

FINAL

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
December 14, 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 7:19 pm on December 14, 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>Present</u>
Brigette Belair:	<u>Present</u>	Gaynel Baham:	<u>Absent</u>
Karen Cook:	<u>Absent</u>	Patra Parker:	<u>Present</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; Dr. Maria Cartagena, Plaquemines Primary Care (via Zoom); Monica Martin, Plaquemines Medical Center; Leslie Prest, Plaquemines Medical Center (via Zoom); Tyler Overton, Plaquemines Medical Center; LaTonya Hymes-Sam; Plaquemines Medical Center; Jay Lobrano, Carver Darden Koretzky Tessier Finn Blossman & Areaux LLC.

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

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

Motioned by Ms. Michel, seconded by Ms. Belair, 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 November 2023 Meeting Minutes: (Espadron)

Motioned by Ms. Michel, seconded by Ms. Ancar, to approve the November 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 November 2023 Financial Reports

Ms. Harris provided a copy of the financial reports for the board's review before the session. Ms. Fisher read through the November 2023 financial reports during the meeting. She discussed the November 2023 Income Graph, November 2023 Expense Graph, Budget vs. Actual comparison, 2023 Billing Statistics, November 2023 Payer Mix, and the Financial Metrics spreadsheet. Ms. Fisher asked the board if there were any questions, and there were none.

Motioned by Mr. Gaudet, seconded by Ms. Zegura, to approve the November 2023 Financial Reports as presented.

Public Comments: None

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

C. 2024 Budget Overview Presentation

During the meeting, Ms. Harris discussed the 2024 budget overview presentation. Ms. Harris clarified that the budget operates on an accrual basis. She listed the total projected income, which reflects an increase due to heightened service frequency. Anticipated improvements in Medicaid reimbursement may also contribute to additional funding. Salaries, despite a slight reduction through staff adjustments, remain relatively stable.

Ms. Harris answered questions from the board regarding the budget, detailing professional fees, billing, and various expenditures. The discussion covered grant incomes, including the FQHC grant, hypertension grant, and ARP General Grant. Plans to utilize funds before expiration were presented, with considerations for marketing and purchasing items. The board had no further comments or questions.

Motioned by Ms. Belair, seconded by Ms. Michel, to approve the 2024 Budget Overview 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. Maria Cartagena, PPC Medical Director, reported on advancements in colon cancer screening efforts. She shared plans for a colorectal cancer awareness program in January and highlighted an interactive Healthier Community Series event in March. Dr. Cartagena will deliver a speech on colorectal cancer screening, considering a

collaborative Plaquemines Medical Center (PMC) and PPC event. The presentation concluded without further discussion on this topic, and there were no further comments or questions from the board at this time.

Public Comment: None

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

Ms. Cotton was absent from the 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 mentioned plans for upcoming health events in the new year, starting with the Healthy Series in January. Ms. Martin shared details about the upcoming Santa's workshop event on Saturday, December 16th, including breakfast with Santa and various activities for all ages. Collaborations with the sheriff's office and YMCA for crafts and hot cocoa were noted.

She emphasized the clinic's commitment to community service and partnerships with Plaquemines Primary Care (PPC). Ms. Martin concluded by encouraging individuals to get flu shots, commending Ms. Harris for her vaccination efforts. Mr. Espadron thanked her for the updates, and the meeting moved forward without further discussion. The board had no questions or comments at this time.

Public Comments: None

Item X. New Business: (Espadron)

A. Certintell Agreement

Ms. Harris briefed the board on the hypertension program's budget status and how much remained in the grant. She sought a proposal from Certintell to efficiently utilize the funds before the grant expires in January.

Certintell proposed a two-year extension of their support services, aiming to integrate their product into the Athena system for enhanced efficiency.

Jennifer discussed the program's potential sustainability, mentioning forecasts for Medicare billing in 2024. Connectivity challenges with Bluetooth technology prompted considerations for alternative reporting methods, including a potential shift to paper-

based reporting. The initial grant included 355 Bluetooth-compatible blood pressure machines, facilitating remote patient monitoring during business hours.

The board explored the feasibility and legality of patient incentives, acknowledging their potential to improve engagement and address white coat syndrome. The benefits of the hypertension program, including improved patient compliance and accurate remote monitoring, were highlighted.

Board members suggested community outreach strategies and targeting senior citizens for program awareness and enrollment. In summary, the presentation outlined the current status and plans for the hypertension program, emphasizing technological enhancements, budget considerations, and patient-centric strategies. The board expressed support for the proposed extension and engagement initiatives.

Motioned by Mr. Gaudet, seconded by Ms. Ancar, for the extension of the Certintell Agreement.

Public Comments: None

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

B. Bylaw Revision

Mr. Lobrano, legal counsel, informed the board about the amendment to the open meetings law in 2023. The amendment allows members with disabilities recognized by the Americans with Disabilities Act to attend meetings electronically.

To comply with this amendment, Mr. Lobrano proposed a bylaw change specifying that members with disabilities can request attendance via electronic means, either by telephone or virtual platforms like Teams or Zoom. The amendment aimed to incorporate the legislative update into the organization's bylaws, ensuring inclusivity and accessibility for all board members.

The board acknowledged the proposed bylaw change and, following Mr. Lobrano's recommendation, adopted the resolution to incorporate the amendment into the bylaws.

Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the Bylaw Revision presented by Mr. Lobrano.

Public Comments: None

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

C. Board Meeting Date/Time Discussion

The board discussed concerns about the meeting timing due to work and transportation issues. They proposed various solutions, such as moving the meeting time back or considering a different day. However, to allow for further discussion and coordination with the PMC Board, they decided to table the decision until January.

Public Comments: None

D. Title X Sliding Fee Scale

Ms. Harris and the board discussed the Title X program, focusing on the sliding fee scale for contraceptive services. Ms. Harris explained that the sliding fee scale was a percentage of the cost based on income levels, with patients falling below 100% of the poverty line not being billed anything. The board then approved, emphasizing the importance of making contraceptives more accessible to patients in need.

Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the Title X Sliding Fee Scale as presented.

Public Comments: None

E. Board Vacancy

The board discussed the current vacancy and potential conflicts with a board member's schedule. Ms. Harris urged board members to recommend suitable candidates to the nominating committee to maintain a full board and ensure a quorum. She mentioned the idea of having a potential candidate who could be called upon if needed. Ms. Harris encouraged board members to think about possible candidates and emphasized the importance of maintaining a functional and complete board.

Item XI. Old Business (Espadron)

A. Board Training-NACHC-Board Governance Handbook Chapter 11: Terms and Policies Related to the Changing Health Care Environment

Ms. Harris shared the NACHC-Board Governance Handbook Chapter 11: Terms and Policies Related to the Changing Health Care Environment with the board prior to their meeting. She encouraged the board to contact her if they had questions. The board had no questions or comments.

Public Comments: None

QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the November QI/QA Clinical Performance Metrics to the Board. PPC had 1,561 unduplicated patients, and the days open (days documents remained open) were 2.6 days. The patient satisfaction score was 98.5%, with twenty (20)

responses and zero (0) grievances.

Ms. Harris also had five (5) tests for the Flu and five (5) tests for COVID-19, all of which were negative. The board had no further questions or comments.

Ms. Harris also informed the board about the upcoming mobile mammogram clinic by Baton Rouge Women's Health on January 31st, with about half the slots already filled.

Public Comments: None

B. Required Annual Ethics and Sexual Harassment Training

Ms. Harris 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 (Espadron)

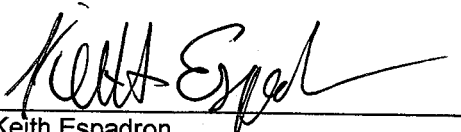
Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 8:16 PM.

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 December 14, 2023.



Keith Espadron
Chairman



Karen Cook
Secretary