

FINAL: APPROVED

PLAQUEMINES PRIMARY CARE, INC. REGULAR BOARD MEETING April 15, 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 6:35 p.m. on April 15, 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>Present @ 6:37 p.m.</u>
Brigitte Belair:	<u>Present</u>	Gaynel Baham:	<u>Absent</u>
Karen Cook:	<u>Present</u>	Patra Parker:	<u>Absent</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; Jennifer Sanger, Plaquemines Medical Center; Annette Cotton, NP, Plaquemines Primary Care; Johnny Michel, Trey Michel, Shane Alonzo and Alexandra Pylant. Via Zoom; Dr. Marie Cartagena, Plaquemines Primary Care. Cassidy Plumer-Shelley, Plaquemines Primary Care; Alonga Barthelemy, Plaquemines Primary Care, and Monica Martin, Plaquemines Medical Center.

Item III. Invocation: (Brigitte Belair) —

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

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

Motioned by Ms. Michel, seconded by Mr. Espadron, 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 March 2025 Meeting Minutes: (Brigitte Belair)

Motioned by Mr. Espadron, seconded by Ms. Cook, to approve the March 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 February 2025

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 February 2025 financial reports. She discussed the February 2025 Income Graph, February 2025 Expense Graph, Budget vs. Actual comparison, 2025 Billing Statistics, February 2025 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 Mr. Fincher, to approve the February 2025 Financials as presented.

Public Comments: None

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

Ms. Harris asked that the record reflect that Mr. Fincher arrived at the beginning of the financials.

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

Dr. Cartagena mentioned that Primary Care is getting ready for OSV while continuing daily work due to the clinic's busyness.

Public Comment: None

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

Ms. Cotton mentioned that she has no doubts about the OSV passing; they are ready.

Public Comments: None

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

Ms. Martin announced that PMC has been working hard in the community. She mentioned that the Easter EggStravaganza event was a huge success. She also noted

that Plaquemines Medical Center is doing its part to ensure Primary Care's OSV is a success.

Public Comments: None

Item XI. New Business: (Brigette Belair)

A. Introduction of Nurse Practitioner Students (Brigette Belair)

Ms. Harris mentioned that the two students working alongside Annette would like to introduce themselves. Mr. Shane Alonza and Ms. Alexandra Pylant introduced themselves, explained where they attend school, and discussed the benefits of working alongside Annette. The board discussed it, and they had no further questions or comments.

B. Plaquemines Primary Care Monthly Board Meeting Times (Brigette Belair)

Ms. Belair asked Ms. Harris to place this topic on the agenda for discussion. They mentioned changing the hours from 6:30 p.m. to 6 p.m., since some meetings are longer than others. The board discussed their concerns, and no further questions or comments.

Motioned by Mr. Gaudet, seconded by Ms. Michel, to accept the change in the monthly board meeting times as presented. An additional roll call was conducted among the members to ensure an accurate agreement or disagreement.

Keith Espadron: Nay
Brigette Belair: Yea
Karen Cook: Yea
Karen Zegura: Yea
Nancy Michel: Yea

Kellen Fincher: Yea
Gaynel Baham: Absent
Patra Parker: Absent
Stanley Gaudet: Yea
Stanley Johnson: Absent

Public Comments: None

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

C. Review and Adoption of PMC's Accounting, Capital Assets, and Travel/Meals Expense Reimbursement Policies and Procedures (Brigette Belair)

Ms. Harris mentioned that PMC's Accounting Policy and Procedure had been revised and asked Ms. Ronquille to explain it. Ms. Ronquille explained that the only change is the removal of the statement that "The front desk lead will no longer prepare the deposit slips for banking." Prior to the change, the statement stated, "The front desk lead will complete the deposit slips for all banking transactions." Ms. Harris also stated that

there were no other changes to the Capital Assets or Travel/Meals Expense Reimbursement Policies and Procedures. The board discussed this and had no additional questions or comments.

Motioned by Mr. Gaudet, seconded by Ms. Michel, to adopt PMC's Accounting, Capital Assets, and Travel/Meals Expense Reimbursement Policies and Procedures as presented.

Public Comments: None

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

Public Comments: None

D. Review of the 4th quarter 2024 Quality Committee Meeting Report (Jennifer Harris)

Ms. Harris emailed the board a copy of the minutes from the Quality Committee Meeting. She encouraged the board to contact her if they had any questions. The board had no questions or comments.

Public Comments: _____

Item XII. Old Business (Brigette Belair)

A. Board Training-NACHC Governance Chap 4: Financial Oversight (Jennifer Harris)

Ms. Harris provided the board with a copy of Chapter 4: Financial Oversight. The board had no questions or comments.

Public Comments: None

B. OSV Update (Jennifer Harris)

Ms. Harris explained to the board that the OSV dates are Tuesday through Thursday from April 22nd to 24th. She also explained the process and asked if anyone could attend. The board discussed this, and there were no further questions.

Public Comments: None _____

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

Ms. Harris provided the March 2025 QI/QA Clinical Performance Metrics to the board. PPC had 819 unduplicated patients; the documents were open for 3.2 days, with 97.7% patient satisfaction, 22 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.

Public Comments: None

Item XIII. Executive Session (Brigette Belair)

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

Motioned by Mr. Espadron, seconded by Ms. Michel, to go into Executive Session.

Public Comments: None

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

Convened at: 7:17 PM
Re-Convened Regular Meeting at: 7:41 PM

Motioned by Mr. Espadron, seconded by Ms. Zegura, 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. Fincher, to authorize Jennifer Harris to open the application process and negotiate a contract for a mid-level provider.

Public Comments: None

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

XIV. Adjournment: (Brigette Belair)

Motioned by Ms. Gaudet, seconded by Mr. Espadron, to adjourn the meeting at 7:42 PM.


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 April 15th, 2025.


Brigitte Belair
Chairwoman


Nancy Michel
Treasurer