



**Riverside Medical Center Board of Commissioners  
June 29, 2017  
Thursday – 4:00 PM**

**Commissioners Present:**

Pamela Breland	Violet Tate
Tammy Magruder	James Thomas
Lavern Jenkins	Eric Payne, M.D.
Richard Watts	Gerald King
John Nichols	Lori Schilling

**Guest**

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

**CALL TO ORDER/OPENING PRAYER**

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, June 29, 2017 at 4:00 p.m. The opening prayer was led by Board Member Magruder. The Pledge of Allegiance was led by Board Chairman King.

**WELCOME**

**AGENDA AMENDMENT**

A motion to amend the agenda, to move tab item eight to be discussed in executive session, was made by Board Member Thomas, duly seconded by Board Vice Chairman Jenkins, unanimously approved.

**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 Watts and seconded by Board Member Breland, with the following corrections: page # eight, paragraph number five to

state, “Board Member Watts made a motion to add the participation of Riverside Medical Center’s Board of Commissioners members in hospital insurance program to the agenda for discussion at the next scheduled Board of Commissioners meeting, duly seconded by Board Member Magruder.”, unanimously approved.

Mr. Sullivan introduced Riverside Medical Center’s new CFO, Mr. Brandon Anzaldua.

Board Member Tate entered the meeting at 4:06 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. Anzaldua provided graphs and charts.

Board Member Schilling requested that separate income statement be created for clinics and hospital to better understand performance.

Board Member Magruder had questions with regard to the budget process for 2017. There was a discussion that took place in reference to the way the budget was set for the year of 2017 and that the budget goal was close to breakeven. Given the performance through May, department cost reductions and a hiring “chill” have been instituted.

Board Member Magruder requested the income statement be further explained with regard to the equipment rental being over budget. Mr. Anzaldua explained this was due to the purchase of the new telephone system that was not originally budgeted for.

Board Chairman King requested more information with regard to the hospital’s cash position. Mr. Anzaldua explained the cash receipts shown for the year 2017 include the collection of FMP payments, tax millage, and operations.

Board Member Magruder asked questions regarding the Riverside Medical Center FTE count and what process was in place for flex staff if needed. Mr. Sullivan reported the new CNO will monitor the clinical staffing closely. There was a discussion specifically related to ICU staff, and that this staff is pulled to either work the ED or nursing unit. ICU staff is needed in the event a critical patient presents to the ED and has to be transferred to the ICU.

## **APPROVAL FOR AUTHORIZED SIGNATORY**

Board Vice Chairman Jenkins presented a Resolution to remove Riverside Medical Center's former CNO, Lesia McQueen as an authorized signatory from all Riverside Medical Center's banking accounts at Whitney Bank, and add the new CFO, Mr. Brandon Anzaldua, as an authorized signatory on Riverside Medical Center's banking accounts. Account numbers are as follows:

- 430390
- 46820662
- 20431842

**Action:** Board Vice Chairman Jenkins made a motion to Riverside Medical Center's Board of Commissioners to approve the Resolution to remove Riverside Medical Center's former CNO, Lesia McQueen as an authorized signatory from all Riverside Medical Center's banking accounts at Whitney Bank, and add the new CFO, Mr. Brandon Anzaldua. This will include Peter Sullivan, Gerald King, Lavern Jenkins, John Seal, and Shelley P. Lampard (authorized only on account number 20431842 as a representative for Gilsbar Insurance that approves the payment on health claims), duly seconded by Board Member Breland, unanimously approved.

## **2016 AUDIT REPORT**

Ashley Breaux, Langlinais, Broussard & Kohlenberg, presented Riverside Medical Center's 2016 audit report at this time. A full copy of this report is on file with the minutes.

Ashley Breaux and Johnathon Trahan, Langlinais, Broussard & Kohlenberg, exited the meeting at 6:06 p.m.

## **MEDICAL STAFF REPORT**

Medical staff conducted monthly scheduled meeting today, June 29, 2017. Those in attendance approved the minutes from the last scheduled meeting, which occurred on May 18, 2017. Dr. Nicholson reviewed the Quality Council meeting and Quality Dashboard for the month of April. Chief of Staff reviewed the Infection Control Committee 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.) Steven Ogden, MD- Emergency Room Department
- 2.) Jeffrey DeLee, FNP- Emergency Room Department
- 3.) Samuel Schilling, CRNA
- 4.) Bryan Dale Tate, FNP- Wound Care
- 5.) Keisha Harvey, MD- Emergency Room Department

## **REAPPOINTMENTS:**

Dr. Alvarado offered motion, seconded by Dr. Perdigo 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.) Lisa Brooks, CRNA
- 2.) Amanda Theriot, FNP- Emergency Room Department
- 3.) Rusty Cook, MD- Emergency Room Department
- 4.) Julian Foreman, MD- Radiology
- 5.) Kelli Robertson, FNP- Emergency Room Department
- 6.) Richard Bessant, MD- Ophthalmology
- 7.) Monica Smith, WHNP- Women's Health- Family Care Clinic
- 8.) Amber Creel, FNP- Family Care Clinic
- 9.) Richard Colon, M.D.- Cardiology

Board Member Magruder expressed her concern with regard to one of the proposed physicians for reappointment due to a report showing several unpaid claims due to restrictions that have been placed on his license. Mr. Sullivan reported this was not accurate information due to that payer not having current license status information on this physician. Riverside Medical Center's Board of Commissioners agreed to continue the discussion during executive session.

**Action:** A motion was made to table this discussion until after Executive Session.

## **CLINIC SERVICES MANAGEMENT REPORT**

The June 2017 Clinical Departments report is as follows:

### **Operational**

- The cath lab had 23 total cases in the month of May. One of these 1 was a coronary intervention. We did 2 renal stents, 1 lower extremity stent placement, 1 AICD implant and 1 AICD generator change. We also put in 6 loop recorders.
- Emergency Department visits were 1,248 for the month of May. Average length of stay was 2 hrs. 25 minutes. Door to Doc time was 30 minutes and the left without being seen rate was 2.00%.
- May Telestroke Data: 3 strokes with 1 patient receiving TPA. Door to Needle Time was 43 minutes.
- In May we had 5 swing bed patients. A total of 31 benefit days were used in caring for these patients. The average length of stay was 6.2 days. Of these 5 patients, 3 were discharged home, one went home with home health and one continued care as an outpatient.

## **Education and Training**

- CPI (Crisis Prevention Intervention) training was conducted on May 15<sup>th</sup>, 16<sup>th</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>. There were 4 classes conducted by Christine Boyet RN from the Emergency Department who is a certified CPI instructor.

## **Performance and Risk Management**

- Post ED phone calls: 2% of patients were contacted. Overall satisfaction for May was 99%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for May was 95.5% with the threshold being 95%
- Blood administration was at 100% with the threshold being 100%
- Hand hygiene was 100%

## **MANAGEMENT REPORT**

- Mr. Sullivan extended a warm welcome to Brandon Anzaldua and his family to Riverside Medical Center. He has been here a month and is already making an impact. We look forward to great things.
- We have hired a CNO. Mr. Jimmy Seibert will begin with Riverside Medical Center on July 11<sup>th</sup> and we are excited to have him. Mr. Sullivan also extended a deep felt thank you to Mrs. Linda Stringfield who served as the interim CNO while we searched for the right candidate for Riverside. Linda will be leaving us at the end of the next week to pursue an opportunity she has in California and we wish her all the best.
- Mr. Sullivan is happy to report that Riverside Medical Center closed on the purchase of the Thomas Clinic earlier in this month. We have managed the clinic since January of 2016, we will begin the transition to the Cerner Medical Record and our billing system and have begun the process of having the clinic designated as a Rural Health Clinic. This designation and licensing process can take from 6 to 9 months.
- Mr. Sullivan is pleased to announce that we have received the official notification that we are HIMSS6 certified and took a moment to thank Brittany Dillion, Mark Watson, Bryan Tate, and all the others who made this achievement possible. Now on to the HIMSS7.
- As Mr. Sullivan mentioned in the 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.
- There will be a lot of activity over the next 12 months relating to the Joint Commission as our preparations kick into high gear. As a reminder, we are in the window for our TJC lab survey now and anticipate the full survey in the summer of 2018. There will be Board education in the coming months as to Board Members role in the survey.
- There have been renewed discussions with the Family Medicine physician that we have discussed recruiting previously. There will be further conversations in the near future.
- A number of our senior leaders recently attended a LEAN training workshop. LEAN is a process improvement strategy that when applied has led to significant enhancements to overall operations and productivity. Along with Brandon, who is a greenbelt and LEAN/6 sigma, these leaders have formed a team to begin the process here at Riverside Medical

Center. They have initiated their first project with one of our providers in the Rule Health Clinic. I look forward to big things from this process.

- Mr. Sullivan announced on July 28th Riverside Medical Center will be hosting the Riverside's Extreme Kids Camp, organized and directed by Mrs. Britney Bell.
- Mr. Sullivan also announced that we celebrated Nursing Assistant week last week. This is a hard job and would like to personally thank all of our Nursing Assistants for their hard work. He also encouraged others to extend their gratitude as well.
- In reference to the roof and boilers, the architect has been on site to review our issues and will have recommendations to us in the near future.

### **DISCUSSION OF BOARD INSURANCE POLICY**

A discussion ensued with regard to Riverside Medical Center's Board Policy number BO-23. This policy was approved and went into effect on March 26, 2015. This policy allows Riverside Medical Center to make health insurance coverage available for members of Riverside Medical Center's Board of Commissioners.

Board Member Watts expressed his view that while legal, he didn't consider this to be morally correct. He felt this should only be offered to active employees of Riverside Medical Center. In his opinion, the participation of members opens the hospital to very high risks of high cost. He expressed his view that serving on Riverside Medical Center's Board of Commissioners to be a public service and not a position that should be gained from.

**Action:** Board Member Watts made a motion to Riverside Medical Center's Board of Commissioners to approve the termination of Riverside Medical Center's Board of Commissioner's Policy number BO-23, duly seconded by Board Member Schilling, further discussion taking place at this time....

**Action:** After discussion, Board Member Watts withdrew his previous motion, Board Member Schilling withdrew her seconding the previous motion at this time. Board Member Watts offered a motion to repeal the approval of Riverside Medical Center's Board Policy number BO-23, approved and went into effect on March 26, 2015 that allows Riverside Medical Center to make health insurance coverage available for members of Riverside Medical Center's Board of Commissioners until open enrollment in December of 2017. From that point forward health coverage will no longer be offered to Riverside Medical Center's Board of Commissioner Members with the exclusion of Riverside Medical Center's active employees that are members of the board, as well as, spouses of employees that are active members of Riverside Medical Center's Board of Commissioners that qualify.

This motion was made by Board Member Watts, duly seconded by Board Member Magruder, YEAS: (3), NAYS: (7), ABSTAIN: (0).

### **PUBLIC PARTICAPATION**

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

Due to a previous statement made during the meeting related to Finance Committee operations, members of the Washington Parish Council asked Riverside Medical Center's Board of Commissioners if members that are not on Riverside Medical Center's Finance Committee attend Riverside Medical Center's Finance Meetings as well as have access to the finance statements.

Mr. Sullivan stated that materials provided to members of the Finance Committee are included in the Board of Commissioners packet for the Board Meeting but not necessarily provided to all Board Members for the Finance Meeting. All of Riverside Medical Center's meetings have public participation. Anyone is allowed to attend the meeting.

This statement was confirmed as being correct by Riverside Medical Center's attorney, Mr. Matthew Brown.

Mr. Sullivan stated that there was a question related to a Board Member attendance at the Finance Committee Meeting, it would potentially create a Quorum of the Board and then run afoul of the Open Meeting Law. The Board Member attended the meeting and when the need for executive session arose, all members of public participation were asked to leave the meeting.

Mr. Sullivan announced that within the next few weeks Riverside Medical Center's new signs will begin being installed on the property.

**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 Vice Chairman Jenkins, duly seconded by Board Member Breland, unanimously approved, at 7:22 p.m.

After executive session was adjourned, Board Chairman King declared the Board meeting back in regular session at 7:58 p.m. with a motion by Board Member Watts, duly seconded by Board Member Breland, unanimously approved.

**Action:** Board Vice Chairman Jenkins made a motion to remove the motion previously tabled related to Medical Staff initial appointment and reappointments recommended, duly seconded by Board Member Payne, for the approval of initial appointment and reappointments, dually seconded by Board Vice Chairman Jenkins, unanimously approved.

**Action:** The motion brought to Riverside Medical Center's Board of Commissioners on behalf of Riverside Medical Center's Medical Staff for the approval of initial appointment and reappointments was approved. YEAS: (8), NAYS: (2), ABSTAIN: (0)

**Action:** Board Chairman King requested a motion be made to approve Riverside Medical Center's attorney authorization to discuss with Dr. Foret and his attorney the matter of Riverside Medical Center not being able to purchase the property at this time but to allow a fair market

value lease or purchase to be made on the section of the land owned by Riverside Medical Center. Motion was made by Board Member Watts, duly seconded by Board Vice Chairman Jenkins, approved. YEAS: (9), NAYS: (), ABSTAIN: (1).

**Action:** A motion was presented to Riverside Medical Center’s Board of Commissioners on behalf of Riverside Medical Center’s Finance Committee to approve management’s recommendation for the best option with Cerner that will be most beneficial to Riverside Medical Center Commissioners. Motion was made by Board Member Nichols, duly seconded by Board Member Magruder, approved. YEAS: (7), NAYS: (3), ABSTAIN: (0).

There being no further business, meeting was adjourned at 8:49 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.