

# FINAL: APPROVED

## PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING December 15, 2022

### 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 6:09 pm on December 15, 2022, 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>Absent</u>	Celeste Ancar:	<u>Present</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Absent</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Absent</u>
James Saik:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Absent</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; Leslie Prest, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Hannah Williams, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Dale Adams, Chairman, Plaquemines Medical Center; Bonnie Thomas, Board Member, Plaquemines Medical Center; Mena Marinovich, Board Member, Plaquemines Medical Center; Rechelle Ragas, Board Member, Plaquemines Medical Center; Jane Tesvich, Board Member, Plaquemines Medical Center; Bonnie Thomas, 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 Mr. Saik, seconded by Mr. Gaudet, to approve the current agenda as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

### Item V. Approval of November 2022 Meeting Minutes. (Belair)

**Motioned by Mr. Saik, seconded by Ms. Cook, to approve the November 2022 Meeting Minutes as presented.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

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

**A. & B. Financial Reports for November 2022**

Ms. Fisher provided the Board with a copy of the financial reports via email for their review before the meeting and read through the November 2022 financial reports during the session.

Ms. Fisher discussed the November 2022 Balance Sheet, Assets and Liabilities, and Profit and Loss year-to-date comparison between January through November 2022. She asked the Board if they had any questions, and there were none. Ms. Fisher continued to review the Profit and Loss year-to-date budget versus the actual January through November 2022, Total Expenses, and Billing Statistics for November 2022. Ms. Fisher finalized by displaying a variety of reports that reflect November months income, expenses, and patient collection for 2021 versus 2022. The Board had no further comments or questions.

**C. New Presentation of PPC's 2023 Budget (Harris)**

Ms. Harris provided a copy of PPC's 2023 budget to the Board prior to the meeting for their review. Ms. Harris presented the budget on an accrual basis. There were no questions.

**Motioned by Mr. Saik, seconded by Ms. Ancar, to approve the November 2022 Financial report and PPC's 2023 Budget.**

Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

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

Dr. Cartagena began by stating she and Ms. Annette Cotton, NP, recently participated in The Louisiana Primary Care Association (LPCA) conference. PPC was able to foster a few contacts to correspond with in the future. Dr. Cartagena said it was nice to learn about other institutions have their hypertension programs set up to compare their programs to PPCs. The Board had no questions or comments.

Public Comment: None

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



Ms. Annette Cotton, NP, was not present during 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. Harris announced on the 17th, from nine to noon, PMC/PPC will be with Second Harvest and the Health Department in Boothville for a food drive and to administer Flu and COVID shots. PMC/PPC will also participate in the Holiday Spectacular at the Venice Marina around 2 pm on the 17th. Ms. Martin also announced the drive-thru giveaway on December 22.

On December 23, PMC/PPC will be participating in Christmas in the Bend at Jesuit Bend Park, where there will be a movie night. Ms. Martin encouraged those who could attend to come and join the festivities.

Ms. Belair added that the Seafood Queen would be in the Pasadena Rose Bowl Parade. The Board was pleased and thanked the facility for participating in the festivities.

Public Comments: None

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

**A. Board Authorization for Signatory of LSUHSC LaSor Contract(s)**

The board voted to give signatory rights to Jennifer Harris and Leslie Prest for the LSUHSC LaSor Contract(s).

**Motioned by Ms. Cook, seconded by Mr. Gaudet, to approve signatory of LSUHSC LaSor Contract(s)**

Public Comments: None

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

**A. Board Training-FQHC 101: Basics for New Health Center Staff**

Ms. Harris sent a link to the Board Members to view and listen to FQHC 101. She asked the Board to view this link as soon as they could. There were no questions or comments from the Board.

Public Comments: None

## **B. QI/QA: Review of Clinical Performance Metric**

Ms. Harris provided the QI/QA Clinical Performance Metrics to the Board, with PPC having 1,470 unduplicated patients, and the same-day close rate is the best it has been this year at 62.6%. Ms. Harris stated that patient satisfaction was 98.67%, with 15 responses and zero grievances. the Board applauded and was happy to hear this news. There were no comments or questions and no additional items to discuss.

Public Comments: None

## **Item XII. Adjournment (Belair)**

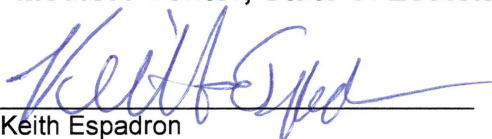
**Motioned by Mr. Gaudet, seconded by Ms. Cook, to adjourn the meeting at 6:35 pm.**


Public Comments: None

**Motion passed: 5 Yeas, 0 Nays, 4 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 15, 2022.**

  
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Keith Espadron  
Chairman

  
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Karen Cook  
Secretary