



**Riverside Medical Center Board of Commissioners
March 30, 2017
Thursday – 4:00 PM**

Commissioners Present:

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

Commissioners Absent:

James Thomas

Guest

Peter Sullivan, CEO Riverside Medical Center
John Seal, Interim CFO
Luis Alvarado, M.D.
Matthew Brown

CALL TO ORDER/OPENING PRAYER

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, March 30, 2017 at 4:00 p.m. The opening prayer was led by Board Member Breland. The Pledge of Allegiance was led by Board Chairman King.

WELCOME

APPROVAL OF MINUTES

The minutes of the February 23, 2017, Board of Commissioners meeting were presented for approval.

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

Board Member Magruder entered the meeting at 4:17 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.

PAC'S RADIOLOGIST STATION

Mr. Sullivan presented the lease agreement from Infinitt for the PAC's Radiologist Station. Riverside Medical Center has recently entered into a new contract for the radiology department. This system allows the radiologist to access the images from other places, such as Smartphone's, Tablets, and other electronic devices. This system is far more efficient than the system that was being used. This system also helps Riverside Medical Center qualify for a credentialing program, HIMMS 7. When this is achieved Riverside Medical Center will be the first Cerner Community Works Hospital. Also, we could possibly be the first Critical Access Hospital in the country to achieve this qualification. This system is scheduled to go live the beginning of April.

Action: Board Chairman King made a motion to Riverside Medical Center's Board of Commissioners on behalf of The Finance and Capital Committee to accept the lease agreement from Infinitt for the PAC's Radiologist Station, duly seconded by Board Vice Chairman Jenkins, unanimously approved by Riverside Medical Center's Board of Commissioners.

LEASE ON LHC CLINIC

Mr. Sullivan provided a copy of a non-revised lease agreement to Riverside Medical Center Board of Commissioners for the lease for the building located at 1913 Main Street, Franklinton, Louisiana 70438. This building was formerly LHH Clinic. Mr. Sullivan suggested this clinic be leased by Riverside Medical Center for the use of a physician clinic.

Action: Board Chairman King made a motion to Riverside Medical Center's Board of Commissioners on behalf of Riverside Medical Center's Finance and Capital Committee to lease the former LHC Clinic located at 1913 Main Street, Franklinton, Louisiana 70438, at a negotiated favorable rate, duly seconded by Board Vice Chairman Jenkins, unanimously approved by Riverside Medical Center's Board of Commissioners.

HOLTER MONITOR SYSTEMS

Mr. Sullivan provided a breakdown summary of the Holter System Financial Information. The current Holter Monitor System Riverside Medical Center is using is no longer functioning. Three bids were received to replace the current system. The three bids are as follows:

1. Philips = \$15,040.82
2. Spacelabs = \$17,535.61
3. Mortara = \$25,502.00

Mr. Sullivan reported the Philips Product quote was the lowest, offers a better warranty, and was the recommendation of the department director.

Action: Board Chairman King made a motion to Riverside Medical Center’s Board of Commissioners on behalf of Riverside Medical Center’s Finance and Capital Committee to approve the purchase of the Philips Holter Monitor System, duly seconded by Board Vice Chairman Jenkins, unanimously approved by Riverside Medical Center’s Board of Commissioners.

MU3 CERNER SERVICES SALE ORDER

Mr. Sullivan presented the Cerner Sales Order for the services Cerner currently provides for The Meaningful Use Program. Mr. Sullivan reported to Riverside Medical Center’s Finance Committee that the Meaningful Use Program is a requirement. This program was placed in effect with The Affordable Care Act. Meaningful Use has had 3 iterations. The first being you must have electronic health records, the second being you must have electronic health records that have specific requirements. There is now the third, being more advanced, which increases the services for this program that are being provided by Cerner. Due to the increased services needed, Cerner must be compensated for their services. Cerner can provide these services at a better rate than other companies.

Action: Board Chairman King made a motion to Riverside Medical Center’s Board of Commissioners on behalf of Riverside Medical Center’s Finance and Capital Committee to approve the Cerner Sales Order for the services provided for Meaningful Use, duly seconded by Board Vice Chairman Jenkins, unanimously approved by Riverside Medical Center’s Board of Commissioners.

SURPLUS LIST

Due to growth, replacing outdated equipment, and getting rid of equipment that is no longer able to be used for multiple reasons Riverside Medical Center has several items that need to be sent to Surplus for sale or be sold by bids. The lists are as follows:

- **12- Radios**
 - 1.) 7075
 - 2.) 7084
 - 3.) 7089
 - 4.) 7081
 - 5.) 7090
 - 6.) 7077
 - 7.) 7087
 - 8.) 7083
 - 9.) 7270
 - 10.) 7273
 - 11.) 7074
 - 12.) 7274
- **Radio Charging Ports**

- 1.) 7094
- 2.) 7095
- **Anesthesia Machines**
 - 1.) 5680
 - 2.) 6645
- **Surgery Equipment (Printers)**
 - 1.) 5794
- **3- SCD Vascular Relief Pumps**
- **3- Vaporizers**
- **1- Blood Warmer**
- **5- Chairs**

Radiology Equipment

Agfa CR:

Model: CR 35-X

Serial #: 3168

DOM: 01-2008

Model: ADC NX Server

Serial#: 9W7JCH1

DOM: 06-2008

Portable:

Model: 46-270954G1

DOM: 06-2004

Description: AMX4 XFMR

Tube

Model: 2185220

DOM: 06-2005

Cassettes

8 x 10 = 2

10 x 12 = 9

14 x 17 = 11

Grids

Size: 10 x 12 in

Line/Inch: 85

Ratio: 8:1

Focal Distance 34-44

Serial: 8516284-0908JA

Size: 14 x 17 in

Line/Inch: 85

Ratio: 8 : 1

Focal Distance 34-44

Serial: 636800-0908JA

Action: Board Chairman King made a motion to Riverside Medical Center's Board of Commissioners on behalf of Riverside Medical Center's Building & Grounds Committee to approve the items on the surplus list be sold, duly seconded by Board Vice Chairman Jenkins, unanimously approved by Riverside Medical Center's Board of Commissioners.

ROOF CONDITION

A discussion ensued in regards to the poor condition of the boilers and the roof on Riverside Medical Center's building. Mr. Shad Jenkins made a suggestion to Riverside Medical Center's Board of Commissioners to reach out to professional architects to have them assess the structure of the building and boilers to see if it is repairable, replaceable, or if Riverside Medical Center should consider other options.

Action: Board Chairman King made a motion to Riverside Medical Center's Board of Commissioners on behalf of Riverside Medical Center's Building & Grounds Committee to hire professional architects to assess the boilers and buildings condition, unanimously approved by Riverside Medical Center's Board of Commissioners.

MEDICAL STAFF REPORT

Medical staff conducted a monthly scheduled meeting on March 16, 2017. Those in attendance approved the minutes from the last scheduled meeting, which occurred on February 16, 2017. Dr. Nicholson reviewed the Quality Council meeting and Quality Dashboard for the month of February. Dr. Nicholson reviewed the Infection Control Committee report. Mr. Sullivan gave the administrative report.

Medical Staff recommends approval of 2017 Medication Management Process Review

Medical Staff recommends approval of Organization and Responsibility of the Department of Anesthesia.

INITIAL APPOINTMENTS:

Dr. Alvarado offered a 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.) Ara Kassarian, M.D.- consulting- Teleradiology
- 2.) Eric Schulz, M.D.- consulting- Teleradiology
- 3.) Alexander Adduci, M.D.- Consulting- Teleradiology
- 4.) Aamer Farooki, M.D.- Consulting- Teleradiology
- 5.) Saif Siddiqi, M.D.- Consulting- Teleradiology
- 6.) Thomas Bryce, M.D.- Consulting- Teleradiology
- 7.) Gregory Collins, M.D.- Emergency Medicine

REAPPOINTMENTS:

Dr. Alvarado offered a 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.) Christopher Keaton, FNP- Allied Health- Wound Care
- 2.) Dennis Booth, M.D.- Consulting- Gastroenterology
- 3.) Kenneth Tan, M.D.- Consulting- Teleradiology

Action: Board Chairman King made a motion to Riverside Medical Center's Board of Commissioners on behalf of Riverside Medical Center's Medical Staff to approve the Organization and Responsibility of the Department of Anesthesia, duly seconded by Board Vice Chairman Jenkins, unanimously approved by Riverside Medical Center's Board of Commissioners.

Action: Board Chairman King made a motion to Riverside Medical Center's Board of Commissioners on behalf of Riverside Medical Center's Medical Staff to approve the 2017 Medication Management Process Review, duly seconded by Board Member Breland, unanimously approved by Riverside Medical Center's Board of Commissioners.

Action: A motion was made to approve privileges for the physicians on the Initial Appointments list as reported from Riverside Medical Center's Medical Staff by Board Vice Chairman Jenkins, duly seconded by Board Member Breland, unanimously approved by Riverside Medical Center's Board of Commissioners.

Action: A motion was made to approve privileges for the physicians on the Reappointment list as reported from Riverside Medical Center's Medical Staff by Board Vice Chairman Jenkins, duly seconded by Board Member Breland, unanimously approved by Riverside Medical Center's Board of Commissioners.

CLINIC SERVICES MANAGEMENT REPORT

Mr. Sullivan reviewed The Clinical Departments report as follows:

Operational

- The cath lab had 25 total cases in the month of February. Five of these were coronary interventions. Outcomes continue to be positive.
- Emergency Department visits were 1,294 for the month of February. Total length of stay was 2 hrs. 22 minutes. Door to Doc time was 29 minutes and the left without being seen rate was 1.78%.
- February Telestroke Data: 2 strokes with 1 patient receiving TPA. Door-to-needle time was 40 minutes.
- We will go live with the Fresenius-Kabi IV pumps on April 5th. Fresenius will be here on Monday for technical configuration of the pumps. All of the staff have completed online education and hands on education will take place on Tuesday April 4th and on Wednesday April 5th.
- We had 1 swing bed patient in February which stayed 28 days.

Mr. Sullivan reported to Riverside Medical Centers Board of Commissioners a meeting has taken place with members of St. Tammany Parish Hospital in regard to swing bed patients being referred to Riverside Medical Center. St. Tammany Parish Hospital is under the new CJR rules and regulations for bundled payments with CMS. St. Tammany Parish Hospital would like for Riverside Medical Center to serve as one of their preferred providers for patients that need a skilled or swing bed length of stay. This will help Riverside Medical Center be more consistent

with the volume of swing bed patients. This agreement will not require a written contract. It will just be a verbal agreement between Riverside Medical Center and St. Tammany Parish Hospital.

Education and Training

- IV pumps
- CPI (Crisis Prevention Intervention) training will take place in May. There will be 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 February was 97%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for February was 95.3% with the threshold being 95%
- Blood administration was at 100% with the threshold being 100%
- Hand hygiene was 100%

Mr. Sullivan reported to Riverside Medical Center's Board of Commissioners, with the closing of Louisiana Heart Hospital, Louisiana Heart Center has purchased LHH's clinic located in Bogalusa. Several of the cardiologists that were part of the Louisiana Heart Hospital group have been hired to practice in this newly purchased clinic. LHC has made a commitment to Riverside Medical Center and OLAH they will not compete for services. This should help increase in our Cath Lab by two to four patients a week.

MANAGEMENT REPORT

- Mr. Sullivan recognized National Doctor's Day. Recognition was made to Dr. Payne and Dr. Alvarado for their contributions and loyalty to Riverside Medical Center and to the patients in our community.
Riverside Medical Center showed appreciation to our doctors by providing lunch and a small gift. A beautiful new banner is displayed at the entrance of the hospital for our doctors. Each of Riverside Medical Center's clinics and several team members took the time out to make special videos for our physicians to show appreciation for dedication to Riverside Medical Center and our community.
- Cerner has completed their on-site clinic builds, as a result there has been a significant number of claims that have been dropped that should be collecting revenue by the clinics being added and other clinics having technical modifications, the collections should be increasing. On April 11th there will be a testing process run for a single finance number for patients which will make all clinic and hospital documentation processes more efficient.
- A presentation was displayed on the overhead projector with examples of all of the projects Mindworx has already done for Riverside Medical Center. The agreement was

approved at Riverside Medical Center's Board of Commissioners meeting in February. Mindworx has done remarkable things in a short time including new billboards, new branding, new pamphlets, multiple flyers, and Riverside now shows on multiple search engines on the internet. More great things to come from Mindworx.

- The leadership get-together that occurred on March 10th with Riverside Medical Centers and Our Lady of The Angels leadership teams went extremely well. Both teams connected very well. The purpose of this gathering was to allow Riverside Medical Centers to gain access to particular services that OLA has and can provide, knowledge and expertise in various departments, as well as for OLAH to gain some knowledge from Riverside Medical Center.
- Last week Riverside Medical Center held a bake sale and sold raffle tickets to raffle off a rug that was donated from Mike's Flooring, located in Franklinton. Approximately \$1300.00 was generated from this event. The funds were split between United Way and Riverside Medical Centers volunteers.
- Re-striping of the parking lot has been completed and looks great. There have also been some other exterior pipes that have been repainted and there are more improvements to come.
- Riverside Medical Center has made an offer to a potential CFO. We are currently awaiting his response. This person has extensive hospital experience which will be a great asset to Riverside Medical Center.
- CNO interviews are continuing to be conducted. Mr. Sullivan hoped to have had an offer before this meeting but that will be forthcoming shortly.
- Riverside Medical Center has made offers to a pediatrician and a family medicine physician that has been discussed previously. The pediatrician has accepted the offer with plans to start in July. Riverside Medical Center is still waiting on a response from the family medicine physician.
- Riverside Medical Center's Board of Commissioners member orientation and retreat will take place April 20th at Bogue Chitto State Park Meeting Room. Orientation will be conducted at the beginning of the day starting around 9:00 AM. The board retreat is to follow. All members are welcome to come for the full orientation as a refresher.
- Accounts payable has gone from 137 in September 2016 days to 93 days in February 2017. Continuing to make progress with ultimate goal being less than 60 days.
- Riverside Medical Center is beginning the Joint Commission prep. Joint Commission sets the standards for Medicare and Medicaid patients. In order to be a provider you must comply with the standards. Riverside Medical Center is currently in the window for the Laboratory survey. Riverside Medical Center is usually surveyed around April, give or take a 90 day time frame. Several of Riverside Medical Center's team leaders attended a Joint Commission conference a few weeks ago. At this conference they learned the new

standards being put into place. Riverside Medical Center's teams are beginning to have biweekly meetings to make sure we are up to code with all of the Joint Commission standards. In the past the Joint Commission survey has been a collaborative process. The surveys will now be as if CMS were on site conducting the survey.

- On March 27th the Washington Parish Council met to discuss a Resolution to approve a line of credit for Riverside Medical Center. The resolution for the line of credit was approved for the amount of \$950,000.00. This will now go to the Bond Commission for approval. Upon approval it will then be purchased by a bank.
- As previously discussed, Riverside Medical Centers Board of Commissioners approved a motion to purchase The Thomas Clinic. The original plan was to purchase the clinic over a three-year period. After further discussion, with the monies that Riverside Medical Center has in place now, as well as, the monies that will be collected over the next several months it is a better choice for Riverside Medical Center to not pay interest with the three-year term. Riverside Medical Center would also have to go before the Washington Parish Council and The Bond Commission for approval for a three-year term of indebtedness. It has been decided this will be split into three payments for the months of April, May, and June. When the last payment is made in June Riverside Medical Center will then have fully purchased The Thomas Clinic.

PUBLIC PARTICIPATION

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

Mr. Maguire expressed her appreciation to Mr. Sullivan for the informative reports given, also her appreciation to the physicians in honor of National Doctors Day.

Action: There being no further need for public participation a motion to close the floor was made by Board Vice Chairman Jenkins, 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 5:13 p.m.

After executive session was adjourned, Board Chairman King declared the Board meeting back in regular session at 6:20 p.m. with a motion by Board Member Breland, duly seconded by Board Vice Chairman Jenkins, unanimously approved.

A motion was made by Board Vice Chairman Jenkins to amend the motion to go into executive session for strategic planning and personnel matters, duly seconded by Board Member Breland, unanimously approved.

Riverside Medical Centers Board of Commissioners requested a motion be made to approve a resolution to allow Attorney Matthew Brown to respond to Attorney Knight, with regard to a letter and prepayment for the lease of property owned by Riverside Medical Center sent on behalf of Dr. Foret.

A motion was made by Board Member Watts to approve the resolution to allow Attorney Matthew Brown to politely respond to Attorney Knight. Returning the check with the explanation that if payment on the lease is due, it is not due at this time and in the interim, Riverside Medical Centers Board of Commissioners is considering all of its options, including the possible purchase of the property owned by Dr. Foret that is adjacent to the property owned by Riverside Medical Center. We certainly appreciate the patience and cooperation from Dr. Foret while the appraisal process takes place, duly seconded by Board Vice Chairman Jenkins, unanimously approved.

There being no further business, meeting was adjourned at 6:23 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.