

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING October 14, 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 October 14, 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: Absent
Brigitte Belair: Present
Karen Cook: Present
Karen Zegura: Present
Nancy Michel: Present

Kellen Fincher: Absent
Gaynel Baham: Absent
Patra Parker: Absent
Stanley Gaudet: Present
Stanley Johnson: Present

A quorum was declared present.

Also, in attendance were 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; Monica Martin, Plaquemines Medical Center; and Jennifer Harris, Plaquemines Primary Care, who was 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 Mr. Gaudet, seconded by Ms. Cook, 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 September Meeting Minutes: (Brigitte Belair)

Motioned by Ms. Michel, seconded by Mr. Johnson, to approve the September 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 August 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 August 2025 financial reports. She discussed the August 2025 Income Graph, the August 2025 Expense Graph, the Budget vs. Actual comparison, 2025 Billing Statistics, the August 2025 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

Motioned by Ms. Zegura, seconded by Mr. Johnson, to approve the August 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. Maria Cartagena)

Dr. Cartagena was not in attendance.

Public Comment: None

Item IX. PPC Nurse Practitioners: (Annette Cotton, NP/Allie Pylant, NP)

Ms. Annette Cotton, NP, nor Ms. Allie Pylant, NP, were not in attendance.

Ms. Harris updated the board on Ms. Allie, Pylant, NP. She stated that she is working efficiently to get her credentials. The progression is happening rapidly but smoothly. She mentioned that both Dr. Cartagena and Ms. Annette Cotton, NP, have been out due to family-related issues. She informed them that this will reflect the numbers for next month's reports. Ms. Harris mentioned that she is still looking to hire at least one to two more Certified Medical Assistants to ensure smooth operations within the clinic and School-Based Health Centers. Ms. Harris stated that her two new Medical Assistants are progressing really well, but are still in the training phase. Ms. Harris mentioned that she and Cassidy Shelley, CMA, completed flu shots last week for all the PPSB faculty and staff at all the schools. She believes that it was a very effective week. Some schools' numbers were better than others, but overall good.

Public Comments: None

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

Ms. Martin encouraged everyone, especially adults over 60, to get their flu shots if they haven't already. Ms. Martin mentioned the business of PMC throughout the community during this month. She noted PMC's participation in "Night Out Against Crime" on October 7th at the Port Sulphur YMCA. PMC hosted an event called "Fighting Breast Cancer, Field Day" on October 9th with over sixty-five participants. She mentioned the upcoming events of the "Haunted Trails" in Jesuit Bend's Park and the "3rd Annual YMCA Cookout" in the Empire Harbor, both on Saturday, October 18th. Thursday, October 16th, PMC will be participating in PPSB's College and Career Day at Belle Chasse High School. She mentioned that on Thursday, October 16th, we will hold a Rural Trauma Class here from 7:30 A.M. to 5:30 P.M. to teach and coach some of our employees, including a few firefighters, EMS personnel, and employees from Plaquemines Parish Government on the importance of Trauma and how to handle it properly. This class will be in partnership with UMC (University Medical Center) and LERN (Louisiana Emergency Response Network) teams.

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 10: Additional Effective Governance Practices (Jennifer Harris)

Ms. Harris provided the NACHC Governance Chapter 10: Additional Effective Governance Practices 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 September 2025 QI/QA Clinical Performance Metrics to the Board. PPC patients are up 110 patients over last month's patient count. PPC had 1,586 unduplicated patients; the documents were open for 2.8 days. Patient satisfaction scores would not populate again this month. Still, she mentioned that Clio Health is obtaining Medstatix, and she is currently working to transfer everything and get it running with the new company. Ms. Harris stated the grievances would be discussed in Executive Session. 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 November 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 November Meeting.

Public Comments: None

XIII. Executive Session: (Brigette Belair)

A. Discussion Regarding Professional Decorum and Protocol

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

Public Comments: None

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

Convened at: 6:26 PM
Re-Convened Regular Meeting at: 6:35 PM

Motioned by Mr. Gaudet, seconded by Mr. Johnson, 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.

XIV. Adjournment: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to adjourn the meeting at 6:36 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 October 14, 2025.



Brigitte Belair
Chairwoman



Stanley Johnson
Secretary