

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
June 15, 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 Keith Espadron, Chairman, at 7:04 pm on June 15, 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:	<u>Present</u>	Celeste Ancar:	<u>Present</u>
Brigette Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Present</u>
James Saik:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Present</u>	Karen Zegura:	<u>Present</u>

A quorum was declared present.

Also in attendance were: Jennifer Harris, Plaquemines Primary Care; Dr. Maria Cartagena, Plaquemines Primary Care; Annette Cotton, NP (via telephone), Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center.

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

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

Motioned by Ms. Belair, seconded by Ms. Michel, to approve the current agenda as presented.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item V. Approval of May 2023 Meeting Minutes: (Espadron)

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

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item VI. Financials: (Fisher)

A. & B. Financial Reports & Approval of May 2023 Financial Reports

The Financial Reports were deferred until next month's Board Meeting. The board had no questions or comments.

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

Dr. Cartagena stated that PPC is diligently working on the Reproductive Health Program and is moving forward with other projects, including the Screen-Up Program to increase the screening rates for colorectal cancer. Mr. Espadron asked if there were any questions, and there were no questions or additional items to discuss.

Public Comment: None

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

Ms. Annette Cotton, NP, had nothing new to discuss with the board at this time.

Public Comments: None

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

Dr. Michael Kotler, Dr. Mohammad Naeem, and Ms. Martin were absent from the Board Meeting.

Public Comments: None

Item X. New Business: (Espadron)

A. Review and Approval of the Amendment to PPC's By-Laws

Mr. Gaudet stated that the By-Law Committee met to discuss changes to the By-Laws. During the committee meeting, it was decided to present the following proposed changes to the Board of Directors.

Mr. Gaudet stated that the committee agreed that section 5.3 of the By-Laws should be removed in its entirety and be replaced with the following statement, which was provided to the Board of Directors via email prior to the meeting and was also read aloud during the meeting by Mr. Gaudet:

Each director shall hold office for three (3) years or until his or her successor is elected, or until his or her death, resignation, or removal. No director shall serve more than four (4) consecutive terms. Notwithstanding the limitation on the number of consecutive terms a director may serve, a former director may be eligible for election to the Board of Directors twelve (12) months after the expiration of his or her term.

Ms. Michel asked the board what the current by-laws stated under section 5.3. Ms. Harris was able to clarify the amending of the current by-laws. There were no further questions or comments from the board at this time.

Motioned by Mr. Gaudet, seconded by Ms. Cook, to review and approve the Amendment to PPC's By-Laws.

Tyler Overton proceeded to conduct a roll call vote:

Keith Espadron:	<u>Yea</u>	Celeste Ancar:	<u>Yea</u>
Brigette Belair:	<u>Yea</u>	Gaynel Baham:	<u>Yea</u>
Karen Cook:	<u>Yea</u>	Patra Parker:	<u>Yea</u>
James Saik:	<u>Yea</u>	Stanley Gaudet:	<u>Yea</u>
Nancy Michel:	<u>Yea</u>	Karen Zegura:	<u>Yea</u>

Public Comments: None

Motion passed: 10 Yeas, 0 Nays, 0 Absent, and 0 present not voting

B. Review and Approval of PPC's Code of Conduct/Conflict of Interest Policy and Procedure

Ms. Harris provided a copy of the Code of Conduct/Conflict of Interest Policy and Procedure to the Board for review and approval before the meeting. Ms. Harris mentioned that this was the same policy from the previous year, and only grammatical changes were made. The board discussed this, and there were no questions.

Motioned by Ms. Cook, seconded by Ms. Baham, to approve PPC's Code of Conduct/Conflict of Interest Policy and Procedure.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

C. Review and Approval of PPC's Claims Management Policy and Procedure

Ms. Harris stated that the policy remained the same as the previous year, and only grammatical changes were made. There were no questions from the board.

Motioned by Ms. Baham, seconded by Mr. Saik, to approve PPC's Claims Management Policy and Procedure.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

D. Review and Approval of PPC's Safety and Health Overview Policy and Procedure

Ms. Harris said no changes were made, and the policy remained the same as the previous year. There were no questions or comments from the board.

Motioned by Ms. Parker, seconded by Mr. Saik, to approve PPC's Safety and Health Overview Policy and Procedure.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

E. Review and Approval of PPC's Safety of the Facility, Equipment, and Environment Policy and Procedure

Ms. Harris said no changes were made, and the policy remained the same as the previous year. There were no questions or comments from the board.

Motioned by Ms. Parker, seconded by Mr. Saik, to approve PPC's Safety of the Facility, Equipment, and Environment Policy and Procedure.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

F. Signatory Authorization for Title X documents

Ms. Harris stated that Title X was for the Reproductive Health Initiative and requested board authorization to sign any Title X documents. The board had no questions or comments.

Motioned by Ms. Parker, seconded by Mr. Saik, to approve for Signatory Authorization for Title X documents.

Public Comments:

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item XI. Old Business (Espadron)

A. Board Training-NACHC-Board Governance Handbook Chapter 5: Quality Oversight

Ms. Harris gave Chapter 5: Quality Oversight for the board to review before the next board meeting. There were no questions or comments from the board at this time.

B. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the QI/QA Clinical Performance Metrics to the Board; with PPC having 1,063 unduplicated patients, days open (days documents remained open) was 3.4 days. The patient satisfaction score was 100%, with twenty-two (22) responses and zero (0) grievances. As of May, PPC had no positive cases of Flu or COVID.

Ms. Harris added that PPC has at least 50 policies to create for the Title X program and that the PPC team is working on getting these completed in the allotted time frame. She also stated that the team is also working on the Service Area Competition (SAC) grant application that is due in mid-August. The SAC is for the continuation of the main FQHC grant funding. Ms. Harris stated that PPC has various tasks and projects going on and stated her appreciation of the PPC team. The board had no further questions or comments at this time.

Public Comments: None

Item XII. Executive Session:

A. Strategic Planning-LA. R.S. 46:1073

Motioned by Ms. Belair, seconded by Ms. Cook to go into Executive Session.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Convened at: 7:14 PM
Re-convened at: 7:24 PM

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

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Motioned by Mr. Gaudet, seconded by Ms. Cook, to amend the agenda to include allowing Ms. Harris to negotiate the contracts with LSU.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

XIII. LSU Contract Negotiation

Motioned by Mr. Gaudet, seconded by Ms. Cook, to allow Ms. Harris to negotiate the contracts with LSU.

Public Comments: None

Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

Item XIV. Adjournment (Espadron)

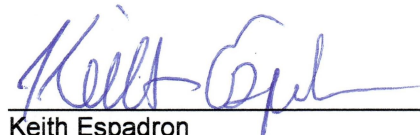
Motioned by Mr. Gaudet, seconded by Ms. Ancar, to adjourn the meeting at 7:26 PM.

Public Comments: None

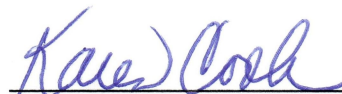
Motion passed: 9 Yeas, 0 Nays, 0 Absent, and 1 present not voting

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 June 15, 2023.



Keith Espadron
Chairman



Karen Cook
Secretary