



**Riverside Medical Center Board of Commissioners
December 29, 2016
Thursday – 4:00 PM**

Commissioners Present:

Barry Kennedy Pamela Breland
Lavern Jenkins Gerald King
Rachel Gill Eric Payne, M.D.
Tammy Magruder

Commissioners Absent:

Violet Tate
James Thomas

Guest

Peter Sullivan, CEO Riverside Medical Center
John Seal, Interim CFO
Luis Alvarado, M.D.
Matthew Brown

CALL TO ORDER/OPENING PRAYER

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, December 29, 2016 at 4:02 p.m. The opening prayer was led by Mr. Barry Kennedy. Mr. Gerald King led the pledge of Allegiance.

WELCOME

APPROVAL OF MINUTES

The minutes of the November 17, 2016, Board of Commissioners meeting was presented for approval.

Action: A motion to approve the minutes with technical corrections was made by Mr. Gerald King, duly seconded by Mrs. Rachel Gill, unanimously approved.

BOARD

INITIAL APPOINTMENTS:

Mr. King informed the Board Mr. Kennedy has served his term and the current meeting would be his last to attend as a member of Riverside Medical Center's Board of Commissioners.

NEW APPOINTMENTS:

Mr. King requests an amendment to the item number six on the agenda, swearing in new board members. It is to Mr. King's understanding, based on the information he has been provided by Washington Parish Council, there have been two new members voted in to take seats on Riverside Medical Center's Board of Commissioners. Neither new member is present.

Mr. King reported Mr. John Nichols has been appointed to complete the term for the former member, Mr. Lionel Jones, on Riverside Medical Center's Board of Commissioners. Due to miscommunication Mr. Nichols is not present. Mr. King will make contact with Mr. Nichols to assure his attendance at the next meeting scheduled for January 26, 2017. Mr. Nichols will be sworn in at that time. Mr. King made a motion to table item six in the event Mr. Nichols comes into the meeting late.

Action: A motion to approve tabling item number six on the agenda was made by Mr. Lavern Jenkins, duly seconded by Mrs. Tammy Magruder, unanimously approved.

APPOINTMENT FOR COMMITTEE VACANCIES

Mr. King stated, "Due to the recent vacancies on the Riverside Medical Centers Board of Commissioners, there are committee positions open." Mr. King advised due to Mr. Nichols taking the seat of Mr. Lionel Jones, Mr. King will appoint Mr. Nichols to Mr. Jones' position on Riverside Medical Centers Finance and Budget Committee, as well as Riverside Medical Center's Buildings and Grounds Committee.

Mr. King appointed Mrs. Tammy Magruder to fill the open position on Riverside Medical Center's Finance and Budget Committee, as well as Riverside Medical Center's Buildings and Grounds Committee. Mrs. Magruder accepted.

Mr. King Requested a motion made to table item number seven on the agenda in the event Mr. Nichols joins the meeting late.

Action: A motion to approve tabling item number seven on the agenda was made by Mr. Lavern Jenkins, duly seconded by Mrs. Pamela Breland, 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. Seal provided graphs and charts. A brief discussion ensued regarding the financial reports provided.

2017 Budget

Mr. Seal provided charts that displayed the Prior Year Financial Comparison Data, FTE Analysis Projected Budget, as well as The Capital Budget for 2017.

A brief discussion ensued regarding the budgeted increase in the Swing Bed volume for 2017. Mrs. Magruder requested the information that is determining the increase in the Swing Bed patients. Mr. Sullivan advised there has been a team collectively put together focused on increasing the Swing Bed population in the facility. Mrs. Brittany Bell has already reached out to several facilities that will be referring patients to Riverside Medical Center. He stated that the organization is in the process of creating a formal structure around the program so there will be a product to offer in terms of Swing Bed. OLA has also expressed interest in referring their Swing Bed patients to Riverside Medical Center. Mr. Sullivan stated, "We anticipate the volumes will be higher, however, we wanted to make sure we were conservative with the projections."

Mr. Kennedy asked, "Would there be 2015 year end adjustments made to the budget?" Mr. Sullivan advised he spoke to the auditor earlier in the day, the audit would not be ready until mid January, and therefore, he could not make that determination at this time.

Mrs. Magruder asked, "With the projected increase in Swing Bed patients, is it safe for the projected FTE's to stay the same?" Mr. Sullivan advised the projection is safe to keep as is the FTE's, the increase in patients will cause shifts to be made and possibly more inpatient therapy, however there is a minimum staffing associated with the patient care with the increase, but we should still be able to maintain maximum patient care with the same nursing staff by educating our staff on Swing Bed patients and utilizing our staff. Mrs. Magruder also inquired about the Anesthesia FTE's. Our Anesthesia FTE's are not contracted employees. Riverside Medical Center does however have contracted employees in the event the FTE's were to take time off.

Mr. Jenkins asked, "How much input did the department management have on the budget?" Mr. Jenkins was informed each department manager was told there was a projected flat budget for 2017. Department managers worked together with Mrs. Sharron Breland, Mr. John Seal, and consulted with Mrs. Brooke Cummings from OLA to put the budget together from the department managers. Also, in the past there have not been efficiencies and productivity benchmarks set for the department managers to measure themselves against; this being set helped the Directors set the budget. Effective January 1, 2017, each department will be held accountable for its own budget. Throughout the year the benchmarks will be monitored, this will then be factored into the process for the 2018 budget. The Finance Committee voted to present the 2017 budget to the Board of Commissioners.

Action: All members present were in favor in the adoption of the 2017 Budget.

FRESENIUS KABI I.V. PUMPS

Mr. Sullivan presented the proposal from Fresenius Kabi with regard to new I.V. pumps. Mr. Sullivan advised the new pumps help eliminate human error therefore they are safer for our patients. The Fresenius pumps are more cost efficient than the outdated pumps we are currently using.

Mr. Sullivan also advised he has held a conversation with ROI with regard to them working with Fresenius Kabi to possibly save Riverside Medical Center more money.

Action: A motion to approve the Fresenius Kabi Contract to was made by Mr. Lavern Jenkins, duly seconded by Mrs. Rachel Gill, unanimously approved.

BECKMAN COULTER LABORATORY EQUIPMENT

Mr. Sullivan Presented the proposal summary from Beckman Coulter. The current contract was broken down as well as proposed quotes. The value adds were included in the final quote on the proposal.

Action: A motion to approve the Beckman Coulter Laboratory Equipment Contract was made by Mr. Lavern Jenkins, duly seconded by Mr. Barry Kennedy, unanimously approved.

MEDICAL STAFF REPORT

Medical staff conducted its monthly scheduled meeting on December 15, 2016. Those in attendance approved the minutes from the last scheduled meeting, which was held on November 10, 2016. Dr. Fabre reviewed the Quality Council meeting and Quality Dashboard for the month of December and indicated fall outs identified throughout the month. Dr. Nicholson reviewed the Infection Control Committee report.

No initial or reappointments at this time.

Dr. Nicholson discussed in depth and the medical staff reviewed and approved the Ice Machine Cleaning Policy.

Dr. Fabre motioned and seconded by Linda Stringfield.

Recommendation to the Board of Commissioners for review and approval of the Ice Machine Policy.

CLINIC SERVICES MANAGEMENT REPORT

The Clinical Services Management Report was delivered to Riverside Medical Centers Board of Commissioners by Mrs. Linda Stringfield.

The Clinical Departments Report is as follows:

Operational

- We are in the process of expanding our swing bed program. Brittany Bell is our liaison for the Northshore. We are converting one patient room into a gym for physical therapy purposes for these patients.
- Our Cath lab has successfully begun cardiac intervention (stenting). These procedures are being performed by Dr. Iteld and Dr. Quevedo, our interventional cardiologists. So far all have been successful and there are no complications to report.
- The Emergency room continues to be very busy. 1314 patients were seen in the month of November. Total length of stay for November was 2 hours 28 minutes. Door-to-doc time was 36 minutes and LWBS rate was 3%.

- Our Telestroke program in the Emergency room continues to be successful and keeps RMC as a level 3 stroke ready facility. Our goal is to be less than 60 minutes from door to needle. Our average for the year to date is 41 minutes, with the fastest time being 19 minutes on a patient in November. We also continue to see positive outcomes with these patients after receiving TPA.

Education and Training

- Linda Stringfield taught a basic EKG course for the nursing staff. All full time nursing employees attended.
- Upcoming educational offerings for January----ACLS and PALS on January 19th.
- All nursing supervisors and charge nurses have completed the required NIMS training and ethics training.

Performance Improvement and Risk Management

- Post-ED Visit Follow-up Phone Calls: 2% of patients were contacted. Overall satisfaction in November was 94%. 100% stated they understood their discharge instruction and 100% felt they were kept informed during their stay.
- Med Verify rate for November was 94.8%. The hospital set threshold is 95%. Hand hygiene 97%, threshold = 100%. Blood administration 98%, threshold = 100%
- Bivarus Patient Satisfaction: Overall November satisfaction for ED was 82%, Inpatient was 90%, outpatient was 89% and clinics were 92%.

MANAGEMENT REPORT

The Management Report was delivered to Riverside Medical Center's Board of Commissioners by Mr. Peter Sullivan.

Mr. Sullivan presented pictures provided by Riverside Medical Center's Foundation of the new signage that will be replacing the old signage. Mr. Sullivan stated, "The estimated time frame would be 6 to 8 weeks as per the information given at the last foundation meeting." Mr. Sullivan expressed gratitude on behalf of Riverside Medical Center to Ms. Clair McGuire, who has worked diligently with Mr. Shad Ellison, also a member of the Foundation committee.

A brief discussion ensued regarding a conversation that took place in the last board meeting held in November. Mr. Sullivan advised he has reached out and made contact with all of the parties and discussed and further contact will be made after the New Year on the various conversations taking place.

Mr. Sullivan expressed his positive attitude on the financials and the progression of the financial situation since September 1st. There has been a significant amount of progress made. Mr. Sullivan recognized the hard work the team is putting forth that is contributing to the progression.

The first FMP payment has been received for the months of June, July, and August. Being that Riverside is self-insured these monies allowed us to pay outstanding insurance payments that had to be made. The monies also allowed us to pay on some outstanding accounts payable that were past due. Next week or possibly in the beginning of the following week we should be receiving the majority of our tax millage from the Parish of Washington as well as a second multiple month FMP payment. With these three payments, we should be able to bring accounts payable to 90 days. The FMP payments will continue throughout the year. The plan is to reduce AP to 60-90 days by the end of February.

Mr. Sullivan advised there will be interviews conducted for our current open CFO and CNO positions that are currently open. He stated that during the process of filling these positions it is critical for us to find someone that wants to be a part of Riverside Medical Center, long-term and that has the viability of the hospital and its best interest at heart

Mr. Sullivan advised there are continuous conversation is being made with other practitioners. Due to the holiday season it has put a delay in things and hopes he will have more to report at the next board meeting.

PUBLIC PARTICIPATION

Mrs. Kristina Knight advised she has been working with Ms. Clair McGuire to convert Riverside Medical Center's status as a nonprofit organization from private to public. This was done in order to participate in the Amazon Smile program. Please shop AMAZON SMILE and choose Riverside Medical Center as your choice of charity. Amazon will donate a half percent to Riverside Medical Center's Foundation with no extra fees or extra charge to the shopper on all purchases.

Ms. Clair McGuire expressed gratitude on behalf of the foundation to Riverside Medical Center's board members and team members for their contributions to the Foundation as well as the public that donates proceeds to the Foundation. She stated, "It is through these monies that the foundation is able to do things to help the hospital, for example the new signs that will be displayed shortly. Being Riverside is a nonprofit organization, any monies that are donated to the foundation is able to be deducted on your taxes."

Mr. King expressed gratitude on behalf of Riverside Medical Center to Ms. McGuire for her continuous efforts and hard work for Riverside Medical Center.

Action: A motion to close public participation was made by Mrs. Pamela Breland, duly seconded by Mrs. Rachel Gill, unanimously approved.

A motion to dismiss the meeting into Executive Session for strategic planning and personnel matters was made by Mr. Lavern Jenkins, duly seconded by Mrs. Pamela Breland, unanimously approved, at 5:16 p.m.

There being no further business, meeting was adjourned at 5:49 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.