



**Riverside Medical Center Board of Commissioners
August 31, 2017
Thursday – 4:00 PM**

Commissioners Present:

Pamela Breland	Tammy Magruder
Lavern Jenkins	Eric Payne. M.D.
Richard Watts	Gerald King
John Nichols	Lori Schilling
Violet Tate	James Thomas

Guest

Peter Sullivan, CEO Riverside Medical Center
Brandon Anzaldua, CFO
Luis Alvarado, M.D.
Renee Ragas, CEO Our Lady of the Angels

CALL TO ORDER/OPENING PRAYER

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, August 31, 2017 at 4:00 p.m. The opening prayer was led by Board Member James Thomas. The Pledge of Allegiance was led by Board Chairman King.

WELCOME

APPROVAL OF MINUTES

The minutes of the July 27, 2017, Board of Commissioners meeting were presented for approval.

Action: A motion to approve the minutes was made by Board Vice-Chairman Jenkins, duly seconded by Board Member Thomas, unanimously approved.

CHIEF FINANCIAL OFFICER'S REPORTS

- Statistics/Financial Indicators; Year to Date
- Income Statement
- Balance Sheet
- Cash Flow Summary
- Capital Expenditures
- Bad Debt Summary

Mr. Anzaldua provided graphs and charts.

Board Member Tate entered the meeting at 4:11 P.M.

NEW SURGICAL LIGHT PURCHASE

Mr. Sullivan reported the bulbs that were being used in the surgical light were too high in wattage causing damage to the light in place. When the bulbs were replaced with the proper wattage it was not bright enough to allow the surgeon to see, this causing a life safety issue. In order to allow Riverside Medical Center to be taken off of surgery diversion until a new light could be put into place, a portable light has been purchased in the amount of \$9,500.00. This portable can also be used in the future, if needed in the event there is another lighting issues. Mr. Sullivan presented three quotes from different suppliers. The quotes are as follows:

1. Steris:
 - Harmony M&G Light Series: \$23,724.14
2. Olympus:
 - LT-D-C-I30-MH1: iCE 30 srg light and sngl mon arm
 - LT-WC-D-RES-1: Dual Wall Control
 - AWM-INST-2U: Equip Install- 2 units: \$22,795.20
3. Steris:
 - HarmonyAIR M5 Dual Package, No Hub Spacer, Without TPCU: \$31,930.30

Mr. Sullivan explained that the \$23,724.14 quote higher from Steris than the Olympus but had a better warranty.

ACTION: A motion was made on behalf of Riverside Medical Center's Finance and Capital Planning Committee to approve the purchase form Steris for the Harmony M&G Light Series in the amount of \$23,724.14, duly seconded by Board Member Watts, unanimously approved.

AGENDA AMENDMENT

Board Member Watts made a motion to amend the agenda, to discuss the purchase of a new van for Riverside Medical Center, duly seconded by Board Member Thomas, unanimously approved.

NEW HOSPITAL VAN PURCHASE

Mr. Sullivan reported that the van Riverside Medical Center currently owns is 27 years old and needs a lot of repairs. Due to the cost of the repair, as well as the safety for the employees of Riverside Medical Center's employees that drive the van, it may be more cost efficient to get quotes to purchase a new van.

ACTION: A motion was made by Board Member Watts to get 3 quotes on the purchase of a new van, and get a price for purchasing the van through State Purchasing, duly seconded by Board Member Payne, unanimously approved.

ACTION: A motion was made by Board Member Watts to place the old van on the Surplus list to be sold once a new van is purchased, duly seconded by Board Member Thomas, unanimously approved.

MEDICAL STAFF REPORT

Medical staff conducted monthly scheduled meeting on August 17, 2017. Those in attendance approved the minutes from the last scheduled meeting. Dr. Fabre reviewed the Quality Council meeting, Quality Dashboard and the ED Quality Council report for the month of July. Dr. Nicholson reviewed the Infection Control Committee report and Surgery Committee report for the month of July. Mr. Sullivan gave the administrative report.

REAPPOINTMENTS:

- 1.) Russell J. Wardlaw, M.D.- Courtesy- Gastroenterology
- 2.) Andrew Stone, M.D.- Active- Radiology
- 3.) John C. Simon, M.D- Courtesy- Nephrology
- 4.) Todd Shaffett, FNP, Allied Health- Wound Care
- 5.) Brandon Bean, M.D.-Consulting- Nephrology
- 6.) Ghulam Mustafa Arain, M.D.- Active- Emergency Medicine
- 7.) Gregory Mula, M.D.- Courtesy- Gastroenterology
- 8.) John Angelo, M.D.- Consulting- Nephrology

Action: A motion was made to approve three Medical Staff Policies presented as well as privileges for the physicians on the Initial Appointment list and Reappointment list as reported from Riverside Medical Center's Medical Staff by Board Member Magruder, duly seconded by Board Member Breland, unanimously approved.

CLINIC SERVICES MANAGEMENT REPORT

The Clinical Departments report for July 2017 is as follows:

Operational

- The cath lab had 14 total cases in the month of July.
 - *1-Device Removal
 - *2 Peripheral Interventions
 - *3-Device Implants
 - *8-Diagnostics
- The OR had 59 total cases in the month of July
 - *13-surgeries
 - *46-endoscopies
- Emergency Department visits were 1,233 for the month of July. Average length of stay was 2 hrs 1 minute. Door to Doc time was 24 minutes. Those left without being seen rate was 0.81%.
- July Telestroke Data: No patients for the month of July
- In July we had 1 swing bed patient. A total of 7 benefit days were used in caring for this patient.

Education and Training

- RMC will be participating in the Region 9 LERN mock disaster drill on September 14th
- We continue having weekly meetings for Joint Commission Survey preparedness
- Staff member attended CPI (Crisis Intervention Prevention) training in Lafayette on July 17 & 18.

Performance and Risk Management

- Post ED phone calls: 3% of patients were contacted. Overall satisfaction for July was 97%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for July was 96.7% with the threshold being 95%
- Blood administration for July was at 100% with the threshold being 100%
- Hand hygiene was 100% compliant for the month of June

MANAGEMENT REPORT

- Mr. Sullivan reported the policy changes have been implemented that were previously discussed in regard to employees EIT donations policy, as well as Riverside Medical Center's tuition reimbursement policy, as a part of the cost reduction process. The high points are that we will modify the rate paid for courses taken as well as the number of hours reimbursed. On the EIT donation policy, there are changes to the donation process, the form for requesting EIT donation, the criteria for requesting emergency or a catastrophic situations, a committee to review the request, and EIT donations will no longer be allowed upon separation from the facility.
- We are working on a 2018 budget with the departmental budgets and statistics being worked on now. Initial budget will be available for Riverside Medical Center's board of commissioners to review in November. We have initiated the process of the most troublesome spots on the roof repair. A contractor will be here on Tuesday to look at the worst spots and provide an estimate for repairing the immediate problems while we determine an appropriate path for a more comprehensive solution.
- On Tuesday and Wednesday of this week, Riverside Medical Center hosted an LDH Survey for the certification of the rural hospital clinic. It was a great learning experience for those members of the staff who had not undergone a survey such as this before. As with all such surveys, there are areas for improvement for which we will get the formal report back next week. There were five or six findings that we will have to create a plan of action for, but most are very easy fixes either procedural or documentations in nature. We have already remedied several and are working on the others and plan to have them corrected before we get the report. Depending on how LDH views our action plan, we could have a following up survey to confirm that the actions we said we're taking are actually put into place.
- Riverside Medical Center has received our rural health clinic license. Several years ago the clinic relocated without notifying LDH. This created a number of issues that have had to be addressed, which have been resolved with the issuance of the license. Mr. Sullivan

expressed his gratitude to Mrs. Kristina Knight for all the efforts in making this happen. Based on the action of the board last month, Mr. Sullivan has contacted six consulting firms for quotes on performing an organizational audit. We are in the process of completing their information requests and will provide an update as soon as we have received their quotes. Those companies include McKinsey and CO., Huron consulting, Navigant, Wipfli, Price Waterhouse Coopers, and QHR, all recognized as specialist in healthcare consulting for both financial and operational areas.

- Departmental policy and procedure reviews are underway to update all policies for the organization. This same review is underway for the Board of Commissioners policies as well and Mr. Sullivan will be bringing suggestions for revision over the next few months. It will also be important for the Bylaws Committee to begin review of the bylaws in order to ensure that they are current and up-to-date as well.
- Mr. Brandon has been working with Aetna and has secured agreement on the physicians' contract and is close to agreement on the hospital contract as well. He will then begin work on the BCBS agreement and the others that need updating.
- A blood donation drive was conducted last week with 28 donations during a five hour period, which is very good for our location. Mr. Sullivan expressed his gratitude to Mrs. Britney Bell for her efforts in arranging this. Riverside Medical Center conducted AED training session for Bowling Green School in the month of August Mrs. Kristina Knight and Mrs. Britney Bell trained teachers in the use of the AED.
- We would like to thank Our Lady of the Angels for several things this month. On Monday of this week they provided a tailgate party for Riverside Medical Center's staff to celebrate the kick off of football season and healthcare in our communities. Riverside Medical Center would also like to thank them for assisting us with our meal plans for patients. Ours were in need of a revision and Our Lady of the Angels provided us access to theirs to reduce costs and work efforts in our revision process.
- Riverside Medical Center has joined the Franklinton Fire Department in a Hurricane Harvey relief effort. Donations of nonperishable items, water, cleaning supplies, toiletries and cash are being accepted. Any cash donations will be used to purchase items listed as well. It will be delivered by the Franklinton Fire Department next week with a focus on outlying towns and communities, rather than the Houston area, which will tend to consume a lot of their relief efforts.

PUBLIC PARTICAPATION

The floor was open for public participation by Board Chairman King.

Mrs. Claire McGuire advised that the new signs that have been purchased for Riverside Medical Center are still in the plans. It's just taking longer than originally anticipated.

Action: There being no further need for public participation a motion to close the floor was made by Board Member Thomas, duly seconded by Board Member Breland, unanimously approved.

Action: A motion to dismiss the meeting into Executive Session was made by Board Member Watts, duly seconded by Board Member Breland, unanimously approved, at 5:07 p.m.

After executive session was adjourned, Board Chairman King declared the Board meeting back in regular session at 7:43 p.m. with a motion by Board Member Watts, duly seconded by Board Member Payne, unanimously approved.

Action: Board Member Watts made a motion to authorize Riverside Medical Center's management to review and implement a transition that may be necessary regarding the current ER physicians' services, duly seconded by Board Vice Chairman Jenkins, unanimously approved.

There being no further business, meeting was adjourned at 7:46 p.m.

Respectfully Submitted,

Date: _____

By: _____
Angella Loup
Executive Assistant

Gerald B. King Chairman
Riverside Medical Center

Peter Sullivan CEO/Secretary

(All Resolutions, Affidavits, Correspondence and Attachments in its entirety are available of the Board at Riverside Medical Center 1900 South Main Street, Franklinton, LA) This meeting was held in accordance with the Americans Disabilities Act, if you need special assistant please contact Angella Mayfield Loup, Clerk to the Board at 985-839-4431 describing the assistance that is necessary.