

FINAL: APPROVED

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

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

Call to Order and Roll Call-Keith Espadron, Chairman, called a regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 7:17 p.m. on August 15, 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>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Absent</u>	Patra Parker:	<u>Present</u>
Karen Zegura:	<u>Absent</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Present</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; Dot Lundin; Colleen Fisher, Plaquemines Primary Care; Dr. Cartagena, Plaquemines Primary Care (via Zoom); Hannah Williams, Plaquemines Medical Center; and Ranada Mackey – St. Ann., Plaquemines Medical Center.

Item III. Invocation: (Stanley Johnson)

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

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

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

Public Comments: None

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

Item VI. Approval of July 2024 Meeting Minutes: (Keith Espadron)

Motioned by Ms. Michel, seconded by Mr. Johnson, to approve the July 2024 Meeting Minutes as presented.

Public Comments: None

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

Item VII. Financials: (Fisher)

A. Financial Reports for July 2024 (Deferred)

Public Comments: None

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

Dr. Cartagena expressed excitement that the school-based health program will be starting, and she thinks it will do well. She is looking forward to the program flourishing.

Public Comment: None

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

Ms. Cotton was not present for the meeting.

Public Comments: None

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

Dr. Kotler, Dr. Naeem, nor Ms. Martin were present for the meeting.

Public Comments: None

Item XI. New Business: (Keith Espadron)

**A. Review and Approval of PPC's Code of Conduct/Conflict of Interest,
Medical Records Retention, Safety and Health Overview, Safety of Facility,
Equipment, and Environment, and Claims Management Policies and
Procedures**

Ms. Harris stated the only change was in the Medical records Retention policy. The change was in the age range from eighteen to twenty-one. The policy stated that the records must still be kept for seven years.

**Motioned by Ms. Michel, seconded by Ms. Baham, to approve PPC's Code of
Conduct/Conflict of Interest, Medical Records Retention, Safety and Health
Overview, Safety of Facility, Equipment, and Environment, and Claims
Management Policies and Procedures**

Public Comments: None

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

Item XII. Old Business (Keith Espadron)

**A. Board Training-NACHC-Board Governance-Chapter 8: Policies
(Jennifer Harris)**

Ms. Harris provided the Board with NACHC Board Governance- Chapter 8: Policies 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 July QI/QA Clinical Performance Metrics to the Board. PPC had 1,289 unduplicated patients, the documents were open for 3.7 days, 100% patient satisfaction, and 19 respondents. Patient comments were expressed for it to be reviewed at their own leisure. Ms. Harris discussed the same-day closing rate breakdown with the board. The board had no questions or comments.

Public Comments: None

C. Update of SBHC (Jennifer Harris)

Ms. Harris was excited to inform the board of their successful ribbon cutting on August 6th, with a large attendance and positive feedback from the community. The hours are being tried as 8:30 am – 3:30 pm on Mondays and Thursdays to see if it is sustainable. Fifty consent forms were obtained for the program, and she believes everyone will be very receptive to it. Ms. Harris informed the board of two interviews that were set up for potentially hiring a physician's assistant or a nurse practitioner. Also, Ms. Harris stated that on behalf of the Community Needs Health Assessment, it was identified that a course on mental health first aid was needed and is currently set up for September 4th, 2024. The staff in attendance will be four employees from PMC/PPC and four staff members from PPSB. The goal is to have one staff member from PPC/PMC able to train the remaining faculty to become trained in mental health first aid. Ms. Harris lastly stated that flu vaccines would be coming in within the week. The board had no questions or comments.

D. Annual Training – Sexual Harassment and Ethics

Ms. Harris expressed the need for the sexual harassment and ethics training to be completed before the end of the year. Ms. Harris stated that these classes should be completed before November, and she will have the links sent to those who have yet to complete the annual training.

Item XIII. Adjournment: (Keith Espadron)

Motioned by Mr. Gaudet, seconded by Ms. Belair, to adjourn the meeting at 7:32 PM.

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 August 15th, 2024.



Keith Espadron
Chairman



Karen Cook
Secretary