

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
January 13, 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 6:13 p.m. on January 13, 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>Absent</u>
		Maurice Himes:	<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; Dr. Maria Cartagena, Plaquemines Primary Care; Dr. William Kotler, Plaquemines Medical Center; and Jay Lobrano.

Item III. Recitation of the Pledge of Allegiance: (Stanley Gaudet)

Item IV: Invocation: (Gaynel Baham)

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

Motioned by Mr. Gaudet, seconded by Ms. Cook, to approve the current agenda with the amendment under New Business, adding item G, the addition of the selection/appointment of committee members.

Public Comments: None

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

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

Motioned by Ms. Baham, seconded by Ms. Zegura, to approve the December 2025 Meeting Minutes as presented.

Public Comments: None

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

Item VII. Financials: (Colleen Fisher)

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

Public Comments: None

B. Approval of November 2025 Financial Reports

Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the November 2025 Financials as presented.

Public Comments: None

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

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

Dr. Cartagena mentioned that she had nothing to report at the time.

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.

Public Comments: None

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

Neither the Medical Director nor the Assistant Medical Director was present at the meeting.

Ms. Martin reminded everyone about the flu and its rising cases and noted that the flu shot is still available. Ms. Martin mentioned PMC's participation in PPG's community conversations being held this week. Ms. Martin mentioned and invited the board members to attend the Community Priority Action Planning Workshop, which is being

held in collaboration with the Delta Regions Community Health Systems Development program. This is being held on January 29th at the Belle Chasse Library from 9 am – 3 pm.

Ms. Belair thanked and congratulated the staff on the letters received in recognition of the great service provided.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Nominating Committee – Selection of a Slate of Nominees for the Board of Directors

The members of the Nominating Committee requested that Ms. Harris present the slate of nominees the Nominating Committee had agreed upon during the special Nominating Committee meeting. Mrs. Harris presented the Nominating Committee's slate of nominees for the Board of Directors, as follows. Mr. Keith Espadron, Ms. Karen Cook, Ms. Patra Parker, Ms. Karen Zegura, Ms. Nancy Michel, Ms. Brigette Belair, Mr. Stanley Gaudet, Mr. Stanley Johnson, Mr. Kellen Fincher, Ms. Gaynel Baham, and Mr. Maurice Himes. The board voted to keep the board of directors as is.

Ms. Belair mentioned that Mr. Himes would be sworn in by Mr. Jay Lobrano at this time in front of all current members.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to accept and move forward with the current Slate of Nominees for the Board of Directors.

Public Comments: None

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

B. Nominating Committee – Selection of a Slate of Nominees for Chairperson

Ms. Harris mentioned that the nominating committee decided to nominate Ms. Belair as Chairperson. Ms. Belair accepted to continue her position for another term.

Motioned by Ms. Cook, seconded by Mr. Gaudet, to elect Ms. Belair to continue as the Board Chairwoman.

Public Comments: None

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

C. Nominating Committee – Selection of a Slate of Nominees for Vice-Chairperson

Ms. Harris stated that the nominating committee requested that the Vice-Chairperson's seat be open for discussion. Ms. Belair nominated Mr. Gaudet be elected for this position. Mr. Gaudet accepted the position. The board had no questions or comments.

Motioned by Ms. Baham, seconded by Ms. Zegura, to elect Mr. Gaudet as the Board Vice-Chairperson.

Public Comments: None

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

D. Nominating Committee – Selection of a Slate of Nominees for Secretary

Ms. Harris mentioned that the nominating committee recommended retaining Mr. Johnson as Secretary.

Motioned by Ms. Baham, seconded by Mr. Gaudet, to accept Mr. Johnson continuing as the Board Secretary.

Public Comments: None

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

E. Nominating Committee – Selection of a Slate of Nominees for Treasurer

Ms. Harris mentioned that the nominating committee has nominated Mr. Fincher as Treasurer. The board had no questions or comments.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to elect Mr. Fincher as the Board Treasurer.

Public Comments: None

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

F. Review of Code of Conduct/Conflict of Interest Policy and Procedure/Conflict of Interest Disclosure Forms

Ms. Harris provided the board with a copy of the Code of Conduct/Conflict of Interest Policy and Procedure prior to the meeting and stated that there had been no changes to the policy. Ms. Harris provided the board members with the Conflict-of-Interest Disclosure Forms to fill out and sign. She mentioned that a new copy is obtained every year and filed. Ms. Belair asked the board to read and sign the form now.

Public Comments: None

G. Appointment of new committees (Brigette Belair)

Ms. Belair appointed Ms. Gaynel Baham as the Nominating Committee's Chairwoman, as well as appointed Ms. Karen Cook and Ms. Karen Zegura to the committee.

Ms. Belair appointed Mr. Kellen Fincher as the Finance Committee's Chairman, as well as appointed Ms. Nancy Michel and Mr. Stanley Gaudet to the committee.

Ms. Belair mentioned that Mr. Stanley Gaudet will remain a member of the Quality Committee, which he accepted.

Ms. Belair also stated that the Executive Committee will contain Ms. Brigitte Belair (Chairperson), Mr. Stanley Gaudet (Vice- Chairperson), Mr. Stanley Johnson (Secretary), and Mr. Kellen Fincher (Treasurer).

Ms. Belair informed the board that a current board member's noncompliance remains ongoing. She explained that it could affect the FHQC's status if her profile is audited, potentially resulting in a loss of grant funding. She mentioned that they have reached out to this individual on numerous occasions without receiving a response. She informed the board that she would make a motion to remove this board member for noncompliance with the policies and procedures. Ms. Belair mentioned that she has not attended a board meeting since last August and that she does not respond to texts or emails. Ms. Harris added that she and Ms. Trechel Ronquille have attempted to contact this individual but have not received a response. Ms. Harris advised Ms. Belair that a name must be mentioned to make a motion. Ms. Belair informed the board that Ms. Patra Parker is the individual she is proposing be removed for noncompliance.

Motioned by Ms. Baham, seconded by Ms. Cook, to remove Ms. Patra Parker from the Board of Directors due to noncompliance.

Public Comments: Mr. Jay Lobrano suggested that a customary roll call of the present board members be conducted to verify the accuracy of the change.

Ms. Ranada Mackey – St. Ann conducted a roll-call vote as follows: Ms. Brigitte Belair – Yes; Ms. Karen Cook – Yes; Ms. Karen Zegura – Yes; Mr. Stanley Gaudet – Yes; Ms. Gaynel Baham – Yes; Mr. Maurice Himes – Yes.

Motioned passed: 6 Yeas, 0 Nays, 5 Absent, and 0 Present not voting

Item XII. Old Business (Brigitte Belair)

A. Board Training – NACHC-Governance-Chapter 1: The Role of the Health Center Board and Board Members (Jennifer Harris)

Ms. Harris explained that she has provided a copy of Chapter 1 for them to review at their own leisure. The board had no questions or comments.

Public Comments: None

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

Ms. Harris provided the December 2025 QI/QA Clinical Performance Metrics to the Board. PPC had 1,746 unduplicated patients, 84 more than last month's ending total. The days documented as open were 5 days. Ms. Harris discussed the breakdown of the same-day closing rate with the board. Ms. 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. Update on Mental Health Provider

Ms. Harris mentioned that she and Mr. Lobrano are still working on the contract before presenting it to the provider and board.

Public Comments: None

D. Update on Patient Center Medical Home Recognition (Jennifer Harris)

Ms. Harris noted that the first call-in was completed in mid-December, with 27 criteria submitted and accepted. She mentioned that 13 requirements remain to be completed by mid-May.

Public Comments: None

E. Update on School-Based Health Center- Phoenix High School (Jennifer Harris)

Ms. Harris mentioned that a grand opening is planned for sometime during the week before Mardi Gras break. She is currently awaiting a finalized date and time from Dr. Ritz. She noted that the concrete and electrical work is underway; the new bus is currently on the Eastbank but not in its final location until everything is complete.

Public Comments: None

XIII. Adjournment: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Ms. Zegura, to adjourn the meeting at 7:06 PM.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 5 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 December 14, 2025.



Brigette Belair
Chairwoman



Stanley Gaudet
Vice-Chairman