

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING June 16, 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 June 16, 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	Yona Serpas:	Absent
Brigette Belair:	Present	Gaynel Baham:	Absent
Karen Cook:	Present	Patra Parker:	Absent
James Saik:	Present	Stanley Gaudet:	Present
Nancy Michel:	Present		
Celeste Ancar:	Absent		

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; Monica Martin, Plaquemines Medical Center; Hannaha Williams, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Dale Adams, Chairman, Plaquemines Medical Center; Mena Marinovich, Secretary/Treasurer, Plaquemines Medical Center, and Jane Tesvich, Board Member, Plaquemines Medical Center; Norma LaFrance, Board Member, Plaquemines Medical Center; Rechelle Ragas, Board Member, Plaquemines Medical Center; Erin Braud, Board Member, Plaquemines Medical Center; Bonnie Thomas, Board Member; Plaquemines Medical Center; and Dominick Scandurro, Scandurro & Latrisson, LLC.

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. Michel, 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 May 2022 Meeting Minutes. (Espadron)

Motioned by Ms. Michel, seconded by Mr. Saik, to approve the May 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. May 2022 Financials

Ms. Fisher provided the Board with a copy of the financial reports via email for their review prior to the meeting and read through the May 2022 financial reports during the meeting. Ms. Fisher clarified last month's financial report regarding Mr. Espadron's questions about the salaries and related benefits. She noted that the amount in question reflected three pay periods. Ms. Harris stated that when working on the budget, there was not a category to budget for the Expedition in the training and travel category. Therefore, the Expedition was budgeted in the training and travel category. However, the Expedition is a fixed asset and will not reflect in the Budget versus Actual report, which shows \$49,000 more than budgeted for in the training and travel category. Mr. Gaudet asked when amending the budget, would we project possible "rainy day" funds. Ms. Prest noted that we do not have any funds budgeted for "rainy day" funds. The budget is based on estimated amounts of what we will spend; however, if significant change arises, this is brought before the Board for review and approval to amend the budget. Ms. Fisher discussed the May 2022 Income Graph, May 2022 Expense Graph, 2022 Billing Statistics, and the May 2022 Payer Mix. Ms. Harris discussed the May 2022 Visit Summary with the Board and provided a breakdown of the daily patient flow of each provider/service from the May 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. She noted the first Tuesday in July and every Tuesday after that, the hours for PPC will be 7 am – 7 pm. 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. Mr. Espadron asked if the Financial Performance Metrics report was shorter than usual. Ms. Harris noted that it might seem shorter because the report only reflects the financial and not the clinical performance metrics. Mr. Espadron also asked about the status of the 340B program. Ms. Harris updated the Board briefly regarding the 340B program. There were no additional questions and no other items to discuss.

Motioned by Mr. Saik, seconded by Ms. Belair, to approve the May 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 excited to announce that starting July 5th and every Tuesday after that, the hours for PPC will be 7 am – 7 pm, hoping to keep capturing patients who need extended hours. She also noted that they are starting the LaSOR program for medically assisted treatment for substance abuse. There we no questions.

Public Comment: None

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

Ms. Annette Cotton, NP, had nothing new to report; however, she is excited about the extended hours and LaSOR program.

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 was present at this meeting.

Public Comments: None

Item XI. New Business: (Espadron)

A. A request to add Fluoride Varnish Application to Dr. Cartagena and Annette Cotton, NP's approved Clinic Privileges

Ms. Harris noted the PPC staff had an excellent training session hosted by Louisiana Healthcare Connections on fluoride varnish treatments for children, which helps to decrease cavities and can be treated in the clinic during their appointment. Dr. Cartagena and Annette Cotton, NP, have both completed their training and Ms. Harris requests this treatment be added to their approved clinic privileges. Mr. Saik asked how the referrals have been to Dr. LaCour and wondered whether the fluoride treatments would interfere with her practice. Ms. Harris noted that this would not affect her practice. This treatment would be part of their well-child visit. The Board discussed the fluoride varnish application, and there were no additional questions.

Motioned by Mr. Gaudet, seconded by Ms. Cook, to add Fluoride Varnish Application to Dr. Cartagena and Annette Cotton, NP's approved Clinic Privileges

Public Comments: None

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

B. Add Preventative Dental to Form 5A Column 1- Services

Ms. Harris explained we need to add preventative dental to Form 5A column 1- services. Column I represents services provided directly by PPC.

Motioned by Mr. Gaudet, seconded by Ms. Michel, to add prevention Dental to Form 5A Column 1- Services.

Public Comments: None

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

Item XI. Old Business (Espadron)

A. Board Training: Legal Lessons Learned from the Pandemic for Health Center Boards.

Ms. Harris provided a copy of the Board Legal Lessons Learned from the Pandemic for Health Center Boards via email to the Board for their review. She has been looking for more Board training materials to share with the Board and plans to update accordingly. Ms. Prest also shared that the Board will have to complete the Sexual Harassment training as part of the agreed-upon procedures with the Legislative Auditor. This training is something that will be sent to each individual via email. The Board discussed, and there were no questions.

Public Comments: None

B. COVID-19 Update

Ms. Harris stated that testing for COVID has decreased, and there were a few positives so far in June. 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. Ms. Harris noted that there is a pediatric version for six months - five years Pfizer vaccine but that supplies would be limited.

Mr. Espadron asked if we were at risk of any vaccine expiring soon. Ms. Harris noted that PPC orders less inventory, and the vaccines have a reasonably lengthy expiration date. If needed, we can transfer the vaccines to another facility. There were no additional questions.

Public Comments: None

C. 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 849 unduplicated patients as of May 31st, and the same-day close rate has decreased slightly but is increasing and is currently in the 60s.

The average patient satisfaction was 99.2%, with 25 responses and zero grievances, and Ms. Harris also provided patient comments and reviews regarding the providers. Mr. Espadron commented regarding 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. There were no comments or questions and no additional items to discuss.

Motioned by Mr. Saik, seconded by Ms. Michel, to approve QI/QA: Review of Clinical Performance Metric

Public Comments: None

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

Item XII. Adjournment (Espadron)

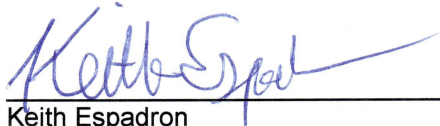
Motioned by Mr. Gaudet, seconded by Ms. Belair, to adjourn the meeting at 6:39 pm.

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 June 16, 2022.



Keith Espadron
Chairman



Karen Cook
Secretary