



**Riverside Medical Center Board of Commissioners**  
**February 22, 2018**  
**Thursday – 4:00 PM**

**Commissioners Present:**

Pamela Breland                      Tammy Magruder  
Lavern Jenkins                      James Thomas  
Richard Watts                      Eric Payne, M.D.  
John Nichols                      Cynthia August  
William Ferrante, M.D.

**Guest**

Peter Sullivan, CEO Riverside Medical Center  
Brandon Anzaldua, CFO

**Commissioners Absent:**

Lori Schilling

**CALL TO ORDER/OPENING PRAYER**

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, February 22, 2018 at 4:00 p.m. The opening prayer was led by Board Member Nichols. The Pledge of Allegiance was led by Board Chairman Jenkins.

**WELCOME**

**APPROVAL OF MINUTES**

The minutes of the January 25, 2018, Board of Commissioners meeting were presented for approval.

A request was made that the Commissioners names be listed as they voted, specifically as related to the election of officers.

**Action:** A motion to approve the minutes as revised, was made by Board Member Watts, duly seconded by Board Member Breland, unanimously approved.

**BY-LAW COMMITTEE REPORT**

The minutes of the February 16, 2018, Bylaws Committee Meeting were provided to Riverside Medical Center's Board of Commissioners.

#### **BY-LAW REVISION APPROVAL**

A copy of the revised Riverside Medical Center's By-laws were presented. There was a request for other changes to be made with regard to the Medical Staff. Mr. Sullivan reported Riverside Medical Center's By-Laws Committee will meet again to review the request.

**Action:** A motion was made by Board Member Ferrante, duly seconded by Board Member August, to accept Riverside Medical Center's By-law Committee recommendation to approve Riverside Medical Center's updated By-laws as presented, unanimously approved. A copy of which are on file with these minutes.

#### **COMMITTEE ASSIGNMENTS**

Board Chairman Jenkins provided a list of the Riverside Medical Center's Committee Assignments, The assignments are as follows:

##### **EXECUTIVE COMMITTEE**

Mr. Lavern Jenkins, Chairman  
Mr. James Thomas, Vice-Chairman  
Mr. Peter Sullivan, CEO

##### **FINANCE & BUDGET COMMITTEE**

Ms. Tammy Magruder, Chairman  
Mr. Lavern Jenkins  
Ms. Pamela Breland  
Mr. John Nichols  
Ms. Lori Schilling  
Mr. Peter Sullivan, CEO  
Mr. Brandon Anzaldua, CFO

##### **BUILDING & GROUNDS COMMITTEE**

Mr. James Thomas, Chairman  
Mr. John Nichols  
William Ferranti, MD  
Mr. Peter Sullivan, CEO  
Mr. Brandon Anzaldua, CFO  
Mr. Shad Jenkins, Director of Facilities

##### **SCHOLARSHIP COMMITTEE**

Ms. Pamela Breland, Chairman  
Dr. Eric Payne  
Ms. Cynthia August  
Mr. Peter Sullivan, CEO

#### JOINT CONFERENCE COMMITTEE

Mr. Lavern Jenkins, Chairman

Mr. James Thomas

Luis Alvarado, M.D., Chief of Staff

Mr. Peter Sullivan, CEO

Mr. Brandon Anzaldua, CFO

Mr. Jimmy Seibert, CNO

Yesheka, Nicholson, M.D.

#### BOARD BYLAWS/POLICY COMMITTEE

Mr. Lavern Jenkins, Chairman

Mr. James Thomas

Mr. Richard Watts

Mr. Peter Sullivan, CEO

#### **RESOLUTION FOR SIGNATURE AUTHORIZATION**

A motion was made by Board Member Watts, duly seconded by Board Member Payne to approve the Resolution for Signature Authorization for Board Chairman Jenkins, Board Vice Chairman Thomas, Board Member Magruder, Peter Sullivan, CEO, and Brandon Anzaldua, CFO, on Riverside Medical Center's Banking accounts 430390, 46820662, 20431872, and 61103466 at Whitney Bank, unanimously approved.

Board Member August exited the meeting at 4:30 p.m.

#### **CHIEF FINANCIAL OFFICER'S REPORTS**

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

Mr. Anzaldua provided graphs and charts.

Mr. Anzaldua provided a report from Cerner of a weekly breakdown to show how revenue was affected due to the inclement weather, a copy of which is on file with the minutes.

Mr. Anzaldua reported the line of credit in the amount of \$900,000.00 has been approved by the Bond Commission. The interest rate has been locked in at 3.0%.

## **RIVERSIDE MEDICAL CENTER MEDICAL STAFF MEETING**

Medical staff conducted its monthly scheduled meeting on February 15, 2018. Those in attendance approved the minutes from the last scheduled meeting, which occurred on January 23, 2018. Dr. Fabre reviewed the Quality Council meeting and Quality Dashboard for the month of January. Dr. Nicholson reviewed the Surgery Committee report. Dr. Freeman reviewed the Emergency Department Quality report. Mr. Sullivan gave the administrative report.

### **INITIAL APPOINTMENTS:**

Dr. Alvarado offered motion, seconded by Dr. Perdiago for the approval of the following initial appointments to Riverside Medical Center: The following have been recommended by the Medical Staff for approval of privileges.

1. Jeffrey Stein, CNP- Cardiology- Allied Health
2. Clayton Overton, M.D.- Emergency Medicine
3. Matthew Hudkins, M.D.- Tele-radiology- Consulting

### **REAPPOINTMENTS:**

Dr. Alvarado offered motion, seconded by Dr. Nicholson for the approval of the following reappointments to Riverside Medical Center: The following have been recommended by the Medical Staff for approval of privileges.

1. Aamer Farooki, M.D.- Tele-radiology- Consulting
2. Robin Fabre, M.D.- Internal Medicine- Active
3. Smitty Smith, M.D.- Emergency Medicine

**Action:** A motion was made by Board Member Watts, duly seconded by Board Member Breland, to accept Riverside Medical Center's Medical Staff recommendation to approve the Initial Appointments and Reappointments as presented, unanimously approved.

## **CLINICAL SERVICES MANAGEMENT REPORT**

The Clinical Departments report for January 2018 is as follows:

### **Operational**

- The cath lab performed 33 procedures on 23 patients.
  - \*2-Device Removals/Implants
  - \*25-Diagnostic Procedures
  - \*6-interventions
- The OR performed 53 surgical procedures on 41 patients
  - \*No complications reported
- Emergency Department visits were 1298. The average length of stay was 2 hrs 31 minutes. Door to Doc average time was 23 minutes.. Those left without being seen rate was 3.8%.
- Telestroke Data: No patients met criteria for the month of January
- Swing Bed- 8 patients. A total of 75 benefit days were used in caring for these patients. Average length of stay was 9.4 days.

### **Education and Training**

- CPOE rate for January was at 96%. We continue to work with Cerner representatives for HIMSS 7 designation.
- Rehab- 750 visits in the month of January, including 92 new Outpatients Referrals.
- Wellness- 336 visits
- We have an Occupational Therapist Assistant student from Pearl River Community College that will be here through March 1<sup>st</sup>.
- We are expecting an Occupational Therapist student from St Augustine University in Austin, Texas in May.
- Our OT, Michelle Richardson, will be attending the Indiana Hand Conference in Indianapolis in May.
- Patient Satisfaction rounds are being conducted by members of management to address any complaints. Feedback has been extremely positive from both patients and family members.

### **Performance and Risk Management**

- Post ED phone calls: 3% of patients were contacted. Overall satisfaction was 99% of patients that were contacted. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate was 96.4% with the threshold being 95%
- Blood administration verification was at 100% with the threshold being 100%
- Hand hygiene was 100% compliant.

### **CLINIC SERVICE MANAGEMENT REPORT**

The Riverside Medical Center Outpatient Clinic report for January 2018 is as follows:

#### **Operational:**

- The month of January had 20 clinic days. Note, clinics were closed Monday, January 1<sup>st</sup> and Tuesday, Jan 16 at noon until Thursday, Jan 18 at 1pm due to snow/ice.
- Pediatrics and Internal Medicine Clinic had a total of 443 patient visits and 39 were new patients.
- Family Care Clinic had a total of 505 patient visits and 77 were new patients.
- Internal Medicine Clinic had a total of 235 patients and 39 were new patients.
- Specialty Clinic had a total of 41 patients and 7 were new patients.
- Surgery Practice had a total of 16 patient visits, 7 in office procedures and 7 were new patients.
- Thomas Clinic had a total of 818 patient visits, 46 were new patients and 104 were nursing home visits.

#### **Ancillary charges (laboratory, microbiology, radiology, IV therapy, pharmacy):**

- Pediatrics and Internal Medicine Clinic had a total of \$773,073.46 in ancillary charges.
- Family Care Clinic had a total of \$810,073.92 in ancillary charges.
- Internal Medicine Clinic had a total of \$621,562.42 in ancillary charges.
- Specialty Clinic had a total of \$5759 in ancillary charges.

- Surgery Practice had a total of \$48,478.58 in ancillary charges.
- Thomas Clinic had a total of \$442,117.81 in ancillary charges.

**Compliance/Training:**

- We are continuing to prepare for Joint Commission Survey with mock surveys and feedback from Dr. Fabre. Policies and procedures are being reviewed and updated.
- We have gone live with Relay Health/AhiQa to improve the registration process and increase clean claims. Training was provided to all clinic registration staff by Ms. Courtney Stermer and Ms. Kristina Knight.
- Chart abstraction and data collection for MIPS/MACRA is ongoing and will be submitted to CMS by middle of March.
- RHC quality chart review: January – 100%

**MANAGEMENT REPORT**

- Our move into the new clinic has been delayed by 10-14 days due to a delay in floors arriving to replace carpet that had to be replaced.
- Our preparations for our upcoming Joint Commission Survey in the summer continues. We have been conducting mock surveys of all areas and addressing issues revealed in those surveys. Our window for the survey will be from the beginning of June through the end of August.
- Our request for a \$900,000.00 line of credit was presented to the Bond Commission last week. It was approved with no questions. As stated previously, it is our intention not to access this source of funds unless absolutely necessary and would require approval from the Board of Commissioners prior to accessing.
- We received word last week that our insurance claim for the roof that was damaged as a result of the heavy snow we experienced in December would be paid. We have a \$25,000.00 deductible. We received the payment of approx. \$35, 000.00 on Tuesday afternoon.
- In January our Cath Lab nurse resigned. As a result, we have covered the nursing duties with our CRNA's and nurses from the floor. As a cautionary measure, we did not perform any complicated procedures during this time. A new Cath Lab RN will begin Monday. He has completed his orientation over the past two weeks. He is very experienced in cath lab work.
- As a result of new standards being revised by the Joint Commission going into effect, Riverside Medical Center has to have the fire doors inspected on an annual basis. There was an inspection several weeks ago. It was noted there are seven doors out of compliance. Some just need the hardware replaced, others need to be replaced completely. It is estimated this will cost approximately \$10,000.00 to make the necessary repairs.

- Langlinais, Broussard, and Kolhenberg will begin Riverside Medical Center's 2017 independent audit the week of March 5<sup>th</sup>.
- Riverside Medical Center's LEAN performance project continues. The charters for the second two of the four projects are in process of completion and the project will get underway in the second week of March.
- Mr. Sullivan reported, as previously discussed, Riverside Medical Center has contacted various trades who have to prep the site for the Airgas changes, such as welding, concrete, auto fill, and alarm. They are beginning their process. It will be completed, installed, and operational prior to Riverside Medical Center's Joint Commission Survey, tentatively by the end of April.
- The company that conducts our HCAHPS and Patient Satisfaction Survey, Bivarus, has been sold to Press Ganey. Press Ganey is a national company that conducts a majority of these types of surveys for hospital. We are working with them to generate the appropriate data reports to be compatible with their system, working on HCAHPS first, as we are now required to report their scores to CMS.
- Lakeview Hospital has opened the clinic across the street next to Ideal Pharmacy. They will be providing several different specialties in that office.
- We are also beginning to work with a Medicaid Eligibility company, Gaffey, on a contingency basis to review private pay patients who may have been eligible for Medicaid, to recoup money we may be owed. Anything we collect will reduce our bad debt. Their contingency fee is 20% of anything we collect.
- The governor called a special session to address the state fiscal cliff that we discussed at our last board meeting. Hopefully we will see a solution to the issues without a dramatic effect on healthcare.
- The state will also be reconstructing the Medicaid payment system in 2019 from a fee for service model with supplemental payments to a Prospective Payment System without supplement payments. They have created eight versions of how it would work over the last year. In the most recent version we have reviewed, they have modified it to eliminate the FMP payments and incorporate them into the payment system itself. The most recent impact statement produced keeps us whole. No loss of revenue from Medicaid.
- The Annual Board Retreat is being held on April 19, 2018 at Bogue Chitto State Park's Meeting Room. The morning agenda will be Board Orientation for new members. Other board members who wish to attend are welcome. The afternoon agenda will consist of Board Education and discussion of strategic plans.
- Mr. Sullivan reminded all Board of Commissioners members who have not yet completed their Ethics Training to do so as soon as possible. If you need assistance please contact Angella. It takes approximately one hour. Once completed please print out your certificate and provide a copy to Angella to place in your file.
- Riverside Medical Center will be one of the sponsors for the Vietnam War Memorial Wall that is coming to Franklinton.

- Mr. Sullivan reported and gave praises to Riverside Medical Centers Emergency Room team. A 21 month old drowning victim was transported to Riverside Medical Center’s emergency room after EMS could not access an airway for the baby to breathe. Riverside’s team was able to access an airway, allowing the child to breathe. Mrs. Chelsea Manning, one of Riverside Medical Center’s emergency room team members, graciously gave the tennis shoes she was wearing to the mother of the child that came in barefooted so that she could go with her child as she was transported to Children’s Hospital in New Orleans. The child is reportedly doing wonderful and has returned to Riverside for a visit recently.

Board Member Magruder entered the meeting at 5:11 p.m.

**PUBLIC PARTICIPATION**

Board Chairman Jenkins opened the floor for public participation.

Ms. Maguire reported Riverside Medical Center’s Foundation will be donating two Geri Chairs and one Cardiac Chair for patient use. They will also provide a Sleeper Chair to place in patient rooms for family members that stay with their loved ones.

**Action:** A motion to close public participation was made by Board Member Watts, duly seconded by Board Vice Chairman Thomas, unanimously approved.

**Action:** A motion to dismiss the meeting into Executive Session was made by Board Vice Chairman Thomas, duly seconded by Board Member Breland, unanimously approved, at 5:22 p.m.

After executive session was adjourned, Board Chairman Jenkins declared the Board meeting back in regular session at 5:35 p.m. with a motion by Board Member Watts, duly seconded by Board Member Breland, unanimously approved.

There being no further business Board Member Watts made a motion to adjourn, duly seconded by Board Member Nichols, unanimously approved at 5:36 p.m.

Respectfully Submitted,

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Angella Loup

Executive Assistant

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Lavern Jenkins, Chairman  
Riverside Medical Center

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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.