

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING May 20, 2025

Item I. & II. Call to Order & Roll Call:

Call to Order and Roll Call- Brigitte Belair, Board Chairwoman, called a regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 6:04 p.m. on May 20, 2025, at the Plaquemines Medical Center, 27136 Hwy 23, Port Sulphur, LA. Ranada Mackey–St. Ann conducted the customary roll call of the Board Members and recorded and documented the minutes. The results were as follows.

Keith Espadron:	<u>Absent</u>	Kellen Fincher:	<u>Present</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Present (6:11 pm)</u>
Karen Zegura:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Absent</u>	Stanley Johnson:	<u>Present</u>

A quorum was declared present.

Also, in attendance were Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Ranada Mackey – St. Ann, Plaquemines Medical Center and Monica Martin, Plaquemines Medical Center.

Item III. Invocation: (Stanley Johnson)

Item IV: Recitation of the Pledge of Allegiance: (Stanley Gaudet)

Item V. Review and Approval of Current Agenda: (Brigitte Belair)

Motioned by Ms. Cook, seconded by Mr. Fincher, to approve the current agenda as presented.

Public Comments: None

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

Item VI. Approval of April Meeting Minutes: (Brigitte Belair)

Motioned by Mr. Fincher, seconded by Ms. Zegura, to approve the April 2025 Meeting Minutes as presented.

Public Comments: None

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

Item VII. Financials: (Colleen Fisher)

A. Financial Reports for March 2025

Ms. Fisher provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Fisher read through the March 2025 financial reports. She discussed the March 2025 Income Graph, March 2025 Expense Graph, Budget vs. Actual comparison, 2025 Billing Statistics, March 2025 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

Motioned by Ms. Baham, seconded by Mr. Johnson, to approve the March 2025 Financials as presented.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 Absent, and 1 present not voting

Item VIII. PPC Medical Director: (Dr. Cartagena)

Dr. Cartagena was unable to attend the meeting.

Public Comment: None

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

Ms. Cotton was unable to attend the meeting.

Public Comments: None

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

Ms. Martin discussed that hurricane season was approaching and to start to plan according. She also reminded everyone about the blood drive that would be held at the PMC-Belle Chasse location on May 27th from 10:00 am to 2:00 pm. She encouraged everyone to participate because one donation can save three lives.

Ms. Belair and Mr. Fincher expressed their thanks to PMC and PPC for bringing the mobile unit to the Seafood Festival and providing first aid. Mr. Fincher also wanted to specifically thank Mr. Robert Albrecht and Mr. Donald Talazac for taking the time to move the mobile unit multiple times so that could be in the right spot. He thanked them for their patience and understanding.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Employee Appreciation 2025 (Brigette Belair)

Ms. Harris discussed the last week's events surrounding PMC/PPC's 2025 Employee Appreciation Week. She expressed her gratitude to the staff of PPC and PMC.

Public Comments: None

B. Review of 2025 OSV (Brigette Belair)

Ms. Belair informed the board that during the exit conference the reviewers had high praise for the organization.

Ms. Harris advised the board that she did email them the final report that she received from HRSA. She also noted that the report contained some errors regarding names of attendees and some spelling of the names of some that did attend. She has informed HRSA of those errors. It will not change the outcome of the OSV, but is a matter of record. She also reiterated that the reviewers found zero areas on non-compliance, which is a rare occurrence for an organization. She expressed appreciation to PPC and PMC's staff for all their hard work and assistance in making PPC successful.

Mr. Gaudet shared some of the items that the reviewers and the board members that attended the OSV board luncheon discussed.

Public Comments: None

C. Review of 4th Quarter 2024 Financial Committee Report (Brigette Belair)

Ms. Harris provided the 4th Quarter 2024 Financial Committee Report to the board for review. The board discussed and there were no questions.

Public Comments: None

D. Board Training: Cybersecurity and Sexual Harassment (Brigette Belair)

Ms. Harris reminded the board that the Cybersecurity and Sexual Harassment (2 parts) training was an annual mandatory requirement for all staff and board members and if any board member hasn't completed the trainings to please do so and to contact Ms. Ronquille if they are having difficulty accessing the courses. She also advised the board that the required Ethics training would be coming out soon for them to complete.

Public Comments: None

Item XII: Old Business (Brigette Belair)

A. Board Training-NACHC Governance Chap 5: Quality Oversight (Jennifer Harris)

Ms. Harris provided the NACHC Governance Chapter 5: Quality Oversight to the board

for review. The board had no questions or comments.

Ms. Harris also provided an update that she had begun meeting the Certified Content Expert and are being the process of getting the clinic ready for Patient Center Medical Home Certification.

Public Comments: None

B. QI/QA: Review of Clinical Performance Metric (Jennifer Harris)

Ms. Harris provided the April 2025 QI/QA Clinical Performance Metrics to the Board. PPC had 1036 unduplicated patients; the documents were open for 3 days, with 96.2% patient satisfaction, 29 respondents, and zero grievances. Patient comments were provided to the board. Ms. Harris discussed the same-day closing rate breakdown with the board. Harris explained and broke down the month per day, per provider, and per patient, along with the percentages. Mr. Fincher requested a year-to-year comparison of the unduplicated patient population. Ms. Harris stated that she would gather the data and provide it at the next month's meeting. There were no other questions or comments.

Public Comments: None

XIII. Adjournment: (Brigette Belair)


Motioned by Mr. Gaudet, seconded by Ms. Cook, to adjourn the meeting at 6.26PM.

Public Comments: None

Motion passed: 7 Yeas, 0 Nays, 2 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 May 20, 2025.


Brigette Belair
Chairwoman


Stanley Johnson
Secretary