FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC.
REGULAR BOARD MEETING
June 16, 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 6:03 p.m. on June 16, 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:	Absent	Gaynel Baham:	Absent
Brigette Belair:	Present	Maurice Himes:	Present
Karen Cook:	Present	Stanley Gaudet:	Present
Karen Zegura:	Present	Stanley Johnson:	Present
Nancy Michel:	Absent		

A quorum was declared present.

Also, in attendance were Jennifer Harris, Plaquemines Primary Care; Ranada Mackey – St. Ann, Plaquemines Medical Center; Leslie Prest, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Trechel Ronquille, Plaquemines Medical Center; and Dr. Maria Cartagena, Plaquemines Primary Care.

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 Ms. Cook, seconded by Mr. Gaudet, to approve the current agenda as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

Item VI. Approval of May Meeting Minutes: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Mr. Johnson, to approve the May 2026 Meeting Minutes as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

Item VII. Financials: (Jennifer Harris)

A. Financial Reports for April 2026

Ms. Harris provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Harris read the April 2026 financial reports. She discussed the April 2026 Income Graph, the April 2026 Expense Graph, the Budget vs. Actual comparison, 2026 Billing Statistics, the April 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 Mr. Johnson, to approve the April 2026 Financials as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

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

Dr. Cartagena said everything is going well and that she has a first-year medical student shadowing her. She added that the student is local and interested in family medicine. Dr. Cartagena stated that the student wanted the board to know how pleased she is with the facility.

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 Update: (Leslie Prest, RN, Monica Martin, RN)

Ms. Prest didn't have any comments.

Ms. Martin mentioned that "The Pretty in Pink Social Event" is on July 10th at the Port Sulphur YMCA, and that the back-to-school event in Port Sulphur will be on July 30th. The back-to-school event on the Eastbank is planned for August 6th. Ms. Martin also reminded everyone to be prepared for tropical events and to be safe.

Ms. Harris added that PMC's board requested that PPC's patients be able to make payments at the PMC Belle Chasse building as a convenience. She added that Ms. Trechel Ronquille has assisted with this request and is monitoring a locked box at PMC Belle Chasse's office lobby for PPC patients' payments.

Public Comments: None

Item XI. New Business: (Brigette Belair)

Ms. Belair asked that all policies be grouped for review and approval. Ms. Harris agreed to a few, but stated that some policies have to remain separate.

A. **Review and Adoption of PMC's Code of Ethics, and Procurement with Federal Funds Policies and Procedures.**

Ms. Harris mentioned that PMC's board reviewed and approved PMC's Code of Ethics and Procurement with Federal Funds Policies and Procedures a few months back. She added that PPC needed to adopt both policies.

Motioned by Mr. Johnson, seconded by Mr. Gaudet, the Review and Adoption of PMC's Code of Ethics, and Procurement with Federal Funds Policies and Procedures as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

B. **Review and Approval of PPC's Medical Record Retention Policy and Procedure.**

Ms. Harris explained that this policy had no changes.

Public Comments: None

C. **Review and Approval of PPC's Safety and Health Overview Policy and Procedure.**

Ms. Harris explained that this policy had no changes.

Public Comments: None

D. **Review and Approval of PPC's Claims Management Policy and Procedure.**

Ms. Harris stated that she added more details to this policy. She explained that numbers 2, 3, and 4 have additional updates.

Public Comments: None

E. **Review and Approval of PPC's Safety of Facility Equipment and Environment.**

Ms. Harris stated that the purpose and policy were reworded for clarity.

Public Comments: None

F. Review and Approval of PPC's Protection of Patient Information Policy and Procedure.

Ms. Harris stated that the HIPAA policy laws were updated to coincide with this year's policy updates. The Policy's statement was changed.

Ms. Belair asked for a motion to review and approve policy and procedures B. PPC's Medical Record Retention, C. PPC's Safety and Health, and Overview Policy, D. PPC's Claims Management, with additional updates, E. PPC's Safety of Facility Equipment and Environment with updates, and F. Protection of Patient Information Policy and Procedure with HIPAA policy law updates.

Motioned by Mr. Gaudet, seconded by Mr. Himes, to approve and accept the grouped policies B through F as presented.

Public Comments: None

G. Review and Approval of Clinical Privileges for Blaine Grice, NP

Ms. Harris mentioned that the Pediatric Mental Health NP, Mr. Blaine Grice, NP has turned in his credentialing to Dr. Cartagena for review and approval. Dr. Cartagena has reviewed and approved it. Ms. Harris is now requesting approval for his clinical privileges so that he can start seeing patients. Ms. Harris mentioned that he is slated to start seeing patients on July 24th and will be available on the second and fourth Fridays of each month from 10 am – 4 pm.

Motioned by Ms. Cook, seconded by Ms. Zegura, to approve clinical privileges for Mr. Blaine Grice, NP.

Public Comments: None

H. Selection of a Slate of Nominees for Board Vacancy (Karen Cook)

Ms. Harris mentioned that, in hindsight, she did not send an email, but that, moving forward, she will send one, and apologized to the board. She added that Mr. Fincher has stepped down due to employment obligations. Ms. Harris mentioned that a nominating committee meeting was held prior to the board meeting.

Ms. Cook mentioned that the nominating committee would like to recommend Ms. Rebecca Amos for the board vacancy. Ms. Harris added that the board currently has two vacancies and will work to advertise in the Plaquemines Parish Gazette and on social media platforms. Other discussions were held to involve future board members in covering the additional vacancies.

Motioned by Mr. Cook, seconded by Mr. Johnson, to accept Ms. Rebecca Amos as a Board Member.

Public Comments: None

I. Selection of a Slate of Nominees for Treasurer (Karen Cook)

Ms. Harris explained that Mr. Fincher held this position until his resignation. She mentioned that during the nominating committee meeting, Ms. Karen Zegura nominated Ms. Karen Cook for the Treasurer position. Ms. Belair asked Ms. Cook whether she accepted, and she responded that she does.

Motioned by Ms. Zegura, seconded by Mr. Johnson, to accept the nomination of Ms. Cook as Treasurer.

Public Comments: None

J. Appointment of Financial Committee Chairperson (Bridgette Belair)

Ms. Belair mentioned that the Treasurer is the chair of the financial committee, and if she accepts the position. Again, Ms. Cook accepted.

Public Comments: None

Item XII. Old Business (Brigette Belair)

A. Board Training – NACHC Governance Chap 6: Quality of Health Center Risks (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 May 2026 QI/QA Clinical Performance Metrics to the Board. PPC has 11 patients, up from last year's unduplicated patients. Ms. Harris stated that the mobile unit will begin seeing patients in Belle Chasse on July 20th. They are currently working on power to the bus. There was a slight uptick in the number of days documented as open. Patient satisfaction was 100% (13 responses), with zero grievances. The no-show rate fell to 12.41%. 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

XIII. Executive Session:

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

Motioned by Mr. Johnson, seconded by Ms. Zegura, to move into Executive Session.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 1 present not voting.

Convened at:	6:47 PM
Re-Convened Regular Meeting at:	7:11 PM

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

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

Public Comments: Mr. Gaudet mentioned the motion and second to come out of the executive session, and that it received unanimous approval.

Motion passed: 5 Yeas, 0 Nays,3 Absent, and 1 present not voting.

Ms. Belair asked for a motion to accept the strategic plan as presented.

Motioned by Mr. Johnson, seconded by Mr. Himes, to accept the Strategic Planning as presented.

Public Comments: None

Motion passed: 5 Yeas, 0 Nays, 3 Absent, and 1 present not voting

Public Comments: None

XIV. Adjournment: (Brigette Belair)

Motioned by Mr. Gaudet, seconded by Ms. Cook, to adjourn the meeting at 7:12 PM.

Public Comments: None

Motion passed: 5 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 June 16, 2026.

Brigette Belair
Chairwoman

Stanley Johnson
Secretary