

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
March 16th, 2023**

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 Brigette Belair, Vice-Chairwomen, at 6:15 pm on March 16th, 2023, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Tyler Overton conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

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

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Dr. Cartagena, Plaquemines Primary Care (via Zoom); Colleen Fisher, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Sandra Lode, Sandra Lode Consulting Group; Dominick Scandurro, Scandurro & Layrisson, LLC.

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, and 1 present not voting

Item V. Approval of February 2023 Meeting Minutes. (Belair)

Motioned by Mr. Gaudet, seconded by Mr. Saik, to approve the February 2023 Meeting Minutes as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

Item VI. Financials: (Fisher)

A. & B. February 2023 Financials

Ms. Harris provided a copy of the financial reports for the board's review prior to the meeting. Ms. Fisher read through the February 2023 financial reports during the session. She discussed the February 2023 Income Graph, February 2023 Expense Graph, Budget vs. Actual comparison, 2023 Billing Statistics, February 2023 Payer Mix, and the Financial Metrics spreadsheet. She asked if there were any questions, and there were none.

Motioned by Mr. Saik, seconded by Ms. Zegura, to approve the February 2023 Financial Report.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

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

Dr. Cartagena stated that she and Annette Cotton, NP, had become ill around the same time. She explained that PPC had seen many patients, and she and Ms. Cotton were doing their best while they were ill. The board thanked them for their work, and there were no further questions.

Public Comment: None

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

Ms. Cotton, NP, was absent from the board meeting.

Public Comments: None

Item IX. Medical Director/Assistant Medical Director: (Dr. Michael Kotler/Dr. William Kotler. Monica Martin)

Dr. Michael Kotler, Dr. William Kotler, and Ms. Monica Martin were absent from the meeting.

Ms. Harris told the board that Ms. Martin was unavailable but shared with the board the upcoming events that PPC/PMC will participate in. On April 1st, there will be an Easter Egg-stravaganza from 10:00 AM – 1:00 PM at PMC. Ms. Harris stated that this would be the first time PPC/PMC will not do the event in a drive-through format since 2020. PPC/PMC will be participating in the Healthier Series Community Event on March 22nd, at the YMCA.

Public Comments: None

Item X. New Business: (Belair)

A. Slate of Nominees for Treasurer

Mr. Saik, due to personal priorities, has decided to step down as Treasurer but will remain on the board for PPC. Prior to the board meeting, the Special Nominating Committee held a meeting to discuss the vacancy of the Treasurer.

Ms. Gaynel Baham, a part of the Special Nominating Committee, announced that the committee nominated Nancy Michel for Treasurer.

Motioned by Mr. Gaudet, seconded by Mr. Saik, to appoint Ms. Nancy Michel as Treasurer.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

B. Appointment to fill the vacancy of Financial Committee Chair

The board motioned to appoint Ms. Nancy Michel as the Financial Committee Chair without discussion.

Motioned by Mr. Gaudet, seconded by Mr. Saik, to appoint Ms. Nancy Michel as the Financial Committee Chair.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

C. Purchasing of Mobile Unit

Ms. Harris provided the board with information and specifications of the mobile unit prior to the meeting for their review. Ms. Harris reminded the board that PPC obtained a capital funds grant about a year ago to purchase a mobile unit. This grant is available for a limited time, and it had been decided in the past to purchase a mobile unit. Ms. Harris explained to the board that she went to the Office of State Procurement website and was able to locate a contract for a mobile unit. Ms. Harris explained to the board that there are multiple options on which route to take to purchase the mobile unit, but there was one Ms. Harris quoted that has similar amenities to the current PMC mobile unit. With this, there is an option to do some reconfiguring of the interior of the mobile unit. This route allows leftover funds towards tags, titles, insurance, etc. After discussing the size of the mobile unit, the board decided to move forward with purchasing a new mobile unit.

Motioned by Ms. Baham, seconded by Ms. Zegura, to approve Ms. Harris to

negotiate the purchase of a new mobile unit.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

D. Review and Approval of PPC's Clinic Hours

PPC's Clinic hours are Monday, Wednesday, and Thursday from 8 AM – 5 PM, Tuesday from 7 AM – 7 PM, and Friday from 8 AM – 12 PM. PPC is on the Eastbank the second Tuesday of each month from 9 AM – 3 PM. There were no questions or comments from the board at this time.

Motioned by Mr. Saik, seconded by Ms. Zegura, to approve PPC's Clinic Hours.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

Item XI. Old Business (Belair)

A. Board Training – NACHC – Governance – Chapter 3: Strategic Planning and Strategic Thinking

Ms. Harris provided a copy of the Board Training: Governance Chapter 3: Strategic Planning and Strategic Thinking. She asked the board to read this chapter to remain on course with the regular Board Training. There were no questions or comments from the board.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metrics

Ms. Harris went over the clinical performance metrics with the board. She stated that as of the end of February, PPC had 542 unduplicated patients, days open (days documents remained open) was 3.2 days, and the patient satisfaction score was 100% with 18 respondents and zero grievances. As of February, PPC had administered 18 Flu tests with 1 positive result and 24 Covid-19 tests with 4 positive results.

Public Comments: None

C. Review and Approval of PPC's Protection of Patient Information (PHI & HIPAA) Policy & Procedure

Ms. Harris stated there were no changes to PPC's Protection of Patient Information (PHI & HIPAA) Policy & Procedure. The board had no questions or concerns and moved to approve the current policy and procedure.

Motioned by Mr. Saik, seconded by Ms. Zegura, to approve PPC's Protection of Patient Information (PHI & HIPAA) Policy & Procedure.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

D. Review and Approval of PPC's Medical Records Retention Policy & Procedure

Ms. Harris stated there were no changes to PPC's Medical Records Retention Policy & Procedure. The board had no questions or concerns and moved to approve the current policy and procedure.

Motioned by Mr. Saik, seconded by Ms. Zegura, to approve PPC's Medical Records Retention Policy & Procedure.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

E. Marketing

Ms. Harris began by reminding the board about the grant PPC obtained for COVID awareness to promote the COVID vaccine. Very few funds have been used besides funding the Superbowl campaign discussed in the board meeting the prior month. Ms. Harris stated this to inform the board that PPC has until May to use these funds.

Ms. Harris also informed the board that PPC had done their video on the Eastbank, which went very well. Videos, including testimonials such as this, will be integrated into advertisement programs for future use.

Prior to the meeting, Ms. Harris sent out a new bid proposal for a second Insyteful ad campaign and asked for the board's approval to allocate funds come May, when another contract ends, so the two advertisement campaigns do not overlap. The board did not have any questions at this time regarding Ms. Harris's plans for advertisement.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to negotiate the advertisement contract with Insyteful for PPC.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

XII: Executive Session LA. R.S. 46:1073

Ms. Harris asked to defer the Executive Session to next month. The board agreed and had no questions.

Motioned by Mr. Gaudet, seconded by Mr. Saik, to defer the Executive Session until the next scheduled board meeting.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

Item XII. Adjournment (Belair)

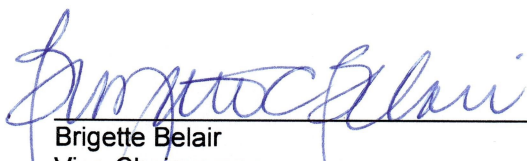
Motioned by Mr. Gaudet, seconded by Mr. Saik, to adjourn the meeting at 6:39 PM.

Public Comments: None

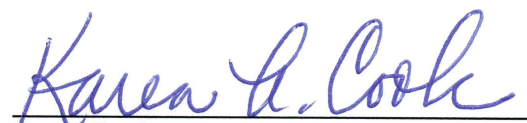
Motion passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting

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 March 16th, 2023.



Brigette Belair
Vice-Chairwoman



Karen Cook
Secretary