

West Ascension Parish Hospital

Service District

Shelton Anthony, 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

MAY 30, 2024

6:00 pm

**Prevost Memorial Hospital Dining Room
301 Memorial Dr. Donaldsonville, La 70346**

BOARD OF COMMISSIONERS MEETING MINUTES

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Reading and Approval of Minutes of April 24 and May 7, 2024.**
- V. Reports of Standing Committees**
 - A. Monthly Reports
 - 1. Financial Report – Mr. Montanio
 - 2. Sales Tax Report – Mr. Montanio
 - 3. Medical Executive Committee
 - 4. Utilization Review Committee
 - 5. Operative and Invasive Procedures Committee
 - 6. Emergency Room Committee
 - 7. Safety Committee (4/01/2024 to 4/30/2024)
 - 8. Cyber Security Committee
 - 8. Leadership Team
 - 9. Administrative Update
 - a. Collection Proposal Contract- DATA SEARCH
 - B. Chairman Report.

VI. Old Business

- A. Update on the status of the Chauvin Invoices and Contract. – Mr. Dupaty
- B. By Laws Review/Update – Bill Bourgeois, Atty.
- C. Hospital Van Update
- D. Organizational Chart

VII. New Business

- A. Applications for Review and Approval for Temporary Privileges and Reappointments.
- B. Proposed Hospital Investment Policy.
- C. Proposed Privacy Policy
- D. Proposed Financial Assistance Policy.
- E. Proposed Revenue Cycle Policy.
- F. Contract with Liberty in Christ Jesus Ministry (KKAY) Review
- G. Shentelle Daigle –Proposal
- H. Bayou Signs Billboards
- I. Patricia Diggs Review

VIII. Executive Session

A. LAWSUITS UPDATES

- a. Update on Diggs & Causey vs. Prevost. – Mr. Miller
- b. Patient Lawsuit Junior
- c. Patient Lawsuit Mitchell
- d. Donna Phillips Claim – Mr. Miller

B. GRANT INFORMATION

- a. DLT Grant
- b. Mini-Grant

C. ORGANIZATION INFORMATION

- a. Organizational Goals

D. HUMAN RESOURCES REVIEW

- a. Patricia Diggs Extensive Review.

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: May 30, 2024

TIME: 6:00 pm

PLACE: West Ascension Parish Hospital

MEMBERS:

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

OTHERS PRESENT:

Mrs. Jessica C. Landry, Administrator’s Assistant
Mr. John Montanio, Interim CFO

ABSENT: Mr. Falcon Mire, Board Member

HOSPITAL ATTORNEY: Kenneth Dupaty (Absent)

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. Mr. Falcon Mire was absent

III. PUBLIC COMMENT

A. Lindora Paulfrey, Mrs. Patricia Diggs first cousin. Mrs. Paulfrey addressed the Board and advised she felt that Mrs. Diggs had been unfairly fired. She asked the Board to review the dismissal of Mrs. Diggs and reconsider.

IV. READING AND APPROVAL OF MINUTES:

- A. A motion by Mr. Glen Price to dispense the reading on the minutes and approve the minutes from both April 24th and May 7th meetings. The motion was seconded by Mrs. Tanya Mitchell and the motion passed.

V. Reports of Standing Committees

- A. Monthly Reports were presented by exception only.

1. Financial Report

- a. The monthly financial report was presented by Mr. John Montanio. On a motion by Mrs. Tanya Mitchell and a second by Mrs. Charie Levy, the financial report was accepted as presented.

2. Sales Tax Report

- a. Mr. John Montanio gave this report to the Board. The total sales taxes collected for the month of February 2024 was \$166,906.90. This total showed an increase from February 2023. The tax collected for the month of March was \$155,505.40. This total showed a decrease from March 2023.

3. Medical/Executive Committee

- a. Mr. Shelton Anthony read this report to the Board. The MEC met on 5/21/2024 and approved the doctors due for recredentialing.

4. Utilization Review

a.

SOCIAL SERVICES	April 2024
Patient Visits	5
Consultations	7
Observations	1
Referrals	4

b.

MEDICAL REVIEW	April 2024
Medicaid Admits	0

c.

MONTHLY DENIALS	April 2024
Denials	0

d.

PHYSICIAN QUALITY PROBLEMS	April 2024
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 April 2024.

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

g.

MEDICARE / LHCR REVIEW	April 2024
Acute	0
Swing	0
Hospice	0
Inpatient Charts Requested for Review	0

h.

QA/I REVIEW	April 2024
ADMISSIONS (Observations not included)	
Acute Admissions	0
Observations	0
Swing Admissions	0
Hospice Admissions	0
DISCHARGES	
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
DEATHS	
Acute Deaths	0
Swing Deaths	0
Hospice Deaths	0

5. Operative and Invasive Procedures Committee

a. Wound Care Clinic

WOUND CARE CLINIC	April 2024
Patients seen	50
Specimen submitted	0

b. Emergency Department

EMERGENCY DEPT.	April 2024
Specimens received	0

c. Pathologist Review

PATHOLOGIST REVIEW	April 2024
Wound Care Specimens	0
OP/Emergency	0
Non-Gyn Cytologies	0

6. **Emergency Room Committee**

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

ER STATS	April 2024
Total Patients Registered	454
Total Patients Seen	440
Admissions	0
Observations	5
Transfers to another facility	33
Code	1
Positive Outcomes	1
Expired (DOA)	0
AMA	8
Left without being seen (includes triage)	14
Left prior to be seen	11
Eloped (LDTX)	3
Returns to ED within 72 Hours	14
Returns w/same symptoms	7
Returns w/different symptoms	7
Patients received x-ray(ER)	94
# of x-rays (ER)	116
Outpatients received X-rays	95
# of x-rays (outpatient)	120
All Patients received X-ray	189
Total # of X-rays	236
Interpretations differed from radiologist.	0
Patients received CT Scans (ER)	50
# of CT scans (ER)	59
Outpatients Received CT Scans	37
# of CT scans	38

Interpretations differed from radiologist.	0
Cardiac Thrombolytic administrations	0
Stroke Thrombolytic administration	0
Mammograms	58

Monthly ER Test Totals/Positive Results April 2024			
Test Name	Total orders	Positive Results	% Positive
Flu A&B, Rapid	62	3	4.8%
Strep A, Rapid	54	4	7.4%
RSV (≤ 18 yrs. & ≥ 60 yrs)	7	0	0%
COVID-19 Swab, PCR/NAA	73	2	2.7%

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

7. Safety Committee (4/01/2024 to 4/30/2024)

a. Committee Reports

1. Environment of Care

	Environment of Care Plans	Date Tested /Checked
1.	Equipment Management Plan	
	❖ Kenwood P25 Radio Test	4-16-24 to 4-19-24
	❖ Generator Test	4-22-24
2.	Safety/Risk Management Plan	
	❖ No activity – will continue to monitor	On Going
3.	Utilities Management Plan	
	❖ Line Isolation Test	4-26-24
	❖ Medical Gas Testing	4-26-24
4.	Fire Prevention Plan/Life Safety Management Plan	
	❖ Fire Extinguisher Inspection	4-26 to 4-29-24
	❖ Oxygen Cut Off Valves	4-26-24

	❖ Fire Marshall Annual Visit (ANNUALLY)	12-13-2023
	❖ Ground Fault Testing & Hospital Electrical Panels	4-26-24
5.	Security Management Plan	
	❖ No activity – will continue to monitor	Ongoing
	❖ Egress Lights Testing	4-26-2024
6.	Hazardous Materials and Waste Management Plan	
	❖ Emergency Showers	On going
7.	Emergency Management Plan	
	❖ No activity – will continue to monitor	On going

2. Reports

a. Incident Reports

April 2024	
INCIDENTS	No. of Incidents
➤ Employee	2
➤ Physician	0
➤ Outpatient	2
➤ Visitor	0
➤ Occurrence	2

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. Mr. Shelton updated the committee on the progress of the future front entrance card usage. Maybe by June this will be in effect. IT will be further update at another time.
3. Helipad lights are on 24 hours until the eye is fixed. Update from Maintenance.
4. Outside lighting is extremely affected and will continuously be monitored. (24-hour security for the hospital is being assessed currently)

5. Security is continuing to monitor access to the hospital by no patient visitors after 11 p.m.
- c. Recalls
1. None to report.
- d. General Safety
1. Safety Skills ongoing
 2. Planning for 2024 Internal and External drills, fire extinguisher training 4-9-10, 2024, quarterly fire drills, and monthly panic buttons, Relocation of one panic button to the Administrators office in progress.
 3. Panic buttons removed from the business office due to remodeling.
 4. Disaster Call Schedule update for 2024 (electronic version) IT update. **IT Discussion**
 5. Name Badges
Employee name tags must always be worn.
 6. New Products **Discussion**
A Product Evaluation Committee has been developed.
- e. New Business
1. Environmental Department's Director will monitor timely cleaning of the Emergency Room. House Keeping cleaning efforts. (mopping etc.)-**Ms. Sandra, James**
The Business office discussed not being able to give out change to employees or the public. This is not a safe practice and must be stopped. It was also discussed that a certain time for delivery of money from lunches or coke machines would be ideal. The idea of having a debit/ credit card machine in the Dietary Department would be a good idea. The possibility of moving the cash register from directly by the receiving window would be a safer practice. Also opening both doors during lunchtime would help move the distribution of lunches more easily.

The business office discussed the temporary wires leading from room 101. These wires need to be secured better and this temporary set-up will be over by the end of the week.

8. Cyber-Security Committee

- a. Sixteen new Cameras are currently being installed throughout the hospital. There has been an anti-phishing campaign to educate employees and email security training has been sent to all employees.

9. Leadership Team

- a. Mr. John Montanio is the new CFO. We are working with Impact and have added additional staff for back-end billing on contract. An HR position has been filled. Mr. Causey will officially start on 5/27/2024. We have updated billing policies, and we are working on behavior standards. Collections are increasing through our billing department per Mrs. Ann Montanio.

10. Administrative

- a. Collection Proposal/Contract – DATA SEARCH
- b. Complaints
 - 1. There were no complaints received in April 2024.
- c. Pending Claims

NAME	FILED	CLOSED
Henry Mitchell	07/17/23	
Jonathan Junior	11/07/2023	
Donna Phillips	04/10/2024	
Diggs-Causey	12/13/2022	Closed on 5/20/2024

- d. Renovations of hospital. The renovations are nearly completed, the hospital is slowly being remodeled.
- e. We have chosen to sponsor the Chamber of Commerce in order to be more involved in the community.
- f. New ultrasound machine was delivered and set up, and the touchscreen and batteries for the mobile Ultrasound machine have been replaced.

C. CHAIRMAN REPORT

1. No update.

VI. OLD BUSINESS

- A. Update on the status of the Chauvin Invoices and Contract.
1. Per Mr. Ken Dupaty, an update will be discussed in the Executive Session.
- B. By Laws Review/Update – Bill Bourgeois, Atty.
1. No updates to report.
- C. Hospital Van Update
1. A new driver has been secured and the first patient transports have happened, the word is now getting around. Everything went well.
- D. Organizational Chart
1. We are presenting an upgraded organizational chart for the board to review. On a motion by Mr. Glen Price, seconded by Mrs. Tanya Mitchell, and the motion carried.

VII. New Business

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

Dr. Andrew Martin	StatRad	Virtual Radiology	Temporary Priv
Dr. Mario Giudici	StatRad	Virtual Radiology	Temporary Priv
Dr. Shareef Riad	StatRad	Virtual Radiology	Temporary Priv
Dr. Abdullahi Jama	StatRad	Virtual Radiology	Temporary Priv
Dr. Oriana Sanchez	Tulane	Telestroke	Temporary Priv
Dr. Elzamy	Tulane	Telestroke	Reappointment
Dr. Hextrum	Tulane	Telestroke	Reappointment
Dr. Hyder Tamton	Tulane	Telestroke	Temporary Priv
Dr. Andrew Gruezke	Blue Angels	ER/Active Staff	Full Privileges

Dr. Charie Levy moved to recredential the above-mentioned doctors. Mrs. Tanya Mitchell seconded this motion and the motion passed.

The following physicians were presented to the Board for review:

Dr. Derrick Brooks	Correct Care Blue Angels	ER/Hospitalist	Emergency Temporary Priv
Dr. Olga Gomez-Siegert	Tulane	TeleStroke	Temporary Priv

On a motion by Dr. Charie Levy, seconded by Tanya Mitchell, Dr. Derricks Brooks was approved for temporary emergency privileges.

- B. Proposed Hospital Investment Policy.
On a motion by Mr. Glen Price, seconded by Mrs. Tanya Mitchell, the proposed investment policy has been adopted.
- C. Proposed Privacy Policy
Mrs. Ann Montanio presented the new privacy policy to the Board, on a motion by Glen Price, seconded by Dr. Charie Levy, the revised Privacy Policy was adopted.
- D. Proposed Financial Assistance Policy.
Mrs. Ann Montanio presented the proposed Financial Assistance Policy to the Board. On a motion by Mrs. Tanya Mitchell, seconded by Mr. Glen Price, the Financial Assistance Policy was adopted.
- E. Proposed Revenue Cycle Policy.
Mrs. Ann Montanio presented the proposed Revenue Cycle Policy to the Board. On a motion by Dr. Charie Levy, seconded by Mr. Glen Price, the Revenue Cycle Policy was adopted.
- F. Contract with Liberty in Christ Jesus Ministry (KKAY) Review
Mr. Shelton Anthony explained the 30-day notice needed to end the contract with KKAY. On a motion by Mr. Glen Price, seconded by Mrs. Charie Levy, the board moved to give Liberty in Christ Jesus Ministry (KKAY) a 30-day notice in order to end the contract.
- G. Shentelle Daigle – Proposal
On a motion by Dr. Charie Levy, seconded by Mrs. Tanya Mitchell, the board agree to enter a contract with Mrs. Shentelle Daigle, in the amount of \$1,000 per month to handle advertising on behalf of the Board.
- H. Bayou Signs Billboards
Mr. Shelton Anthony proposed to enter into a contract with Bayou Signs Billboards to rent 5 signs around the area serviced by the hospital for advertising. On a motion by Dr. Charie Levy, seconded by Mr. Glen Price, the contract was approved.
- I. Patricia Diggs Review
The review has been moved to Executive Session.

VIII. Executive Session

It was moved by Mr. Glen Price and seconded by Mrs. Tanya Mitchell to go into executive session at 8:02 pm.

A. LAWSUIT UPDATES

a. Update on Diggs & Causey vs. Prevost. – Mr. Miller

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. Patient Lawsuit Junior

c. Patient Lawsuit Mitchell

d. Donna Phillips Claim – Mr. Miller

B. GRANT INFORMATION

a. DLT Grant

b. Mini-Grant

C. ORGANIZATION INFORMATION

a. Organizational Goals

D. HUMAN RESOURCES REVIEW

a. Patricia Diggs Extensive Review.

A motion was made by Mrs. Tanya Mitchell, seconded by Mr. Glen Price to come out of executive session at 9:05 pm.

IX. Adjournment

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

William “Bill” Dawson, Chairman.

Mr. Shelton Anthony, Interim