

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING February 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-Chairwomen, at 6:11 pm on February 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.

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

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Dale Adams, Chairman, Plaquemines Medical Center; Mena Marinovich, Board Member, Plaquemines Medical Center; Dominick Scandurro, Scandurro & Layrisson, LLC.

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

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

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

Public Comments: None

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

Item V. Approval of January 2023 Meeting Minutes. (Belair)

Motioned by Ms. Zegura, seconded by Mr. Gaudet, to approve the January 2023 Meeting Minutes as presented.

Public Comments: None

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

Item VI. Financials: (Fisher)

A. & B. January 2023 Financials

The January 2023 financial reports were provided to the board prior to the meeting for their review. During the meeting, Ms. Fisher discussed the January 2023 Income Graph, January 2023 Expense Graph, Budget vs. Actual comparison, Billing Statistics, and the January 2023 Payer Mix.

There were no questions or other items to discuss.

Motioned by Mr. Saik, seconded by Mr. Gaudet, to approve the January 2023 Financial report.

Public Comments: None

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

Item VII. PPC Medical Director/Family Medicine Physician: (Dr. Maria Cartagena)

Dr. Cartagena was absent from the board meeting.

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 nor Dr. Mohammad Naeem were present at the meeting.

Ms. Martin shared that she, Ms. Harris, and Ms. LaTonya Hymes attended a job fair at Blue Cliff College. This event allowed them to meet several students in both the Medical Assistant and LPN tracks. Ms. Martin and Ms. Harris stated they were delighted with the turnout, which led to PMC/PPC receiving many resumes and applications. Ms. Harris shared that Blue Cliff College has another Medical Assistant class that will be graduating in April and an LPN program that will be graduating in October. Blue Cliff College will host another job fair in April 2023, which PMC and PPC representatives plan to attend. Ms. Harris also explained to the board that Blue Cliff has an Externship program for their Medical Assistant track and that she had requested additional information about becoming an Externship site.

PMC/PPC are also planning to attend the job fair at Delgado College next month.

Public Comments: None

Item X. New Business: (Belair)

A. Approve Credentialing and Privileging for:

- **Annette Cotton, NP**
- **Dr. Maria Cartagena**
- **Dr. John Wells II**
- **Dr. Jolisha Eubanks-Jones**
- **Dr. Emily LaCour**

Every three years, the board must approve the credentialing and privileges for the practitioners with Plaquemines Primary Care listed above. There were no questions from the board about the credentialing and privileging of the listed practitioners.

Motioned by Mr. Gaudet, seconded by Ms. Cook, to approve the credentialing and privileging for Annette Cotton, NP; Dr. Maria Cartagena, Dr. John Wells II, Dr. Jolisha Eubanks-Jones, and Dr. Emily LaCour.

Public Comments: None

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

B. Review and Approval of the 2023 CPT Code Fee Schedule

Ms. Harris explained to the board that the CPT fee schedule has to be renewed annually. She explained to the board the factors in calculating the fee schedule. There were no questions from the board.

Motioned by Mr. Saik, seconded by Ms. Michel for the review and approval of the 2023 CPT Code Fee Schedule.

Public Comments: None

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

C. Review of the 4th Quarter 2022 Quality Committee Meeting

Prior to the board meeting, Ms. Harris provided the board with a copy of the 4th Quarter Quality Committee Meeting minutes. Ms. Harris asked the board if they wished to continue receiving both digital and printed copies of the Quality Committee Packets. The board discussed and agreed that a digital copy would suffice. There were no additional questions or discussions.

Motioned by Ms. Michel, seconded by Ms. Zegura for the review and approval of

the 4th Quarter 2022 Quality Committee Meeting Minutes.

Public Comments: None

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

D. Review of the 4th Quarter 2022 Financial Committee Meeting

Prior to the board meeting, Ms. Harris provided the board with a copy of the 4th Quarter 2022 Financial Committee Meeting minutes for their review. The board discussed whether they wanted the Financial Committee Packets to continue being provided in print and digital. The board concluded that a digital copy would suffice.

Motioned by Ms. Michel, seconded by Ms. Cook for the review and approval of the 4th Quarter 2022 Financial Committee Meeting Minutes.

Public Comments: None

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

Item XI. Old Business (Belair)

A. Board Training-NACHC-Governance-Chapter 2: Strategic Board Composition, Recruitment, Orientation, and Engagement

Ms. Harris expressed to the board that there is a vacant spot on the board, and she had a candidate in mind to fill the vacancy.

Ms. Harris also informed the board that the repairs to the mobile unit had been completed and that PPC was able to provide primary care services on the Eastbank this week.

Ms. Belair reminded the board to keep up with reading the chapters as the months go by since one chapter will be assigned each month for the board to read.

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the board with the Clinical Performance Metric Dashboard prior to the meeting. Ms. Harris stated that as of January 2023, PPC had 398 unduplicated patients. Ms. Harris stated that she has changed the "Same-Day Closed" measure to "Days Documents Are Open." She also explained that timely closing is ten days or less. She has set a clinic goal of seven days and is happy to report that in January PPC's providers averaged having documents closed within 3.5 days. She also noted that the January 2023 patient satisfaction score was 99.6%, with 27 respondents and zero grievances.

C. Review and Approval of PPC's Referral, Diagnostic Testing, and

Hospitalization Tracking Policy and Procedure.

Ms. Harris stated no changes to PPC's Referral, Diagnostic Testing, and Hospitalization Tracking Policy and Procedure. There were no questions from the board about this policy and procedure.

Motioned by Mr. Saik, seconded by Mr. Gaudet to approve PPC's Referral, Diagnostic Testing, and Hospitalization Tracking Policy and Procedure.

Public Comments: None

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

D. Review and Approval of PPC's Credentialing and Privilege Policy and Procedure

Ms. Harris stated that there was one change to this policy and procedure. She stated that the OB/GYN Request for Clinical Privileges (pages 37 & 38) had been added to the policy.

Motioned by Mr. Saik, seconded by Mr. Gaudet to approve PPC's Credentialing and Privileging Policy and Procedure.

Public Comments: None

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

E. Marketing

Ms. Harris expressed excitement due to sponsoring an all-digital Super Bowl ad campaign through Fox 8 for a week. All clicked ads led to PPC's webpage focused on the COVID vaccine. There were 335 "clicks" on the banner, leading to a rate of 11%, well above the average click rate for these ads.

Ms. Harris also said a legally generated email list sent out 28,500 emails. From that, 910 were opened, of which 159 clicks went to the PPC website. Ms. Harris and the board were impressed with the campaign's reach. She shared with the board that she was interested in expanding the campaign to other outlets.

Insyteful was the last topic Ms. Harris reviewed with the board. She explained the metrics that Insyteful provided with their marketing campaign. Ms. Harris also proposed a campaign with Insyteful for the Eastbank. Ms. Harris noted that the funding for this advertising campaign came from grant funds awarded by HRSA to promote awareness and availability of the Covid-19 vaccine. The board discussed and asked Ms. Harris to have some changes made to the proposed Eastbank campaign and present again to the board at a later time.

Public Comment: None

Item XII. Executive Session: (Belair)

A. Annual Evaluation of CEO, LA. R.S. 46:1073

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

Public Comments: None

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

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| Convened at: | 6:38 PM |
| <u>Re-convened Regular Meeting at:</u> | <u>7:21 PM</u> |

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

Public Comments: None

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

Motioned by Mr. Gaudet, seconded by Mr. Saik to permit Ms. Prest to present Ms. Jennifer Harris her evaluation as per Board discussion and review.

Public Comments: None

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

Item XIII. Adjournment: (Belair)

Motioned by Mr. Gaudet, seconded by Ms. Ancar to adjourn the meeting at 7:22 PM.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, 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 February 16, 2023.



Brigette Belair
Vice-Chairwomen



Karen Cook
Secretary