

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING January 20, 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 Brigitte Belair at 6:01 pm on January 20, 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.

Brigitte Belair:	Present	Patra Parker:	Present
Nancy Michel:	Absent	James Saik:	Present
Stanley Gaudet:	Present	Karen Cook:	Present
Celeste Ancar:	Present		
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, Erin Braud, Board Member, Plaquemines Medical Center, Rechelle Ragas, Board Member, Plaquemines Medical Center, Donald Brown, Plaquemines Medical Center, Dominick Scandurro, Scandurro & Latrisson, LLC, 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 Mr. Saik, to approve the current agenda as presented.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

Item V. Approval of November 2021 Meeting Minutes. (Belair)

Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the November 2021 Meeting Minutes as presented.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

Item VI. Approval of December 2021 Meeting Minutes (Belair)

Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the December 2021 meeting minutes as presented.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

Item VII. Financials: (Fisher)

A. & B. November 2021 Financials

Ms. Colleen Fisher read through the November 2021 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 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. Baham, to approve the November 2021 Financial report.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

C. & D. December 2021 Financials

Ms. Colleen Fisher read through the December 2021 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 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. Baham, to approve the December 2021 Financial report.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

E. New Presentation of the 2022 Budget

Ms. Jennifer Harris provided a copy of PPC's 2022 budget to the Board prior to the meeting for their review. Ms. Harris presented the 2022 budget on an accrual basis. There were no questions.

Motioned by Mr. Saik, seconded by Mr. Gaudet, to accept PPC's 2022 budget as presented.

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

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

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

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. Kotler was not present for this month's meeting.

Ms. Monica Martin had nothing new to report.

Public Comments: None

Item XI. New Business: (Belair)

A. Nominees for Board of Directors (Parker)

Ms. Parker and the nominating committee recommend the current Board of Directors serve as the new Board of directors. The results are as follows:

Ms. Brigitte Belair-Yes	Mr. Keith Espadron-Yes	Ms. Patra Parker- Yes
Ms. Nancy Michel-Yes	Ms. Gaynell Baham-Yes	Ms. Karen Cook- Yes
Ms. Yona Serpas-Yes	Ms. Celeste Ancar-Yes	
Mr. Stanley Gaudet-Yes	Mr. James Saik- Yes	

Motioned by Mr. Espadron, seconded by Mr. Gaudet, to accept the above nominees.

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

**B. Nominating Committee – Selection of a Slate of Nominees for Chairperson
Chairperson- Keith Espadron**

Motioned by Ms. Parker, seconded by Ms. Baham, to appoint Keith Espadron as the Chairperson of the PPC Board of Directors.

Brigitte Belair:	Yes	Patra Parker:	Yes
Nancy Michel:	Absent	Karen Cook:	Yes
Stanley Gaudet:	Yes	James Saik:	Yes
Celeste Ancar:	Yes		
Yona Serpas:	Yes		
Keith Espadron:	Not Voting		
Gaynell Baham:	Yes		

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

**C. Nominating Committee – Selection of a Slate of Nominees for Vice-Chairperson
Vice-chairperson- Brigitte Belair**

Motioned by Mr. Gaudet, seconded by Mr. Saik, to appoint Brigitte Belair as the Vice-Chairperson of the PPC Board of Directors.

Brigitte Belair:	Not Voting	Patra Parker:	Yes
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Nancy Michel:	Absent	Karen Cook:	Yes
Stanley Gaudet:	Yes	James Saik:	Yes
Celeste Ancar:	Yes		
Yona Serpas:	Yes		
Keith Espadron:	Yes		
Gaynell Baham:	Yes		

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

D. Nominating Committee – Selection of a Slate of Nominees for Secretary

Secretary- Karen Cook

Motioned by Ms. Parker, seconded by Ms. Baham, to appoint Karen Cook as the Secretary of the PPC Board of Directors.

Brigette Belair:	Yes	Patra Parker:	Yes
Nancy Michel:	Absent	Karen Cook:	Not Voting
Stanley Gaudet:	Yes	James Saik:	Yes
Celeste Ancar:	Yes		
Yona Serpas:	Yes		
Keith Espadron:	Yes		
Gaynell Baham:	Yes		

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

E. Nominating Committee – Selection of a Slate of Nominees for Treasurer

Treasurer- James Saik

Motioned by Ms. Parker, seconded by Ms. Baham, to appoint James Saik as the Treasurer of the PPC Board of Directors.

Brigette Belair:	Yes	Patra Parker:	Yes
Nancy Michel:	Absent	Karen Cook:	Yes
Stanley Gaudet:	Yes	James Saik:	Not Voting
Celeste Ancar:	Yes		
Yona Serpas:	Yes		
Keith Espadron:	Yes		
Gaynell Baham:	Yes		

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

F. Appointment of Committees by Chairperson

- 1. Executive Committee**
- 2. Financial Committee**
- 3. Nominating Committee**

This topic was deferred until next month's meeting

G. Review & Approval of 2022 Poverty Guidelines

Prior to the meeting, Ms. Harris provided a copy of the 2022 Federal Poverty Guidelines and nominal/minimum fee schedule to the board. The board discussed the nominal fee of \$20.00, while looking at it from a patient's perspective (no comment specific to fees on patient surveys, and it is the lowest fee in the area) and it was determined not to be a barrier to care at this time. There were no questions or comments regarding the 2022 Federal Poverty Levels or Fee Schedule.

Motioned by Mr. Espadron, seconded by Mr. Gaudet, to accept 2022 based upon Poverty Guidelines and Nominal Fee Schedule.

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

H. Adoption of PMC's COVID-19 Vaccine Mandate Policy and Procedure

Ms. Harris provided a copy of Plaquemines Medical Center's COVID-19 Vaccine Mandate policy to the Board via email for their review. Mr. Scandurro briefly discussed with the Board the proposed policy. At last month's meeting, there was a vote giving Ms. Prest, Ms. Harris, and Mr. Scandurro the authority to draft a vaccine mandate policy for Board approval. The Board discussed, and there were no questions

Motioned by Mr. Gaudet, seconded by Mr. Espadron, to jointly adopt the COVID-19 Vaccine Mandate Policy and Procedures with PMC.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

I. Adoption of PMC's Infection Prevention and Control Policy and Procedures

Ms. Harris provided a copy of PMC's Infection Prevention and Control Policy and Procedures. The Board discussed the policy, and there were no questions.

Motioned by Ms. Cook, seconded by Mr. Espadron, to adopt PMC's Infection Prevention and Control Policy and Procedures

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

J. Adoption of PMC's Hand Hygiene Policy and Procedures

Ms. Harris provided a copy of PMC's Hand Hygiene Policy and Procedures to the Board via email. The Board discussed the policy, and there were no questions.

Motioned by Ms. Cook, seconded by Mr. Espadron, to adopt PMC's Hand Hygiene Policy and Procedures

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

K. Review and Approval of PPC's Surprise Billing and Good Faith Estimates Policy and Procedure

Ms. Harris provided a copy of PPC's Surprise Billing, and Good Faith Estimates Policy and Procedure to the Board via email. She gave a brief overview of the policy, and the Board discussed it. There were no questions.

Motioned by Ms. Cook, seconded by Mr. Espadron, to approve PPC's Surprise Billing and Good Faith Estimates Policy and Procedure

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

L. Review and Approval to form 5A, Form 5B, and Form 5C

Form 5A, Form 5B, and Form 5C reflect the project's current scope. A health center's project scope defines the activities supported by the Health Center Program project budget. Specifically, the project's scope defines the approved service sites, services, providers, service area(s), and target population(s). The form 5A will 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 few updates were made to forms 5A, 5B, and 5C. Ms. Lode discussed the updates with

the Board, and there were no questions. Below are the updates.

**1. Updates to Screenings, Family Planning, and Well Child Services
(Table 5A, Column III- Contracted Service with PMC and UMC)**

Initially, we had the Screenings in columns I and III. Still, we also needed to place them in column II because PMC provides the screenings through the contracted service agreement. For the voluntary family planning, we have in column I. However, we need to add to column III because part of voluntary planning is tubal ligation and vasectomy, which we don't offer these services in house. We have a contract with UMC for these types of services. For well-child services, we can only provide limited services in-house for children. However, we have an agreement with UMC so that we will add Well-child services to column III for referrals to UMC for other testing as necessary

Motioned by Mr. Espadron, seconded by Mr. Saik, to approve and accept Form 5A with the necessary suggested changes presented by Ms. Lode.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

2. Updates to Site in Scope (Table 5B)

Ms. Lode discussed the Sites in Scope Form 5B table with the Board. Ms. Lode stated that the Mobile Unit hours needed to be revised to reflect 6 hours per month (or 1.5 hours per week). The Board discuss, and there were no questions.

Motioned by Mr. Saik, seconded by Ms. Baham, to approve and accept Form 5B with the necessary suggested changes presented by Ms. Lode.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting

3. Updates to Activity Details (Table 5C)

Ms. Lode discussed the Activity Details Form 5C with the Board. She mentioned the only changes that needed to be made were adding COVID-19 vaccines under the Immunization column. There were no questions.

Motioned by Ms. Cook, seconded by Ms. Baham, to approve and accept Form 5C with the necessary suggested changes presented by Ms. Lode.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting

Item XII. Old Business (Belair)

A. Review and Approval of PPC's Protection of Patient Information (PHI and HIPAA) Policy and Procedures

Ms. Harris provided a copy of PPC's Protection of Patient Information (PHI and HIPAA) Policy and Procedures via email for their review and approval. Ms. Harris mentioned that this is the same policy from the previous year, and there was just a format change, and page numbers were added. The Board discussed, and there were no questions.

Motioned by Mr. Espadron, seconded by Mr. Saik, to approve PPC's Protection of Patient Information (PHI and HIPAA) Policy and Procedures

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting

B. Review and Approval of PPC's 2022 Organizational Chart

Ms. Harris provided a copy of PPC's 2022 Organizational Chart to the Board via email for their review and approval. Changes were made to the nursing and billing staff and board members. Changes were also made to the Medical Director. Dr. Maria Cartagena now serves as the Medical Director of Plaquemines Primary Care. The Board discussed, and there were no questions.

Motioned by Mr. Espadron, seconded by Mr. Gaudet, to approve PPC's 2022 Organizational Chart as presented.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting

C. Board Training: Supplement to the Health Center Program-Virtual Site Visit Information

Ms. Harris provided the Board a copy of the Board Training: Supplement to the Health Center Program-Virtual Site Visit Information via email for their review. Ms. Harris encouraged the Board to review this information to help them understand how the virtual on-site visit will go with HRSA.

Public Comments: None

D. 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. Children ages 5-11 are required to have an appointment with a physician prior to

receiving the vaccine. Doing so will ensure we have adequate staff to vaccinate those individuals safely.

Within the last several weeks, PPC has performed three hundred and ninety-seven (397) COVID tests on the student and staff of Plaquemines Parish School Board. PPC has been provided this free to all students and staff of PPSB to help aid them with following the CDC guidelines. Because of such an influx of patients, PPC has depleted its supply of COVID testing kits. However, Ms. Harris has contacted LDH and HRSA to accumulate more test kits.

Public Comments: None

Item XIII. Executive Session (Belair)

A. Strategic Planning

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

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

Convened at: 7:16 PM
Re-convened Regular Meeting at: 7:53 PM

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

Public Comments:
None

Motion passed: 8 Yeas, 0 Nays, 1 Absent, 1 Present not voting.

There were no votes taken, and no decisions were made.

Item XIV. Adjournment (Belair)

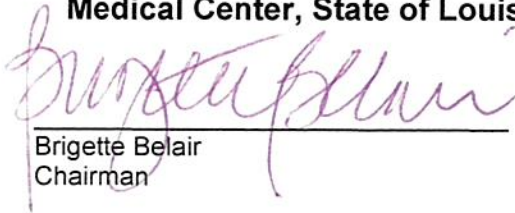
Motioned by Mr. Gaudet, seconded by Mr. Espadron, to adjourn the meeting at 7:54 pm.

Public Comments: None

Motion passed: 8 Yeas, 0 Nays, 1 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 January 20, 2022.



Brigette Belair
Chairman



Nancy Michel
Treasurer (Acting Secretary)