

# FINAL: APPROVED

## PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING November 16, 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 Brigitte Belair, Vice Chairwoman, at 7:45 pm on November 16, 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>Absent</u>	Celeste Ancar:	<u>Present</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Absent</u>	Patra Parker:	<u>Absent</u>
James Saik:	<u>Absent</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; Annette Cotton, NP, Plaquemines Primary Care 8:00 PM (via Zoom); Monica Martin, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; LaTonya Hymes-Sam; Plaquemines Medical Center; Ms. Dot Lundin, Plaquemines Medical Center Board Member; and Matthew Zuvich, USI One Advantage.

### Item III. Recitation of the Pledge of Allegiance: (Gaudet)

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

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

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

### Item V. Approval of October 2023 Meeting Minutes: (Belair)

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the October 2023 Meeting Minutes as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

**Item VI. Financials: (Harris)**

**A. & B. Financial Reports & Approval of October 2023 Financial Reports**

A copy of the financial reports for October 2023 was emailed to the Board prior to the meeting for their review. Ms. Harris thoroughly went over the October 2023 financial reports, including the Profit & Loss Budget vs. Actual Year-to-Date Comparison, the Income and Expense Graphs for October 2023, Billing Statistics for 2023, Payer Mix for October 2023, and the Financial Performance Metrics Dashboard for 2023. There were no questions or comments from the board during this review.

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the October 2023 Financial Reports as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

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

Dr. Cartagena was absent from the meeting.

Public Comment: None

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

Ms. Cotton reported that during Plaquemines Primary Care's (PPC) recent visit to Davant, they received positive feedback from patients who value the increased frequency, now scheduled twice a month instead of once. She wanted to share that there is a lot of excitement about this change. The board had no questions for Ms. Cotton at this time.

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 shared with the board that Plaquemines Medical Center (PMC) and Plaquemines Primary Care successfully participated in a haunted house, drawing over 300 children and introducing many parents to our facility's diverse services. PPC/PMC's involvement in the Breast Cancer Walk in Port Sulphur and a Halloween Party in Davant significantly boosted our community outreach. Notably, on November 4th, PPC/PMC participated in a food distribution event in Boothville, serving over 200 individuals. Upcoming events include Santa's Workshop, featuring various activities for children.

Ms. Martin stressed the importance of vaccinations, promoting flu shots, and other preventive measures at each event. Additionally, PPC/PMC is expanding our team, with numerous interviews scheduled next week to meet the growing demand for our services.

Ms. Hymes-Sam, PMC's Occupational/Industrial Health Coordinator, shared that companies are eager about our new Belle Chasse facility. It offers swift services like physicals, drug screens, and fit tests, often taking less than 15 minutes. The streamlined processes have piqued the interest of other companies, leading us to enhance staff training to meet demand. The uptick in traffic has also prompted referrals to PPC, particularly for hypertension patients without primary care, guiding them toward comprehensive care management. The board had no questions or comments at this time.

Public Comments: None

**Item X. New Business: (Belair)**

**A. Insyteful Ad Campaign for Covid Vaccine Awareness**

Ms. Harris expressed PPC still has a remaining balance from the COVID grant that must be spent prior to the end of the year. This funding has been allocated for our recent campaign on Fox 8, covering commercials and site promotions. Previously, PPC implemented the Insyteful campaign involving Facebook, Google, and geofencing around the plant and the Eastbank.

Ms. Harris explained to the board that PPC has funds left, which must be utilized by the specified deadline, or they will be forfeited. Due to time constraints, Ms. Harris is considering using the funding to target plant employees and Eastbank residents for the remaining months. She asked the board if the board had suggestions for maximizing this funding and for her to utilize the remaining grant funds. The board had no comments or questions.

**Motioned by Ms. Baham, seconded by Ms. Michel for Ms. Harris to allocate PPC grant funds toward the Insyteful campaign.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

**B. Billboard**

Ms. Harris informed the board that Ms. Prest has engaged with a billboard company, initiating discussions about multiple locations. Ms. Harris discussed a potential billboard site toward Buras as well as other sites of consideration.

Ms. Harris emphasized the appeal of the Buras location, citing its potential to enhance our marketing presence in an area that currently requires improvement. The south end has experienced noteworthy growth and increased traffic, particularly among plant workers. In a recent meeting attended by Ms. Prest, an expressed interest was noted in attracting more plant workers to the parish area. Ms. Harris welcomed any input or thoughts regarding the allocation of grant funding for these billboards, highlighting their potential to provide a more enduring presence for plant workers and residents. The board expressed some ideas to take into consideration for discussion at a later time.

Public Comments: None

### **C. Woman's Mobile Mammogram Unit**

Ms. Harris added some thrilling updates. Beginning January 31st, a mammogram bus is set to visit Plaquemines Medical Center every quarter. The bus welcomes clinic and public visitors and can handle 18 to 20 appointments daily. Dr. Cartagena has graciously arranged to issue standing orders for those who don't have one, ensuring accessibility to mammograms for everyone. The board had a positive reaction to the news Ms. Harris shared.

Public Comments: None

### **Item XI. Old Business (Belair)**

#### **A. Board Training-NACHC-Board Governance Handbook Chapter 10: Additional Effective Governance Practices**

Ms. Harris shared the NACHC-Board Governance Handbook Chapter 10: Additional Effective Governance Practices with the board prior to their meeting. She encouraged the board to contact her if they had questions or needed clarification. However, the board raised no questions or comments during the meeting.

Public Comments: None

#### **B. QI/QA: Review of Clinical Performance Metric**

Ms. Harris provided the September QI/QA Clinical Performance Metrics to the Board. PPC had 1,493 unduplicated patients, and the days open (days documents remained open) were 2.9 days. The patient satisfaction score was 98.07%, with thirty-one (31) responses and zero (0) grievances.

Ms. Harris also had fourteen (14) tests for the Flu and fourteen (14) tests for COVID-19, all of which were negative except for one COVID-19 test. PPC administered 59 COVID-19 and 143 Flu vaccines, mainly attributed to school visits. The board was pleased with this information and had no further questions or comments.

Public Comments: None

**C. Amendment to Bylaws**

This item was deferred until the next Board Meeting.

Public Comments: None

**D. Required Annual Ethics and Sexual Harassment Training**

Mr. Overton reviewed which board members still had to complete the proper training certificates before the year's end. There were no questions or comments from the board.

Public Comments: None

**Item XII. Adjournment (Belair)**


**Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 8:12 PM.**

Public Comments: None

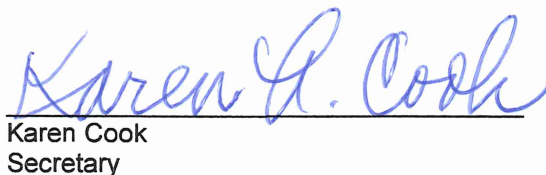
**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

**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 November 16, 2023.**



Keith Espadron  
Chairman



Karen Cook  
Secretary