

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
December 17, 2024**

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

Call to Order and Roll Call- Keith Espadron, Board Chairman, called a regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 6:48 p.m. on December 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>Present</u>	Brigette Belair:	<u>Present</u>
Gaynel Baham:	<u>Absent</u>	Karen Cook:	<u>Present</u>
Patra Parker:	<u>Present</u>	Kellen Fincher:	<u>Present</u>
Karen Zegura:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Absent</u>	Stanley Johnson:	<u>Present</u>

A quorum was declared present.

Also, in attendance were Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Taylor Williamson, Plaquemines Medical Center; Dr. Cartagena, Plaquemines Primary Care; LaTonya Hymes-Sam, Plaquemines Medical Center; Trechel Ronquille, Plaquemines Medical Center; Monica Martin, 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. Cook, to approve the current agenda as presented, except that the PPC’s Sliding Fee Scale for Uninsured and Under-Insured Patient Policy and Procedure will be deferred.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

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

Motioned by Ms. Parker, seconded by Ms. Zegura, to approve the November 2024 Meeting Minutes as presented.

Public Comments: None

Item VII. Financials: (Jennifer Harris)

A. Financial Reports for October 2024

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

Motioned by Ms. Cook, seconded by Mr. Fincher, to approve the October 2024 Financials as presented.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting

A. 2025 Budget Overview Presentation (Jennifer Harris)

Prior to the meeting, Ms. Harris had emailed the board with the 2025 budget presented. During the meeting, Ms. Harris discussed the 2025 budget overview and clarified that the budget operates on an accrual basis. She reviewed with the board the projected patient related income and grant funding as well as review projected expenses. She and the board then discussed thoughts on state and government advocacy and as well as their thoughts and concerns related to the changing political administration. Additional concerns were voiced, but there were no questions.

Motioned by Ms. Belair, seconded by Ms. Cook, to approve the 2025 Budget Overview as presented.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting

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

Dr. Cartagena expressed there were no changes, nothing new.

Public Comment: None

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

Ms. Cotton was not present.

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 present for the meeting. Ms. Martin expressed her awareness and concerns about the flu and ensured everyone was mindful of taking advantage of the flu injection. She mentioned washing your hands, drinking plenty of water, and getting plenty of rest are all things to help against the flu.

Public Comments: None

Item XI. New Business: (Keith Espadron)

A. Review and Approval of PPC's Patient Accounting Policy and Procedures. PPC's Sliding Fee Scale for Uninsured and Under-Insured Patient Policy and Procedure (Deferred).

Mr. Espadron asked for all policies to be grouped together to be voted on. Ms. Harris explained the changes and updated that were made to PPC's Patient Accounting Policy and Procedures. The board discussed and had no further questions.

PPC's Sliding Fee Scale for Uninsured and Under-Insured Patient Policy and Procedure has been deferred until next month's meeting.

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to approve PPC's Patient Accounting Policy and Procedures as presented.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting

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

Ms. Harris provided a copy of the policies. Ms. Harris stated that both policies were reviewed and approved last month at PMC's meeting. Ms. Harris noted that the changes that were made included adding more details to the procedures and grammatical correction. The board discussed and had no further questions.

Motioned by Mr. Fincher, seconded by Ms. Parker, to approve the Review and Adoption of PMC's Procurement with Federal Funds Policy and Procedure and PMC's Federal Funds Drawdown Policy and Procedure as presented.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting

C. Board Vacancy.

Ms. Harris stated Ms. Celeste Ancar had resigned her position on the PPC Board of Directors. This resignation has created a vacancy on the Board as within the Financial Committee. Mr. Espadron plans to appoint a current board member to fill the vacancy on the Financial Committee at PPC's Annual Board Meeting next month. The board also discussed ideas and options for advertising for board member applicants. Ms. Harris stated that she would look into some of the ideas that were presented. The board had no additional questions or comments.

Public Comments: None

Item XII. Old Business (Keith Espadron)

A. Board Training-Health Center Program Compliance Manual (Jennifer Harris)

Prior to the meeting Ms. Harris emailed the board the Health Center Compliance Manual. She requested that the board members review the manual and ask any question they may have. The board expressed understanding and had no questions or comments during the meeting.

Public Comments: None

B. OSV Dates and Times (Jennifer Harris)

Ms. Harris explained to the board that this will be held on March 11th, 12th, and 13th of 2025. She requested that some of the board members plan to make plans to attend a luncheon with the OSV reviewers on March 12th. The board had no questions or comments.

Public Comments: None

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

Ms. Harris provided the November QI/QA Clinical Performance Metrics to the Board. PPC had 1,611 unduplicated patients; the documents were open for 1.7 days, 100% patient satisfaction, 10 respondents, and zero grievances. 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. Ms. Harris also explained and broke down the month per day, per provider, and per patient, along with the percentages. She asked the board if there were any questions. There were none.

Public Comments: None

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

Ms. Harris and Mr. Espadron thanked and applauded the board members for the completion of the annual courses and training. The board had no questions or comments.

Public Comments: None

Item XIII. Executive Session (Keith Espadron)

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

Motioned by Ms. Belair, seconded by Ms. Zegura to go into Executive Session.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

Convened at: 7:35 PM
Re-Convened Regular Meeting at: 8:10 PM

Motioned by Mr. Gaudet, Seconded by Ms. Cook to reconvene the regular meeting following the Executive Session.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting.

XIV. Adjournment: (Keith Espadron)

Motioned by Mr. Gaudet, seconded by Mr. Fincher, to adjourn the meeting at 8:11 PM.

Public Comments: None

Motion passed: 7 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 December 17th, 2024.



Keith Espadron
Chairman



Karen Cook
Secretary