

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING March 18, 2025

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

Call to Order and Roll Call- Brigitte Belair, Board Chairwoman, called a regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 6:48 p.m. on March 18, 2025, 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: Absent
Brigitte Belair: Present
Karen Cook: Absent
Karen Zegura: Present
Nancy Michel: Present

Kellen Fincher: Present
Gaynel Baham: Present
Patra Parker: Present
Stanley Gaudet: Present
Stanley Johnson: Absent

A quorum was declared present.

Also, in attendance were Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Dr. Cartagena, Plaquemines Primary Care; Trechel Ronquille, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Ranada Mackey – St. Ann, Plaquemines Medical Center; Jennifer Sanger, Plaquemines Medical Center, and Monica Martin, Plaquemines Medical Center. Via Zoom; Annette Cotton, NP, Plaquemines Primary Care.

Item III. Invocation: (Gaynel Baham)

Item IV: Recitation of the Pledge of Allegiance: (Stanley Gaudet)

Item V. Review and Approval of Current Agenda: (Brigitte Belair)

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

Public Comments: None

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

Item VI. Approval of February 2025 Meeting Minutes: (Brigitte Belair)

Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the February 2025 Meeting Minutes as presented, with a change to page six referencing the signature line for Ms. Brigitte Belair's name change is incorrect.

Public Comments: None

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

Item VII. Financials: (Colleen Fisher)

A. Financial Reports for January 2025

Ms. Fisher provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Fisher read through the January 2025 financial reports. She discussed the January 2025 Income Graph, January 2025 Expense Graph, Budget vs. Actual comparison, 2025 Billing Statistics, January 2025 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

Motioned by Ms. Michel, seconded by Ms. Zegura, to approve the January 2025 Financials as presented.

Public Comments: None

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

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

Dr. Cartagena mentioned the upcoming Colorectal Cancer Awareness event. The presentation will include a dimensional Colon Wall that you can walk through. The event will be on Thursday, March 20th, from 10:30 a.m. to 12:30 p.m. at Plaquemines Medical Center.

Public Comment: None

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

Ms. Cotton said that her students are doing great, and the patients are accepting them. She stated that there are four students in total: three NP students and one MA Student. Ms. Cotton also mentioned that she's trying to implement a star employee of the month program to boost employee morale, which will be based on votes.

Public Comments: None

Item X. PMC Medical Director/Assistant Medical Director/Clinical Coordinator: (Dr. Michael Kotler/Dr. Mohammad Naeem/ Dr. William Kotler/Monica Martin, RN)

Ms. Martin mentioned the Colorectal event on Thursday, March 20th, and reminded everyone about the Easter EggStravaganza event, which is scheduled for April 11th from 4 to 6 p.m. Both events will be held at Plaquemines Medical Center.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Review and Approval of PPC's 2025 CPT Fee Schedule (Brigette Belair)

Ms. Harris explained that the fee schedule is obtained mathematically, factoring in geographic and regional percentiles to formulate the current proposed rates.

Motioned by Mr. Gaudet, seconded by Mr. Fincher, to accept the 2025 CPT Fee Schedule as presented.

Public Comments: None

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

B. Review and Approval of PPC's Surprise Billing and Good Faith Estimates Policy and Procedure (Brigette Belair)

Ms. Harris stated that this Surprise Billing and Good Faith policy had no changes.

Motioned by Ms. Michel, seconded by Mr. Gaudet, to accept the Surprise Billing and Good Faith Policy and Procedure as presented.

Public Comments: None

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

C. TSI Collection Services (Brigette Belair)

Ms. Harris discussed the TSI contract with them and the process used to collect outstanding balances. The board discussed and had no additional questions or comments.

Public Comments: None

Item XII. Old Business (Brigette Belair)

A. Board Training-NACHC Governance Chap 3: Strategic Planning and Strategic Thinking (Jennifer Harris)

Ms. Harris provided the board with a copy of Chapter 3: Strategic Planning and Strategic Thinking. The board had no questions or comments.

Public Comments: None

B. OSV Update (Jennifer Harris)

Ms. Harris explained to the board that she has gotten one set of dates from HRSA, but not a confirmation email for the OSV dates. The proposed dates for the OSV are April 22nd to 24th. Once confirmed, Ms. Harris will advise the Board.

Public Comments: None

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

Ms. Harris provided the February 2025 QI/QA Clinical Performance Metrics to the Board. PPC had 577 unduplicated patients; the documents were open for 3 days, with 98% patient satisfaction, 31 respondents, and zero grievances. Patient comments were provided to the board. Ms. Harris discussed the same-day closing rate breakdown with the board. Harris 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.

Ms. Harris also explained the unduplicated patient count and goal. The goal was set during the original FQHC application process. With each SAC application, we can reduce the goal by 10% without affecting our funding. She also added that the unduplicated patient count restarts each year in January. She asked the board if there were any questions, but there were none.

Public Comments: None

Item XIII. Executive Session (Brigette Belair)

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

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

Public Comments: None

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

<u>Convened at:</u>	<u>7:13 PM</u>
<u>Re-Convened Regular Meeting at:</u>	<u>7:52 PM</u>

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

Public Comments: None

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

Motioned by Ms. Michel, seconded by Mr. Gaudet, to accept the strategic work plan as presented.

Public Comments: None

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

XIV. Adjournment: (Brigette Belair)

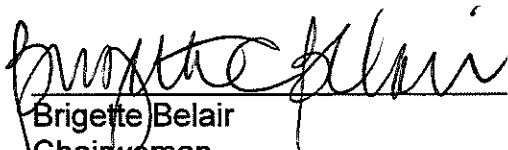
Motioned by Mr. Gaudet, seconded by Ms. Baham, to adjourn the meeting at 7:53 PM.


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 March 18th, 2025.


Brigitte Belair
Chairwoman


Stanley Johnson
Secretary