



**Riverside Medical Center Board of Commissioners**  
**January 25, 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
Lori Schilling	William Ferrante, M.D.

**Guest**

Peter Sullivan, CEO Riverside Medical Center  
Brandon Anzaldua, CFO  
Yasheka Nicholson, M.D.

**CALL TO ORDER/OPENING PRAYER**

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, January 25, 2018 at 4:04 p.m. The opening prayer was led by Board Member Magruder. The Pledge of Allegiance was led by Board Vice Chairman Jenkins.

**WELCOME**

**INTRODUCTION OF NEW BOARD MEMBERS**

Mr. Sullivan introduced and welcomed Mrs. Cynthia August and William Ferrante, M.D. to Riverside Medical Center's Board of Commissioners.

**SWEARING IN NEW BOARD OF COMMISSIONERS MEMBERS**

Attorney Matthew Brown swore in Mrs. Cynthia August and William Ferrante, M.D. to serve on Riverside Medical Center's Board of Commissioners.

Board Member August and Board Member Ferrante introduced themselves at this time.

**ELECTION OF OFFICERS FOR RIVERSIDE MEDICAL CENTER'S BOARD OF COMMISSIONER**

Board Vice Chairman Jenkins opened the floor for nomination of Riverside Medical Center's Board of Commissioners Chairman.

**Action:** Board Member Nichols nominated Board Vice Chairman Jenkins to serve as Riverside Medical Center’s Board Chairman, duly seconded by Board Member Breland. Board Member Watts made a motion to close the floor for nominations, duly seconded by Board Member Thomas, unanimously approved. Board Member Watts declared the motion accepted by acclamation.

Mr. Sullivan introduced public guest, Mr. Renee Ragas, CEO of OLA.

Board Vice Chairman Jenkins opened the floor for nomination for Riverside Medical Center’s Board of Commissioners Vice Chairman.

**Action:** Board Member Breland nominated Board Member Thomas to serve as Riverside Medical Center’s Board of Commissioners Vice Chairman, duly seconded by Board Member Payne.

**Action:** Board Member Schilling nominated Board Member Magruder to serve as Riverside Medical Center’s Board of Commissioners Vice Chairman, duly seconded by Board Member Watts.

Board Member Thomas and Board Member Magruder exited the meeting by choice while voting took place.

**Action:** Four (4) members voted by a show of hands in favor of Board Member Thomas to serve as Riverside Medical Center’s Board Vice Chairman with one (1) abstention. Three (3) members voted by a show of hands in favor of Board Member Magruder to serve as Riverside Medical Center’s Board Vice Chairman with one (1) abstention.

Since the vote requires a majority of members present to vote and a majority of the vote was not obtained Board Chairman Jenkins called for a revote.

**Action:** Five (5) members voted by a show of hands in favor of Board Member Thomas to serve as Riverside Medical Center’s Board Vice Chairman. Three (3) members voted by show of hands in favor of Board Member Magruder to serve as Riverside Medical Center’s Board Vice Chairman.

Board Member Thomas and Board Member Magruder were asked to rejoin the meeting. Attorney Matthew Brown stated, “In order to make quorum for the vote to pass Board Member Thomas and Board Member Magruder must also vote.” Board Chairman Jenkins again called for a revote.

**Action:** Five (5) members voted by a show of hands in favor of Board Member Thomas to serve as Riverside Medical Center’s Board Vice Chairman. Four (4) members voted by show of hands in favor of Board Member Magruder to serve as Riverside Medical Center’s Board Vice Chairman.

The votes still remain less than majority therefore Board Chairman Jenkins opened the floor for a revote at this time.

**Action:** Six (6) members voted by a show of hands in favor of Board Member Thomas to serve as Riverside Medical Center's Board Vice Chairman. Four (4) members voted by a show of hands in favor of Board Member Magruder to serve as Riverside Medical Center's Board Vice Chairman.

Board Member Thomas receiving majority of the votes will serve as Riverside Medical Center's Board Vice Chairman.

### **RESOLUTION FOR SIGNATURE AUTHORIZATION**

Board Chairman Jenkins requested a motion be made to table the Resolution for signature authorization until Riverside's Board of Commissioners meeting scheduled for February 22, 2018. Motion was made by Board Vice Chairman Thomas, duly seconded by Board Member Watts, unanimously approved.

### **APPROVAL OF MINUTES**

The minutes of the December 21, 2017, Board of Commissioners meeting were presented for approval.

Board Member Magruder requested the following correction be made:

Page 2 of minutes, action for the Roof Repair should read as follows:

Mr. Sullivan reported with the recent snow the roof on Riverside Medical Center was severely damaged in certain areas, primarily in the physician office wing. Mr. Shad Jenkin's received a quote from Fussell Contractor to repair the damaged areas. This contractor provided repair of previously damaged areas, all of which remained intact. The bid is as follows:

- Patch spots that are leaking- No warranty: \$37,864.00
- Repair one whole section including extra spots that are leaking- With warranty: \$51,750.00 (warranty only covering the repairs on the physician's wing.)

**Action:** A motion was made by Board Vice Chairman Jenkins, duly seconded by Board Member Breland, to except Riverside Medical Center's Finance Committee recommendation to approve emergent roofing repair for physician office wing, with warranty and repair leaking areas on other wings of the hospital in the amount of \$51,750.00, unanimously approved.

Page 5 of minutes, action for the Initial Appointments and Reappointments should read as follows:

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

Page 6 of minutes, action for the revised Medical Staff Bylaws should read as follows:

**Action:** A motion was made by Board Vice Chairman Jenkins, duly seconded by Board Member Payne, to accept Riverside Medical Center's Medical Staff recommendation to approve the revised Medical Staff Bylaws as presented by Riverside Medical Center's Medical Staff to Riverside Medical Center's Board of Commissioners, unanimously approved.

**Action:** A motion to approve the minutes with revision to be made as listed above, was made by Board Member Watts, duly seconded by Board Member Payne, (9) yeas, (1) abstained, 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
- Benefit Summary
- Payroll Summary
- Capital Budget Summary

Mr. Anzaldua provided graphs and charts.

#### **ORGANIZATIONAL CHART**

Mr. Sullivan presented Riverside Medical Center's updated Organizational Chart. The Chart was updated with Mrs. Carol Leblanc as the Accounting Department Director as well as a few other minor changes.

**Action:** A motion was made by Board Member Payne, duly seconded by Board Member Watts, to accept Riverside Medical Center's Finance Committee recommendation to approve Riverside Medical Center's updated Organizational Chart as presented, unanimously approved.

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

Dr. Nicholson gave Riverside Medical Center's Board of Commissioners the Medical Staff report due to the absence of Dr. Alvarado.

Medical staff conducted its monthly scheduled meeting on Tuesday, January 23, 2018. Those in attendance approved the minutes from the last scheduled meeting, which occurred on December 14, 2017. Dr. Fabre reviewed the Quality Council meeting and Quality Dashboard for the month of December. Dr. Nicholson reviewed the Surgery Committee report. Dr. Colon reviewed the P&T Committee report. Mr. Sullivan gave the administrative report.

Medical Staff recommends approval of the clinical changes to the Tilt Table Testing Policy. Review and development of privileging qualifications and criteria is to be designed to allow PA/NP to supervise testing.

Medical Staff recommends approval of the Restraint and Seclusion Policy

### **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. Jonel Daphnis, M.D. - Emergency Medicine- Active
2. Alvin Gene Williams, CNP- Emergency Medicine- Allied Health

### **REAPPOINTMENTS:**

Dr. Alvarado offered motion, seconded by Dr. Perdiago 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. Ernest Siwik, M.D.-Children's Cardiology- Consulting
1. Gregory Mula, M.D.- Gastroenterology- Consulting
2. Janice Williams, P.A.- Emergency Medicine- Allied Health
3. Julian Foreman, M.D.- Radiology- Active

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

**Action:** A motion was made by Board Member Ferrante, duly seconded by Board Member August, to accept Riverside Medical Center's Medical Staff recommendation to approve the clinical changes to the Tilt Table Testing Policy, as well as the review and development of privileging qualifications and criteria to be designed to allow PA/NP to supervise testing, unanimously approved.

### **CLINICAL SERVICES MANAGEMENT REPORT**

The Clinical Departments report for December 2017 is as follows:

#### **Operational**

- The cath lab performed 19 procedures on 13 patients.
  - \*3-Device Removals/Implants
  - \*13-Diagnostic Procedures
  - \*3-interventions
- The OR performed 259 surgical procedures on 73 patients
  - \*18-surgeries
  - \*241-endoscopies
- Emergency Department visits were 1,500. Total length of stay was an average of 2 hrs 29 minutes. Door to Doc average time was 21 minutes. Those left without being seen rate was 3.95%.
- Telestroke Data: 1 patient in December. This patient did not present to the ED within the 3 hour time frame of last being seen normal therefore was not a candidate for TPA
- Swing Bed- 7 patients. A total of 55 benefit days were used in caring for these patients. Average length of stay was 7.8 days.

## **Education and Training**

- CPOE rate for December was at 96% and continues to trend in that direction for January. We continue to work with Cerner representatives for HIMSS 7 designation.
- We have a new Cerner CRE (Client Result Executive). He has scheduled an on-site visit for March 1<sup>st</sup>. We will keep you updated on any new projects as we move forward with him in this position.
- We continue to have weekly mock surveys in preparation for TJC. Following each department visit and inspection, we have an exit interview that allows us an opportunity to discuss findings and suggestions for improvements. We will continue with these, as they are an integral part of our preparation for survey readiness.
- We are in the height of flu season and flu activity in our area remains high. We continue to work with employees to keep themselves and our patient's safe during this flu season. We are encouraging all those who still have not been vaccinated, to do so.
- Patient Satisfaction rounds are being done by members of management on Mondays, Wednesdays, and Fridays to address any complaints and to ensure our patients are happy with their stay.

## **Performance and Risk Management**

- Post ED phone calls: 3% of patients were contacted. Overall satisfaction was 99%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate was 95.6% with the threshold being 95%

## **MANAGEMENT REPORT**

- The closing on the purchase of the new medical building took place on December 28, 2017. We are very excited about this opportunity. Our providers who will be moving into the building are very excited as well. We are in the process of cleaning, painting, etc. with a plan to be in the building tentatively by the end of February, no later than the end of March. We have to make sure that we have made all the necessary notifications regarding the move of the practices with payers and the state. Once the clinics are relocated we will begin preparations for the lab move.
- Riverside Medical Center's preparation for our upcoming Joint Commission survey in the summer is well underway. We have been conducting mock surveys of all of the areas and addressing issues revealed by the surveys. Our window for the survey will be from the beginning of June through the end of August.
- Riverside Medical Center's request for the \$900,000 line of credit will be presented to the Bond of Commission in February. As discussed previously, this was postponed due to our bringing the Certificates of Indebtedness to purchase the medical building to the Bond Commission in December. It is our intention not to access these funds unless

absolutely necessary and would require approval from the Board of Commissioners prior to accessing.

- As discussed in the finance presentation we received our FMP payments for July, August, September, and October earlier this month we should receive the rest of November and December's this week or next week. We also received the majority of our tax millage refunds in December and January. We are expecting an additional approximately \$300,000 over the next month or so from the millage.
- Riverside Medical Center conducted inventory on December 28th with our external auditors in attendance. It appears we will have a pick up of approximately \$50,000 on the year end financials as a result.
- Riverside Medical Center will engage Langlinais, Broussard, and Kolhenberg to begin our independent audit for 2017 in the near future. They will also begin the process for filing our 2017 cost report shortly. It will be filed in May.
- Our LEAN Performance Improvement Education process has begun. The charter for the first two of four majority projects are in the process of completion and the projects will get underway in February. At the end of the process Riverside Medical Center will have one Black Belt and four Greenbelt certified LEAN staff members and will have performed four LEAN projects directly improving organizational performance. Over the next year we will also provide training to all department directors and supervisor in the LEAN process, which will improve overall individual department performance and eliminate waste in those areas.
- The roof repairs from the snow damage are currently underway and depending on the weather should be complete next week. The product they're using seems to be a very good product and we are looking into a potential solution for replacing the roof. It will be at a much reduced expense compared to the architects estimate cost of \$2,000,000.00.
- Moving into 2018 we will direct some of our marketing efforts into providing more exposure to our providers to the community along with the continued effort for the particular services we offer. At this time Mr. Sullivan provided Riverside Medical Center's Board of Commissioners a packet of example advertising that Mindworx has provided for Riverside Medical Center. This packet is on file with the minutes.
- The Rural Health Clinic has added a new provider, Mr. Jeffery Delee. He started in December and is doing very well so far. Jeffery Delee is a Nurse Practitioner, he worked for Riverside Medical Center while completing his Nurse Practitioner Curriculum. There will be a welcome reception for him in the hospital lobby tomorrow afternoon at 2 PM.
- Riverside Medical Center held a "Boss Toss" to raise awareness and donations for the American Heart Association earlier this month. It was a great success. The American Heart Association representative was very impressed with the staff participation and it will feature the event on their website in the future.

- Riverside Medical Center will also be conducting an Annual Chili Cook Off next Friday. We are still accepting entries. We welcome your special recipes and would like to share this with the area, please contact Miss Britney Bell for more information.
- Mr. Sullivan reminded the Board of Commissioner members to complete their Ethics Training. This is an annual obligation due to the fact we are a public entity. It must be completed by the board member themselves. To complete the ethics training you must go to the ethics board website select training and select ethics training. If you have completed your training before you may use your username and password again. If it is your first time you will have to register. It takes approximately one hour to complete. Once completed, please print out your certificate and provide a copy to Angella to place in your file. There is also a copy of the Conflict of Interest Statement and Board Evaluation in your binders, please complete and also return it to Angella.
- Committee assignments will be made at our next committee meeting. These assignments are made by the Chair of the Board. If you have an interest in serving on one of the committees please let your chair know.

## **PUBLIC PARTICIPATION**

Board Chairman Jenkins opened the floor for public participation at this time.

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

**Action:** A motion to dismiss the meeting into Executive Session was made by Board Member Nichols, duly seconded by Board Vice Chairman Thomas, unanimously approved, at 5:54 p.m.

After executive session was adjourned, Board Chairman Jenkins declared the Board meeting back in regular session at 6:26 p.m. with a motion by Board Member Watts, duly seconded by Board Vice Chairman Thomas, unanimously approved.

## **APPROVAL OF HIPPA POLICIES**

Mark Watson presented the revised HIPPA Policies for approval on behalf of the Compliance Committee.

**Action:** A motion was made by Board Vice Chairman Thomas, duly seconded by Board Member Payne, to except Riverside Medical Center's Compliance Committee's recommendation to approve the revised HIPPA Policies as presented, unanimously approved.

A brief conversation ensued with regard to the packets for Riverside Medical Center's Board of Commissioners meeting be available sooner. Board Members requested suggestions be made by management at the next meeting to allow the packet be ready earlier than 24 hours prior to the meeting.

Board Member Schilling requested a report from the Physician Clinics.

There being no further business Board Vice Chairman Thomas made a motion to adjourn, duly seconded by Board Member Breland, unanimously approved at 6:31 p.m.

Respectfully Submitted,

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

By: \_\_\_\_\_

Angella Loup  
Executive Assistant

\_\_\_\_\_  
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.