# FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.**
**REGULAR BOARD MEETING**
**July 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 July 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.

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| Keith Espadron: | Present | Gaynel Baham: | Present |
| Brigette Belair: | Present | Maurice Himes: | Present |
| Karen Cook: | Present | Stanley Gaudet: | Absent |
| Karen Zegura: | Present | Stanley Johnson: | Present |
| Nancy Michel: | Absent | Rebecca Amos: | Present |

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; Jennifer Sanger, Plaquemines Medical Center; Trechel Ronquille, Plaquemines Medical Center; Taylor Williamson, Plaquemines Medical Center; and Dr. Maria Cartagena, Plaquemines Primary Care.

**Item III. Invocation** (Stanley Johnson)

**Item IV: Recitation of the Pledge of Allegiance:** (Stanley Johnson)

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

**Motioned by Mr. Himes, seconded by Mr. Espadron, 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 June Meeting Minutes:** (Brigette Belair)

**Motioned by Mr. Johnson, seconded by Mr. Himes, to approve the June 2026 Meeting Minutes as presented.**

Public Comments: None

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

**Item VII. Financials:** (Jennifer Harris)

**A. Financial Reports for May 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 May 2026 financial reports. She discussed the May 2026 Income Graph, the May 2026 Expense Graph, the Budget vs. Actual comparison, 2026 Billing Statistics, the May 2026 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 Mr. Johnson, to approve the May 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 said everything is going well and there was nothing new 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 Update:** (Leslie Prest, RN, Monica Martin, RN)

Ms. Prest didn't have any updates but added that Ms. Martin was attending the community connect event held by Plaquemines Parish Government in Buras, La. She mentioned that she and Trechel would attend one in Braitwaite, and LaTonya and Hannaha would attend the event in Belle Chasse. Ms. Prest announced that the back-to-school event in Port Sulphur will be on July 30th, while the other will be held on the Eastbank on August 4th. Ms. Harris also mentioned the back-to-school event that PMC will participate in for Chick-fil-A of Algiers, scheduled for August 1st. Lastly, they added the participation in the Empire Rodeo on July 30th and August 1st.

Ms. Prest mentioned that "The Pretty in Pink Social Event" was held on July 10th at the Port Sulphur YMCA with 42 participants in attendance.

Public Comments: None

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

**A. Introduction of Board Members.**

Ms. Harris introduced the newest board member, Ms. Rebecca Amos, to the board. She also explained that she had created a post on Primary Care's social media site welcoming the two newest board members, Mr. Maurice Himes and Ms. Rebecca Amos, to the board. The board welcomed Ms. Amos, and all in attendance at the meeting introduced themselves.

Public Comments: None

**B. Review and Approval of Co-Applicant Agreement.**

Ms. Harris explained that this agreement must be approved each year under the By-Laws. It had no changes.

**Motioned by Mr. Espadron, seconded by Ms. Baham, to approve the Co-Applicant Agreement as presented.**

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

Public Comments: None

**C. Review and Approval of PPC's By-Laws.**

Ms. Harris explained that this policy had no changes.

**Motioned by Ms. Baham, seconded by Ms. Cook, to approve PPC's By-Laws as presented.**

Public Comments: Mr. Espadron asked if there were any changes; there weren't.

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

Ms. Belair asked that all policies, Items D through G, be grouped for review and approval. Ms. Harris agreed and continued, explaining that there were no changes to the policies, only the dates.

Ms. Belair asked if there were any public comments concerning D. The Employee Handbook, E. PPC's Organizational Chart, F. The Adoption of PMC's Hand Hygiene Policy and G. PPC's Continuous Quality Improvement Plan (CQI), with the only change being the updating of the date.

Mr. Espadron asked for clarification on the organizational chart and the number of each position in Primary Care. Ms. Harris explained how many employees were assigned to each position, and no further questions were asked.

**D. Review and Approval of Employee Handbook.**

Public Comments: None

**E. Review and Approval of PPC's Organizational Chart.**

Public Comments: None

**F. Review and Adoption of PMC's Hand Hygiene Policy and Procedure**

Public Comments: None

**G. Review and Approval of PMC's Continuous Quality Improvement Plan (CQI).**

Public Comments: None

Ms. Belair asked for a motion to accept and approve the following policies: D. The Employee Handbook; E. PPC's Organizational Chart; F. The Adoption of PMC's Hand Hygiene Policy and G. PPC's Continuous Quality Improvement Plan (CQI), with the change being the updating of dates.

**Motioned by Ms. Amos, seconded by Ms. Zegura, to accept and approve the grouped policies D through G, as presented, with the changes being the updating of the dates.**

Public Comments: None

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

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

**A. Board Training – NACHC Governance Chap 7: CEO Oversight and Partnership** (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 June 2026 QI/QA Clinical Performance Metrics to the Board. She announced that the total number of unduplicated patients is 1,283 for June. She added that this is down 14 patients from last year's data. Days documented open are 8.4, which is trending down. Patient satisfaction was 99.1% (28 responses), with zero grievances. The no-show rate trended to its highest level ever at 17.2%. 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. August Board Meeting Date** (Jennifer Harris)

Ms. Harris reiterated that the board meeting scheduled for August was moved up to August 11th due to Ms. Leslie Prest, Ms. Monica Martin, Ms. Hannaha Williams, and Ms. Jennifer Harris having to attend a required conference in Little Rock, Arkansas, with the Delta Regional Program.

Public Comments: None

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

**Motioned by Ms. Baham, seconded by Mr. Espadron, to adjourn the meeting at 6:20 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 July 14, 2026.**

Brigette Belair
Chairwoman

Stanley Johnson
Secretary