

# FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.  
REGULAR BOARD MEETING  
February 18, 2025**

**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 6:37 p.m. on February 18, 2025, 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>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>

A quorum was declared present.

Also, in attendance were Jennifer Harris, Plaquemines Primary Care; Leslie Prest, Plaquemines Medical Center; Dr. Cartagena, Plaquemines Primary Care; Trechel Ronquille, Plaquemines Medical Center; Colleen Fisher, Plaquemines Medical Center; Ranada Mackey – St. Ann, Plaquemines Medical Center; Jennifer Sanger, Plaquemines Medical Center, and Dr. William Kotler, Plaquemines Medical Center. Via Zoom; Annette Cotton, NP, Plaquemines Primary Care, and Monica Martin, 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. Gaudet, to approve the current agenda as presented.**

Public Comments: None

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

**Item VI. Approval of January 2025 Meeting Minutes:** (Brigitte Belair)

**Motioned by Ms. Cook, seconded by Mr. Espadron, to approve the January 2025 Meeting Minutes as presented.**

Public Comments: None

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

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

**A. Financial Reports for December 2024**

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

Public Comments: None

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

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

Dr. Cartagena said that she has three students working with her and Annette, and everything is going well. Both she and Annette are switching students to ensure all bases are covered.

Public Comment: None

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

Ms. Cotton said everything is well with School-Based Health and is seeing more patients on the Eastbank.

Ms. Harris mentioned that she spoke with nurse Rebecca Amos with PPSB. She wants to help PPC operate School-Based Health within the school's facility on the Eastbank.

Public Comments: None

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

Ms. Martin mentioned the Healthy Heart event that was coming up. She also reminded everyone to take precautions against the flu and stay well hydrated.

Public Comments: None

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

**A. Review and Adoption of PMC’s Code of Conduct, Code of Ethics, and Use of Non-Grant Funds Policies and Procedures** (Brigette Belair)

Ms. Harris mentioned that PMC’s Code of Conduct policy updated the infractions group. The Code of Ethics is a new policy, and the Non-Grant Fund Policy had grammatical changes.

Public Comments: None

**B. Review and Approval of PPC’s Accounting Policies and Procedures** (Brigette Belair)

Ms. Harris stated this policy had changes related to changes to key staff members’ job titles and job descriptions. The policy has been updated to reflect those changes.

Public Comments: None

**C. Review and Approval of PPC 2025 Fee Schedule** (Brigette Belair)

Ms. Harris stated that this has been deferred due to the waiting period for the book used to determine the fee rate.

Public Comments: None

**D. Review and Approval of the HHS 2025 Federal Poverty Guidelines** (Brigette Belair)

Ms. Harris provided the board with a copy of the new 2025 Federal Poverty Guideline. The board had no questions or comments.

Public Comments: None

**E. Review and Approval of PPC’s 2025 Sliding Fee Scale** (Brigette Belair)

Ms. Harris stated that PPC’s Sliding Fee Scale has been adjusted to align with the new 2025 Federal Poverty Guidelines. The board discussed the policy and procedure for the sliding fee scale including the nominal fee at last month’s board meeting.

Public Comments: None

**F. Review and Approval of PPC’s 2025 Title X Sliding Fee Scale**

Ms. Harris said that the Title X Slide had also been adjusted to reflect the 2025 Federal Poverty Guidelines.

**Motioned by Mr. Espadron, seconded by Mr. Gaudet to approve the Review, Renewal, and Adoption of Items A – F with Item C being Deferred.**

Public Comments: None

**Motioned passed: 6 Yeas, 0 Nays, 3 Absent, and 1 present not voting**

Public Comments: None

**G. Patient Center Medical Home (PCMH)**

Ms. Harris mentioned that the strategic plan's goal was to become a Patient-Centered Medical Home in 2025. She also noted that she applied for technical assistance and will receive free assistance, possibly starting next month.

Public Comments: None

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

**A. Board Training-NACHC Governance Chap 2: Strategic Board Composition, recruitment, Orientation, and Engagement (Jennifer Harris)**

Ms. Harris suggested that the board start reading chapter two of the Governance. The board had no questions or comments.

Public Comments: None

**B. OSV Update (Jennifer Harris)**

Ms. Harris explained to the board that she has not received new dates for the OSV.

Public Comments: None

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

Ms. Harris provided the January 2025 QI/QA Clinical Performance Metrics to the Board. PPC had 347 unduplicated patients; the documents were open for 2.3 days, with 95% patient satisfaction, 20 respondents, and zero grievances. Patient comments were provided to the board. Ms. Harris discussed the same-day closing rate breakdown with the board. Harris explained and broke down the month per day, per provider, and per patient, along with the percentages. She asked the board if there were any questions. The board discussed their concerns about appointment availability and the work plan regarding patient call backs. The board and staff discussed these concerns. There were no other questions or comments.

Public Comments: None

**Item XIII. Executive Session (Brigette Belair)**

**A. Strategic Planning – LA. R.S. 46:1073**

**B. CEO Evaluation**

**Motioned by Mr. Espadron, seconded by Mr. Gaudet to go into Executive Session.**

Public Comments: None

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

Convened at: 7:39 PM

Re-Convened Regular Meeting at: 8:37 PM

**Motioned by Mr. Espadron, seconded by Ms. Parker 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.**

**Motioned by Mr. Espadron, seconded by Mr. Gaudet to give Jennifer Harris the approval to reopen the recruitment process for a new provider as presented.**

Public Comments: None

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

**The second motion, motioned by Mr. Espadron and seconded by Ms. Parker, to approve Jennifer Harris to negotiate Terri Bird's contract.**

Public Comments: None

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

**The third motion, motioned by Mr. Espadron and seconded by Mr. Gaudet, to authorize Leslie Prest to review Jennifer Harris's performance evaluation and salary.**

Public Comments: None

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

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

**Motioned by Mr. Gaudet, seconded by Mr. Espadron, to adjourn the meeting at 8:40PM.**


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 February 18th, 2025.**

  
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Brigette Belair  
Chairwoman

  
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Stanley Johnson  
Secretary