

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING November 18, 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 6:54 p.m. on November 18, 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>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 Haris, 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; Monica Martin, Plaquemines Medical Center; and LaTonya Hymes- Sam, 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. Gaudet, 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 October Meeting Minutes: (Brigitte Belair)

Motioned by Ms. Baham, seconded by Mr. Fincher, to approve the October 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 September 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 September 2025 financial reports. She discussed the September 2025 Income Graph, the September 2025 Expense Graph, the Budget vs. Actual comparison, 2025 Billing Statistics, the September 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 Ms. Zegura, to approve the September 2025 Financials as presented.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 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 almost complete with Ms. Pylant's credentials and is staying busy in Primary Care. Ms. Harris mentioned that she hired a new LPN, Ms. Heather Berry; she started this week. She currently has a few more interviews scheduled and hopes to have a fully staffed clinic soon.

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 partnering with Primary Care for various events throughout the community and at the schools is keeping them busy. She expressed her excitement with the partnership and noted that PMC is both referring to and receiving patients from PPC.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. 2025 Board Training- Required Ethics and Sexual Harassment

Mrs. Harris reminded board members that if they have not completed their required training, they needed to do so soon, as it is required to be done before the end of the year. She stated that Ms. Trechel Ronquille will resend their requirements to them again and asked that it be completed soon.

Public Comments: None

Item XII. Old Business (Brigette Belair)

**A. Board Training-NACHC Governance Chap 11: Resources and Partnerships
(Jennifer Harris)**

Ms. Harris provided the NACHC Governance Chapter 11, Resources and Partnerships, 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 October 2025 QI/QA Clinical Performance Metrics to the Board. PPC patients are up 90 patients over 2024's patient count. PPC had 1,648 unduplicated patients; the documents were open for 2.9 days. Patient satisfaction scores from Clio Health didn't populate again this month. Ms. Harris has been in contact with the Clio Health representative, and they are working to rectify the issue and obtain the back data. 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 stated that this had been deferred several times over the last few months and that she would like to resolve the matter. She said that she had Ms. Harris send out an email with a copy of the Policy for review and stated it would now be voted on. She asked the Board members, after thoroughly reading the policy, if anyone had any questions, concerns, or comments. Mr. Stanley Gaudet suggested that Section eleven of the policy be revised and read as "This policy shall be reviewed periodically by the Governance or the full Board to ensure its continued relevance and effectiveness if deemed necessary." He reasons that if a problem arises, it can be discussed and addressed rather than waiting for the change to occur annually.

The policy previously read "This policy shall be reviewed periodically (e.g., annually or biennially) by the Governance or the full Board to ensure its continued relevance and effectiveness."

Motioned by Mr. Fincher, seconded by Ms. Baham, to approve the Non-Profit Board Etiquette Policy and Procedure with the changes to section eleven revised by Mr. Stanley Gaudet.

Public Comments: None

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

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

Ms. Belair asked if there were any questions or comments. She stated that everyone knew how to act professionally and that everyone is an adult. There is no policy and procedure for this; she asks that everyone act appropriately.

Public Comments: None

XIII. Executive Session: (Brigette Belair)

A. Discussion Regarding Professional Decorum and Protocol

B. Lawsuit

Ms. Belair asked whether the items could be discussed without an executive session. Ms. Harris agreed that she could and informed the Board that Plaquemines Primary Care has a lawsuit that was discussed in the Executive Session last month. She expressed that there is nothing new to discuss regarding it.

Public Comments: None

XIV. Adjournment: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to adjourn the meeting at 7:30 PM.

Public Comments: None

Motion passed: 6 Yeas, 0 Nays, 3 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