



Riverside Medical Center Board of Commissioners

July 25, 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

Commissioners Absent:

Violet Tate
James Thomas

Guest

Peter Sullivan, CEO Riverside Medical Center
Brandon Anzaldua, CFO
Luis Alvarado, M.D.

CALL TO ORDER/OPENING PRAYER

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, July 25, 2017 at 4:00 p.m. The opening prayer was led by Board Member Nichols. The Pledge of Allegiance was led by Board Chairman King.

WELCOME

APPROVAL OF MINUTES

The minutes of the May 25, 2017, Board of Commissioners meeting were presented for approval.

Action: A motion to approve the minutes was made by Board Member Breland and seconded by Board Member Nichols, with the following corrections: page # two, paragraph # five to state, “Board Member Schilling requested that separate income statement be created for clinics, hospital, and department to better understand performance.” Page six, paragraph four, Board Member Schilling requested the paragraph to be more specific explaining why the motions were withdrawn and a motion to repeal was made, unanimously approved to allow Mr. Sullivan to summarize the actions.

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. A discussion ensued.

Action: Board Member Watts made a motion to get three quotes for an independent operational audit to assess each department throughout Riverside Medical Center. This motion was seconded by Board Member Magruder, YEAS: (5), NAYS: (2), ABSTAIN: (1).

MEDICAL STAFF REPORT

Medical staff conducted monthly scheduled meeting on July 20, 2017. Those in attendance approved the minutes from the last scheduled meeting, which occurred on June 29, 2017. Dr. Fabre reviewed the Quality Council meeting and Quality Dashboard for the month of June. Dr. Nicholson reviewed the Surgery Committee report. Mr. Sullivan gave the administrative report.

Medical Staff recommends Approval of 2017 Sterilization of Instruments Policy.

Medical Staff recommends Approval of 2017 Patient Safety in the OR Policy.

Medical Staff recommends Approval of 2017 Formalin Use in the OR Policy.

INITIAL APPOINTMENTS:

Dr. Alvarado offered motion, seconded by Dr. Nicholson 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. Kaylie Micheli, FNP- Allied Health

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.

2. Janice, Penton, FNP- Family Medicine- Allied Health
3. Yasheka Nicholson, M.D. - General Surgery- Active
4. Vincent Kidd, M.D. – Urology- Active
5. Bruce Iteld, M.D. – Cardiology- Active
6. Christina Guarino, CPNP- Pediatric Nurse Practitioner- Allied Health
7. Jerry Thomas, M.D. - Family Medicine- Active
8. James Christopher, M.D. - Emergency Medicine- Active

9. Melissa Inman, M.D. – Urology- Active
10. Eric Payne, M.D. – Family Medicine- Active

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, YEAS: (7), NAYS: (0), ABSTAIN: (1).

Mr. Sullivan introduced Riverside Medical Center's new CNO, Mr. Jimmy Seibert.

CLINIC SERVICES MANAGEMENT REPORT

The Clinical Departments report for June 2017 is as follows:

Operational:

- The cath lab had 21 total cases in the month of June.
 - *2-Coronary Interventions
 - *2 Peripheral Interventions
 - *6-Device Implants
 - *11-Diagnostics
- The OR had 59 total cases in the month of June
 - *13-surgeries
 - *46-endoscopies
- Emergency Department visits were 1,239 for the month of June. Total length of stay was 2 hrs 15 minutes. Door to Doc time was 27 minutes. Those left without being seen rate was 1.69%.
- June Telestroke Data: 3 strokes with 2 patients receiving TPA. Door to Needle Time was 54 minutes and 55 minutes.
- In June we had 3 swing bed patients. A total of 22 benefit days were used in caring for these patients. The average length of stay was 7.33 days.

Education and Training

- The Education Department held Annual Education during the month of June.
- There were a total of 287 team members that completed and passed RMC's Annual Education Exam online, with a passing average score of 98%. This includes all full time, PRN, contract employees and volunteers.
- Members of Nursing Services completed additional competency requirements including, Glucometer checkoff, restraints and conscious sedation, as well as an online Nursing exam.
- Annual Education was overall very successful this year.

Performance and Risk Management

- Post ED phone calls: 3% of patients were contacted. Overall satisfaction for June was 96%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for June was 96.6% with the threshold being 95%
- Blood administration for June was at 96.6% with the threshold being 100%

- Hand hygiene was 100% compliant for the month of June

MANAGEMENT REPORT

- Mr. Sullivan extended a warm welcome to Mr. Jimmy Seibert to the Riverside Medical Center family. Mr. Seibert has been here a month and is already making an impact. We look forward to great things.
- There will be several policy changes coming forward related to our EIT (Extended Illness Time) donation policy as well as our Tuition Reimbursement policy as part of our cost reduction process. The high points are that we modify the rate paid for courses taken as well as the number of hours reimbursed. On the EIT donation policy, there will be changes to the donation process, the form for requesting EIT donation, the criteria for requesting, and EIT donations will no longer be allowed upon separation from the facility.
- As mentioned in my report last month, we have begun assumption in preparation for the 2018 budget. We should have a draft budget prepared for board review in November.
- The Family Medicine physician that we have discussed recruiting previously, has accepted a position with Our Lady of the Angels. We will continue to recruit.
- Friday, July 28th, will be Riverside Medical Center's Extreme Kids Camp, organized and directed by Mrs. Brittney Bell.
- Mr. Sullivan expressed his appreciation to Mr. Jeffery Vince for the hard work that has gone into Riverside Medical Center's Clinic Laboratory expansion and negotiating with equipment companies to get agreements for new equipment for less money.

PUBLIC PARTICIPATION

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 Magruder, duly seconded by Board Member Breland, unanimously approved.

Action: A motion to dismiss the meeting into Executive Session was made by Board Member Magruder, duly seconded by Board Member Breland, unanimously approved, at 6:03 p.m.

After executive session was adjourned, Board Chairman King declared the Board meeting back in regular session at 7:08 p.m. with a motion by Board Member Watts, duly seconded by Board Member Payne, unanimously approved.

There being no further business, meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Date: _____

By: _____

Angella Loup

Executive Assistant

Gerald B. King Chairman

Peter Sullivan CEO/Secretary

Riverside Medical Center

(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.