

# FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.  
REGULAR BOARD MEETING  
March 17, 2026**

**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 6:00 p.m. on March 17, 2026, 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</u>	Kellen Fincher:	<u>Absent</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Maurice Himes:	<u>Present</u>
Karen Zegura:	<u>Absent</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; Jennifer Sanger, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; LaTonya Hymes- Sam, Plaquemines Medical Center; and Taylor Williamson, 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 Mr. Espadron, 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 February Meeting Minutes: (Brigitte Belair)**

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the February 2026 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 January 2026**

Ms. Fisher provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Fisher read the January 2026 financial reports. She discussed the January 2026 Income Graph, the January 2026 Expense Graph, the Budget vs. Actual comparison, 2026 Billing Statistics, the January 2026 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 Mr. Gaudet, to approve the January 2026 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. 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 expressed that Dr. Cartagena is on vacation, and that Annette and Allie are doing great. She also mentioned that the Eastbank school-based health center has already seen patients from day one, and both school-based health locations are constantly growing.

Public Comments: None

**Item X. 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 mentioned the Colorectal event held on March 12<sup>th</sup>, which attracted 47 participants and was successful. She also mentioned exceeding expectations regarding the blood drive held in Belle Chasse on March 16<sup>th</sup>. The goal was 15, of which 17 individuals participated. Another blood drive will be held on April 2<sup>nd</sup> in Port Sulphur from 1 – 5 pm. Ms. Martin mentioned PMC's participation in Plaquemines Day in Baton Rouge on March 18<sup>th</sup>; the Special Olympics on Friday, March 20<sup>th</sup>, at South

Plaquemines High School to provide first aid; and, lastly, the Easter Eggstravaganza event on March 21<sup>st</sup> at PMC at 1 p.m. She encouraged everyone to come out with the kids to support the event.

Public Comments: None

**Item XI. New Business: (Brigette Belair)**

**A. Upcoming Board Meeting Dates and Board Member Attendance**

Ms. Harris asked Ms. Belair if she would like to speak on the topic. Ms. Belair applauded a few board members for their open communication and for expressing any changes, so that everyone is aware of what is happening. She added that the positivity will continue.

Public Comments: None

**B. Review and Approval of PPC's Sliding Fee Scale for Uninsured and Underinsured Patients, Surprise Billing, and Good Faith Estimates Policies and Procedures**

Ms. Harris explained that she gave the board a copy of the document with highlighted changes for review before the meeting. She mentioned that everything has been updated to the new HRSA guidelines and that if approved, all highlighted areas would be removed from the original document for publication. Ms. Harris noted that the Good Faith Estimates Policy has no changes and will remain the same.

Ms. Belair asked that all items B and D under New Business be bundled for review and approval.

Ms. Harris agreed and noted that Item D, "Legislative Mandates Policy," was PMC's policy, and the only changes were the updated date and, on page one, under number 2, the Executive Level Two salary increased to \$228,000 for 2026.

Public Comments: None

**Motion by Ms. Michel, seconded by Mr. Gaudet, to approve Items B and D, which are PPC's Sliding Fee Scale for Uninsured and Underinsured Patients, Surprise Billing, and Good Faith Estimated Policies and Procedures, and PMC's Legislative Mandates Restricting the Uses of Federal Grant Funds Policy as presented.**

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

**C. Review of 4<sup>th</sup> Quarter 2025 Quality Committee Meeting**

Ms. Harris presented the data from the February 14th Quality Committee meeting. She asked that if anyone had any questions, let her know.

Public Comments: None

**D. Review and Approval of PMC's Legislative Mandates Restricting the Uses of Federal Grant Funds.**

This policy was bundled with Item B. and voted on above.

Public Comments: None

**Item XII. Old Business (Brigette Belair)**

**A. Board Training – NACHC Governance Chap 3: Strategic Planning and Strategic Thinking (Jennifer Harris)**

Ms. Harris stated that a copy has been given to each board member to read at their own leisure. She stated that if they had any questions, please contact her. The board had no questions or comments.

Public Comments: None

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

Ms. Harris provided the February 2026 QI/QA Clinical Performance Metrics to the Board. PPC had 618 unduplicated patients, which is up from last year at the same time. The days documented open were at 7, but still meeting the goal. Patient satisfaction was 100% (11 responses), with zero grievances. 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 explained that a couple of feedback questions were received concerning the contract and how collaborative would be paid, but she is unsure of the answers at the moment. She asked for permission to continue and present it to the candidate. Lastly, Ms. Harris noted that he will need to go through our credentialing process.

Public Comments: None

**XIV. Adjournment: (Brigette Belair)**

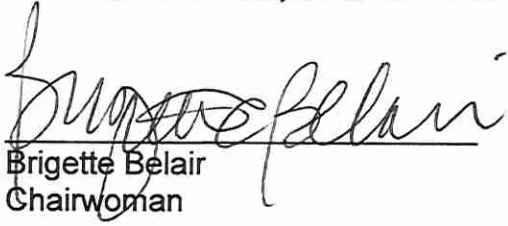
**Motioned by Mr. Gaudet, seconded by Mr. Johnson, to adjourn the meeting at 6:30 PM.**

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 March 17, 2026.**

  
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Brigitte Belair  
Chairwoman

  
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Stanley Johnson  
Secretary