

# *West Ascension Parish Hospital*

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## *Service District*

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Jessica Soileau Canning, Interim CEO  
Secretary and Treasurer

Board of Commissioners:  
William "Bill" Dawson, Chairman  
Glen Price, Vice-Chairman  
Charie Mitchell Levy, Board Member  
Tanya Scott Mitchell, Board Member  
Falcon Mire, Board Member

**Thursday**

**March 28, 2024**

**6:00 pm**

**Ascension Parish Courthouse**

**300 Houmas St. Donaldsonville, La 70346**

### **BOARD OF COMMISSIONERS MEETING**

### **AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Reading and Approval of Minutes of February 28, 2024.**
- V. Reports of Standing Committees**
  - A. Monthly Reports**
    - 1. Financial Report - Attachments 1-4**
    - 2. Sales Tax Report - Attachment 5**
    - 3. Medical Executive Committee - Attachment 6**
    - 4. Utilization Review - Attachment 6**
    - 5. Operative and Invasive Committee - Attachment 6**
    - 6. Emergency Room Committee - Attachment 6**
    - 7. Safety Committee - Attachment 6**
    - 8. Cyber Security Committee - Attachment 6**
    - 8. Leadership Team - Attachment 6**
    - 9. Administrative**
      - a. Audit Compliance. - Attachments 7, 8, 9, 10 & 11**

- B. Chairman Report.
  - 1. Search for CEO and Hospital Partnership Update.

**VI. Old Business**

- A. Update on the status of the Chauvin Invoices and Contract.
- B. Update on cost of new vs. renovation by WHLC.
- C. Update on RFP Status for Community Needs Assessment and Hospital Needs Assessment.
- D. By Laws Review/Update – Bill Bourgeois, Atty.
- E. Hospital Van Purchase Update

**VII. New Business**

- A. Applications for Review and Approval for Temporary Privileges and Reappointments.
- B. Creation of Policy Committee, Cyber Security Committee, Product Evaluation Committee.
- C. Appointment of a realtor to engage in hospital property acquisition.
- D. Board Pictures
- E. Administrator Travel Expenses - **Attachment 12 & 13**
- F. Business Office Transition
- G. Organizational Chart – **Attachment 14**

**VIII. Executive Session**

**LAWSUITS UPDATES**

- A. Board of Commissioners vs. Ascension Parish / No. 138830 23<sup>rd</sup> Judicial District Court.
- B. Update on Diggs & Causey vs. Prevost.
- C. Patient Lawsuits Junior & Mitchell

**STRATEGIC PLANNING**

- A. Strategic Plan

**IX. Adjournment**

**PREVOST MEMORIAL HOSPITAL  
BOARD OF COMMISSIONERS MEETING**

This is a confidential report as it is a report of this Board of Commissioners and the exercise of its functions.

**DATE:** March 26, 2024

**TIME:** 6:00 pm

**PLACE:** Ascension Parish Courthouse. 300 Houmas St. Donaldsonville, La 70346

**MEMBERS:**

Mr. William “Bill” Dawson, Chairman  
Mr. Glen Price, Vice Chairman  
Mrs. Charie Mitchell Levy, Secretary/Treasurer  
Mrs. Tanya Scott Mitchell, Board Member  
Mr. Falcon Mire, Board Member  
Mrs. Jessica Canning, Interim Administrator

**OTHERS PRESENT:**

Mr. Shelton Anthony, VP of Operations  
Mrs. Jessica C. Landry, Administrator’s Assistant  
Mr. John Montanio, Interim CFO

**ABSENT:**

**HOSPITAL ATTORNEY:** Kenneth Dupaty.

**GUEST:**

**I. CALL TO ORDER**

A. The meeting was called to order by William (Bill) Dawson, Chairman at 6:00 pm.

**II. ROLL CALL**

A. Complete. No members absent.

**III. PUBLIC COMMENT**

A. Travis Fernandez (Sunrise Community Group)

**IV. READING AND APPROVAL OF MINUTES:**

- A. A motion by Mr. Falcon Mire to dispense the reading on the minutes seconded by Ms. Tanya Mitchell.  
There was no objection to the minutes of the February 28, 2024, meeting as distributed. Motion by Mr. Falcon Mire, seconded by Ms. Tanya Mitchell to approve the minutes as written.

**V. Reports of Standing Committees**

- A. Monthly Reports were presented by exception only.

**1. Financial Report (See Attachments 1-4)**

- a. The monthly financial report was presented by Mrs. Jessica Soileau Canning. On a motion by Mrs. Tanya Mitchell and a second by Mr. Glen Price, the financial report was accepted as presented.
- b. Complaints  
There were no complaints received in February 2023.
- c. Pending Litigation

NAME	FILED	CLOSED
Henry Mitchell	07/17/23	
Jonathan Junior	11/07/2023	

**2. Sales Tax Report (See Attachment 5)**

- a. Mrs. Jessica Soileau Canning gave this report to the Board. The total sales taxes collected for the month of January 2024 was \$155,489.28. This total showed an increase from January 2023.

**3. Medical/Executive Committee (Attachment 6)**

- a. Mrs. Jessica Soileau Canning read this report to the Board. The MEC met on 3/19/2024 and approved the doctors due for recredentialing.

**4. Utilization Review (See Attachment 6)**

a.

SOCIAL SERVICES	Feb 2024
Patient Visits	2
Consultations	0
Observations	2
Referrals	1

b.

MEDICAL REVIEW	Feb 2024
Medicaid Admits	0

c.

MONTHLY DENIALS	Feb 2024
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Denials	0

d.

<b>PHYSICIAN QUALITY PROBLEMS</b>	<b>Feb 2024</b>
Acute / Observation Chart	0
Hospice Charts	0
Swing Charts	0
An incomplete chart would be missing one or more of the following: H & P, Discharge Summary, Unsigned Orders.	

e. Notice of Facility Quality Problems: None for February 2024.

f. Notice of Admission Denial: None for February 2024.

g.

<b>MEDICARE / LHCR REVIEW</b>	<b>Feb 2024</b>
Acute	0
Swing	0
Hospice	0
Inpatient Charts Requested for Review	0

h.

<b>QA/I REVIEW</b>	<b>Feb 2024</b>
<b>ADMISSIONS</b> (Observations not included)	
Acute Admissions	0
Observations	0
Swing Admissions	0
Hospice Admissions	0
<b>DISCHARGES</b>	
Acute Discharges	
● Acute Discharged - Home	0
● Acute Discharged – Another Facility	0
● Acute Discharged – Nursing Home	0
● Acute Discharged – Swing	0
● Acute Discharged – Hospice	0
● Acute Discharged – Left AMA (against medical advice)	0
Swing Discharges	0
Hospice Discharges	0
<b>DEATHS</b>	
Acute Deaths	0

Swing Deaths	0
Hospice Deaths	0

**5. Operative and Invasive Procedures Committee**

a. Wound Care Clinic

<b>WOUND CARE CLINIC</b>	<b>Feb 2024</b>
Patients seen	52
Specimen submitted	0

b. Emergency Department

<b>EMERGENCY DEPT.</b>	<b>Feb 2024</b>
Specimens received	0

c. Pathologist Review

<b>PATHOLOGIST REVIEW</b>	<b>Feb 2024</b>
Wound Care Specimens	0
OP/Emergency	0
Non-Gyn Cytologies	0

**6. Emergency Room Committee**

- a. The Board reviewed the minutes of the Emergency Room Committee meeting.  
There were no objections to the minutes as presented.

<b>ER STATS</b>	<b>Feb 2024</b>
Total Patients Registered	428
Total Patients Seen	423
Admissions	0
Observations	2
Transfers to another facility	23
Code	2
Positive Outcomes	1
Expired (DOA)	1
AMA	9
Left without being seen (includes triage)	5
Left prior to triage	3
Eloped (LDTX)	4
Returns to ED within 72 Hours	6
Returns w/same symptoms	5
Returns w/different symptoms	1
Patients received x-ray(ER)	93

# of x-rays (ER)	109
Outpatients received X-rays	82
# of x-rays (outpatient)	103
All Patients received X-ray	175
Total # of X-rays	212
Interpretations differed from radiologist.	0
Patients received CT Scans (ER)	47
# of CT scans (ER)	61
Outpatients Received CT Scans	14
# of CT scans	14
Interpretations differed from radiologist.	0
Cardiac Thrombolytic administrations	0
Stroke Thrombolytic administration	0

<b>Monthly ER Test Totals/Positive Results February 2024</b>			
<b>Test Name</b>	<b>Total orders</b>	<b>Positive Results</b>	<b>% Positive</b>
Flu A&B, Rapid	92	6	6.5%
Strep A, Rapid	58	4	6.9%
RSV ( $\leq 18$ yrs. & $\geq 60$ yrs)	8	0	0%
COVID-19 Swab, PCR/NAA	105	10	9.5%

The Lab also reported there were zero (0) patients without armbands.

**7. Safety Committee (2/1/2024 to 2/29/2024)**

a. Committee Reports

1. Environment of Care

	<b>Environment of Care Plans</b>	<b>Date Tested /Checked</b>
1.	Equipment Management Plan	
	❖ Kenwood P25 Radio Test	N/A
	❖ Generator Test	2/25/2024
2.	Safety/Risk Management Plan	
	❖ No activity – will continue to monitor	On Going
3.	Utilities Management Plan	
	❖ Line Isolation Test	2/28/2024
	❖ Medical Gas Testing	2/25/2024

4.	Fire Prevention Plan/Life Safety Management Plan	
	❖ Fire Extinguisher Inspection	2/24/2024 & 2/25/2024
	❖ Oxygen Cut Off Valves	2/25/2024
	❖ Fire Marshall Annual Visit (ANNUALLY)	12/13/2023
	❖ Ground Fault Testing & Hospital Electrical Panels	2/25/2024
5.	Security Management Plan	
	❖ No activity – will continue to monitor	Ongoing
	❖ Egress Lights Testing	2/28/2024
6.	Hazardous Materials and Waste Management Plan	
	❖ Emergency Showers	2/25/2024
7.	Emergency Management Plan	
	❖ No activity – will continue to monitor	On going

2. Reports

a. Incident Reports

Feb 2024	
INCIDENTS	No. of Incidents
➤ Employee	2
➤ Physician	0
➤ Outpatient	1
➤ Visitor	0

b. Security Reports

1. Security was reminded to always lock double doors leading into the Emergency Room.
2. Keypad/badge is in use for employees along with a keypad.
3. Helipad lights are on 24 hours until the eye is fixed.
4. Looking to change to 24 hours a day security provided by Ascension Parish Sherriff's office.

c. Recalls

1. There were no recalls in any other departments reported in February 2024.



Pharmacy reports all recalls on a Quarterly basis.  
The hospital pharmaceutical coverage around the clock. We are in the early stages of planning.

- d. General Safety
  - 1. Safety Skills are being monitored for completion by the Safety Director.
  - 2. Planning for 2024 Internal and External drills, fire extinguisher training, quarterly fire drills, and monthly panic buttons, Generator test, and safe testing all was completed for the month of February.
  - 3. Disaster Call Schedule update for 2024 (electronic version) IT update.
  - 4. Name Badges
  - 5. Visitor Tag E.R./ Admissions -table
  - 6. Security and hot water legionella testing.
  - 7. Heliport lights
  - 8. Employee name tags must always be worn.
  - 9. Visitor tags should be given out daily.
  - 10. New Products Committee
  
- e. Old Business
  - 1. The Environmental Department's Director will monitor timely cleaning of the Emergency Room Housekeeping cleaning efforts. (mopping etc.)
  
- d. New Business
  - 1. New Employees
    - Mr. Da'quan Jarvis
    - Mr. Rashaun Jarvis
    - Mr. Kevin Rome
    - Mr. Wayne Hoop, Jr
    - Mrs. Ann Montanio (Contract)
    - Mr. John Montanio (Interim CFO)
  - 2. Security
  - 3. Camera Blind Spots
  - 4. Outside Lights
  - 5. Hot Water- Boilers up to standards.
  - 6. Legionella Water Testing
  - 7. Internal/ external drills planning /HVA next meeting
  - 8. Fire Department assistance with Fire extinguisher training.

- 9. Mats Kitchen
- 10. Blinds Kitchen/windows
- 11. AED in waiting Room.
- 12. Dampers work started Monday 3-4-24.
- 13. Make sure employees are wearing name tags.
- 14. Make sure Environmental services are using wet floor signs.
- 15. Ice Dispenser

**8. Cyber-Security Committee**

- a. New Cameras have been purchased for the Lab area and other areas of the hospital which were not visible previously.
- b. An outside camera was found in the ER. The network has been placed in lock down. Nothing was compromised. The plan of action was immediate to place the Network in a secured status.

**9. Leadership Team**

- a. The boilers are now scheduled for preventative maintenance schedule.
- b. Generators have been placed on a preventive maintenance schedule.

**10. Administrative**

- a. Audit Compliance **(See Attachments 7, 8, 9, 10 & 11)**  
A report by Laporte CPAs will be included at the monthly board meeting.
- b. MOB (termites and lawn care)

**B. CHAIRMAN REPORT**

**1. Search for CEO and Hospital Partnership Update**

There is no update.

**VI. OLD BUSINESS**

- A. Update on the status of the Chauvin Invoices and Contract.  
An update will be provided during executive session, per Attorney Kenneth Dupaty.
- B. Update on cost of new vs. renovation by WHLC.  
A report has been provided, however, there are updates needed to complete this report.
- C. Update on RFP Status for Community Needs Assessment and Hospital Needs Assessment.  
RFP has been posted to the hospital website. Awaiting to post on The Donaldsonville Chief.
- D. By Laws Review/Update – Bill Bourgeois, Atty.  
Mr. Bourgeois was unable to attend the meeting, however there is no update to report at this time.

- E. Hospital Van Purchase Update  
A 2017 Ford E-450 with 130,000 miles, for 16 passengers and 2 wheelchairs has been found at a price of \$60,000.  
Mr. Glen Price made a motion to spend up to \$80,000 in the purchase of the 2017 Ford E-450 and any painting/wrapping necessary to display the hospital’s logo. The Motion was seconded by Dr. Charie Levy and the motion passed unanimously.

**VII. New Business**

- A. Applications for Review and Approval for Temporary Privileges and Reappointments. The following doctors were reviewed by the board.

	Company	Specialty	Requested
Dr. Luis Arencibia	Wound Care	Surgery	Re-appointment
Dr. Martha Robinson	Tulane	Tele-Stroke	Re-appointment

- B. Creation of Policy Committee, Cyber Security Committee, Product Evaluation Committee  
A motion was made by Mr. Glen Price, seconded by Mrs. Tanya Mitchell allowing Mrs. Jessica Soileau Canning and Mr. Shelton Anthony to create said committees, the board will vote to approve the committees and their duties at the next regular meeting.
- C. Appointment of a realtor to engage in hospital property acquisition.  
Mr. Bill Dawson, Chairman proposed to postpone this item indefinitely. A motion as made by Mr. Falcon Mire, seconded by Mr. Glen Price to postpone this item indefinitely.
- D. Board Pictures  
Mrs. Jessica Canning suggested pictures of the board to be taken and displayed at the hospital’s lobby, there was no opposition to this suggestion.
- E. Administrator Travel Expenses (**Attachment 12 & 13**)  
A motion by Mr. Falcon Mire, seconded by Dr. Charie Levy, the board approved the travel expenses to be reimbursed.
- F. Business Office Transition  
Mrs. Nobie Landry has tended her resignation effective April 5<sup>th</sup>, 2024. Mr. John Montanio has been hired as the interim CFO to help ease the transition.
- G. Organizational Chart – **Attachment 14**  
Due to recent hires, Mrs. Canning suggested to postpone the approval of the organizational chart until the next regular meeting. On a motion by Mr. Falcon Mire, seconded by Mr. Glen Price, the approval of the organizational chart has been postponed.

**VIII. Executive Session**

It was moved by Mr. Falcon Mire and seconded Mr. Glenn Price to go into executive session at 6:46 pm.

**LAWSUIT UPDATES**

- A. Board of Commissioners vs. Ascension Parish. (See Attachment 25)**  
Formal Resolution to Approve Bill Bourgeois as Special Counsel to the Board in Reference to Lawsuit Prevost Board v. Ascension Parish No. 138830 23<sup>rd</sup> Judicial District Court.
  
- B. Update on Diggs & Causey vs. Prevost. (See Attachment 26)**  
Michael Causey and Patricia Skinner Diggs v. West Ascension Parish Hospital Service District d/b/a Prevost Hospital Memorial, and Vince Cataldo, Civil Action 3:22-cv-1018-BAJ-EWD in the United States District Court for the Middle District of Louisiana.
  
- C. Patient Lawsuits Junior & Mitchell**

**STRATEGIC PLAN**

- A. Strategic Plan**

On a motion by Mr. Falcon Mire and seconded by Mr. Glen Price, the Executive Session ended at 7:38 pm.

**IX. Adjournment**

- A.** There being no further business to discuss, a motion for adjournment was made by Mr. Falcon Mire, seconded by Mrs. Tanya Mitchell and the motion carried.

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William “Bill” Dawson, Chairman.

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Mrs. Jessica Soileau Canning, Secretary