

# *West Ascension Parish Hospital*

---

## *Service District*

---

Shelton Anthony, CEO / Secretary

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

**THURSDAY**

**May 29, 2025**

**6:00 pm**

**West Ascension Parish Hospital Conference Room  
301 Memorial Dr. Donaldsonville, La 70346**

### **BOARD OF COMMISSIONERS MEETING MINUTES**

- I. Call to Order**
- II. Roll Call**
- III. Invocation and Pledge of Allegiance**
- IV. Reading and Approval of Minutes from Thursday, April 24<sup>th</sup>**
- V. Public Comment Period (3 minutes per speaker- limited to agenda items only)**
- VI. Reports of Standing Committees**
  - A. Monthly Financial Reports: (Summary)
    - 1. Financial Report – Mr. Anthony
    - 2. Sales Tax Report- Mr. Anthony
  - B. Monthly Standing Committee Meetings: (Summary)
    - 1. Medical Executive Committee- Mr. Anthony
    - 2. Utilization Review Committee- Mr. Anthony
    - 3. Operative and Invasive Procedures Committee- Mr. Anthony
    - 4. Emergency Room Committee- Mr. Anthony
    - 5. Environment of Care Committee- Mr. Anthony
    - 6. Cyber Security Committee- Mr. Anthony
    - 7. CEO Report- Mr. Anthony

C. Chairman Report

**Old Business**

(None to bring before Board of Commissioners)

**VII. New Business**

1. Applications for Review and Approval
  - Temporary Privileges, Full Privileges, and Reappointments for Medical Staff
2. Academic Partnership Development
  - Planning, Development, and Implementation Funding for Associate of Science in Nursing (ASN) Program in Partnership with River Parishes Community College (RPCC)
3. Legislative Update
4. Emergency Department Policies and Procedures Approval
  - Review and Approval of ED Policies and Procedures (Policies 1-20)
    - 01) Scope Of Services
    - 02) Chain Of Command
    - 03) Licensure, Certification, and Registration Of Personnel
    - 04) EMTALA Compliance Policy
    - 05) Rights and Responsibilities Of Patients
    - 06) Informed Consent and Refusal Of Treatment
    - 07) Patient Complaints and Grievance Management
    - 08) Confidentiality and Privacy Of Patient Information (HIPAA Compliance)
    - 09) Emergency Department Staffing Requirements
    - 10) Orientation And Training Of Emergency Department Staff
    - 10a) Nursing Staff Orientation Checklist
      - 10b) CNA Tech Orientation Checklist
    - 11) Triage and Initial Assessment
    - 12) Medical Screening Examination (MSE) Protocol
    - 13) Admission, Transfer, and Discharge Protocol
    - 14) Pain Management Protocol
    - 15) Management Of Behavioral Health Emergencies
    - 16) Sepsis Management Protocol
      - 16b) Sepsis Timeout Sheet
    - 17) Stroke Management Protocol
    - 18) STEMI Management Protocol
      - 18a) STEMI Checklist
    - 19) Management Of Respiratory Emergencies Protocol

- 20) Overdose and Poisoning Management Protocol

### **VIII. Executive Session**

Pursuant to La. R.S. 42:17(A), the Board will enter into Executive Session to discuss:

1. EMR Software Selection – La. R.S. 42:17(A)(1)
2. FMOLHS Contract Services Agreement – La. R.S. 42:17(A)(2)
3. Litigation Strategy: Henry Chauvin vs. West Ascension Parish Hospital Service District – La. R.S. 42:17(A)(2)
4. CEO Employment Services Extension – La. R.S. 42: 17(A)(2)

### **IX. Adjournment**

**WEST ASCENSION PARISH 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 29, 2025

**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  
Ms. Tanya Scott Mitchell, Board Member  
Mr. Falcon Mire, Board Member  
Mr. Shelton Anthony, Administrator

**OTHERS PRESENT:**

---

**ABSENT:** \_\_\_\_\_

**HOSPITAL ATTORNEY:** Kenneth Dupaty

**GUEST:**

**I. CALL TO ORDER**

Mr. Dawson called the meeting of the West Ascension Parish Hospital Service District to order at 6:00pm.

**II. ROLL CALL**

By Roll Call of all Board Members, Mr. Wright asked for present, from Board Members: Mr. Dawson- present, Mr. Price- present, Mr. Mire- present, Mrs. Levy- present and Ms. Mitchell- present. (Mr. Anthony- present)

**III. INVOCATION and PLEDGE of ALLEGIANCE**

Pledge of Allegiance was led by Mr. Dawson. Prayer was led by Mr. Price.

**IV. READING AND APPROVAL OF MINUTES: by Mr. Anthony**

- A. A motion by Mr. Dawson to dispense the reading of the minutes and approve the minutes from Thursday, April 24, 2025. The motion was seconded by Dr. Levy and the motion passed. Mr. Mire- abstained Motion carried without any objections.

## **V. Public Comment Period**

Mr. Bill Dawson opened the floor to any public comments at this time, he also noted that Public Comment period was open for any and all that which to speak on behalf of any agenda topic with a limit of 3 minutes per public member. Mr. Austin Wright asked Mr. Anthony to read the names of the listed speakers for Public Comment to the record and each topic: No Names.

## **VI. Reports of Standing Committees**

- A. Monthly Reports were presented by exception only, reading of meetings by Mr. Shelton Anthony.

### **A. Financial Report**

1. The monthly financial report was presented by Mr. Shelton Anthony. On a motion by Mr. Dawson and a second by Mr. Glenn, the financial report was accepted as presented. (*Income Statement/ Balance Sheet/ Capital Analysis- available in attachments*)
2. Sales Tax Report  
The monthly Sales Tax Report was presented by Mr. Shelton Anthony and accepted by the Board.  
(*Sales Tax- available in attachments*)

### **B. Monthly Standing Committee Reports**

**1. Mr. Anthony** read the MEC report to the Board. The MEC met on 05/20/2025 and accepted the MEC Report to send to Board of Commissioners for final approval. On a motion by Mr. Dawson, and seconded by Dr. Levy the Board of Commissioners accepted the MEC report. Motion passed unanimously without objection.

**2. Utilization Review**

- **Mr. Anthony** presented to the Board the Utilization Review Report with 17 total patient visits from Social Services. 0 Medical Admits, 0 Denials and 0 Physician Quality Problems.

**Utilization Review Committee**

a.

<b>SOCIAL SERVICES</b>	<b>April 2025</b>
Total Patient Visits	17
Admits	3
Consultations	2
Observations	3
Referrals	3

- Child Abuse Reports- 2
- Elder Abuse Reports-0
- Hospice/ Respite- 3
- Community Outreach- GrandParents Raising GrandChildren- 200 participants

b.

<b>MEDICAL REVIEW</b>	<b>April 2025</b>
Medicaid Admits	0

c.

<b>MONTHLY DENIALS</b>	<b>April 2025</b>
Denials	0

d.

<b>PHYSICIAN QUALITY PROBLEMS</b>	<b>April 2025</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. 0 Chart noted	

e. Notice of Facility Quality Problems: None for **April 2025**

f. Notice of Admission Denial: None for **April 2025**

g.

<b>MEDICARE / LHCR REVIEW</b>	<b>April 2025</b>
Acute	0
Swing	0
Hospice	0
Inpatient Charts Requested for Review	0

- Requested Review due to Physician documentation.

h.

<b>QA/I REVIEW</b>	<b>April 2025</b>
<b>ADMISSIONS</b> (Observations not included)	
Acute Admissions	2
Observations	12
Swing Admissions	0
Hospice Admissions	0
<b>DISCHARGES</b>	
Acute Discharges	1
• Acute Discharged – Home	1
• 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

**3. Operative and Invasive Procedures Committee**

a. Wound Care Clinic

<b>WOUND CARE CLINIC</b>	<b>April 2025</b>
Patients seen	22
Specimen submitted	0

b. Emergency Department

<b>EMERGENCY DEPT.</b>	<b>April 2025</b>
Specimens received	0

c. Pathologist Review

<b>PATHOLOGIST REVIEW</b>	<b>April 2025</b>
Wound Care Specimens	0
OP/Emergency	0
Non-Gyn Cytologies	0

**4. Emergency Room Committee**

- a. The Medical Executive Committee reviewed the minutes of the Emergency Room Committee and Environmental of Care Committee meeting. Motion to approve the minutes as presented by Mr. Dawson Second by Dr. Levy  
There were (0) objections to the minutes as presented.

<b>ER STATS</b>	<b>April 2025</b>
Total Patients Registered	458
Total Patients Seen	453
Admissions	12
Observations	13
Transfers to another facility	39
Code	0
Positive Outcomes	0
Expired (DOA)	0
AMA	8
Left without being seen (includes triage)	5
Left prior to triage	1
Eloped (LDTX)	3
Returns to ED within 72 Hours	11
Returns w/same symptoms	7
Returns w/different symptoms	4
Total # of X-rays	202
# of CT scans (ER)	139
Ultrasounds ER	0

<b>Monthly ER Test Totals/Positive Results</b>			
<b>April 2025</b>			
<b>Test Name</b>	<b>Total orders</b>	<b>Positive Results</b>	<b>% Positive</b>
Flu A&B, Rapid	35	4	%
Strep A, Rapid	21	1	%
RSV ( $\leq 18$ yrs. & $\geq 60$ yrs)	4	0	%
COVID-19 Swab, PCR/NAA	34	0	%

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

The Medical Staff/MEC **accepted** this report as presented. The Board of Commissioners accepted this report as presented.

- Respiratory Therapy Stats

<b>Respiratory</b>	<b>April 2025</b>
Total ABG's	19
Pulmonary Functions	0
Oxygen Hours	1248
Incentive Spirometry	0
Hand Held Neb Treatments	21
CPT	0
Sputum	0
Suction	0
Pulse Oximetry	36
Intubation	0
Extubation	0
Bipap Hours	0
Vent Hours	0
Total Respiratory Therapy Patients	99
EKG (Verified with book in E.R.)	103
Glide Scope	0

**5. Environment of Care Committee (4/01/2025 to 4/30/2025)**

a. Committee Reports

1. Safety

	Environment of Care Plans	Date Tested/Checked
1.	Equipment Management Plan	On Going
	Kenwood HRSA Radio Test	Every Third Thursday
	Generator Test: 40KW, 40KW, 300KW	Done on Every Monday for 30 Minutes 4-25-25
2.	Safety/risk Management Plan	On Going
	No Activity -Continued Monitoring	ongoing
3.	Utilities Management Plan	On Going
	Line Isolation Test	Placed not in use
	Medical Gas Testing	4-30-25
4.	Fire Prevention Plan/ Life Safety Management Plan	On Going

	Fire Extinguisher Inspection	4-24-25/4-30-25
	Louisiana Fire Extinguisher Tagged all Fire Extinguishers Next inspection unless a problem occurs	Awaiting Sprinkler Inspection that is due at this time.
	Oxygen cut off valves	4-30-25
	Fire Marshall Visit	Due for annual Visit
	Ground Fault Testing and hospital Electrical Panels	4-23-25/4-24-25
5.	Security Management Plan	On Going
	In-services for Lofton Workers	On going
6.	Hazardous Materials and Waste Management Plan	On going
	Emergency Showers	4-30-25
	Red Bags cameras ongoing Need to get more employees training to sigh for red bags	Training 5-25
	Emergency Management	On going
	Continuously Monitoring	All other aspects of Safety
	Exit Signs 4-2-25	Door Inspections 4-2-25

## Reports

### a. Incident Reports

April 2025	
INCIDENTS	No. of Incidents
➤ Employee	0
➤ Physician	0
➤ Outpatient	0
➤ Visitor	0
➤ Occurrence	0
➤ Patient Complaint	0

## Security Reports

Security continues to make daily rounds within hospital grounds. At this time, no new security concerns to report for the month of April.

## **5. Cyber-Security Committee**

### **Report Summary**

- Microsoft rural health ongoing cybersecurity assessment first meeting completed on May 19, 2025.
- Workstation conversion to Microsoft Intune management platform over 70% complete.
- MCN Solutions policy management platform branding and information technology library creation has begun.
- In the past 30 days, 1239 Exchange messages were quarantined or recognized as phishing scams. That is up from 691 last month.
- Microsoft Forms activity is up 225.6% in the last 30 days.
- Microsoft OneDrive usage is up 17% in the last 30 days
- Microsoft Teams activity is up 12.6% in the last 30 days.
- Webroot Security training campaign has begun with focus on identifying multifactor authentication spoofs.
- Quarterly user licensing and auditing completed May 15, 2025
- Windows 11 Upgrades are progressing with 65% completion for workstations with compatible vendor software.

## **7. CEO Leadership Reports:**

- A. Shelton Anthony presented to the Board of Commissioners recent projects and updates happening at West Ascension Parish Hospital.
  - Hospital Week was a success and staff really enjoyed the daily events.

- Teacher/ Staff appreciation week- with many recognitions for the generosity the staff provided to the educators of Donaldsonville.
- “Champions of Care” ceremony was recognized by 3 former employees.
- Alicia F. was named “Leader of the Year”
- Within our Vizient contract group purchasing the hospital is extending our contract with Vanderbilt Health purchasing collaborative.
- Representatives from Gulf Coast Integrative Health Consideration- will continue to work together so that we can ensure quality Behavior—no approval was needed.
- Van update was provided.
- Summer Student Program information was provided.
- Time to Bill Metrics reported.

B. Chairman Report- No new reports to present at this time.

On a motion made by Mr. Dawson, seconded by Mr. Price, the standing committee reports were accepted as presented.

## 6. OLD BUSINESS

- Mr. Anthony read that there was no items of Old Business to the Board without any discussion.

## VII. New Business

### 1. Applications for Review and Approval of Privileges (Full & Temporary)

Dr. Glenn Lafleur	Blue Angels	ER/Hospitalist	Permanent Full Privileges
Dr. Manal Schoellerman	Stat Rad	Radiology	Permanent Full Privileges
Dr. Zachary Plotz	Stat Rad	Radiology	Permanent Full Privileges

Consideration and review of applications provided from MEC by Mr. Austin Wright and Mr. Shelton Anthony and presented to Full Board of Commissioners.

On a motion by Mr. Price, seconded by Dr. Levy, to affirm physicians for Full Privileges. Motion was made by Mr. Mire, and seconded by Mr. Dawson to affirm Dr. Glenn Lafleur from Blue Angels as (ER/Hospitalist) for permanent full privileges. Motion was made by Ms. Mitchell and seconded by Mr. Mire to affirm Dr. Manal Schoellerman and Dr. Zachary Plotz from StatRad as (Radiology) for permanent full privileges. Both motions passed for two-year accreditations. Motion accepted unanimously without objection.

2. Academic Partnership Development with River Parish Community College  
Mr. Anthony along with Ms. Gretchen Smith from River Parish Community College presented to the full Board of Commissioners the following request for funding of ASN program:

- a. Consideration for Funding Request for the ASN Program- The River Parishes Community College (RPCC) Foundation is requesting \$75,000 in funding from the West Ascension Hospital Board to support the development of an Associate of Science in Nursing (ASN) Program. This funding will help RPCC meet the criteria necessary for approval by state and national governing and accrediting bodies, including the

Louisiana State Board of Nursing and the Louisiana Community and Technical College System Board of Supervisors.

- b. Board of Commissioners asked several questions on the entity and exactly what the funding if approved would be for, in addition, for the development of the nursing program with consideration of a campus on on west side. – Commissioner Mire made the argument that more information is needed before funding would be discussed. Commissioners agreed. No motion was made, and this consideration would not move forward.

3. Current Legislative Updates from Legislative Session

- a. Ms. Cynthia Buggae presented to the full board of Commissioners the following information:
  - i. H.B. 607
  - ii. HB 314
  - iii. HB 399
  - iv. HB595
  - v. HB 658
  - vi. HCR 55
  - vii. SB 96
  - viii. SB 130
  - ix. SB 182
- b. Additionally, Dr. Buggae explained the importance of Medicare/Medicaid on the state and federal level and what we will continue to do to ensure funding sources for the organization.
- c. No motion was made for this update.

4. Emergency Department Policies and Procedures Approval

Mrs. Anastasia Montgomery, CNO along with Mrs. Crystal Mitchell, Consultant, presented to the full Board of Commissioners Emergency Department Policies and Procedures for annual review. These policies include the following:

- 01) Scope Of Services
- 02) Chain Of Command
- 03) Licensure, Certification, and Registration of Personnel
- 04) EMTALA Compliance Policy
- 05) Rights and Responsibilities of Patients
- 06) Informed Consent and Refusal of Treatment
- 07) Patient Complaints and Grievance Management
- 08) Confidentiality and Privacy of Patient Information (HIPAA Compliance)
- 09) Emergency Department Staffing Requirements
- 10) Orientation And Training of Emergency Department Staff
- 10a) Nursing Staff Orientation Checklist
- 10b) CNA Tech Orientation Checklist
- 11) Triage and Initial Assessment
- 12) Medical Screening Examination (MSE) Protocol

- 13) Admission, Transfer, and Discharge Protocol
- 14) Pain Management Protocol
- 15) Management Of Behavioral Health Emergencies
- 16) Sepsis Management Protocol
- 16b) Sepsis Timeout Sheet
- 17) Stroke Management Protocol
- 18) STEMI Management Protocol
- 18a) STEMI Checklist
- 19) Management Of Respiratory Emergencies Protocol
- 20) Overdose and Poisoning Management Protocol

On a recommendation made by (MEC) for all 20 Emergency Department Policies and Procedures to be approved by the Board of Commissioners. Now, on a motion made by Mr. Price, and seconded by Mr. Dawson, the Board of Commissioners **accepted and passed** the 20 Emergency Department Policies and Procedures. Motion passed unanimously without objection.

Motion was made by Mr. Mire, and seconded by Mr. Dawson for the regular session to end at 7:32(pm).

## VII. Executive Session

- **On a motion made by Mr. Price, and seconded by Mr. Mire, with a roll call vote of all present Board Members (William Dawson- yes, Tanya Mithcell- yes, Dr. Charie Levy- yes, Glen Price- yes, Falcon Mire- yes). Board of Commissioners moved into the Executive Session at 7:38pm.**

On a motion made by Mr. Mire, and seconded by Dr. Levy, the Board of Commissioners of West Ascension Parish Hospital Service District moved to come out of Executive Session. By roll vote, - Mr. Austin Wright called for a vote to enter out of executive session and move back into the regular session: Mr. Dawson- present, Mr. Price- present, Mr. Mire- present, Ms. Mitchell- present, and Dr. Levy- present.

## VII. Adjournment

- A. There being no further business to discuss, a motion for adjournment was made by Mr. Mire, seconded by Dr. Levy, and the motion carried at 8:33pm.

---

William “Bill” Dawson, Chairman.

---

Mr. Shelton Anthony, CEO

**In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Shelton B. Anthony at 225-473-7931, describing the assistance that is necessary.**