

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
October 19, 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 8:32 pm on October 19, 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.

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|------------------|----------------|-----------------|----------------|
| Keith Espadron: | <u>Present</u> | Celeste Ancar: | <u>Present</u> |
| Brigitte Belair: | <u>Present</u> | Gaynel Baham: | <u>Absent</u> |
| Karen Cook: | <u>Present</u> | Patra Parker: | <u>Absent</u> |
| James Saik: | <u>Absent</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, Plaquemines Primary Care (via Zoom); Leslie Prest, Plaquemines Medical Center; Tyler Overton, Plaquemines Medical Center; Jay Lobrano, Carver Darden Koretzky Tessier Finn Blossman & Areaux LLC; Matthew Zuvich, USI One Advantage; and Trey Michel.

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

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

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

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting

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

Motioned by Ms. Michel, seconded by Ms. Zegura, to approve the September 2023 Meeting Minutes as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting

Item VI. Financials: (Harris)

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

A copy of the September 2023 financial reports was emailed to the Board for their review prior to the meeting. Ms. Harris read through the September 2023 financial reports, including the September 2023 Profit & Loss Budget vs. Actual Year-to-Date Comparison, the September 2023 Income Graph, the September 2023 Expense Graph, the 2023 Billing Statistics, the September 2023 Payer Mix, and the 2023 Financial Performance Metrics Dashboard. There were no questions or comments from the board at this time.

Motioned by Ms. Cook, seconded by Mr. Gaudet, to approve the September 2023 Financial Reports as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting

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

Dr. Cartagena had nothing new to report.

Public Comment: None

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

Ms. Annette Cotton, NP, told the board Plaquemines Primary Care (PPC) has been receiving new patients. She thanked Plaquemines Medical Center (PMC) for continuing to refer patients to PPC. The board had no questions or comments 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. Monica Martin were absent from the Board Meeting.

Public Comments: None

Item X. New Business: (Espadron)

A. Review and Approval of PPC's Sliding Fee Scale for Uninsured and Under Insured Patients Policy and Procedure

Ms. Harris sent the revised Sliding Fee Scale for Uninsured and Under Insured Patients Policy and Procedure to the board prior to the meeting for their review. She stated that she and PPC biller had made some significant improvements and expanded on areas of the policy and procedure that may have been vague. Ms. Harris noted the different areas that had been changed and asked if the board had any questions or comments, but the board did not.

Ms. Michel asked about the verification of income. Ms. Harris responded PPC's goal was not to prevent patients from being on the sliding fee scale, but PPC has to try to verify income, but the patient can always self-attest. There were no further questions or comments from the board.

Motioned by Mr. Gaudet, seconded by Ms. Belair, for the Approval of PPC's Sliding Fee Scale for Uninsured and Under Insured Patients Policy and Procedure.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting

B. Bylaw Update – Disability

Mr. Jay Lobrano explained to the board that the 2023 legislature passed laws that require that any member of this board who has a disability as defined by the Americans with Disability Act be allowed to attend meetings via Zoom or other electronic means and that PPC's Bylaws need to be amended to reflect this change. More information will be given at the next board meeting. There were no comments or questions from the board at this time.

Public Comments: None

Item XI. Old Business (Espadron)

A. Review of the Resolution to Hire Legal Counsel

Ms. Harris presented copies of the updated resolution to the board for review. Mr. Lobrano stated that the Attorney General made minor adjustments to the resolution, but no significant changes were made. The board looked over the resolution and had no questions or comments.

Motioned by Mr. Gaudet, seconded by Ms. Michel, to accept the Resolution to Hire Jay Lobrano as PPC's Legal Counsel.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting

B. Review of the Contract for Professional Legal Services

Ms. Harris provided an updated physical copy to the board that included minor grammatical changes. Ms. Harris reviewed the grammatical changes with the board. The board had no questions or comments about the contract for professional legal services.

Motioned by Ms. Michel, seconded by Ms. Ancar, for the Approval of the Contract for Professional Legal Services.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting

C. Board Training-NACHC-Board Governance Handbook Chapter 9: Effective Board Functioning (Board Meetings, Committees, and Culture)

Ms. Harris provided the board with the NACHC-Board Governance Handbook Chapter 9: Effective Board Functioning (Board Meetings, Committees, and Culture) for their review. Ms. Harris told the board if they had any questions to let her know. The board had no questions or comments.

Public Comments: None

D. QI/QA: Review of Clinical Performance Metric

Ms. Harris provided the September QI/QA Clinical Performance Metrics to the Board. PPC had 1,427 unduplicated patients, and the days open (days documents remained open) were 3 days. The same-day close rate for September was at 62.5%. The patient satisfaction score was 100%, with twenty-one (21) responses and zero (0) grievances.

Ms. Harris also had eight (8) tests for the Flu and eight (8) tests for COVID-19, all of which were negative. The board was pleased with this information and had no further questions or comments.

Public Comments: None

E. Required Annual Ethics and Sexual Harassment Training

Ms. Harris and Mr. Espadron reminded the board about the Ethics and Sexual Harassment Training and that all trainings are due annually and should be completed before December 31st, 2023. Mr. Overton noted which board members needed to complete which courses to be in compliance.

Public Comments: None

Item XII. Adjournment (Espadron)

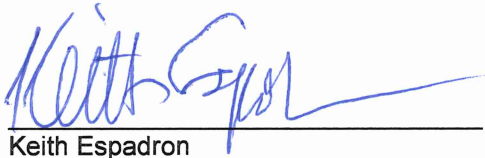
Motioned by Mr. Gaudet, seconded by Ms. Cook, to adjourn the meeting at 8:51 PM.

Public Comments: None

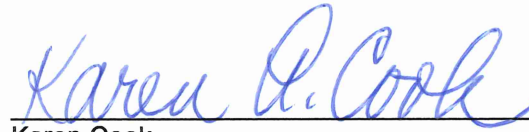
Motion passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting

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 October 19, 2023.



Keith Espadron
Chairman



Karen Cook
Secretary