

FINAL

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
January 18, 2024**

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 7:55 pm on January 18, 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</u>	Celeste Ancar:	<u>Absent</u>
Brigette Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</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; Annette Cotton, NP, Plaquemines Primary Care (via Zoom); Leslie Prest, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center (via Zoom); Monica Martin, Plaquemines Medical Center; LaTonya Hymes-Sam; Plaquemines Medical Center; Trechel Ronquille, Plaquemines Medical Center, and Dr. Mohammed Naeem, Plaquemines Medical Center.

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 December 2023 Meeting Minutes: (Espadron)

Motioned by Ms. Baham, seconded by Ms. Michel, to approve the December 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 December 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 December 2023 financial reports during the meeting. She discussed the December 2023 Income Graph, December 2023 Expense Graph, Budget vs. Actual comparison, 2023 Billing Statistics, December 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 December 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 and Dr. Naeem discussed advancements, such as mini-insulin pumps, a type of mobile pocket pump that extends beyond Type 1 diabetes and offers compact continuous insulin delivery. This would be made accessible to Medicaid patients, addressing prior barriers. Dr. Naeem highlighted G7 improvements, integrating sensors for advanced diabetes management.

Dr. Cartagena shared a genetic-based cancer screening program with the board, utilizing a survey and saliva samples. Genetic counseling follows, offering personalized insights into cancer risks.

Acknowledging the challenge of routine screenings, both doctors emphasized the potential of genetic testing to incentivize patients. This information reveals a proactive approach, showcasing a commitment to innovative healthcare practices.

The board was notably impressed with the depth of knowledge shared by Dr. Cartagena and Dr. Naeem with what they shared in healthcare advancement and had no further questions.

Public Comment: None

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

Ms. Cotton shared that patients are enthusiastic about the expanded two-day availability on the East Bank, leading to increased walk-ins. Overall, this creates a positive response to service expansion. The board had no comments or questions.

Public Comments: None

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

Please Refer To:
Item VII. PPC Medical Director

Public Comments: None

Item X. New Business: (Espadron)

A. Nominating Committee – Selection of a Slate of Nominees for the Board of Directors

Ms. Parker and the nominating committee recommend the current Board of Directors serve as the new Board of Directors with the new addition of Stanley Johnson. The results are as follows:

Keith Espadron:	Yes	Gaynel Baham:	Yes
Brigette Belair:	Yes	Patra Parker:	Yes
Karen Cook:	Absent	Stanley Gaudet:	Yes
James Saik:	Absent	Karen Zegura:	Yes
Nancy Michel:	Yes		
Celeste Ancar:	Absent		

Motioned by Ms. Baham, seconded by Ms. Michel, to accept the above nominees.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, and 3 Absent.

**B. Nominating Committee – Selection of a Slate of Nominees for Chairperson
Chairperson – Keith Espadron**

Motioned by Mr. Gaudet, seconded by Ms. Parker, to appoint Keith Espadron as the Chairperson of the PPC Board of Directors.

Keith Espadron:	Not Voting	Gaynel Baham:	Yes
Brigette Belair:	Yes	Patra Parker:	Yes
Karen Cook:	Absent	Stanley Gaudet:	Yes
James Saik:	Absent	Karen Zegura:	Yes
Nancy Michel:	Yes		
Celeste Ancar:	Absent		

Public Comments: None

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

C. Nominating Committee – Selection of a Slate of Nominees for Vice-Chairperson

Vice-Chairperson – Brigitte Belair

Motioned by Mr. Gaudet, seconded by Ms. Parker, to appoint Brigitte Belair as the Vice-Chairperson of the PPC Board of Directors.

Keith Espadron:	Yes	Gaynel Baham:	Yes
Brigitte Belair:	Not Voting	Patra Parker:	Yes
Karen Cook:	Absent	Stanley Gaudet:	Yes
James Saik:	Absent	Karen Zegura:	Yes
Nancy Michel:	Yes		
Celeste Ancar:	Absent		

Public Comments: None

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

D. Nominating Committee – Selection of a Slate of Nominees for Secretary

Secretary – Karen Cook

Motioned by Mr. Gaudet, seconded by Ms. Parker, to appoint Karen Cook as the Secretary of the PPC Board of Directors.

Keith Espadron:	Yes	Gaynel Baham:	Yes
Brigitte Belair:	Yes	Patra Parker:	Yes
Karen Cook:	Absent	Stanley Gaudet:	Yes
James Saik:	Absent	Karen Zegura:	Yes
Nancy Michel:	Yes		
Celeste Ancar:	Absent		

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 3 Absent, and 0 present not voting.

E. Nominating Committee – Selection of a Slate of Nominees for Treasurer

Treasurer – Nancy Michel

Motioned by Mr. Gaudet, seconded by Ms. Parker, to appoint Nancy Michel as the Treasurer of the PPC Board of Directors.

Keith Espadron:	Yes	Gaynel Baham:	Yes
Brigitte Belair:	Yes	Patra Parker:	Yes

Karen Cook:	Absent	Stanley Gaudet:	Yes
James Saik:	Absent	Karen Zegura:	Yes
Nancy Michel:	Not Voting		
Celeste Ancar:	Absent		

Public Comments: None

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

F. Appointment of Committees by Chairperson

1. Executive Committee

Keith Espadron (Committee Chair)
Brigette Belair
Karen Cook
Nancy Michel

2. Financial Committee

Nancy Michel (Committee Chair)
Stanley Gaudet
Celeste Ancar

3. Nominating Committee

Patra Parker (Committee Chair)
Gaynel Baham
Karen Zegura

G. Review and Approval of the 2024 Federal Poverty Guideline

Prior to the meeting, Ms. Harris provided the Board with a copy of the federal poverty guidelines for 2024. The slide presented was crafted based on this recently published document, updated annually. Ms. Harris emphasized that the information aligns with the guidelines approved by the Federal authorities. For any clarifications or inquiries, she welcomed questions from the board. There were no questions or comments at this time.

Motioned by Mr. Gaudet, seconded by Ms. Michel, to accept the 2024 Federal Poverty Guidelines.

Public Comments: None

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

H. Review and Approval of the 2024 Poverty Based Sliding Fee Scale

Ms. Harris presented the 2024 Poverty Based Sliding Fee Scale to the board. The board then reviewed and approved this annual process, which includes updating PPC's

Poverty Based Sliding Fee Scale to align with the federal poverty scales. The board reviewed and approved the slight modification.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to accept PPC's 2024 Poverty Based Sliding Fee Scale.

Public Comments: None

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

I. Review and Approval of the 2024 Title X Sliding Fee Scale

Ms. Harris explained that modifications were made to align with the 2024 Federal Poverty Guidelines. The board had no questions or comments at this time.

Motioned by Mr. Gaudet, seconded by Ms. Michel, to accept PPC's 2024 Title X Sliding Fee Scale.

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 1: The Role of the Health Center Board and Board Members

Ms. Harris shared the NACHC-Board Governance Handbook Chapter 1: The Role of the Health Center Board and Board Members with the board prior to the meeting. The board had no questions or comments.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the December QI/QA Clinical Performance Metrics to the Board. PPC had 1,592 unduplicated patients; the days open (days documents remained open) were 2.4 days and a close rate of 56.8%. The patient satisfaction score was 90%, with four (4) responses and zero (0) grievances.

Ms. Harris also had fourteen (14) tests for the Flu, with two (2) positive, and fourteen (14) tests for COVID-19, with two (2) positive. The board had no further questions or comments.

Motioned by Ms. Michel, seconded by Ms. Zegura, to accept the QI/QA: Review of Clinical Performance Metric.

Public Comments: None

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

Item XII. Adjournment (Espadron)

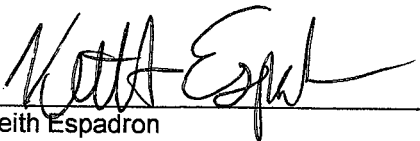
Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 8:35 PM.

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 January 18, 2024.



Keith Espadron
Chairman



Karen Cook
Secretary