

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
July 16, 2024**

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

Call to Order and Roll Call—Brigitte Belair, Chairwoman, called A Regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 6:35 p.m. on July 16, 2024, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Jennifer Harris conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

Keith Espadron:	<u>Present (6:52 pm)</u>	Celeste Ancar:	<u>Present</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Absent</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Present</u>
Karen Zegura:	<u>Present</u>	Stanley Gaudet:	<u>Absent</u>
Nancy Michel:	<u>Present</u>	Stanley Johnson:	<u>Present</u>
Kellen Fincher:	<u>Present (Sworn in at 7:05 pm)</u>		

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Dr. Maria Cartagena, Plaquemines Primary Care (6:52 pm); Leslie Prest, Plaquemines Medical Center; Jennifer Sanger, Plaquemines Medical Center; Kellen Fincher; and Jay Lobrano, Carver Darden Koretzky Tessier Finn Blossman & Areaux, LLC. (7:01 pm).

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

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

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

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

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

Motioned by Ms. Cook, seconded by Ms. Michel, to approve the June 2024 Meeting Minutes as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

Item VI. Financials: (Fisher)

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

Ms. Harris emailed the financial reports for the board's review prior to the board meeting. During the meeting, Ms. Fisher presented and reviewed the financial reports for May 2024, including the Income Graph, Expense Graph, Budget vs. Actual Comparison, May 2024 Billing Statistics, Payer Mix for May 2024, and the Financial Metrics spreadsheet. Ms. Harris also presented the Financial Metrics to the board and advised the board that the goals on the Financial Metric Spreadsheet had been adjusted to reflect the 330 grant budget. She also informed the board that the monthly and daily goal average and the net income goal had been adjusted on the 2024 Billing Stats spreadsheet. Ms. Fisher invited questions from the board, but there were none.

Motioned by Ms. Zegura, seconded by Ms. Michel, to approve the May 2024 Financial Reports as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

C. & D. Financial Reports & Approval for June 2024 (Fisher)

Ms. Harris emailed the financial reports for the board's review prior to the board meeting. During the meeting, Ms. Fisher presented and reviewed the financial reports for June 2024, including the Income Graph, Expense Graph, Budget vs. Actual Comparison, June 2024 Billing Statistics, Payer Mix for June 2024, and the Financial Metrics spreadsheet. Ms. Harris also presented the Financial Metric. Ms. Fisher invited questions from the board, but there were none.

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

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

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

Dr. Cartagena provided some exciting news: She and members of both PPC and PMC were in discussions with the 25th Judicial Drug Court to start assisting the patients within the program with a closer facility to provide care and testing. She informed the board that there had been one meeting so far, with another one scheduled for this week, and hopes to start seeing patients in the clinic within the next few weeks. The board discussed this great opportunity and did not have any additional questions.

Public Comment: None

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

Ms. Cotton was not present for the meeting.

Public Comments: None

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

Ms. Harris informed the board that the Pretty in Pink event was a great success. Forty-nine girls aged 5-19 years were in attendance, and the event garnered a large amount of community support. Dr. Cartagena and Dr. LaCour both gave presentations on health and hygiene. Other speakers discussed etiquette and manners. The event also included painting and line dancing by the attendees.

Ms. Harris also reminded the board of two upcoming back-to-school events. On July 25th, a Back-to-School Drive-Thru Give-a-way is scheduled from 4 pm to 6 pm at PMC in Port Sulphur, and on August 1st, a Back-to-School Social Bash is planned from 3 pm to 5 pm at the Rev. Percy M. Griffin Community Center in Davant.

Public Comments: None

Item X. New Business: (Belair)

A. Swearing in of new Board Member (Lobrano)

Mr. Kellen Fincher was sworn in by Mr. Jay Lobrano as PPC's newest Board Member, filling the vacancy of Mr. James Saik. The board welcomed Mr. Fincher to the board.

Public Comments: None

B. Review and Approval of PMC/PPC's Legislative Mandates Restricting the Uses of Federal Grant Funds Policy and Procedure

Ms. Harris presented the updated policy to the board for their review. She advised the board that the revisions were made to reflect the 2024 Legislative Mandates. There were no comments or questions from the board at this time.

Motioned by Ms. Michel, seconded by Ms. Parker, to approve the PMC/PPC's Legislative Mandates Restricting the Uses of Federal Grant Funds Policy and Procedure.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

C. Upcoming OSV

Ms. Harris informed the board that she had received notification from HRSA that PPC would be receiving an OSV in the first quarter of 2025. The board discussed and there were no questions.

D. Amendment to Agenda- Deferring Financials (Espadron)

Motion by Ms. Belair, seconded by Ms. Parker, to amend the agenda to include Deferring Financials as New Business, D.

The board and staff discussed the options and pros and cons of deferring the financial report presentation until the following month. For example, July's financial reports would be presented to the board in September and so on, thus allowing the staff more time to complete the reports.

Motioned by Ms. Parker, seconded by Ms. Ancar, to continue to defer the financial reports for one month each month and present them the following month.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Item XI. Old Business (Espadron)

A. Board Training-NACHC-Board Governance Handbook Chapter 7: CEO Oversight and Partnership

Before the meeting, Ms. Harris shared the NACHC-Board Governance Handbook Chapter 7: CEO Oversight and Partnership with the board members. The board had no questions or comments.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the June QI/QA Clinical Performance Metrics to the Board. PPC had 1,202 unduplicated patients; the days open (days documents remained open) were 1.8 days. The patient satisfaction score was 99.3%, with fourteen (14) responses and zero (0) grievances. Ms. Harris then presented the percentage of patients seen by each provider and the provider's same-day close rate. She then presented the patient's comments on satisfaction to the board. The board had no questions or comments.

Public Comments: None

C. Update of SBHC

Ms. Harris was excited to inform the board that all parties had signed the MOU and that the SBHC in Boothville would be opening for the upcoming school year. Ms. Harris said that representatives from PPC and the mobile unit plan to attend the meet and greet scheduled for August 6th.

D. Community Health Needs Assessment

Ms. Harris transitioned to the Community Health Needs Assessment results, providing paper copies. She highlighted some highlights of the results, which stated there was a need for more primary care providers and that many of the results showed a long wait time as a reason for not seeing their provider. The board discussed the assessment results and had no additional questions at this time.

Item XII. Executive Session:

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

Motioned by Ms. Michel, seconded by Ms. Cook to go into Executive Session.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Convened at: 7:39 PM

Re-convened at: 8:44 PM

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

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

B. Amendment to Agenda- Authorization for Ms. Harris to initiate the interview process for an additional provider (Espadron)

Motion by Ms. Cook, seconded by Ms. Michel, to amend the agenda to add XII, Item B: Authorize Ms. Harris to initiate the interview process for an additional provider.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Motioned by Mr. Johnson, seconded by Ms. Michel to approve Ms. Harris to initiate the interviewing process for an additional provider.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Item XIII. Adjournment (Espadron)

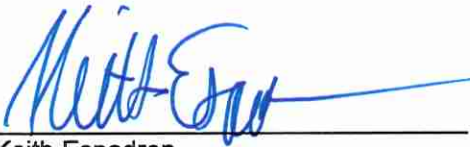
Motioned by Mr. Johnson, seconded by Ms. Zegura, to adjourn the meeting at 8:47 PM.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 2 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 July 16th, 2024.



Keith Espadron
Chairman



Karen Cook
Secretary