

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING November 17th, 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 6:15 pm on November 17th, 2022, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Hannaha Williams conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

Keith Espadron:	Present	Gaynel Baham:	Present
Brigitte Belair:	Present	Patra Parker:	Present
Karen Cook:	Absent	Stanley Gaudet:	Absent
James Saik:	Present	Karen Zegura:	Present
Nancy Michel:	Present (via phone)		
Celeste Ancar:	Absent		

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Dr. Cartagena, Plaquemines Primary Care; Annette Cotton, NP, Plaquemines Primary Center; Leslie Prest, Plaquemines Medical Center; Hannaha Williams, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Dale Adams, Chairman, Plaquemines Medical Center; Mena Marinovich, Board Member, Plaquemines Medical Center; Norma Lafrance, Board Member, Plaquemines Medical Center.

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

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

Motioned by Mr. Saik, seconded by Ms. Baham, to approve the current agenda as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting.

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

Motioned by Mr. Saik, seconded by Ms. Baham, to approve the October 2022 Meeting Minutes as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

Item VI. Financials: (Fisher)

A. & B. October 2022 Financials

Ms. Fisher provided the Board with a copy of the financial reports via email for their review before the meeting. She read through the October 2022 financial reports during the session. She discussed the October 2022 Income Graph, October 2022 Expense Graph, 2022 Billing Statistics, and the October 2022 Payer Mix. The October 2022 Visit Summary and a breakdown of the daily patient flow of each provider/service from the October 2022 Encounter Dashboard were provided as well. There were no questions and no additional items to discuss.

Motioned by Ms. Zegura, seconded by Mr. Saik, to approve the October 2022 Financial Report.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

Item VII. PPC Medical Director: (Dr. Maria Cartagena)

Dr. Cartagena stated there was nothing new to report other than the current dictation program being used. Dr. Cartagena was initially excited about the program but quickly realized there were too many flaws to deem it efficient enough for everyday use. She plans to shop for competing companies for a worthy alternative, including real-time dictation with proper compliance from the patient. Ms. Belair and Mr. Espadron questioned patient consent. Dr. Cartagena said there had been no issues, mainly since patients are used to having a scribe or nurse do the same tasks in similar circumstances. Another idea Dr. Cartagena was looking into has live transcription rather than dictation to see how that works in comparison. There were no additional questions.

Public Comment: None

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

Ms. Cotton informed the Board about her new student nurse practitioner that she is precepting. Ms. Cotton said she adapts well and is glad to have her shadowing her. The Board also gave their appreciation to Ms. Cotton due to it being Nurse Practitioner Appreciation Week. There were no further questions or comments by the Board.

Public Comments: None

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

Dr. Michael Kotler, Dr. William Kotler, and Mohammad Naeem were absent from the Board meeting. Ms. Monica Martin updated the Board on a few upcoming events.

The Orange Festival, Community Tree Lighting Ceremonies, and the DTR Christmas Festival are the main upcoming events that will be happening in the community. The Christmas Festival is a relatively new community gathering.

Mr. Espadron asked if the Board had any further questions, but there were none.

Public Comments: None

Item X. New Business: (Espadron)

A. Review and Approval of Non-Competing Continuation Budget

Ms. Harris provided a copy of the Non-Competing Continuation Budget to the Board prior to the meeting via email for their approval. The Continuation Budget for the main FQHC grant must be reviewed and submitted yearly. The budget is mainly applied to salaries. Mr. Espadron asked if there were any questions from the Board, but there were none.

Motioned by Ms. Baham, seconded by Ms. Zegura, to approve Non-Competing Continuation Budget

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

B. Appointment of a Candidate to fill the vacancy of Ms. Serpas on the Nominating Committee

Ms. Harris and the Board discussed the options of how to fill the vacancy of Ms. Serpas. After some deliberation, Mr. Espadron appointed Ms. Zegura, who accepted the position to fill Ms. Serpas' vacancy. The Board had no objections or comments.

Public Comments: None

C. Review and Adoption of PMC's HRSA Payment Management System Drawdown Process

Ms. Harris emailed the PPC Board PMC's HRSA Payment Management System Drawdown Process prior to the meeting for their review. All plans have been made final in the eyes of the Board. There were no changes made to the process. There were no questions.

Motioned by Ms. Parker, seconded by Mr. Saik, to adopt PMC's HRSA Payment Management System Drawdown Process

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

D. Review and Adoption of PMC's Procurement Policy-Federal Funds

Ms. Harris provided a copy of PMC's Procurement Policy- Federal Funds to the Board via email for their review. She spoke about adopting PMC's Procurement Policy-Federal Funds. Ms. Harris pointed out that the revised policy had some changes to be noted. The main change occurred when the simplified acquisition threshold increased from \$100,000 to \$250,000. There were no further questions or additional comments from the Board.

Motioned by Mr. Saik, seconded by Ms. Parker, to adopt PMC's Procurement Policy-Federal Funds.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

E. Review and Adoption of PMC's Accounting Policy and Procedure

Ms. Harris provided a copy of PMC's Accounting Policy and Procedure via email to the Board for their review. She noted that all changes were made on page 13. The only differences were to Louisiana Public law. A notable change is that the minimum for public bids went from \$50,000 to \$60,000. The Board discussed this, and there were no questions.

Motioned by Ms. Zegura, seconded by Ms. Baham, to adopt PMC's Accounting Policy and Procedure

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

F. Review of the 3rd Quarter Quality Committee Report

Ms. Harris provided a copy of the 3rd Quarter Quality Committee packet to the Board via email prior to the meeting. She informed the Board that the Quality Committee met on October 26th. This meeting was their fourth meeting of the year. Therefore, the committee has fulfilled the HRSA requirements of meeting four times a year.

Mr. Saik picked up on a small typo that Ms. Harris quickly found and noted to ensure the

document no longer contained the flaw. There were no questions.

Motioned by Ms. Belair, seconded by Mr. Saik, to accept the the 3rd Quarter Quality Committee Report

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

G. Review of the 3rd Financial Committee Report

Ms. Harris provided a copy of the 3rd Financial Committee Report to the Board prior to the meeting via email. Ms. Harris advised that the Financial Committee has met four times this year. Therefore fulfilling the HRSA requirements, There were no further comments or questions.

Motioned by Ms. Belair, seconded by Mr. Saik, to accept the the 3rd Financial Committee Report

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

H. Upcoming Events, Fairs, and Festivals

Mr. Espadron stated that he requested this topic be added to the agenda. He also said how impressed he was by PPC's activity in the parish. He asked what the process is: having the bus go out, having a soiree, or having table events at different locations PPC is invited to attend.

Ms. Harris replied by stating that as long as the staff is available, she can try to attend whatever events occur. Mr. Espadron has multiple events, such as the Juneteenth Festival, and asked for other board members to notify Ms. Harris of these events so PPC can participate throughout the community. The Board discussed this matter, and there were no additional comments or questions.

Item XI. Old Business (Espadron)

A. Board Training – Health Center Program Compliance Manual-Chapter 4: Required and Additional Health Services

Ms. Harris provided a copy of the Board Training: Governance Chapter 4: Required and Additional Health Services to the Board via email for their review. Ms. Harris reminded the Board that they should have received an email regarding sexual harassment and ethics training courses. A link will be sent to those who still need to complete the pieces of training. There were no questions.

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the QI/QA Clinical Performance Metrics to the Board before the meeting via email for their review. As of October, we had 1409 unduplicated patients. Patient satisfaction is 98.82%, with 17 respondents and zero grievances. The Board had no questions or comments.

Public Comments: None

Item XII. Adjournment (Espadron)

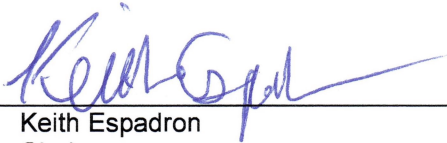
Motioned by Mr. Gaudet, seconded by Mr. Saik, to adjourn the meeting at 6:51 pm.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 2 present not voting

Attestation

The above and preceding 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 November 17th, 2022.


Keith Espadron
Chairman


Karen Cook
Secretary