

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING September 16, 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 September 16, 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>Present</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; Trechel Ronquille, Plaquemines Medical Center; Jennifer Sanger, Plaquemines Medical Center; and Monica Martin, Plaquemines Medical Center, who 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 Mr. Gaudet, seconded by Mr. Johnson, 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 August Meeting Minutes: (Brigitte Belair)

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to approve the August 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 July 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 July 2025 financial reports. She discussed the July 2025 Income Graph, the July 2025 Expense Graph, the Budget vs. Actual comparison, 2025 Billing Statistics, the July 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. Cook, to approve the July 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 not in attendance.

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)

Ms. Martin advised everyone about the availability of flu vaccines. She mentioned the referral program between Urgent Care and Primary Care for patients. Ms. Martin also reminded everyone to stay prepared in hurricane season. She asked that everyone check out the Plaquemines Medical Center Facebook page to see the event that was hosted on Healthy Aging. Ms. Martin invited everyone to join PMC for a field day on October 9th at Port Sulphur YMCA at 10:30 A.M. She asked that all participants wear pink in honor of Breast Cancer Month.

Public Comments: None

Item XI. New Business: (Brigette Belair)

None

Public Comments: None

Item XII. Old Business (Brigette Belair)

A. Board Training-NACHC Governance Chap 9: Effective Board Functioning (Board Meeting, Committees, and Culture) (Jennifer Harris)

Ms. Harris provided the NACHC Governance Chapter 9: Effective Board Functioning (Board Meeting, Committees, and Culture) with 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 August 2025 QI/QA Clinical Performance Metrics to the Board. PPC had 1,476 unduplicated patients; the documents were open for 2.8 days. Patient satisfaction scores would not populate, but a call has been made to inform them of this issue. There were zero grievances. Ms. Harris mentioned that Patient comments also would not populate. 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

C. Review and Approval of Non-Profit Board Etiquette Policy and Procedure (Jennifer Harris)

Ms. Belair requested that this be deferred to the October Meeting.

Public Comments: None

D. Discussion and Appropriate Action Regarding Professional Decorum and Protocol (Jennifer Harris)

Ms. Belair requested that this be deferred to the October Meeting.

Public Comments: None

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to defer both Item C and Item D to October's Board Meeting.

XIII. Executive Session: (Brigette Belair)

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

B. Discussion Regarding Professional Decorum and Protocol

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

Public Comments: None

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

Convened at: 6:19 PM
Re-Convened Regular Meeting at: 6: 23 PM

Motioned by Ms. Michel, seconded by Mr. Johnson, to reconvene the regular meeting following the Executive Session.

Public Comments: None

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

XIV. Adjournment: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 6: 25 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 September 16, 2025.



Brigette Belair
Chairwoman



Stanley Johnson
Secretary