



**Riverside Medical Center Board of Commissioners  
January 26, 2017  
Thursday – 4:00 PM**

**Commissioners Present:**

Richard Watts            Pamela Breland  
Lavern Jenkins        Gerald King  
Rachel Gill              Eric Payne, M.D.  
Tammy Magruder      James Thomas  
John Nichols

**Commissioners Absent:**

Violet Tate

**Guest**

Peter Sullivan, CEO Riverside Medical Center  
John Seal, Interim CFO  
Luis Alvarado, M.D.  
Matthew Brown  
Ashley Breaux, CPA, Langlinais, Broussard, & Kohlenberg  
Glen Langlinais, CEO, Langlinais, Broussard, & Kohlenberg

**CALL TO ORDER/OPENING PRAYER**

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, January 26, 2017 at 4:01 p.m. The opening prayer was led by Board Member Breland. Board Chairman King led the pledge of Allegiance.

**WELCOME**

**APPROVAL OF MINUTES**

The minutes of the December 29, 2016, Board of Commissioners meeting were presented for approval.

**Action:** A motion to approve the minutes with technical corrections was made by Vice Chariman Jenkins, duly seconded by Board Member Breland, followed by six Yea and one abstain (Mr. John Nichols).

## **BOARD**

### **NEW APPOINTMENTS:**

Board Chairman King introduced Mr. Richard Watts and Mr. John Nichols, Riverside Medical Centers Board of Commissioners members.

Mr. Richard Watts and Mr. John Nichols were then sworn in under oath by Mr. Matthew Brown.

### **APPOINTMENT FOR COMMITTEE VACANCIES**

Board Chairman King reported that although Mrs. Rachel Gill's term has ended, until either she is reappointed or a new commissioner is in place, she will continue to serve and committees will remain unchanged.

Board Chairman King appointed Board Member Watts as a substitute member on the Finance Committee and the Building and Grounds Committee in the event someone is not able to attend.

### **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

The floor was opened for nominations for Chairman for Riverside Medical Center's Board of Commissioners for 2017. Vice Chairman Jenkins nominated Mr. Gerald King; the nomination was duly seconded by Board Member Gill. A motion to close nominations was made by Board Member Thomas, duly seconded by Board Member Gill, unanimously approved.

The floor was opened for nominations for Vice-Chairman for Riverside Medical Center's Board of Commissioners for 2017. Board Chairman King nominated Mr. Lavern Jenkins; the nomination was duly seconded by Board Member Gill. A motion to close nominations was made by Board Member Thomas, duly seconded by Board Member Breland, unanimously approved.

Board Member Tate joined the meeting at 4:15 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

Mr. Seal provided graphs and charts. A brief discussion ensued regarding the financial reports provided.

### **FRESENIUS KABI I.V. PUMPS UPDATE**

Mr. Sullivan gave a verbal update. He advised the signed contract that was approved by Riverside Medical Center's Board of Commissioners at December's board meeting has been submitted. Training sessions will begin within the next few weeks. The devices will be arriving

in February for integration with patient care. We are working diligently to get the staff trained properly and in a timely manner.

### **MEDICAL STAFF REPORT**

Medical staff conducted its monthly scheduled meeting on January 19, 2016. Those in attendance approved the minutes from the last scheduled meeting, which was held on December 15, 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 Surgery Committee report.

The Quality Council Committee report has recommended to the Medical Staff Board the approval for the Revisions to the Blood and Blood Products Policy and the Revisions to the Tilt Table Testing Policy. The Revisions are to include vital signs checks after initiation of transfusion, within 15 minutes, within 30 minutes and upon completion. The Revisions to the Tilt Table Testing Policy reflect the patient is to be connected to the Cardiac/Blood Pressure monitors during the procedures.

Dr. Alvarado made a recommendation to the Board of Commissioners on behalf of the Medical Staff for approval of the revisions to the Blood and Blood Products Policy and the Revisions to the Tilt Table Testing Policy.

**Action:** A motion to approve the revision of the Blood and Blood Products Policy and the revisions to the Tilt Table Testing Policy was made by Board Member Thomas, duly seconded by Board Member Watts, unanimously approved.

### **Performance and Risk Management**

- On December 13<sup>th</sup> Riverside Medical Center was honored with a quality award at the 2016 Rural Health Care Conference in Baton Rouge. We were recognized for excellence in Outcomes in Patient Safety Indicators, Readmissions, and Mortality.
- Post ED phone calls: Overall satisfaction for December was 98%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for December was 93.7% with the threshold being 95%
- Blood administration was at 98% with the threshold being 100%

### **CLINIC SERVICES MANAGEMENT REPORT**

The Clinical Departments report is as follows:

#### **Operational**

- The Cath Lab continues to be successful in its coronary interventions. Since October 2016 there have been 15 PCI's. Outcomes continue to be good. One of these patients was a STEMI. National best practice for the time from door to balloon should be 90 minutes. This patient's time was 82 minutes.

- The first meeting of the ICU committee was held on Tuesday January 10<sup>th</sup>. Dr. Colon is the chairman. We are hoping to increase our ICU admissions as our cardiac program advances. We discussed benchmarks and quality indicators to be measured.
- Emergency Room visits were 1254 for the month of December. Total length of stay was 2 hrs 18 minutes. Door to Doc time was 27 minutes and the left without being seen rate was 1.36%.
- LERN reported the third quarter Level III Telestroke measures. The mean door to needle time for TPA administration for Level III facilities in Louisiana is 70 minutes. The goal is 60 minutes. Riverside Medical Center's door to needle time for the third quarter was 36 minutes. The American Heart Association is now recommending a target time of 45 minutes from door to treatment.
- Fresenius-Kabi IV pumps will be coming soon. They are downloading our drug library onto the pumps this week. Chris Clements, the sales representative, has assured us the nurse educator will contact us by the end of the week to set up a kick off call for next week and schedule time for staff education.
- Swing bed patients are increasing. In December we had 7 patients and as of today we have had 8 patients in January. Debbie Seal and Brittany Bell have been to OLOA to meet with the residents, attending physicians, case managers and social workers. Today they met with the social workers and case managers at Lakeview. St. Tammany hospital is participating in a Total Joint Study program and we have received 1 orthopedic swing bed patient from them.

### **Education and Training**

- IV pumps

### **MANAGEMENT REPORT**

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

- Mr. Sullivan advised Cerner will be doing an on-site visit for additional clinic builds. This visit will be funded by Cerner.
- Riverside Medical Center has reached out to Mindworx, a professional marketing company based out of Baton Rouge. This company will assist Riverside Medical Center with upgrading the web site and marketing materials as well as assisting in targeted ad placement and program promotion.
- Riverside Medical Center will be having a leadership gathering with OLA's leadership team in the near future. The purpose of this gathering is to build the relationship between the two teams, as well as, to expand the contacts.
- Riverside Medical Center's third annual Chili Cookoff is scheduled for February 10<sup>th</sup>.
- Mr. Sullivan advised he will be attending the Louisiana Hospital Association Winter Conference in Baton Rouge on Tuesday, January 30<sup>th</sup> and Wednesday, February 1<sup>st</sup>.
- The Swing Bed program has continued to grow.
- Mr. Sullivan informed the Board he has been working with the Auditor to complete the 2015 audit for Riverside Medical Center.

- Riverside Medical Center has received a number of Patient Testimonials regarding the excellent care they have been receiving.
- Mr. Sullivan is currently working with Our Lady of the Lake's Children's Hospital on bringing a Pediatrician into the Riverside Medical Center's Family.
- Conversations are continuing with other specialists that we have discussed previously to finalize plans for service here at Riverside Medical Center; Internal Medicine, Orthopedics, and General Surgery.
- A contract is being developed for leasing clinic space to a nephrologists in Riverside Medical Center's Wound Care Clinic once a week.
- Mr. Sullivan advised he has now been at Riverside Medical Center for five months. He is working on developing a strategic plan moving forward for Riverside Medical Center. This plan will be presented in the near future.
- A revised Board of Commissioners' Orientation Program is being finalized. A meeting will be scheduled to review this program with new members and any other Board of Commissioner members who wish to participate.
- Riverside Medical Center ended December 2016 with a positive bottom line, as predicted by Mr. Sullivan. This positive figure was wind aided with FMP payment that was included in the projected budget. A combination of departments meeting budget, improving collections, as well as, ROI GPO supply savings also contributed to a positive December.
- A substantial amount of Riverside Medical Center's outstanding AP has been paid down. More of these outstanding balances will be paid this week. Riverside Medical Center is on the right track.
- In the near future Riverside Medical Center's parking lots will be restriped.
- Mr. Sullivan reminded the members of Riverside Medical Center's Board of Commissioners to please renew their Ethics Training.

## **PUBLIC PARTICAPATION**

Board Chairman King welcomed Mr. Reginald McMasters, Vice Chairman of Washington Parish Council.

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

**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 Gill, unanimously approved.

**Action:** A motion to dismiss the meeting into Executive Session for strategic planning and personnel matters was made by Vice Chairman Jenkins, duly seconded by Board Member Breland, unanimously approved, at 4:43 p.m.

After executive session was adjourned, Board Chairman King declared the Board meeting back in regular session at 6:32 p.m. with a motion by Board Member Watts, duly seconded by Board Member Gill, unanimously approved.

Board Chairman King entertained a motion to Riverside Medical Center's Board of Commissioners to authorize Matthew Brown, Riverside Medical Center's attorney, as well as Peter Sullivan, Riverside Medical Center's CEO, to communicate with John Allen, Attorney at Law, in order to resolve a legal matter.

**Action:** A motion to authorize Matthew Brown, Riverside Medical Center's attorney, as well as Peter Sullivan, Riverside Medical Center's CEO, to communicate with John Allen, Attorney at Law, in order to resolve a legal matter was made by Vice Chair Jenkins, duly seconded by Board Member Gill, unanimously approved.

Board Chairman King entertained a motion to Riverside Medical Center's Board of Commissioners to receive the 2015 Audit Report by Ashley Breaux, CPA, Langlinais, Broussard, & Kohlenberg, as it was delivered.

**Action:** A motion to receive Riverside Medical Center's 2015 Audit Report by Ashley Breaux, CPA, Langlinais, Broussard, & Kohlenberg, as it was delivered, was made by Board Member Watts, duly seconded by Board Member Thomas, unanimously approved.

There being no further business, meeting was adjourned at 6:35 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.