ms. Harris stated that all self-evaluations are due. She asked the board to complete and return the self-evaluation forms before the next board meeting.

Public Comments: None

F. Review and Approval of Collaborative Agreement

Ms. Harris said that information was sent to the board concerning Dr. Cartagena's agreement to be the collaborative for Misty Soto, NP. In the state of Louisiana, any Nurse Practitioner must have a collaborative Physician so that any time there is a question, Dr. Cartagena will be available 24/7, 365 days a year, unless she is out of the country or unavailable. Dr. Cartagena will be responsible for arranging a plan for coverage in her time of absence.

Motioned by Ms. Baham, seconded by Mr. Fincher for the approval of the Collaborative Agreement.

Motion passed: 7 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

Item XII. Old Business (Brigette Belair)

A. Board Training-NACHC-Board Governance-Chapter 10: Additional Effective Governance Practices (Jennifer Harris)

Ms. Harris provided the Board with NACHC Board Governance- Chapter 10: Additional Effective Governance Practices for review. The board had no questions or comments.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric (Jennifer Harris)

Ms. Harris provided the September QI/QA Clinical Performance Metrics to the Board.

PPC had 1,459 unduplicated patients; the documents were open for 3.5 days, and the patient satisfaction rate was 99.6%, with 24 respondents and zero grievances. Ms. Harris discussed the same-day closing rate breakdown with the board. The board had no questions.

Public Comments: None

C. Annual Training – Sexual Harassment & Ethics (Jennifer Harris)

Ms. Harris stated that Ms. Ronquille would send out sexual harassment courses in October for completion. She also reminded the board that two parts must be completed for the sexual harassment training. Ms. Harris stated that several people still need to complete their Ethics training. The board had no questions or comments.

Item XIII. Adjournment: (Brigette Belair)

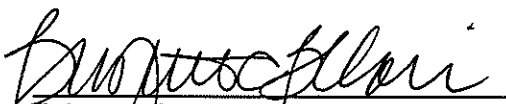
Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 7:01 p.m.

Public Comments: None


Motion passed: 7 Yeas, 0 Nays, 3 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 October 15th, 2024.



Brigette Belair
Vice-Chairwoman



Karen Cook
Secretary