

# FINAL: APPROVED

## PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING February 17, 2021

### 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 Chairman Brigitte Belair at 6:09 PM on February 17, 2021 teleconference at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Hannah Williams conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

Chetta McBride:	<u>Absent</u>	Kim Ly:	<u>Present</u>
Brigitte Belair:	<u>Present</u>	Patra Parker:	<u>Present</u>
Nancy Michel:	<u>Absent</u>	John Hymes:	<u>Absent</u>
Stanley Gaudet:	<u>Present</u>		
Celeste Ancar:	<u>Present</u>		
Yona Serpas:	<u>Present</u>		
Keith Espadron:	<u>Absent</u>		
Gaynell Baham:	<u>Absent</u>		

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care, Leslie Prest, Plaquemines Medical Center, Monica Martin, Plaquemines Medical Center, Hannah Williams, Plaquemines Medical Center, Colleen Fisher, Plaquemines Medical Center, Annette Cotton, Plaquemines Primary Care, Dr. Cartagena, Plaquemines Primary Care, Dale Adams, Chairman, Plaquemines Medical Center, Erin Braud, Board Member, Plaquemines Medical Center, Jane Tesvich, Board Member, Plaquemines Medical Center, Dr. Michael Kotler, Plaquemines Medical Center, Dr. William Kotler, Plaquemines Medical Center, Dr. Naeem, Plaquemines Medical Center, and Sandra Lode, Sandra Lode Consulting Group.

### Item III. Recitation of the Pledge of Allegiance (WAIVED)

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

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the current agenda.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

### Item V. Approval of January 2021 Meeting Minutes. (Belair)

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the January 2021 minutes.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

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

**A. January 2021 Financials**

Ms. Colleen Fisher read through the January 2021 financial reports during the teleconference. Ms. Fisher provided a copy of the financial reports to the Board via email for their review and approval, and she asked the Board if anyone had questions. Ms. Harris provided a breakdown of daily patient flow. She also discussed the performance metrics. There were no questions and no items to discuss.

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the January 2021 Financial Reports.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

**Item VII. Family Medicine Physician:** (Dr. Maria Cartagena)

Dr. Cartagena mentioned a training opportunity to offer Hep C treatment in the primary care clinic to provide the best continuity of care to all PPC patients. Ms. Prest talked about her and Michelle Hamrick's conversation regarding funding for a suboxone clinic. She plans to update accordingly.

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

Ms. Annette Cotton was not present. However, Ms. Harris talked about a conversation she had with Ms. Cotton prior to the meeting. She mentioned that Ms. Cotton is thrilled to be working with Dr. Cartagena to help grow Primary Care.

Public Comments:  
None

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

Dr. Kotler talked about a meeting he had regarding rural healthcare. He also spoke about the transition of care from urgent care to primary care. Ms. Monica Martin also spoke about the transition of care from urgent care and strategies to help with the patient no-shows.

Public Comments:  
None

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

**None**

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

**A. COVID-19 Vaccine**

Ms. Harris talked about receiving the COVID vaccines. She said PMC and PPC have been administering vaccines readily to the community residents and plans to continue to do so as long as needed.

Public comments:  
None

**B. Quality Dashboard**

Ms. Harris provided the Quality Dashboard Spreadsheet to the Board via email before the board meeting. She mentioned that the UDS report was submitted on time. The reviewer has questions regarding the data presented. They plan to revise and resubmit. There were no questions.

Public comments:  
None

**C. Review and Approval of PPC's Code of Conduct/Conflict of Interest Policy**

Ms. Harris provided a copy of the Code of Conduct/Conflict of Interest Policy to the Board prior to the meeting via email for their review and approval. The Board discussed, and there were no questions.

**Motioned by Mr. Gaudet, seconded by Ms. Ancar, to approve PPC's Code of Conduct/Conflict of Interest Policy.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

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



Ms. Harris provided a copy of the Credentialing and Privilege Policy to the Board prior to the meeting via email for their review and approval. The Board discussed; Ms. Harris mentioned the revisions made regarding the amount of CEU hours needed for a nurse practitioner annually. There were no questions.

**Motioned by Mr. Gaudet, seconded by Ms. Ancar, to approve PPC's Credentialing and Privilege Policy with the revisions.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

**E. Review and Approval of PPC's Sliding Fee Scale for Uninsured and Under-Insured Patients Policy and Procedure.**

Ms. Harris provided a copy of the Sliding Fee Scale for Uninsured and Under-Insured Patients Policy and Procedure to the Board prior to the meeting via email for their review and approval. The nominal fee was also put forward for review and discussion. The Board discussed both with no changes to what was presented recommended. There were no questions.

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve PPC's Sliding Fee Scale for Uninsured and Under-Insured Patients Policy and Procedure.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

**F. Board Training: Board's Role in telling the Center's "Story."**

Ms. Harris provided a copy of the Board Training: Board's Role in telling the Center's "Story" to the Board before the meeting via email for their review. There were no questions.

Public Comments:  
None

Dr. Cartagena said that she wanted to make sure that everyone sees Plaquemines Primary Care as a team. She mentioned that before she worked with PPC, the clinic was developed into an excellent working successful clinic with some outstanding characteristics. She said she would appreciate it if everyone would talk about PPC as a whole and not just "her" clinic because running a successful clinic takes a team effort. She mentioned that Ms. Cotton had made an effort to network with many specialists throughout the community to add services. She feels that both she and Ms. Cotton should receive the same respect and are treated equally as they care about their

patients and are working together to grow PPC.

Ms. Prest read a Thank-you letter that PMC received from Sandy Sanders, the Plaquemines Port, Harbor & Terminal District's Executive Director. He thanked the staff of PMC for the professional care received and well-maintained facility. He stated that it was a great experience and thanked them again for adding significantly to our community.

**Item XII. Executive Session (Belair)**

**A. CEO Evaluation**

**Motioned by Mr. Gaudet, seconded by Ms. Ancar to go into Executive Session.**

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

Convened at: 6:53 PM  
Re-convened Regular Meeting at: 7:04 PM

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

Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays, 5 Absent, 1 Present not voting.**

**Item XIII. Adjournment (Belair)**

**Motioned by Mr. Gaudet, seconded by Ms. Ancar, to adjourn the meeting at 7:05 PM.**

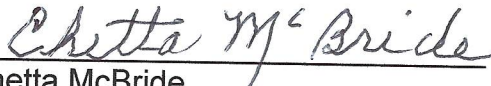
Public Comments:  
None

**Motion passed: 5 Yeas, 0 Nays 5 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 17, 2020.**

  
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Brigette Belair  
Chairman

  
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Chetta McBride  
Secretary