

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
August 10, 2023**

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

Call to Order and Roll Call - A Regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. was called to order by Keith Espadron, Chairman, at 7:48 pm on August 10, 2023, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Tyler Overton 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>Absent</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Absent</u>
James Saik:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Present</u>	Karen Zegura:	<u>Present</u>

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Dr. Maria Cartagena, Plaquemines Primary Care (via Zoom); Leslie Prest, Plaquemines Medical Center (7:55 PM); Tyler Overton, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center (7:54 PM).

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

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

Motioned by Ms. Michel, seconded by Ms. Baham, 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 July 2023 Meeting Minutes: (Espadron)

Motioned by Ms. Michel, seconded by Ms. Cook, to approve the July 2023 Meeting Minutes as presented.

Public Comments: None

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

Item VI. Financials: (Harris)

A. & B. Financial Reports & Approval of July 2023 Financial Reports

A copy of the July 2023 financial reports was emailed to the Board for their review prior to the meeting. Ms. Harris read through the July 2023 financial reports, including the July 2023 Profit & Loss Budget vs. Actual Year-to-Date Comparison, the July 2023 Income Graph, the July 2023 Expense Graph, the 2023 Billing Statistics, the July 2023 Payer Mix, and the 2023 Financial Performance Metrics Dashboard.

Mr. Espadron inquired about Plaquemines Primary Care (PPC) being over budget. Ms. Harris addressed that PPC was over budget due to the June grant money not being transferred into the account yet. Ms. Prest commented that grant money is spread over the course of multiple months. PPC may not spend the amount allotted for one month but could spend more during another month. There were no further questions or items to discuss.

Motioned by Ms. Michel, seconded by Mr. Saik, to approve the July 2023 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. Maria Cartagena)

Dr. Cartagena updated the board that representatives from the Reproductive Health Program came to assess how PPC was progressing with the program. Dr. Cartagena said that PPC is learning from the feedback they were given during the visit. Other programs, including the Screen-Up Program to increase the screening rates of colorectal cancer, are flourishing as well.

Dr. Cartagena also announced that there was new software she has been exploring to help her with charting. She plans to update the board at next month's board meeting. Mr. Espadron thanked Dr. Cartagena, and the board had no questions.

Public Comment: None

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

Ms. Annette Cotton, NP, was absent from the board meeting.

Public Comments: None

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

Dr. Michael Kotler and Dr. Mohammad Naeem were absent from the Board Meeting.

Ms. Martin updated the Board regarding our past events. On August 3rd and August 9th, PMC, in partnership with PPC, Chevron Oronite Oak Point Plant, and Venture Global LNG, hosted its 6th annual back-to-school supply giveaways here at Plaquemines Medical Center and on the Eastbank at the Rev. Percy M. Griffin Community Center. These events supplied more than 300 students with backpacks and school supplies to prepare them for the 2023-2024 school year. Ms. Martin thanked Chevron Oronite Oak Point and Venture Global LNG for sponsoring these events. Ms. Martin also said the facility gave backpacks to the 25th Judicial Court System.

Ms. Martin informed the board that PMC has been continuing to refer patients to PPC, particularly due to the increased amount of patients being seen within Occupational Medicine.

Lastly, Ms. Martin cautioned the board about the increase in COVID cases and told the board to practice safety precautions since Fall is on its way. The board discussed new variants of COVID and how to take proper precautions to protect themselves and others, especially since Flu season is on the horizon. There were no further questions or comments from the board at this time.

Public Comments: None

Item X. New Business: (Espadron)

A. Approval to Submit the Service Area Competition (SAC) Application

Ms. Harris explained that she and Ms. Sandra Lode are currently working on the Service Area Competition (SAC) application that is due on August 23rd. She asked for the Board's approval to submit the application since it will be due before next month's board meeting. Mr. Espadon asked if the Board had any questions or opposed allowing Ms. Harris to submit the SAC application. The board discussed this and had no opposition or questions.

Motioned by Mr. Gaudet, seconded by Mr. Saik, for Approval to Submit the Service Area Competition (SAC) Application.

Public Comments: None

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

Item XI. Old Business (Espadron)

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

Ms. Harris provided the board with the NACHC-Board Governance Handbook Chapter 7: CEO Oversight and Partnership Risks for their review. There were no questions or

comments from the board at this time.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the QI/QA Clinical Performance Metrics to the Board; with PPC having 1,249 unduplicated patients, days open (days documents remained open) was 3.1 days. The patient satisfaction score was 99.67%, with thirty (30) responses and zero (0) grievances.

During July, PPC tested twelve (12) patients for the Flu, of which zero were positive, and tested twelve (12) patients for COVID, of which three (3) were positive.

Public Comments: None

C. Required Annual Ethics and Sexual Harassment Training

Ms. Harris told the board that if they need the link for ethics or sexual harassment training, let her or Mr. Overton know so they can give them the proper information to complete the training.

These training courses must be completed annually and are due by December 31st.

Public Comments: None

Item XII. Executive Session:

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

Motioned by Mr. Saik, seconded by Ms. Baham, to go into Executive Session.

Public Comments: None

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

Convened at: 8:09 PM

Re-convened at: 8:12 PM

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

Public Comments: None

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

There were no votes taken, and no decisions were made.

Item XIII. Adjournment (Espadron)

Motioned by Mr. Gaudet, seconded by Ms. Cook, to adjourn the meeting at 8:13 PM.

Public Comments: None

Motion passed: 6 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 10, 2023.



Keith Espadron
Chairman



Karen Cook
Secretary