

FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
April 14, 2026**

Item I. & II. Call to Order & Roll Call:

Call to Order and Roll Call- Brigette 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 April 14, 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>Absent</u>	Kellen Fincher:	<u>Absent</u>
Brigette Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Present</u>	Maurice Himes:	<u>Present</u>
Karen Zegura:	<u>Present @ 6:31 pm</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 Harris, Plaquemines Primary Care; Colleen Fisher, Plaquemines Medical Center; Ranada Mackey - St. Ann, Plaquemines Medical Center; Jennifer Sanger, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; and Trechel Ronquille, 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: (Brigette Belair)

Motioned by Mr. Johnson, seconded by Ms. Baham, to approve the current agenda with an amendment to add the approval of February’s Meeting Minutes date change.

Public Comments: None

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

Item VI. Approval of February and March Meeting Minutes: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Ms. Cook, to approve the March 2026 Meeting Minutes as presented and the February 2026 Meeting Minutes with the addendum.

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 February 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 February 2026 financial reports. She discussed the February 2026 Income Graph, the February 2026 Expense Graph, the Budget vs. Actual comparison, 2026 Billing Statistics, the February 2026 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the February 2026 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 mentioned that a second phone call with the reviewer for the patient-centered medical home. She mentioned that PPC has currently met the forty core criteria and thirty electives; only twenty-five electives are needed to be recognized. Therefore, we have met all the requirements to become a recognized patient-centered medical home and have been sent to the NCQA for processing. Ms. Harris explained that this allows us to receive points towards FQHC grants.

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 various events throughout the community. She expressed that a good turnout was obtained for the Healthy Community Series event. Next

weekend, the medical bus will be offering first-aid services at the Seafood Festival. Lastly, Ms. Martin mentioned that participation in many upcoming events is in the works. Ms. Harris added that the blood drive achieved a strong turnout, surpassing the goal at both facilities. She also stated that both PMC and PPC participated in Career Day at South Plaquemines High School last Friday, April 10th.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Review and Approval of PMC's Legislative Mandates Restricting the Use of Federal Funds, Use of Non-Grant Funds, and Procurement with Federal Funds Policies and Procedures.

Ms. Harris explained that all three of PMC's policies that will need to be adopted were sent out. She mentioned that PMC approved all the policies at its board meeting last month. She explained that the first policy is the "Legislative Mandates Restricting the Use of Federal Funds"; the only change is that the executive-level two salary is set at \$228,000 for 2026. She explained that it usually increases each year; this means an individual can only be paid up to that amount with federal funds. If they exceeded that amount, it would have to come from other funding sources. Ms. Harris explained that the only other change was the title of Ms. Leslie Prest, which was changed from Administrator to CEO.

The second Policy was the "Use of Non-Grant Funds"; the changes made to this policy were made to meet HRSA's new guidelines.

The final Policy was the "Procurement with Federal Funds Policies and Procedures," which was updated to reflect 2026 HRSA compliance guidelines.

Ms. Belair asked that all New Business policies and procedures be bundled for review and approval.

Public Comments: None

Motion by Ms. Baham, seconded by Ms. Cook, to accept the changes to PMC's Legislative Mandates Restricting the Use of Federal Funds, Use of Non-Grant Funds, and Procurement with Federal Funds Policies and Procedures as presented.

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

B. August Board Meeting Date

Ms. Harris explained that the August board meeting falls in the week of a required DELTA meeting in Arkansas that she and Ms. Leslie Prest are required to attend that month. She asked that the board consider changing the date to either the week before,

being August 11th, or to follow PMC's board meeting on Thursday night, August 13th. The board discussed and decided to move the board meeting to August 11th at 6 pm.

Public Comments: None

C. Review of 4th Quarter 2025 Financial Committee Meeting

Ms. Harris explained that the 4th quarter 2025 Financial Committee Meeting was held in March of 2026. A copy of the meeting minutes was emailed for review.

Public Comments: None

Item XII. Old Business (Brigette Belair)

A. Board Training – NACHC Governance Chap 4: Financial Oversight (Jennifer Harris)

Ms. Harris expressed 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 March 2026 QI/QA Clinical Performance Metrics to the Board. PPC had 884 unduplicated patients, 65 more than the total at the same time last year. The 6.9 days documented as open were still enough to meet the goal. Patient satisfaction was 99.6% (25 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 she obtained a signed contract last week with Mr. Blaine Grice. She stated that the credentialing will begin so that he can start seeing patients.

Public Comments: None

XIII. EXECUTIVE SESSION

A. Strategic Planning, L.A. R.S. 46:1073

Ms. Belair asked for a motion to move into Executive Session.

Motioned by Ms. Cook, seconded by Ms. Baham, to move 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: 7:31 PM

Ms. Belair asked for a motion to come out of Executive Session.

Mr. Gaudet explained that in Executive Session, no decisions were made, just a lot of discussion, and he would like to make a motion to move out of Executive Session back into regular session.

Motioned by Mr. Gaudet, seconded by Mr. Himes, to reconvene the regular meeting following the Executive Session.

Public Comments: None

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

Ms. Belair explained that in the Executive Session, they decided to approve the Plaquemines Primary Care Board Recruitment Draft from April 2026 and to combine it with the Plaquemines Primary Care Comprehensive Leadership Succession and Emergency Continuity package draft from April 2026.

Motioned by Mr. Gaudet, seconded by Ms. Baham, to approve the Plaquemines Primary Care Board Recruitment Draft and the Plaquemines Primary Care Comprehensive Leadership Succession and Emergency Continuity package that was discussed during Executive Session.

Public Comments: None

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

Public Comments:

XIV. Adjournment: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Mr. Himes, to adjourn the meeting at 7:32 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 April 14, 2026.



Brigitte Belair
Chairwoman



Stanley Johnson
Secretary