

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING July 21, 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 6:21 pm on July 21, 2022, 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.

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

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; and Hannah Williams, Plaquemines Medical Center.

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

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

Item V. Approval of June 2022 Meeting Minutes. (Belair)

Motioned by Ms. Baham, seconded by Ms. Ancar, to approve the June 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. June 2022 Financials

Ms. Fisher wasn't present at this month's meeting. Hence, Ms. Harris provided the Board with a copy of the financial reports via email for their review prior to the meeting and read through the June 2022 financial reports during the meeting. Ms. Harris noted that PPC has contracted with Certintell to assist with the hypertension grant program. Ms. Harris discussed the June 2022 Income Graph, June 2022 Expense Graph, 2022 Billing Statistics, and the June 2022 Payer Mix. Ms. Harris discussed the June 2022 Visit Summary with the Board and provided a breakdown of the daily patient flow of each provider/service from the June 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. Ms. Harris provided a graph that compared monthly expenses versus the monthly income.

Ms. Harris presented the Financial Performance Metrics and asked if anyone had questions. There were no questions and no other items to discuss.

Motioned by Mr. Saik, seconded by Ms. Parker, to approve the June 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 wasn't present for the meeting.

Public Comment: None

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

Ms. Annette Cotton, NP, wasn't present for the meeting.

Public Comments: None

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

Dr. Michael Kotler nor Dr. Mohammad Naeem were present at this meeting. However, Ms. Monica Martin mentioned that PMC and PPC continue to work well together as one big team. PMC has been referring a good amount of patients to PPC. There were no questions.

Public Comments: None

Item XI. New Business: (Belair)

A. Introduction of New Board Member

Ms. Zegura was not present during the roll call, however, she did arrive and Ms. Harris introduced her as PPC's newest Board member. She gave a brief overview of herself, and the Board welcomed Ms. Zegura.

Public Comments: None

Item XI. Old Business (Belair)

A. Board Training: MLN Handbook-FQHC

Ms. Harris provided an educational packet of the MLN Handbook-FQHC via email to the Board for their review. Ms. Harris has sent information regarding an upcoming virtual Board Member Bootcamp that will be held virtually on August 27, 2022. She encouraged everyone who could attend to please do so. She has continued looking for more Board training materials to share with the Board and plans to update accordingly. Everyone should have received an email regarding the sexual harassment training link and asked the Board to have this completed promptly. The Board discussed, and there were no questions.

Public Comments: None

B. Marketing

Ms. Harris talked about a meeting she and Mr. Espadron had with Insightful. She provided the PowerPoint presentation as well as the budget via email prior to the board meeting. Ms. Harris intends to find similar companies for marketing and will update the Board accordingly. She also noted that the PPC website should launch in a few weeks. The Board discussed, and there were no questions.

Public Comments: None

C. COVID-19 Update

Ms. Harris stated that testing for COVID has decreased, and there were a few positives so far in July. PPC currently has the rapid COVID test on hand. Vaccines and Boosters are also available weekly. She encouraged everyone to remain vigilant and follow the CDC guidelines as the number of COVID positives is increasing. Ms. Harris noted that PPC has the pediatric version for six months - five years, Pfizer vaccine, and Moderna's pediatric version, but supplies would be limited. PPC is planning to host a pediatric vaccine clinic sometime soon. There were no questions.

Public Comments: None

D. 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 946 unduplicated patients as of June 30th, and the same-day close rate has decreased slightly but is increasing and is currently in the 60s. At last month's meeting, Mr. Espadron commented on the same-day close rate goal. He noted, "if we are going to set a goal, I want us to meet that goal." He encouraged the staff to work towards meeting the goal. Ms. Harris noted that she plans to discuss the same-day close rate at the next Quality Committee meeting.

The patient satisfaction was 100%, with 11 responses and zero grievances, and Ms. Harris also provided patient comments and reviews regarding the providers from June 2022. There were no comments or questions and no additional items to discuss.

Item XII. Adjournment (Belair)

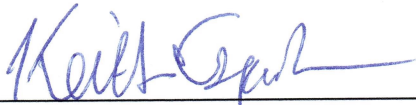
Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 6:40 pm.

Public Comments: None

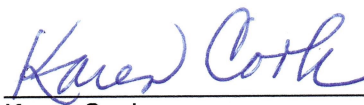
Motion passed: 6 Yeas, 0 Nays, 4 Absent, 1 Present not voting.

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 July 21, 2022.



Keith Espadron
Chairman



Karen Cook
Secretary