

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING July 24, 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 6:02 p.m. on July 24, 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>Absent</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Absent</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; Monica Martin, Plaquemines Medical Center; Trechel Ronquille, Plaquemines Medical Center; Jennifer Sanger, Plaquemines Medical Center; Taylor Williamson, Plaquemines Medical Center; Cassidy Plumer, Plaquemines Primary Care; Alonga Barthelemy, Plaquemines Primary Care; Dr. Maria Cartagena, Plaquemines Primary Care, and Jay Lobrano. Latonya Hymes – Sam, Plaquemines Medical Center; Annette Cotton -NP, Plaquemines Primary Care, and Alexandra “Allie” Pylant - NP, Plaquemines Primary Care, were present via Zoom.

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

Public Comments: None

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

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

Motioned by Ms. Cook, seconded by Ms. Zegura, to approve the June 2025 Meeting Minutes as presented.

Motioned by Ms. Cook, seconded by Ms. Zegura, to approve the June 2025 Meeting Minutes as presented.

Public Comments: None

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

Item VII. Financials: (Colleen Fisher)

A. Financial Reports for May 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 May 2025 financial reports. She discussed the May 2025 Income Graph, May 2025 Expense Graph, Budget vs. Actual comparison, 2025 Billing Statistics, May 2025 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to approve the May 2025 Financials as presented.

Public Comments: None

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

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

Dr. Cartagena mentioned that Allie Pylant, NP, is seeing patients and doing well thus far without any complaints from staff or patients.

Public Comment: None

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

Ms. Cotton, NP, mentioned how excited she is that Ms. Allie Pylant, NP, is a part of the team and is looking forward to seeing what happens. She mentioned that a lifelong resident of Plaquemines parish, had recently become a new patient that is being seen at the clinic, and how much they enjoyed the outcome of the visit.

Ms. Cotton, NP, also spoke on the mobile unit traveling to the Eastbank to provide patient visits and that there had been an increase in visits.

Ms. Harris mentioned that the new bus will be here next Thursday; she ensured that pictures would be sent to the members.

Ms. Pylant, NP, mentioned that she likes her new job so far without any complaints or demands.

Public Comments: None

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

Ms. Martin mentioned that the Pretty in Pink event will be held Friday, July 25th at the Port Sulphur YMCA from 6:00 to 8:00 p.m. The back-to-school drive will be held on July 31st at PMC from 4:00 to 6:00 p.m., and on August 5th on the Eastbank in Davant, a Back-to-School Bash will take place from 3:00 to 5:00 p.m. Ms. Martin shared the excitement of a new referral program between PMC and PPC patients. This program will help patients' medical records to follow them between both clinics and allow the physician to see what was done and the diagnosis.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Review and Approval of the Collaborative Agreement (Brigette Belair/Jennifer Harris)

Ms. Harris stated that the collaborative agreement between Dr. Cartagena and Ms. Pylant, NP, needs approval; she mentioned it is the same agreement that is held between Dr. Cartagena and Ms. Cotton, NP. Ms. Harris stated that PPC will pay Dr. Cartagena per month to be the collaborate physician for Ms. Pylant, NP. She mentioned that this is a state and federal government requirement.

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to approve the Collaborative Agreement between Plaquemines Primary Care and Dr. Cartagena for Allie Pylant, NP, as presented.

Public Comments: None

B. Review and Approval 1st Quarter Quality Committee Meeting Report
(Jennifer Harris)

Ms. Harris mentioned that the 1st quarter quality report was included in the packet for review. She noted that the colorectal screening rate for the first quarter was at 40.7% which surpasses the goal of 35.92%. She mentioned that PPC patients can now bring their Cologuard test to PPC and PPC will arrange for pickup Thus hoping to help eliminate another barrier of completing the test by PPC arranging for timely UPS specimen pickup.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the 1st Quarter Quality Committee Meeting reports as presented.

Public Comments: None

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

Item XII. Old Business (Brigette Belair)

A. Board Training-NACHC Governance Chap 7: CEO Oversight and Partnership (Jennifer Harris)

Ms. Harris provided the NACHC Governance Chapter 7: Oversight and Partnership with the board. She mentioned the Delta Region program that PPC and PMC are a part of is currently researching some additional board training. She noted that once more information becomes available, it will be shared with everyone. The board had no questions or comments.

Public Comments: None

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

Ms. Harris provided the June 2025 QI/QA Clinical Performance Metrics to the Board. PPC had 1297 unduplicated patients, which she noted was 95 patients higher than for the same time frame in 2024; the documents were open for 3.3 days, with 98.7% patient satisfaction, 31 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 data by month, day, provider, and patient, along with the percentages. There were no other questions or comments.

Public Comments: None

XIII. Executive Session: (Brigette Belair)

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

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to go into Executive Session.

Public Comments: None

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

Convened at: 6:35 PM
Re-Convened Regular Meeting at: 7:49 PM

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

Public Comments: None

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

Motioned by Mr. Gaudet, seconded by Ms. Zegura, for the Board Chairwoman to create a Policy and Procedure related to Board Member Etiquette, and once complete, present it to the Board of Directors for review and approval.

Public Comments: None

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

XIV. Adjournment: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Ms. Cook, to adjourn the meeting at 7:51 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 July 24, 2025.


Brigette Belair
Chairwoman


Stanley Johnson
Secretary