

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING August 19, 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 6:20 p.m. on August 19, 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>Present @ 6:25 p.m.</u>	Kellen Fincher:	<u>Present</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Absent</u>	Patra Parker:	<u>Present</u>
Karen Zegura:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Present</u>	Stanley Johnson:	<u>Absent</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; 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; and Jay Lobrano, Carver Darden Koretzky Tessier Finn Blossman & Areaux LLC. Dr. Maria Cartagena, Plaquemines Primary Care, was present via Zoom.

Item III. Invocation: (Gaynel Baham)

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

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

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

Public Comments: None

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

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

Motioned by Ms. Michel, seconded by Ms. Baham, to approve the July 2025 Meeting Minutes as presented.

Public Comments: None

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

Item VII. Financials: (Colleen Fisher)

A. Financial Reports for June 2025

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

Motioned by Ms. Michel, seconded by Ms. Baham, to approve the June 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 mentioned that her student will be returning next week to continue shadowing. She stated that everything is going well.

Public Comment: None

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

Ms. Annette Cotton, NP, was not in attendance.

Public Comments: None

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

Ms. Harris mentioned the back-to-school events on behalf of Ms. Martin. She noted that approximately 500 backpacks with school supplies were given and thanked Chevron, Venture Global, and Healthy Blue for their support. Backpacks were given on both the Eastbank and Westbank of the parish, as well as at Boothville Elementary School for their meet and greet.

Ms. Harris stated that she and Ms. Hannaha Williams will be attending the Open House at Phoenix High School on Wednesday, August 20th, to promote School-Based Health.

Ms. Cassidy Plumer Shelley will attend the open house on Thursday night, August 21st, also promoting School-Based Health.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Review and Approval Board Resolution – Authority to Sign Title X Documents (Brigette Belair)

Ms. Harris stated that an agreement was entered into three years ago with RHII (Reproductive Health Initiative) for a grant. She believes that Primary Care will be eligible to receive this grant for another three-year cycle. She stated that a new signature is required to obtain this grant, as the current one has expired. Ms. Harris requested authority from the board to sign the Title X documents.

Motioned by Ms. Baham, seconded by Ms. Zegura, to approve and authorize Jennifer Harris to sign Title X Documents.

Public Comments: None

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

B. MOU for Phoenix High School- SBHC (Jennifer Harris)

Ms. Harris mentioned that the MOU for Phoenix has been signed and is currently in motion. She noted that the new mobile unit had arrived, and the school is currently making some final preparations for the mobile unit parking space to provide access for students to receive treatment. Once everything is completed, School-Based Health will take place.

Public Comments: None

C. Pediatric Mental Health (Bridgette Belair)

Ms. Jennifer Harris informed the board that this has been an item on the strategic plan, and the schools have reached out for assistance. She and Dr. Cartagena have interviewed two Mid-Level Providers who specialize in Pediatric Mental Health Services. One of which they were overly impressed with, which would see patients aged five and up for these services.

Dr. Cartagena added that she was impressed with the candidate's knowledge and work ethic in this service. Ms. Harris requested the board's approval to continue interviewing this individual about the services he offers.

Motioned by Ms. Michel, seconded by Ms. Baham, to give Jennifer Harris the approval to continue the conversation with a Mid-Level provider concerning

Pediatric Mental Health.

Public Comments: None

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

D. Discussion and Appropriate Action Regarding Professional Decorum and Protocol. (Bridgette Belair)

Deferred until Executive Session

Public Comments: None

E. Review and Approval of Non-Profit Board Etiquette Policy and Procedure (Bridgette Belair)

Deferred until Executive Session

Public Comments: None

Motioned by Mr. Espadron, seconded by Ms. Parker, to defer both items D & E until the Executive Session.

Public Comments: None

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

Item XII. Old Business (Brigette Belair)

A. Board Training-NACHC Governance Chap 8: Policies (Jennifer Harris)

Ms. Harris provided the NACHC Governance Chapter 8: Policies to the board. The board had no questions or comments.

Public Comments: None

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

Ms. Harris provided the July 2025 QI/QA Clinical Performance Metrics to the Board. PPC had 1398 unduplicated patients; the documents were open for 3.3 days, with 100% patient satisfaction, eight respondents, and zero grievances. The number of unduplicated patients has increased by 109 since this time last year. Patient comments were provided to the board. Ms. Harris discussed the breakdown of the same-day closing rate 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

B. Discussion Regarding Professional Decorum and Protocol

Motioned by Mr. Espadron, seconded by Ms. Michel, to go into Executive Session.

Public Comments: None

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

Convened at: 7:01 PM

Re-Convened Regular Meeting at: 8:20 PM

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

Public Comments: None

Mr. Espadron said that he would like to defer items D & E from the main session and item B from Executive Session until September's Board Meeting; further discussion is needed about these matters before a policy and procedure is established.

Motioned by Mr. Espadron, seconded by Mr. Fincher, to defer items D & E from the main session and item B from Executive Session until September's Meeting for further discussion.

Public Comments: None

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

XIV. Adjournment: (Brigette Belair)

Motioned by Mr. Espadron, seconded by Ms. Michel, to adjourn the meeting at 8:21 PM.


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 August 19, 2025.


Brigitte Belair
Chairwoman


Nancy Michel
Treasurer