

# *Prevoist Memorial Hospital*

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Jessica Soileau Canning, Interim CEO  
Secretary/Treasurer

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

**December 28, 2023**

## **BOARD OF COMMISSIONERS MEETING AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Reading and Approval of Minutes of December 6, 2023.**
- V. Reports of Standing Committees**
  - A. Monthly Reports
    - 1. Financial Report and Administrator Overview.
    - 2. Sales Tax Report
    - 3. Medical/Executive Committee
    - 4. Utilization Review Committee
    - 5. Operative and Invasive Committee
    - 6. Emergency Room Committee
    - 7. Safety Committee
    - 8. Leadership Team
    - 9. Radiology Services
    - 10. Administrative
      - a. Increase in waste container size.
      - b. Pricing for shredding company.
    - 11. Staff Committee
    - 12. By Laws Committee
- VI. Old Business**
  - A. Recruitment and Retention
  - B. Hospital Improvements & Renovations (Mr. Henry Chauvin)
  - C. MOB (214 Clinic Drive)

- D. Ethics & Sexual Harassment Training
- E. ER/Hospitalists (Physician coverage – Blue Angels Health)
- F. Baton Rouge General Hospital / Louisiana Independent Hospital Network Coalition, LLC (LIHNC)
- G. Domestic Hot Water Renovations
- H. Budget with Capital Expenditures (Mr. Steven Nosacka, Trinity Capital Resources)
- I. Mr. Rudy Gomez (SSA)
- J. Applications for review and reappointment
- K. Mr. Henry Chauvin Invoice Approval

**VII. New Business**

- A. Applications for Review and Approval for Full Privileges
- B. Applications for Review and Reappointment
- C. Approval of MEC
- D. Employee Evaluations
- E. Recording Secretary (See attached)
- F. Set Schedule for new Board-appointed Committees to meet.
- G. Non-Compliance: Boiler isn't working. 30 days to submit compliance report.
- H. EDA Public Works and Economic Adjustment Assistance Program

**VIII. Executive Session**

- A. See Attached

**IX. Continuing Education**

- A. Printed Material
  - 1. None

**X. 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:** December 28, 2023

**TIME:** 6:00 pm

**PLACE:** Prevost Memorial Hospital Dining Room

**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:**

**ABSENT:** William “Bill” Dawson.

**HOSPITAL ATTORNEY**

Larry Buquoi – On telephone.

**GUEST:**

**I. CALL TO ORDER**

A. The meeting was called to order by Mr. Glen Price, Vice- Chairman at 6:05 pm.

**II. ROLL CALL**

A. William “Bill” Dawson was absent.

**III. PUBLIC COMMENT**

A.

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

- A. There was no objection to the minutes of the December 6, 2023, meetings as distributed. Motion by Mr. Falcon Mire, seconded by Charie Levy, to approve the minutes as written.

**V. REPORTS OF STANDING COMMITTEES**

**A. MONTHLY REPORTS**

**1. Financial Report and Administrator Overview**

- a. The monthly financial report was presented by Mrs. Jessica Soileau Canning. On a motion by Charie Levy and a second by Tanya Mitchell, the financial report was accepted as presented. (See Attached)
- b. Complaints  
There were no complaints received in November 2023.
- c. Pending Litigation

<b>NAME</b>	<b>FILED</b>	<b>CLOSED</b>
Reavon Gasper	02/21/22	11/02/2023
Henry Mitchell	07/17/23	
Jonathan Junior	11/07/2023	

**2. Sales Tax Report**

- a. Mrs. Jessica Soileau Canning gave this report to the Board. The total sales taxes collected for the month of October was \$160,022.14 This total showed an increase from October 2022.

**3. Medical Staff/Medical Executive Committee Meeting**

- a. Mrs. Jessica Soileau Canning read this report to the Board. The MEC met on 12/12/2023 and approved the doctors due for recredentialing.

**4. Utilization Review Committee**

- a.

<b>SOCIAL SERVICES</b>	<b>Nov 2023</b>
Patient Visits	1
Consultations	5
Observations	0
Referrals	3

- b.

<b>MEDICAL REVIEW</b>	<b>Nov 2023</b>
Medicaid Admits	0

- c.

<b>MONTHLY DENIALS</b>	<b>Nov 2023</b>
Denials	0

d.

<b>PHYSICIAN QUALITY PROBLEMS</b>	<b>Nov 2023</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 November 2023.

f. Notice of Admission Denial: None for November 2023.

g.

<b>MEDICARE / LHCR REVIEW</b>	<b>Nov 2023</b>
Acute	0
Swing	0
Hospice	0
Inpatient Charts Requested for Review	0

h.

<b>QA/I REVIEW</b>	<b>Nov 2023</b>
<b>ADMISSIONS</b>	
Acute Admissions	0
Observations	0
Swing Admissions	0
Hospice Admissions	0
<b>DISCHARGES</b>	
Acute Discharges	0
● 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

The Board accepted this report as presented.

5. **Operative and Invasive Procedures Committee**

a. Wound Care Clinic

<b>WOUND CARE CLINIC</b>	<b>Nov 2023</b>
Patients seen	58
Specimen submitted	0

b. Emergency Department

<b>EMERGENCY DEPT.</b>	<b>Nov 2023</b>
Specimens received	0

c. Pathologist Review

<b>PATHOLOGIST REVIEW</b>	<b>Nov 2023</b>
Wound Care Specimens	0
OP/Emergency	0
Non-Gyn Cytologies	0

The Board accepted this report as presented.

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>November 2023 ER Stats</b>	
Total Patients Registered	447
Total Patients Seen	445
Admissions	0
Observations	0
Transfers to another facility	29
Code	0
Positive Outcomes	N/A
Expired	0
AMA	9
Left without being seen (includes triage)	2
Left prior to triage	0
Eloped (LDTX)	0
Returns to ED within 72 Hours	11
Returns w/same symptoms	8
Returns w/different symptoms	3
Patients received x-rays	122
# of x-rays	145
Interpretations differed from radiologist.	1

(Physicians- Dr. Idowu)	
# of Patients received CT Scans	46
# of CT Scans	58
Interpretations differed from radiologist. (Physician— AS 1)	0
Cardiac Thrombolytic administrations	0
Stroke Thrombolytic administration	0

<b>Monthly ER Test Totals/Positive Results November 2023</b>			
<b>Test Name</b>	<b>Total orders</b>	<b>Positive Results</b>	<b>% Positive</b>
Flu A&B, Rapid	106	25	23.6%
Strep A, Rapid	60	7	11.7%
RSV ( $\leq 18$ yrs. & $\geq 60$ yrs)	11	2	18.2%
COVID-19 Swab, PCR/NAA	107	4	3.7%

The Board accepted this report as presented.

7. **Safety Committee (11/01/23 to 11/30/23)**

- 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	11/14/23
	❖ Generator Test	11/14/23
2.	Safety/Risk Management Plan	
	❖ No activity – will continue to monitor	On going
3.	Utilities Management Plan	
	❖ Line Isolation Test	11/4/23
	❖ Medical Gas Testing	11/4/23
4.	Fire Prevention Plan/Life Safety Management Plan	
	❖ Fire Extinguisher Inspection	11/9/23
	❖ Oxygen Cut Off Valves	11/9/23
	❖ Fire Marshall Annual Visit (ANNUALLY)	12/13/23

	❖ Ground Fault Testing & Hospital Electrical Panels	11/9//23
5.	Security Management Plan	
	❖ No activity – will continue to monitor	Ongoing
	❖ Egress Lights Testing	11/9/23
6.	Hazardous Materials and Waste Management Plan	
	❖ Emergency Showers	11/9/23
7.	Emergency Management Plan	
	❖ No activity – will continue to monitor	On going

2. Reports

a. Incident Reports

Nov 2023	
INCIDENTS	No. of Incidents
➤ Employee	2
➤ Physician	0
➤ Outpatient	1
➤ Visitor	0

b. Security Report

1. Security was reminded to always lock the double doors leading into the emergency room. A keypad/badge has been installed on the back door for entry.

c. Recalls

1. There were no recalls in any other departments reported. Pharmacy reports recalls on a quarterly basis. Mr. James Breau asked that every department return recall papers after they are informed.

d. General Safety

1. Ms. Sandra Rose in purchasing is in the process of purchasing the water treatment kit to meet The Joint Commission standards.

b. Old Business

1. Housekeeping Department

- a. The housekeeping department's director will monitor



timely cleaning of the emergency room. Mr. Jim Hurry in housekeeping will now only do mopping of the entire facility; however, it is not being done.

2. Helipad Lights

a. The lights on the helipad are continuing to be monitored.

c. New Business

1. IT After Hours Contact

a. If anyone needs assistance with IT after working hours, calls need to be placed to the answering service of Lantech IT, Mr. Will Landry (225-443-9444). Due to an increase in phone calls in the dietary department between the hours of 8:00 AM through 11:00 AM, the phone lines are sometimes jammed up. The phone specialists have been consulted to work with the dietary manager, yet this is still an issue. It is important to keep all communication with incoming calls to the hospital. During the time of the phone congestion, calls are not being received to the emergency room. These calls include Acadian Ambulance with incoming patients.

The Board accepted this report as presented.

8. **Leadership Team**

a. On September 28, 2023, Mr. Utley discussed plans to resolve issues with the domestic hot water system and the fire dampers at the hospital. Dr. Glenn Schexnayder motioned to go to bid on these projects. Mr. John Marchand seconded this motion and the motion carried. Bids were opened on October 19, 2023 at 2:30 pm. This work should resolve an issue with The Joint Commission (CMS) and an issue with the State Department of Health. Each board member was given a packet from Mr. Robert Utley. The packet contained a bid tabulation and a recommendation to award the contract to Dove Group, L.L.C. to make these renovations. On October 26, 2023 the Board accepted this low bid from The Dove Group, L.L.C. This work is necessary to satisfy the condition of participation for Center of Medicare and Medicaid (CMS).

9. **Radiology Services**

- a. Mrs. Jessica Soileau Canning gave this report to the Board.

<b>Nov 2023</b>		
<b>Service</b>	<b>No. of Patients</b>	<b>No. of Exams</b>
X-rays ER	122	145
X-rays Out Patient	89	108
X-rays In Patient	0	0
CT Scan ER	46	58
CT Scan Out Patient	20	20
CT Scan In Patient	0	0
Bone Density	5	N/A
Cardiac Calcium Scoring	5	N/A
Lung Cancer Screening	1	N/A
Mammograms	82	N/A

The Board accepted this report as presented.

10. **Administrative**

- a. Increase in waste size container  
Mrs. Soileau Canning requested the board to approve a bigger container from Republic of 8 cubic ft. for an extra \$40/month. Mrs. Charie Levy made a motion to approve the increased sized of the waste container at a \$40/month increase. Mrs. Tanya Mitchell seconded the motion and the motion carried.
- b. Pricing for shredding company  
We are obtaining 3 quotes from different companies; the current rate is near \$65 per 65 gallons of shredding. There is an extensive amount of shredding to be done and Mrs. Soileau Canning will obtain these quotes for next meeting.

11. **Staff Committee (Mrs. Charie Mitchell Levy, Chair and Mrs. Tanya Scott Mitchell)**

- a. Oversee Personnel issues at the hospital. E.g. number of personnel, required manning, training, current status.
- b. Oversee work proposed to be done by Jacob Waguespack checking the Chauvin invoice and the Water mixing Contract.
- c. Oversee the budget presentation. Monitor work done on budget to be in compliance with state law that says we will present the budget to the council every year for approval.

(Point of Contact: Jessica Canning)

On a motion by Mrs. Tanya Mitchell and seconded by Mr. Falcon Mire this committee was approved.

**12. By Laws and Legal Committee (Mr. Falcon Mire, Chair)**

- a. Review and suggest changes to current bylaws.
- b. Work with Larry Buquoi on all legal issues that arise.  
(Larry Buquois or Jessica Canning are the contacts for this.)

On a motion by Mrs. Tanya Mitchell and seconded by Mr. Falcon Mire this committee was approved.

**VI. OLD BUSINESS**

**A. Recruitment and Retention**

1. One new RN has been hired. Ms. Loretta Larvadain is working on a second applicant. A follow up report will be given at the next regular meeting.

**B. Hospital Improvements and Renovations (Mr. Henry Chauvin)**

1. Mr. Chauvin and his team provided construction documents and blueprints to be reviewed by the new board. He also gave a summary of his historic work and his work with Prevost. A follow up report will be given at the next regular meeting.

**C. MOB (214 Clinic Dr.)**

1. Electrical Work (Main Electrical Distribution Panel Replacement) The main electrical box to the rear of the building was equipped with fuses and needed to be upgraded. CJ Electric did most of this work on June 2, 2023. Entergy made the switch to the new service on the same day. The clinic was closed on June 2, 2023, for this work to be done. C. J. Electric returned on Saturday, June 10, 2023, to do some additional work. The job appears to have been completed. The final payment has not been requested. On December 28, 2023 we had some issues with the water at the clinic, however, the city is responsible for the pressure as there is a leak in Evangline Dr. A follow up report will be given at the next regular meeting.

**D. Ethics & Sexual Harassment Training**

1. Mrs. Jessica Soileau Canning gave this report to the Board. It is mandatory that all board members of public bodies and all hospital employees receive ethics and sexual harassment training annually. The annual Safety Skills electronic version is being monitored for completion by employees. This includes Sexual Harassment and Ethics. We are about 98% complete for 2023 and the 2024 emails will be sent out soon. Please complete these courses if you have not done it and email the certificates to Mrs. Jessica Landry. A follow up report will be given at the next regular meeting.

E. **ER/Hospitalists Blue Angels Health (Physician Coverage)**

1. Mrs. Jessica Soileau Canning gave this report to the Board.

NOV 2023		
ER Volume	447	Decreased by (-42)
Admits	0	Decreased by (-1)
Observations	0	Decreased by (-1)

Mrs. Soileau Canning also recommended a review of the physician pay schedule as it's currently under market value and there has not been an increase since 2015.

A follow up report will be given at the next regular meeting.

F. **Baton Rouge General Hospital/Louisiana Independent Hospital Network Coalition LLC. (LIHNC)**

1. Mrs. Jessica Soileau Canning gave this report to the Board. Baton Rouge General has given us an estimate to inspect PMH, this inspection would give us a list of issues needing to be repaired by priority and the codes the repairs should meet. The cost of the inspection is \$25,000. On a motion by Mr. Falcon Mire and seconded by Mrs. Tanya Mitchell, the facility inspection budget of \$25,000 was approved. The motion carried.

G. **Domestic Hot Water and Fire Damper Renovations**

1. Mrs. Jessica Soileau Canning gave this report to the board. The contract was previously awarded to the Dove Group L.L.C. and all the documents have been prepared. The Dove Group has filed with the Ascension Parish Courthouse for permits. The Dove Group was at PMH on 12/28/2023 to take measurements for material. The asbestos litigation group should come to PMH soon and the repairs can be started.

H. **Budget with Capital Expenditures (Mr. Steven Nosacka, Trinity Capital Resources)**

1. Mr. Nosacka has been working with us to prepare the budget with the Capital Expenditures for 2022-2023 and 2023-2024 to be presented to the Ascension Parish Council. Mr. Nosacka submitted a contract for Board consideration. Vince emailed a comment from Ascension Parish Government to Mr. Nosacka concerning the budget he prepared. A follow up report will be given at the next regular meeting.

I. **Mr. Rudy Gomez (SSA)**

1. There is no follow up from Mr. Gomez at this time.

J. **Applications for Review and Reappointment**

1. The following applications were presented to the Board for final review and approval for reappointment to the medical staff.

Dr. Joseph M. Cefalu	Baton Rouge Cardiology
Dr. Harold Clausen	Baton Rouge Cardiology
Dr. Daniel Fontenot	Baton Rouge Cardiology
Dr. John Freiberg	Tulane Tele-Stroke
Dr. Michel Hirsch	OLOL/ Active Staff
Dr. Kevin Kilpatrick	Baton Rouge Cardiology
Dr. Stephen Manale	Restorix Wound Care/Surgery
Dr. Jodi McGee	ER/Hospitalist/Blue Angels Health
Dr. Henry Patrick	Baton Rouge Cardiology
Dr. Fred Petty	Baton Rouge Cardiology
Dr. Glenn Schexnayder	OLOL/ Active Staff
Dr. John Sparks	Baton Rouge Radiology
Dr. Terry Zellmer	Baton Rouge Radiology

Mrs. Charie Levy made a motion to recredential these applicants for 2 years. Mrs. Tanya Mitchell seconded the motion and the motion carried.

**K. Mr. Henry Chauvin Invoice Approval.**

1. Mr. Chauvin has retained legal counsel for this issue. Mr. Larry Buquoi is communicating with Mr. Chauvin legal counsel to properly proceed.

**VII. NEW BUSINESS**

**A. Applications for Review and Approval for Provisional Privileges**

1. The following application was presented to the MEC for review and approval of provisional privileges.

Dr. Trevor Richard	Blue Angels Health	ER/Hospitalist
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No motion was made to approve the applicant for provisional privileges for 4 months. Mrs. Jessica Soileau Canning requested to review the file before presenting it to the Board.

**B. Applications for Review and Reappointment**

1. The following applicants have been presented to the MEC for review and approval of full-time privileges. They previously held provisional privileges.

Dr. Nure Khoury	StatRad	Virtual Radiology
Dr. Andrey Yusupov	StatRad	Virtual Radiology
Dr. Gehrig Harris	Blue Angels Health	ER/Hospitalist

Mrs. Charie Levy made a motion to recredential these applicants for 2 years. Mrs. Tanya Mitchell seconded the motion and the motion carried.

C. **Approval of MEC**

1. The MEC must be reinstated for the Jan 2024 - Dec 2024 period. Mr. Falcon Mire made a motion to reinstate the MEC, Mrs. Charie Levy seconded the motion and the motion carried as follows:
  - Dr. Glenn Schexnayder, Chief of Staff
  - Dr. Sumanth Pudukollu, Secretary & ER/Hospitalist Director
  - Mrs. Jessica Soileau Canning, Administrator/Secretary
2. Mrs. Tanya Mitchell made a motion to appoint the 2024 committees as presented except for Mr. Cataldo mentioned in the Utilization Review Committee, Mrs. Soileau Canning is the correct administrator. Mr. Falcon Mire seconded the motion and the motion carried. (See Attached)

D. **Employee Evaluations**

1. Employee Evaluations for 2023 of Department Heads were done by Mr. Vince Cataldo before his retirement. All evaluations meet the standards set for each position and they are responsible for the evaluations for each of their departments.

E. **Recording Secretary**

1. According to Louisiana Law RS 46:1057, the Hospital Director must serve as secretary/treasurer of the Board. Mrs. Ashley Gaignard was previously appointed as recording secretary, but it must be changed to conform to the State Law. A motion was made by Mr. Falcon Mire, seconded by Charie Levy, to make Mrs. Jessica Soileau Canning the Secretary/Treasurer of the Board. The motion was approved unanimously.

F. **Set Schedule for New Board-Appointed Committees to Meet.**

1. The new committees must decide the frequency and dates to meet. This will be done at a later date due to availability.

G. **Non-Compliance: Boiler isn't working. 30 days to submit compliance report.**

1. One of the two boilers is not working. We were cited by the Fire Marshall and must be repaired by January 15<sup>th</sup>. Two different sets of parts have been ordered and changed but have failed to repair the boiler. Mrs. Canning advised there will be a company coming in on January 2<sup>nd</sup>, 2023, as it was the soonest they were available. If the company is unable to complete the repairs by January 7<sup>th</sup>, we will request an extension.

H. **EDA Public Works and Economic Adjustment Assistance Program**

1. Mrs. Canning presented a grant opportunity to the board through the EDA and a professional services agreement from Elite Program Specialists. The company writes grants, and their fee would be \$14,000.00 to write the EDA

Grant. The award ceiling is 30 million and the floor is \$100,000. We qualify for this grant in several ways. On a motion by Falcon Mire and seconded by Mrs. Tanya Mitchell, the board approved \$14,000 for Elite Programs Specialist to write and submit this grant on behalf of PMH. The motion carried.

## VIII. EXECUTIVE SESSION

It was moved by Mr. Falcon Mire and seconded by Mrs. Tanya Mitchell to go into executive session at 7.11 pm.

- A. Status update, summary, and recommendation to the Board of Commissioners by Mrs. Soileau Canning, regarding:
  - a. 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.
- B. The dismissal of the lawsuit: Prevost Board v. Ascension Parish No. 138830 23<sup>rd</sup> Judicial District Court was discussed by Mr. Larry Buquoi

On a motion by Mr. Falcon Mire and seconded by Mrs. Tanya Mitchell, the Executive Session ended at 8:00 PM.

On a motion by Mr. Falcon Mire, seconded by Mrs. Tanya Mitchell, the board allows Mr. Larry Buquoi to seek legal advice to drop the lawsuit number 138830 against Ascension Parish from Mr. Bill Bourgeois. The motion carried.

## IX. CONTINUING EDUCATION

- A. A copy of the following articles was given to each Board member.
  - 1. Printed material
  - a. NONE

## VIII. ADJOURNMENT

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

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Mr. Glen Price, Vice-Chairman.

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Mrs. Jessica Soileau Canning, Secretary