

Prevoist Memorial Hospital

Vince A. Cataldo, Administrator
Board of Commissioners:
William “Bill” Dawson, Chairman
Glen Price, Vice-Chairman
Charie Mitchell Levy, Secretary/Treasurer
Tanya Scott Mitchell, Board Member
Falcon Mire, Board Member

November 30, 2023

BOARD OF COMMISSIONERS MEETING AGENDA

Rescheduled December 6, 2023

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Reading and Approval of Minutes**
 - A.
- V. Reports of Standing Committees**
 - A. Monthly Reports
 - 1. Financial Report
 - 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. Administrative
- VI. Old Business**
 - A. Recruitment and Retention
 - B. Electronic Medical Records/Promoting Interoperability Program
 - C. Radiology Services
 - D. Tele-Stroke
 - E. La. Health Care Quality Forum—La. Health Information Exchange (LAHIE)
 - F. Hospital Improvements & Renovations (Mr. Henry Chauvin)

- G. MOB (214 Clinic Drive)
- H. Ethics & Sexual Harassment Training
- I. ER/Hospitalists (Physician coverage – Blue Angels Health)
- J. IT Room AC Addition
- K. The Joint Commission Survey (Hospital)
- L. Cooperative Endeavor Agreement (CEA) between Ascension Parish Government and Our Lady of the Lake (LOL)
- M. Baton Rouge General Hospital / Louisiana Independent Hospital Network Coalition, LLC (LIHNC)
- N. Domestic Hot Water Renovations
- O. Mr. Steven Nosacka (Trinity Capital Resources)
- P. October 19, 2023, Council meetings as the meeting pertain to Prevost
- Q. Mr. Rudy Gomez (SSA)
- R. Applications for review and reappointment
- S. Validation of Election Officers.

VII. New Business

- A. Applications for Review and Approval for Full Privileges
- B. Employee Evaluations
- C. Recording Secretary
- D. Interim Administrator Appointment
- E. One time pay increase for employees
- F. Mr. Gray Sexton Dismissal
- G. Mr. Henry Chauvin (Professional Fees)

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 6, 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 Mitchel, Board Member
Mr. Falcon Mire, Board Member
Mr. Vince Cataldo, Administrator
Mrs. Jessica Canning, Interim Administrator

OTHERS PRESENT:

ABSENT:

HOSPITAL ATTORNEY

Larry Buquoi – On telephone.

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. All Present

III. PUBLIC COMMENT

A. None

IV. READING AND APPROVAL OF MINUTES:

- A. There was no objection to the minutes of the October 26, 2023, and November 29, 2023 meetings as distributed. Motion by Mr. Falcon Mire, seconded by Mr. Glen Price to approve the minutes as written.

V. REPORTS OF STANDING COMMITTEES

A. MONTHLY REPORTS

- 1. Financial Report
 - a. The monthly financial report was presented by Mr. Vince Cataldo. On a motion by Mr. Bill Dawson and a second by Mr. Falcon Mire, the financial report was accepted as presented.
- 2. Sales Tax Report
 - a. Mr. Vince Cataldo gave this report to the Board. The total sales taxes collected for the month of September was \$154,342.98. This total showed an increase from the same month in 2022.
- 3. Medical Staff/Medical Executive Committee Meeting
 - a. Mr. Vince Cataldo read this report to the Board. The MEC did not meet in November due to illness and vacation.

4. Utilization Review Committee

a.

SOCIAL SERVICES	Oct 2023
Patient Visits	1
Consultations	7
Observations	1
Referrals	7

b.

MEDICAL REVIEW	Oct 2023
Medicaid Admits	0

c.

MONTHLY DENIALS	Oct 2023
Denials	0

d.

PHYSICIAN QUALITY PROBLEMS	Oct 2023
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 October 2023.

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

g.

MEDICARE / LHCR REVIEW	Oct 2023
Acute	0
Swing	0
Hospice	0
Inpatient Charts Requested for Review	0

h.

QA/I REVIEW	Oct 2023
ADMISSIONS	
Acute Admissions	0
Observations	3
Swing Admissions	0
Hospice Admissions	0
DISCHARGES	
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
DEATHS	
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

WOUND CARE CLINIC	Oct 2023
Patients seen	91
Specimen submitted	0

b. Emergency Department

EMERGENCY DEPT.	Oct 2023
Specimens received	0

c. Pathologist Review

PATHOLOGIST REVIEW	Oct 2023
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.

Oct 2023 ER Stats	
Total Patients Registered	489
Total Patients Seen	481
Admissions	0
Observations	3
Transfers to another facility	32
Code	4
Positive Outcomes	1
Expired	3
AMA	12
Left without being seen (includes triage)	8
Left prior to triage	4
Eloped (LDTX)	3
Returns to ED within 72 Hours	13
Returns w/same symptoms	11
Returns w/different symptoms	2
Patients received x-rays	147
# of x-rays	180
Interpretations differed from radiologist. (Physicians- Clawson 2, Seyfarth 2)	4
# of Patients received CT Scans	49
# of CT Scans	66
Interpretations differed from radiologist. (Physician— AS 1)	1
Cardiac Thrombolytic administrations	0
Stroke Thrombolytic administration	0

Monthly ER Test Totals/Positive Results Oct 2023			
Test Name	Total orders	Positive Results	% Positive
Flu A&B, Rapid	70	6	8.6%
Strep A, Rapid	42	8	19%
RSV (≤ 18 yrs. & ≥ 60 yrs)	8	4	50%
COVID-19 Swab, PCR/NAA	84	3	3.6%

The Board accepted this report as presented.

7. **Safety Committee (10/01/23 to 10/31/23)**

a. Committee Reports

1. Environment of Care

	Environment of Care Plans	Date Tested /Checked
1.	Equipment Management Plan	
	❖ Kenwood P25 Radio Test	10/25/23
	❖ Generator Test	10/25/23
2.	Safety/Risk Management Plan	
	❖ No activity – will continue to monitor	On going
3.	Utilities Management Plan	
	❖ Line Isolation Test	10/25/23
	❖ Medical Gas Testing	10/25/23
4.	Fire Prevention Plan/Life Safety Management Plan	
	❖ Fire Extinguisher Inspection	10/25/23
	❖ Oxygen Cut Off Valves	10/25/23
	❖ Fire Marshall Annual Visit (ANNUALLY)	09/13/22
	❖ Ground Fault Testing & Hospital Electrical Panels	10/25/23
5.	Security Management Plan	
	❖ No activity – will continue to monitor	Ongoing
	❖ Egress Lights Testing	10/25/23
6.	Hazardous Materials and Waste Management Plan	

	❖ Emergency Showers	10/25/23
7.	Emergency Management Plan	
	❖ No activity – will continue to monitor	On going

2. Reports

a. Incident Reports

Oct 2023	
INCIDENTS	No. of Incidents
➤ Employee	0
➤ Physician	0
➤ Outpatient	0
➤ 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 Breaux 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. Mr. Cataldo indicated that there must be a public bidding process to correct the issues with the domestic hot water system and fire dampers at the hospital. The process of online bidding took place on October 19, 2023. This work should resolve an issue with The Joint Commission and an issue with the State Department of Health. We are doing this work to satisfy the condition of participation for CMS (Medicare and Medicaid).

9. Administrative

a. Complaints

- 1. There were no complaints received in October 2023.

b. Pending Litigation

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

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. Electronic Medical Records/Promoting Interoperability Program

- 1. Electronic Medical Record

a. Mr. Vince Cataldo gave this report to the Board. Athenahealth go live was August 6, 2019. The meetings with Athenahealth are now scheduled every two weeks. There is no new information to share. A follow up report will be given at the next regular meeting.

2. Promoting Interoperability Program

a. Mr. Vince Cataldo gave this report to the Board. Athena and LAHIE are live and functioning. The promoting interoperability requirements have been met for 2023. A follow up report will be given at the next regular meeting.

C. Radiology Services

1. Mr. Vince Cataldo gave this report to the Board.

Oct 2023		
Service	No. of Patients	No. of Exams
X-rays ER	147	180
X-rays Out Patient	112	146
X-rays In Patient	0	0
CT Scan ER	49	66
CT Scan Out Patient	30	30
CT Scan In Patient	0	0
Bone Density	15	N/A
Cardiac Calcium Scoring	2	N/A
Lung Cancer Screening	0	N/A
Mammograms	82	N/A

D. Tele-Stroke

1. There was one (1) mock stroke patient and one (1) stroke patient seen in the emergency room in October 2023. Thrombolytics were not administered.

E. LA Health Care Quality Forum/La. Health Information Exchange (LAHIE)

1. Mr. Vince Cataldo gave this report to the Board. LAHIE is receiving and reporting to the state on syndromic surveillance, electronic reportable lab and immunizations. There is nothing new to report. A follow up report will be given at the next regular meeting.

F. Hospital Improvements and Renovations (Mr. Henry Chauvin)

1. Mr. Chauvin and his team provided construction documents and blue prints 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.

- G. 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. A follow up report will be given at the next regular meeting.
- H. Ethics & Sexual Harassment Training
1. Mr. Vince Cataldo 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. We will review what we have on record for each board member. A follow up report will be given at the next regular meeting.
- I. ER/Hospitalists Blue Angels Health (Physician Coverage)
1. Mr. Vince Cataldo gave this report to the Board.

OCT 2023		
ER Volume	489	Decreased by (-69)
Admits	0	Decreased by (-1)
Observations	3	Decreased by (-3)

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

- J. IT Room AC Addition
1. The current system cannot get the temperature below 82° with all of the equipment in the IT Room. The engineers recommended a mini-split to resolve this problem. The engineers did not recommend accepting the first bid. Trent's Air Conditioning and Heating, Inc. submitted a bid for \$20,815.00. The board accepted the bid on June 29, 2023. This work was completed on 9/27/2023. The contractor did a good job, and this unit keeps the area very cool. The final payment has been made.
- K. The Joint Commission Survey (Hospital)
1. Mr. Cataldo indicated that there must be a public bidding process to correct the issues with the domestic hot water system and fire dampers at the hospital. The process of online bidding took place on October 19, 2023. The bids were 35% higher than anticipated. This work should resolve an issue with The Joint Commission and an issue with the State Department of Health. We are

doing this work to satisfy the condition of participation for Center of Medicare and Medicaid (CMS).

- L. Cooperative Endeavor Agreement (CEA) between Ascension Parish Government and Our Lady of the Lake (LOL)
 - 1. Ascension Parish Government approved a Cooperative Endeavor Agreement (CEA) with Our Lady of the Lake Hospital, Inc. individually and on behalf of its wholly owned subsidiaries Our Lady of the Lake Physician Group, LLC and Health Care Centers in Schools, Inc. The approval of this agreement will have negative effects on the West Bank Healthcare providers. The Ascension Parish Health Unit does not offer services on the West Bank as of 11/21/2023. The Ascension Parish Mental Health Clinic on the West Bank offers outpatient services on Tuesdays and Wednesdays. These services are provided by Capital Area Human Services and not through the CEA. A follow up report will be given at the next regular meeting.

- M. Baton Rouge General Hospital/Louisiana Independent Hospital Network Coalition LLC. (LIHNC)
 - 1. Mr. Vince Cataldo gave this report to the Board. On June 14, 2023, all paperwork was completed to join the Louisiana Independent Hospital Network Coalition, LLC (LIHNC). Prevost Hospital was approved by the LIHNC board on June 22, 2023. Mr. Cataldo met with Ms. Jessica Canning to onboard with LIHNC. Ms. Canning will assist us in any way that can help us through these challenging times.

- N. Domestic Hot Water and Fire Damper Renovations (Mr. Robert Utley)
 - 1. Mr. Robert Utley gave this report to the board. Mr. Utley discussed plans to resolve issues with the domestic hot water system and the fire dampers at the hospital. The Board requested a review of the RFP and the work to be performed. This work should resolve an issue with The Joint Commission and an issue with the State Department of Health. The contract was previously awarded to the Dove Group L.L.C. and all the documents have been prepared. The Dove Group will file with the Ascension Parish Courthouse.

- O. 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.

- P. October 19, 2023, Council meeting as it pertains to Prevost.

1. These meetings were discussed at the August 31st Board meeting. The Board authorized Mr. Vince Cataldo to engage with an attorney at a reasonable hourly rate to represent Prevost. A motion to engage with the Law Offices of R. Gray Sexton was made by Mr. John Marchand, seconded by Dr. Glenn Schexnayder. This motion carried unanimously. Mr. Sexton and his associates have been engaging with the Ascension Parish Government.

Q. Mr. Rudy Gomez (SSA)

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

R. 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

The MEC Staff Members and the Chairman of the board must sign off on the applicants and appointments.

S. Validation of Election Officers.

1. The election of officers made on November 29th, 2023. A motion by Mr. Glen Price was made to validate Mr. William “Bill” Dawson as Chairman, Mr. Glen Price as Vice-Chair and Mrs. Charie Mitchell Levy as Secretary/ Treasurer. Mrs. Charie Mitchell Levy seconded the motion and the motion carried.

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.

B. Employee Evaluations

1. Each Board member was given a summary sheet of the annual employee evaluations. The Board members were pleased with the evaluation results. (See attached)

C. Recording Secretary

1. On a motion by Mr. Falcon Mire and seconded by Mr. Glen Price, Mrs. Ashley Gagnard as the Board's Recording Secretary.

D. Interim Administrator

1. The board interviewed Mrs. Jessica Canning prior to the meeting. Mr. Falcon Mire made a motion to grant the 90-day contract as Interim Administrator to Mrs. Jessica Canning. The motion was seconded by Mrs. Charie Levy and the motion carried. Mrs. Jessica Canning addressed the Board and guests, thanking Mr. Cataldo for his service to the West Ascension Parish hospital Board.

E. One-time Pay Increase for Hospital Employees

1. Mr. Vince Cataldo requested a one-day, one-time pay increase for the Prevost Memorial employees. This is for full-time and part-time employees. Mr. Cataldo explained PRN employees are not eligible due to higher equity compensation. A motion was made by Mr. Dawson and seconded by Mr. Mire to approve a one-day, one-time pay increase for the Prevost Memorial Hospital.

F. Mr. Gray Sexton.

1. Mr. Mire moved to direct Mr. Larry Buquoi to inform Sexton Law through Mr. Gray Sexton that the Board of Commissioners of the West Ascension Parish Hospital Service District direct him to dismiss the lawsuit Prevost Board v. Ascension Parish No. 138830 23rd Judicial District Court. The motion was seconded by Mrs. Tanya Scott Mitchell. The motion carried.

G. Mr. Henry Chauvin Professional Fees.

1. Mr. Chauvin addressed the Board regarding fees for architectural work completed for Prevost Memorial Hospital. Mr. Glen Price made a motion to postpone this item until next meeting, seconded by Mrs. Charie Mitchell Levy and the motion carried.

VIII. EXECUTIVE SESSION

It was moved by Mr. Mire and seconded by Mr. Price to go into executive session at 6:18 pm.

- A. Review and summary report to the Board of Commissioners by Attorney Eric Miller, regarding:
 - a. Lynn Landry et al. v. West Ascension Parish Hospital Service District d/b/a Prevost Hospital Memorial, Civil Action No. 3:20-cv-00541 in the United States District Court for the Middle of Louisiana.

- B. Status update and summary to the Board of Commissioners by Attorney Eric Miller, 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.

The Executive Session ended at 6:33 pm.

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. Glen Price, seconded by Mrs. Tanya Scott Mitchell and the motion carried.

Mr. Bill Dawson, Board Chairman.

Ashley Gagnard, Recording Secretary.