

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
May 12, 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 6:12 pm on May 12, 2022, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Leslie Prest conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

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

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; Donald Brown, Plaquemines Medical Center; Dale Adams, Chairman, Plaquemines Medical Center; Mena Marinovich, Secretary/Treasurer, Plaquemines Medical Center, and Jane Tesvich, Board Member, Plaquemines Medical Center.

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

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

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

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

Item V. Approval of April 2022 Meeting Minutes. (Espadron)

Motioned by Ms. Cook, seconded by Ms. Ancar, to approve the April 2022 Meeting Minutes as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

Item VI. Financials: (Harris)

A. & B. April 2022 Financials

Ms. Colleen Fisher read through the April 2022 financial reports during the meeting. Prior to the meeting, Ms. Fisher provided a copy of the financial reports to the Board via email for their review. Ms. Fisher discussed the April 2022 Income Graph, April 2022 Expense Graph, 2022 Billing Statistics, and the April 2022 Payer Mix. Ms. Harris discussed the April 2022 Visit Summary with the Board and provided a breakdown of the daily patient flow of each provider/service from the April 2022 Encounter Dashboard. Ms. Harris provided a graph reflecting patient collections for 2021 versus 2022. Ms. Harris also commented on the No-Show rate as presented. Dr. Cartagena noted that part of the no-show rate is phone contact issues due to patients changing numbers frequently and not calling to update it within their chart. She mentioned that she has sent letters as a way of communication due to this issue. Ms. Harris noted that Athena has fixed the glitch with the system reminders and is now sending out call reminders to patients.

Ms. Harris presented the Financial Performance Metrics. She asked if anyone had questions, and there were no questions. However, Mr. Espadron said he would like to see the monthly expenses versus the monthly income to compare month to month. Mr. Espadron also recommended that the financials be provided 72 hours in advance prior to the meeting for the Board's proper review for approval.

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

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

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

Dr. Cartagena was present; however, she didn't have anything new to discuss.

Public Comment: None

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

Ms. Annette Cotton, NP, was not present at this month's meeting.

Public Comments: None

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

Neither Dr. Michael Kotler nor Dr. Mohammad Naeem were present at this meeting.

Ms. Martin stated that PMC and PPC are continually joining together to provide the best care to the Community.

Public Comments: None

Item XI. New Business: (Espadron)

A. Nominating Committee

Mr. Espadron noted that due to only one nominating committee member present, the committee could not meet; however, according to the Bylaws, we need a majority vote from the present Board members to have a new member join the Board. The nominating committee recommended Ms. Karen Zegura to replace the term of Ms. Kim Ly.

Motioned by Ms. Michel, seconded by Ms. Parker, to approve Ms. Karen Zegura as the newest member of the Plaquemines Primary Care Board to replace the term of Ms. Kim Ly.

Keith Espadron:	Yes	Yona Serpas:	Absent
Brigitte Belair:	Absent	Gaynel Baham:	Absent
Karen Cook:	Yes	Patra Parker:	Yes
James Saik:	Absent	Stanley Gaudet:	Yes
Nancy Michel:	Yes		
Celeste Ancar:	Yes		

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 4 Absent.

Mr. Espadron mentioned that he and Ms. Harris have been brainstorming on ways to grow the PPC Board of Directors.

B. Review and approval for submission of application for Reproductive Health Integration Initiative 2022

Ms. Harris gave a brief overview regarding applying for the Reproductive Health Integration Initiative 2022. She and Ms. Lode submitted the application prior to the deadline. This funding would provide financial incentives and training with technical assistance to help build our capacity and increase access to high-quality reproductive health services for low-income families. Ms. Harris noted that the funding is through the Office of Public Health.

Motioned by Ms. Michel, seconded by Mr. Gaudet, to approve the submission of the application for Reproductive Health Integration Initiative 2022

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

C. Review and approval for submission of the application for FY2022 ARP-UDS-Supplemental Funding for H8F Recipients

Ms. Harris spoke about submitting the Application for FY2022 ARP-UDS-Supplemental Funding for H8F Recipients. She mentioned that this application is due May 23, 2022, and is a non-competitive grant for \$60,000 that goes along with the \$553,000 grant that we've already received. These monies will be used for COVID-19 supplies and additional equipment.

Motioned by Ms. Michel, seconded by Ms. Cook, to approve the submission of the application for FY2022 ARP-UDS-Supplemental Funding for H8F Recipients

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

D. Review of PPC's 1st Quarter 2022 Financial Committee Meeting

Ms. Harris provided a copy of the 1st Quarter Financial Committee meeting packet, including the agenda, reports, and meeting minutes, for their review.

Ms. Harris mentioned that the purpose of the meetings is to deep dive into each grant to let the committee know the grants we have active, the closed grant, and the balance sheets for each grant. She asked if anyone had any questions, and there were no questions and no additional items to discuss.

Motioned by Ms. Ancar, seconded by Ms. Michel, to approve the 1st Quarter 2022 Financial Committee report.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

E. Marketing

Topic deferred to executive session

Item XI. Old Business (Espadron)

A. Board Training: Governance-Chapter 5: Board's Role in Financial Oversight

Ms. Harris provided a copy of the Board Governance-Chapter 5: Board's Role in Financial Oversight via email to the Board for their review. She noted that Ms. Fisher is in the final stages of prepping for the Financial Audit. This training was provided to give the Board oversight on their roles in the financial reports.

Mr. Espadron noted that he reviewed the training, and he recommended the Board read through it because it gives a good guideline of what you should be asking when it comes to the financials.

Public Comments: None

B. Board Self-Evaluations

Ms. Harris noted that she has received all but two evaluations as of May 12, 2022. She encouraged everyone to submit these back to her by next month's Board meeting.

Public Comments: None

C. Ethics Training

Ms. Harris reminded everyone that all Board members must have Ethics training annually.

Public Comments: None

D. COVID-19 Update

Ms. Harris stated that testing for COVID has decreased, and there were two (2) positives so far in May. PPC currently has the rapid COVID test on hand. Vaccines are also available weekly. Mr. Gaudet asked if many people were coming in inquiring about the booster vaccine. Ms. Harris said no, not at this time. Mr. Espadron suggested that we advertise boosters and vaccine availability on the PPC Facebook page. Doing so will help us to continue to be vigilant.

Dr. Cartagena expressed her thoughts on COVID. She said that COVID-19 is expected to turn into something like the Flu and that many flu cases don't get reported because some people may experience mild to no symptoms.

Public Comments: None

E. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the QI/QA Clinical Performance Metrics to the Board prior to the meeting via email for their review for approval. She noted that PPC had 753 unduplicated patients as of April 30. At last month's meeting, Mr. Espadron asked about decreasing the goal for the same-day close rate; however, Ms. Harris explained that

80% was a best practice within Athena and believed that goal should remain at 80%. She noted an improvement in April compared to March's same-day close rate. The average patient satisfaction was 99.6%, with 23 responses and zero grievances, and Ms. Harris also provided patient comments and reviews regarding the providers. Mr. Espadron expressed his excitement on the same day's close rate goal of 80%. There we no questions and no additional items to discuss.

Public Comments: None

Item XIII. Executive Session (Espadron)

A. Market Strategies and Strategic Planning, LA. R.S. 46:1073

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

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

Convened at: 6:39 PM

Re-convened Regular Meeting at: 7:14 PM

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

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

Motioned by Ms. Michel, seconded by Ms. Parker, to amend the agenda to include in New Business item F. Extension of clinic hours.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

Motioned by Ms. Cook, seconded by Ms. Ancar, to extend the clinic hours on Tuesday from 7 AM – 7 PM.

Public Comments:
None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

Item XII. Adjournment (Espadron)

Mr. Gaudet complimented the PPC staff on a job well done regarding his booster vaccine.

Motioned by Mr. Gaudet, seconded by Mr. Espadron, to adjourn the meeting at 7:16 PM.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 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 May 12, 2022.



Keith Espadron
Chairman



Karen Cook
Secretary