

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
September 17, 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 6:36 p.m. on September 17, 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 @ 6:43 p.m.</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Absent</u>	Stanley Johnson:	<u>Present</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; Colleen Fisher, Plaquemines Primary Care; Dr. Cartagena, Plaquemines Primary Care; Annette Cotton, Plaquemines Primary Center (Via Zoom); Trechel Ronquille, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Ranada Mackey–St. Ann, Plaquemines Medical Center, and Misty Soto, NP (Via Zoom).

Item III. Invocation: (Stanley Johnson)

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

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

Public Comments: None

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

Item VII. Financials: (Fisher)

A. Financial Reports for July 2024

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 July 2024 financial reports. She discussed the July 2024 Income Graph, July 2024 Expense Graph, Budget vs. Actual comparison, 2024 Billing Statistics, July 2024 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the July 2024 Financials as presented.

Public Comments: None

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

Ms. Harris asked that the record reflect that Ms. Zegura was present at the meeting at 6:43 p.m.

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

Dr. Cartagena expressed there were no changes and didn't have anything new to report.

Public Comment: None

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

Ms. Cotton was present via Zoom but did not have any comments.

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 expressed her gratitude for everyone's assistance during Hurricane Francine. She explained how much effort was put into the preparations for the shelter and clinic but was glad everyone was safe and back at work. Ms. Martin and Ms. Belair thanked everyone for their teamwork throughout the hurricane. Dr. Cartagena mentioned how wonderful all the teamwork was before and during the storm.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Review and Approval of PMC/PPC's Co-Applicant Agreement

Ms. Harris provided a copy of the PMC/PPC Co-Applicant Agreement to the board prior to the meeting. Ms. Harris stated that there were no changes to the Agreement.

Motioned by Ms. Baham, seconded by Ms. Cook, to approve PMC/PPC's Co-Applicant Agreement.

Public Comments: None

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

B. Review and Approval of PPC's Bylaws

Ms. Harris emailed the board a copy of PPC's Bylaws before the meeting for their review. Ms. Harris noted that there were no changes.

Motioned by Ms. Baham, seconded by Ms. Cook, to approve PPC's Bylaws.

Public Comments: None

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

C. Review and Approval of PPC's Hand Hygiene, Infection Prevention and Control, Continuous Quality Improvement Plan (CQI) Policies and Procedures.

Ms. Harris stated that in the past, PPC had adopted PMC's policies on hand hygiene and infection prevention and control. This year, Ms. Harris created PPC's Policies and Procedures for Hand Hygiene and Infection Prevention and Control. Those policies and procedures, along with the Continuous Quality Improvement Plan, were provided to the board prior to the meeting for review. Ms. Harris stated that the Continuous Quality Improvement Plan only had minor grammatical corrections.

Motioned by Ms. Baham, seconded by Ms. Cook, to approve PPC's Hand Hygiene, Infection Prevention and Control, Continuous Quality Improvement Plan (CQI) Policies and Procedures.

Public Comments:

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

D. Review and Approval of PMC/PPC's Employee Handbook

Ms. Harris provided the board with a copy of the PMC/PPC Employee Handbook prior to the meeting for their review. The board discussed and did not have any questions.

Motioned by Ms. Baham, seconded by Ms. Cook, to approve PMC/PPC's Employee Handbook.

Public Comments: None

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

E. Review and Approval of PPC's Organizational Chart

Ms. Harris stated the organizational chart has been updated to reflect the two new drivers. Robbie, our long-time driver, transferred to the maintenance department. Mr. Richard Bergeron has been hired as our full-time driver, and Mr. Alvin Phillip has been hired as a PRN driver.

Motioned by Ms. Baham, seconded by Ms. Cook, to approve PPC's Organizational Chart.

Public Comments: None

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 9: Effective Board Functioning (Board Meetings, Committees, and Culture) (Jennifer Harris)

Ms. Harris provided the Board with NACHC Board Governance- Chapter 9: Effective Board Functioning 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 August QI/QA Clinical Performance Metrics to the Board. PPC had 1,401 unduplicated patients; the documents were open for 4.5 days, and the patient satisfaction rate was 99.6%, with 25 respondents and zero grievances. Ms. Harris discussed the same-day closing rate breakdown with the board. The board had no questions.

Ms. Baham spoke on her recent visit to the medical bus for the school-based health program. She expressed how smooth everything went. She stated that the team is so knowledgeable about how great the technology is on the bus, helping to offer and provide the best care. Ms. Baham stated that she expressed to the faculty at Boothville Elementary School how positive an experience she had using the school-based health

clinic was and that it was there for the faculty, the students, and their families.

Ms. Harris explained that she added a few new reports to explain Dr. Cartagena's and Annette's daily processes and to shed light on how many patients each provider saw daily. She asked the board if there were any questions. There were none.

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. She mentioned Stanley Johnson, Patra Parker, Celeste Ancar, Nancy Michel, and Karen Zegura still needed to complete their annual ethics training. The board had no questions or comments.

Item XIII. Executive Session (Brigette Belair)

A. Strategic Planning – LA. R.S. 46:1073

Motioned by Mr. Gaudet, seconded by Ms. Ancar to go into Executive Session.

Public Comments: None

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

Convened at: 7:00 p.m.
Re-Convened Regular Meeting at: 7:36 p.m.

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

Public Comments: None

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

Motioned by Mr. Gaudet, seconded by Ms. Cook, to authorize Ms. Harris to negotiate a contract with Ms. Misty Soto, NP.

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

Public comments: None

XIV. Adjournment: (Brigette Belair)

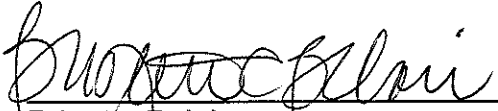
Motioned by Mr. Gaudet, seconded by Ms. Ancar, to adjourn the meeting at 7:37 p.m.

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 September 17th, 2024.



Brigitte Belair
Vice-Chairwoman



Karen Cook
Secretary