

# FINAL

## PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING February 17, 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 Chairman Keith Espadron at 6:00 pm on February 17, 2022, by way of the 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.

Brigette Belair:	Present	Patra Parker:	Present
Nancy Michel:	Present	James Saik:	Absent
Stanley Gaudet:	Present	Karen Cook:	Present
Celeste Ancar:	Absent		
Yona Serpas:	Present		
Keith Espadron:	Present		
Gaynell Baham:	Present		

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, Leslie Prest, Plaquemines Medical Center, Colleen Fisher, Plaquemines Medical Center, Monica Martin, Plaquemines Medical Center, Hannah Williams, Plaquemines Medical Center, Dale Adams, Chairman, Plaquemines Medical Center, Mena Marinovich, Secretary/Treasurer, Plaquemines Medical Center, Dr. William Kotler, Plaquemines Medical Center, Dr. Michael Kotler, Plaquemines Medical Center, Jane Tesvich, Board Member, Plaquemines Medical Center, Norma LaFrance, Board Member, Plaquemines Medical Center, Erin Braud, Board Member, Plaquemines Medical Center, Rechelle Ragas, Board Member, Plaquemines Medical Center, Dominick Scandurro, Scandurro & Latrisson, LLC, and Sandra Lode, Sandra Lode Consulting Group.

### **Item III. Recitation of the Pledge of Allegiance (Gaudet)**

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

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

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**Item V. Approval of January 2022 Meeting Minutes.** (Espadron)

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

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

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

**A. & B. January 2022 Financials**

Ms. Colleen Fisher read through the January 2022 financial reports during the teleconference. Prior to the meeting, Ms. Fisher provided a copy of the financial reports to the Board via email for their review and approval. Ms. Harris provided a breakdown of daily patient flow on each provider/service. She also discussed the performance metrics. Ms. Fisher asked if anyone had questions. There were no questions and no additional items to discuss.

Ms. Harris commented on the No-Show rate as presented.

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the January 2022 Financial report.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

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

Dr. Cartagena had nothing new to report. However, she said that the clinic had been very smooth.

Mr. Gaudet asked what PPC's procedures are for a patient who tests positive for COVID in the clinic. Dr. Cartagena said per the CDC guidelines, anybody that test positive for COVID the patient stays home for five (5) days if you have no symptoms after five, (5) you can go back to normal activities such as work or school with a mask for five (5) more days. There were no additional questions.

Mr. Espadron asked Ms. Harris to update last month's meeting about the Spanish language outreach discussion. Ms. Harris explained that standard forms are now translated into several different languages, including the Good Faith Estimate that was passed last month. Ms. Hannaha Williams has sent the Good Faith Policy to the PMC website. Ms. Harris has hired Legnd to build a new website for PPC and is trying to have three separate tabs for English, one for Spanish and one for Vietnamese. She also has entered into a translation agreement to help translate all documents for primary

care. The Board discussed, and there were no questions.

Public Comment: None

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

Ms. Annette Cotton had nothing new to report.

Public Comments: None

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

Dr. William Kotler mentioned that PMC and PPC work great together to provide the best patient care. PMC has been referring patients from urgent care to primary care.

Ms. Martin had nothing new to report.

Public Comments: None

**Item XI. New Business:** (Espadron)

**A. Appointment of Committees by Chairperson**

Mr. Espadron recommends several Board of Directors to serve on the Committees. The results are as follows:

**1. Executive Committee**

Mr. Espadron (Committee Chair)  
Ms. Belair  
Ms. Cook  
Mr. Saik

**Motioned by Ms. Belair, seconded by Ms. Baham, to appoint the above members to serve on the Executive Committee.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**2. Financial Committee**

Mr. Saik (Committee Chair)  
Ms. Michel  
Mr. Gaudet

Ms. Ancar

**Motioned by Ms. Belair, seconded by Ms. Baham, to appoint the above members to serve on the Financial Committee.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

### **3. Nominating Committee**

Ms. Parker (Committee Chair)  
Ms. Baham  
Ms. Serpas

**Motioned by Ms. Belair, seconded by Ms. Baham, to appoint the above members to serve on the Nominating Committee.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

### **B. Board Authorization for the Signatory of LaSOR contract(s)**

In moving forward with the LaSOR program with LSU as a requirement of the Suboxone treatment clinic, Ms. Harris and Ms. Prest asked for the Board's authorization to sign the contract(s) with LSU for the LaSOR program.

**Motioned by Ms. Michel, seconded by Ms. Belair, to authorize Ms. Harris and Ms. Prest to sign the contract(s) with LSU for the LaSOR program.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

### **C. Review and Approval of 2022 CPT Fee Schedule**

Ms. Harris provided a copy of the 2022 CPT Fee Schedule to the Board prior to the meeting for their review and approval. This fee schedule is the pricing for services offered in medical services. The CPT Fee Schedule is updated annually. The Board discussed, and there were no questions.

**Motioned by Ms. Belair, seconded by Mr. Gaudet, to approve the 2022 CPT Fee Schedule as presented.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**D. Review and Approval of Form 5A**

At last month's meeting, the Board approved form 5A. Ms. Sandra Lode explained that form 5A would help identify how services will be provided (i.e., column I represents services provided directly by PPC, column II represents services provided through a formal written contract with an outside entity (PPC pays for service). Column III represents services provided through formal written referral arrangements with an outside entity (PPC does not pay for services). A change is needed to add substance use disorder to column II since Dr. Wells with LSU provides these services through the contracted service agreement.

**Motioned by Ms. Michel, seconded by Ms. Baham, to approve and accept Form 5A with the necessary suggested change presented by Ms. Lode.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**E. Review of 4<sup>th</sup> Quarter 2021 Quality Committee Meeting**

Ms. Harris provided a copy of the 4<sup>th</sup> Quarter 2021 Quality Committee meeting report to the Board prior to their review. Ms. Harris plans to present these reports more frequently. The Board discussed, and there were no questions.

**F. Review of 4<sup>th</sup> Quarter Financial Committee Meeting**

Ms. Harris provides a copy of the 4<sup>th</sup> Quarter Financial reports to the Board prior to the meeting for their review. Ms. Fisher reviewed the 4<sup>th</sup> Quarter Financial reports with the Board and provided breakdowns of expenditures and remaining balances. The Board discussed, and there were no questions.

**G. May 2022 Meeting Date**

Ms. Harris and Ms. Prest requested to change the May 2022 meeting from May 19<sup>th</sup> to May 12<sup>th</sup> due to a conflict in the date.

**Motioned by Ms. Michel, seconded by Ms. Cook, to change the May 2022 meeting date to May 12, 2022.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

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

**A. Review and Approval of Referral, Diagnostic Testing, and Hospitalization Tracking Policy and Procedure**

Ms. Harris provided a copy of the Referral, Diagnostic Testing, and Hospitalization Tracking Policy and Procedures via email to the Board for their review and approval. Ms. Harris mentioned that this is the same policy from the previous year. The only change was to add the PATH system for tracking purposes under the Hospitalization section. The Board discussed, and there were no questions.

**Motioned by Ms. Michel, seconded by Ms. Belair, to approve the Referral, Diagnostic Testing, and Hospitalization Tracking Policy and Procedure as presented with the suggested changes.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**B. Review and Approval of Emergency: Immediate Care of Patients and After-Hours Coverage**

Ms. Harris provided a copy of the Emergency: Immediate Care of Patients and After-Hours Coverage policy to the Board via email for their review and approval. The policy was improved to ensure the after-hours coverage documentation aligns with what already occurs between the after-hours charting system. Ms. Harris made the Board aware that the PMC is PPC's after-hours answering service. The Board discussed, and there were no questions.

**Motioned by Ms. Michel, seconded by Ms. Baham, to approve the Emergency: Immediate Care of Patients and After-Hours Coverage Policy and Procedure as presented with the suggested changes.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**C. Review and Approval of Sliding Fee Scale for Uninsured and Underinsured Patients Policy and Procedure**

Ms. Harris provided a copy of the Sliding Fee Scale for Uninsured and Underinsured Patients Policy and Procedure to the Board prior to the meeting for their review and approval. Ms. Harris mentioned that this is the same policy from the previous year. The only change was page 2, number 2, to reflect the nominal fees voting upon at last month's meeting. The Board discussed, and there were no questions.

**Motioned by Ms. Michel, seconded by Ms. Baham, to approve the Sliding Fee Scale for Uninsured and Underinsured Patients Policy and Procedure as presented with the suggested changes.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**D. Review and Approval of PPC's Patient Accounting Policy and Procedure**

Ms. Harris provided a copy of PPC's Patient Accounting Policy and Procedure to the Board prior to the meeting for their review and approval. Ms. Harris mentioned that this is the same policy from the previous year, and there were no changes made. The Board discussed, and there were no questions.

**Motioned by Ms. Michel, seconded by Ms. Baham, to approve PPC's Patient Accounting Policy and Procedure as presented.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**E. Review and Approval of the Code of Conduct Conflict of Interest Policy and Procedure**

Ms. Harris provided a copy of the Code of Conduct Conflict of Interest Policy and Procedure to the Board prior to the meeting for their review and approval. Ms. Harris mentioned that this is the same policy from the previous year, and there were no changes made. The Board discussed, and there were no questions.

**Motioned by Ms. Michel, seconded by Ms. Baham, to approve the Code of Conduct Conflict of Interest Policy and Procedure as presented.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**F. OSV Update**

Ms. Harris reminded the Board that the On-site visit (virtual) with HRSA will take place on February 22<sup>nd</sup>, 23<sup>rd</sup>, & 24<sup>th</sup>. She encouraged the Board to attend if possible, and Ms. Harris plans to send the links with instructions to join the virtual meetings. There were no questions.

Public Comments: None

**G. COVID-19 Update**

Ms. Harris mentioned that PPC is administering the Pfizer vaccines and boosters daily on the 4th floor. PPC now has the pediatric Pfizer vaccine for children ages five and up.

COVID testing has slowed down a bit. PPC has received a limited supply of COVID testing kits and plans to continue testing the student and staff of Plaquemines Parish School Board in the upcoming weeks. There were no questions.

Public Comments: None

**Item XIII. Executive Session (Espadron)**

**A. Strategic Planning**

**Motioned by Ms. Belair, seconded by Ms. Michel to go into Executive Session.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

Convened at: 6:38 PM

Re-convened Regular Meeting at: 7:31 PM

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

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**Motioned by Mr. Espadron, seconded by Ms. Michel to enter into a contract on PPC's behalf to provide dental services to the primary care patients.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**Motioned by Ms. Michel, seconded by Mr. Gaudet to permit Ms. Leslie Prest to present Ms. Jennifer Harris' evaluation as per Board discussion and review.**

Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**Item XII. Adjournment (Espadron)**



Public Comments:  
None

**Motion passed: 7 Yeas, 0 Nays, 2 Absent, 1 Present not voting.**

**Item XII. Adjournment (Espadron)**

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to adjourn the meeting at 7:33 pm.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 2 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, 2022.**

  
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Keith Espadron  
Chairman

  
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Karen Cook  
Secretary