

# FINAL: APPROVED

**PLAQUEMINES PRIMARY CARE, INC.  
REGULAR BOARD MEETING  
January 13, 2025**

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

**Call to Order and Roll Call**- Keith Espadron, Board Chairman, called a regular meeting of the Board of Directors of Plaquemines Primary Care, Inc. to order at 6:34 p.m. on January 13, 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>Absent</u>	Kellen Fincher:	<u>Absent</u>
Brigette Belair:	<u>Present</u>	Gaynel Baham:	<u>Present</u>
Karen Cook:	<u>Absent</u>	Patra Parker:	<u>Present</u>
Karen Zegura:	<u>Present</u>	Stanley Gaudet:	<u>Present</u>
Nancy Michel:	<u>Present</u>	Stanley Johnson:	<u>Absent</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; and Monica Martin, Plaquemines Medical Center (Present via Zoom).

**Item III. Invocation: (Gaynel Baham)**

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

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

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the current agenda as presented with the change of F to H within the New Business section and the addition of Dr. Emily La Cour to the list for the request for reappointment.**

Public Comments: None

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

**Item VI. Approval of December 2024 Meeting Minutes: (Brigette Belair)**

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to approve the December 2024 Meeting Minutes as presented.**

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 November 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 November 2024 financial reports. She discussed the November 2024 Income Graph, November 2024 Expense Graph, Budget vs. Actual comparison, 2024 Billing Statistics, November 2024 Payer Mix, and the Financial Metrics spreadsheet. She asked the board if there were any questions. There were none.

**Motioned by Ms. Michel, seconded by Ms. Zegura, to approve the November 2024 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. Cartagena)

Dr. Cartagena expressed there were no changes, nothing new.

Public Comment: None

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

Ms. Cotton was not present.

Public Comments: None

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

Ms. Martin expressed her awareness and concerns about the increase in the flu. She mentioned that washing your hands, drinking plenty of water, and getting plenty of rest can all help against the flu.

Public Comments: None

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

**A. Nominating Committee – Selection of a Slate of Nominees for the Board of Directors** (Patra Parker)

Ms. Parker and the nominating committee recommend the current Board of Directors serve as the 2025 Board of Directors. The members include Mr. Keith Espadron, Ms. Brigitte Belair, Ms. Gaynel Baham, Ms. Karen Cook, Ms. Karen Zegura, Ms. Nancy Michel, Mr. Kellen Fincher, Ms. Patra Parker, Mr. Stanley Gaudet, and Mr. Stanley Johnson.

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to approve the continuation of the board.**

Public Comments: None

**Motioned passed: 5 Yeas, 0 Nays, 4 Absent, and 1 present not voting**

**B. Nominating Committee – Selection of a Slate of Nominees for Chairperson (Patra Parker)**

Ms. Parker stated that the nominating committee has nominated Brigitte Belair to serve as Chairperson.

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to appoint Brigitte Belair as Chairperson.**

Public Comments: None

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

**C. Nominating Committee – Selection of a Slate of Nominees for Vice-Chairperson (Patra Parker)**

Ms. Parker stated that the nominating committee has nominated Keith Espadron to serve as vice chairperson. Mr. Espadron was not in attendance to decline or accept the position.

**Motioned by Mr. Gaudet, seconded by Ms. Zegura, to appoint Keith Espadron as Vice-Chairperson.**

Public Comments: None

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

**D. Nominating Committee – Selection of a Slate of Nominees for Secretary**

Ms. Parker stated that the nominating committee has nominated Stanley Johnson to serve as the Secretary. Mr. Johnson was not in attendance to decline or accept the position.

**Motioned by Mr. Gaudet, seconded by Ms. Parker, to appoint Stanley Johnson as Secretary.**

Public Comments: None

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

**E. Nominating Committee – Selection of a Slate of Nominees for Treasurer**

Ms. Parker stated that the nominating committee has nominated Nancy Michel to serve as Treasurer.

**Motioned by Mr. Gaudet, seconded by Ms. Baham, to appoint Nancy Michel to serve as Treasurer.**

Public Comments: None

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

**F. Appointment of Committees – by Chairperson (Brigette Belair)**

1. **Executive Committee**  
Brigette Belair (Committee Chair)  
Keith Espadron  
Stanley Johnson  
Nancy Michel
2. **Financial Committee**  
Nancy Michel (Committee Chair)  
Stanley Gaudet  
Kellen Fincher
3. **Nominating Committee**  
Patra Parker (Committee Chair)  
Karen Zegura  
Gaynel Baham
4. **Quality Committee** (one board member)  
Stanley Gaudet

Public Comments: None

**G. Review and Approval of PPC's Sliding Fee Scale for Uninsured and Under-Insured Patient Policy and Procedure (Jennifer Harris)**

Ms. Harris mentioned the policy and procedure had been updated with additional details added for clarity. The Board discussed the nominal fee. Ms. Harris and the Board also discussed the evaluation of the Sliding Fee Program, which looked at trends in patient utilization for each slide category. Ms. Harris provided the board with an evaluation of the program, noting that it is not creating a barrier to patient care at this time. Ms. Harris

also stated that neither she nor the staff had received any feedback regarding the fees being charged. When asked, the board members also stated that they hadn't received feedback related to the sliding fee discount program from the public.

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to accept the Sliding Fee Scale for Uninsured and Under-Insured Patient Policy and Procedure as presented.**

Public Comments: None

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

**H. Review and Approval for the Request for Reappointment for Dr. Maria Cartagena, Annette Cotton, NP, Dr. John Wells, Dr. Jolisha Eubanks-Jones, and Dr. Emily LaCour.**

Ms. Harris stated that she has received and reviewed all the reappointment requests. This must be reccredited every three years.

**Motioned by Ms. Michel, seconded by Ms. Parker, to grant reappointment of Dr. Maria Cartagena, Annette Cotton, NP, Dr. John Wells, Dr. Jolisha Eubanks-Jones, and Dr. Emily LaCour.**

Public Comments: None

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

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

**A. Board Training-NACHC Governance Chap 1: The Role of the Health Center Board and Board Members (Jennifer Harris)**

Ms. Harris shared the NACHC-Board Governance Handbook Chapter 1: The Role of the Health Center Board and Board Members with the board prior to the meeting. The board had no questions or comments.

Public Comments: None

**B. OSV Dates and Times (Jennifer Harris)**

Ms. Harris explained to the board that this will be held on March 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> of 2025 (Tuesday, Wednesday, and Thursday). She explained that on a call, and they advised her that it would be the same reviewer as the meeting in 2020. The reviewers plan to meet with the board members on the second day. The board had no questions or comments.

Public Comments: None

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

Ms. Harris provided the December QI/QA Clinical Performance Metrics to the Board. PPC had 1,665 unduplicated patients; the documents were open for 1.5 days, 100% patient satisfaction, 12 respondents, and zero grievances. Patient comments were expressed for it to be reviewed at their own leisure. Ms. Harris discussed the same-day closing rate breakdown with the board. The board had no questions or comments. 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. There were none.

Public Comments: None

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

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

**Motioned by Ms. Michel, seconded by Ms. Parker, to go into Executive Session.**

Public Comments: None

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

Convened at: 7:06 PM  
Re-Convened Regular Meeting at: 7:25 PM

**Motioned by Ms. Michel, seconded by Ms. Parker, to reconvene the regular meeting following the Executive Session.**

Public Comments: None

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

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to accept the changes in Plaquemines Primary Care Strategic Plan as presented.**

Public Comments: None

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

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

**Motioned by Mr. Gaudet, seconded by Ms. Michel, to adjourn the meeting at 7:27 PM.**

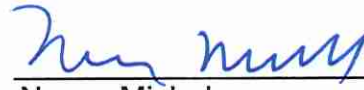
Public Comments: None

**Motion passed: 5 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 January 13th, 2025.**

  
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Brigette Belair  
Vice-Chairwoman

  
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Nancy Michel  
Treasurer