

# FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.  
REGULAR BOARD MEETING  
November 19, 2024**

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

**Call to Order and Roll Call-** Brigitte Belair, Vice Chairwoman, called a regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 6:32 p.m. on November 19, 2024, 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>	Celeste Ancar:	<u>Absent</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Absent</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Present</u>
Karen Zegura:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Absent</u>	Stanley Johnson:	<u>Present</u>
Kellen Fincher:	<u>Present</u>		

A quorum was declared present.

Also in attendance were Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Dr. Cartagena, Plaquemines Primary Care; Annette Cotton, Plaquemines Primary Center (Via Zoom); Trechel Ronquille, Plaquemines Medical Center; Monica Martin, Plaquemines Medical Center; Ranada Mackey - St. Ann, Plaquemines Medical Center; and Colleen Fisher, 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 Ms. Cook, seconded by Mr. Gaudet, to approve the current agenda as presented with no changes.**

Public Comments: None

**Motion passed: 7 Yeas, 0 Nays, 4 Absent, and 0 present not voting.**

**Item VI. Approval of October 2024 Meeting Minutes:** (Brigitte Belair)

**Motioned by Mr. Fincher, seconded by Mr. Gaudet, to approve the October 2024 Meeting Minutes as presented.**

Public Comments: None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, and 1 present not voting.**

**Item VII. Financials:** (Colleen Fisher)

**A. Financial Reports for September 2024**

Ms. Fisher provided a copy of the financial reports for the board to review before the session. During the meeting, Ms. Fisher read the September 2024 financial reports. She discussed the September 2024 Income Graph, September 2024 Expense Graph, Budget vs. Actual comparison, 2024 Billing Statistics, September 2024 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. Cook, to approve the September 2024 Financials as presented.**

Public Comments: None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, and 1 present not voting.**

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

Dr. Cartagena expressed that Misty Soto, NP, is now onboard and adapting very well to the clinic and patients.

Public Comment: None

**Item IX. NP/Clinical Director:** (Annette Cotton, NP)

Ms. Cotton said that the latest information in Primary Care is that Misty Soto is now next door to her, and Dr. Cartagena moved her office. Ms. Cotton states everything is going smoothly.

Public Comments: None

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

Dr. Kotler and Dr. Naeem were not present at the meeting. Ms. Martin said that the parents and families are happy about the school-based health being available to the students and their families during school hours. Ms. Martin said that flu injections are still available, and she urged everyone to take them. Ms. Martin expressed the blood drive for Plaquemines Medical Center on Tuesday, November 26<sup>th</sup>.

Public Comments: None

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

### **A. December's Board Meeting**

Ms. Harris stated that Ms. Prest would present to her board the option of moving their board meeting to Tuesday, December 17<sup>th</sup>, ahead of the PPC board meeting. The reason for it is to have the staff and board members join in a Christmas Potluck Meeting. Everyone's welcome to come. We just ask that you bring a covered dish. Reminders will be sent out once closer to the meeting.

Public Comments: None

### **B. Review and Approval of Clinic Hours**

Ms. Harris reviewed and requested approval for the revised clinic hours. The hours are currently Monday, Wednesday, and Thursday, 8 am – 5 pm. Tuesdays from 7 am – 7 pm; and Fridays from 8 am to 4 pm.

The Mobile Health Unit will travel every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month to the Eastbank for medical care. The hours are from 9 am -3 pm.

The Mobile Health Unit is located at Boothville Elementary School every Monday and Thursday (when school is in session) from 8:30 am – 3:30 pm.

**Motioned by Mr. Gaudet, seconded by Ms. Zegura to the approval of clinic hours.**

Public Comments: None

**Motion passed: 6 Yeas, 0 Nays, 4 Absent, and 1 present not voting.**

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

### **A. Board Training-NACHC-Board Governance-Chapter 11: Resources and Partnerships (Jennifer Harris)**

Ms. Harris provided the Board with NACHC Board Governance- Chapter 11: Resources and Partnerships for review. The board had no questions or comments.

Public Comments: None

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

Ms. Harris provided the October QI/QA Clinical Performance Metrics to the Board. PPC had 1,558 unduplicated patients; the documents were open for 3 days, and the patient satisfaction rate was 99.7%, with thirty-five respondents and zero grievances. Ms. Harris discussed the same-day closing rate breakdown with the board. The board had no questions.

Public Comments: None

**C. Annual Training – Sexual Harassment & Ethics (Jennifer Harris)**

Ms. Harris stated that all board members had completed the annual required ethics training. However, she stated that a few members still needed to complete their sexual harassment training. Ms. Harris reminded the board members that they hadn't completed the required training that they were due by the end of December. The board had no questions or comments.

**D. PPC's Board of Directors Self-Evaluation Results**

Ms. Harris reviewed the self-evaluation results with the board. The board had no questions or comments.

Public Comments: None

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

**Motioned by Mr. Gaudet, seconded by Mr. Johnson to adjourn the meeting at 7:04p.m.**


Public Comments: None

**Motion passed: 6 Yeas, 0 Nays, 4 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 November 19th, 2024.**

  
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Brigette Belair  
Vice-Chairwoman

  
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Karen Cook  
Secretary