



Riverside Medical Center Board of Commissioners
May 25, 2017
Thursday – 4:00 PM

Commissioners Present:

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

Commissioners Absent:

Violet Tate

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, May 25, 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 March 30, 2017, Board of Commissioners meeting and the minutes from the Board of Commissioners special meeting held on April 20, 2017 were presented for approval.

Action: A motion to approve the minutes was made by Board Member Payne and seconded by Board Member Watts with the following corrections: Holter Monitor paragraph on page 2 of the minutes from March 30, 2017, to clarify the reason for the change of equipment is Riverside Medical Center is unable to provide this service without new monitors, was made by Board Member Payne, duly seconded by Board Member Watts, unanimously approved.

PUBLIC PARTICIPATION

The floor was open for public participation by Board Chairman King to discuss Riverside Medical Center Adopting the Millage for the tax year 2017.

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.

ADOPT THE MILLAGE FOR THE TAX YEAR 2017 RESOLUTION & AFFIDAVIT

Vice Chairman King requested a motion be made to Adopt the Millage for the tax year 2017, Resolution & Affidavit.

Action: A motion was made by Vice Chairman Jenkins to Adopt the Millage for the tax year 2017, Resolution & Affidavit, duly seconded by Board Member Breland, 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

Board Member Magruder requested correction be made to the financial statement on page 2. There were miscalculations on the net change column for the month of March.

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

Board Member Magruder requested more information, as well as, a print out to show Riverside Medical Center's productive FTE's. Mr. Sullivan agreed to provide this information at the next meeting of the board.

Board Member Watts expressed his concern in regard to the numbers on the financial statements not being accurate. Mr. Sullivan reported there are ongoing conversations with the auditors about this issue and it is being addressed.

SURPLUS LIST

Board Vice Chairman Jenkins provided a list of items needing to be added to Riverside Medical Center's Surplus List. The list is as follows:

- 35-Single IV pumps
- 3-Triple IV pumps
- 30-IV poles

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 surplus list as presented, unanimously approved.

RELAY HEALTH

Mr. Sullivan explained to Riverside Medical Center's Board of Commissioners that Relay Health is a company that provides a service to ensure that appropriate information is entered on patients upon registry. At present Riverside Medical Center's clean claims rate is approximately 70%. Our goal for clean claims are 95%. Relay Health will help raise that percentage significantly. This program will help reduce our denials, increase our clean claims submitted to the insurance companies, and allow the companies to pay Riverside Medical Center faster. Once this program is in place, Mr. Sullivan will provide updated reports on the clean claims rate.

Action: Board Chairman King made a made a motion to Riverside Medical Center's Board of Commissioners on behalf of the Finance and Capital Committee to approve the agreement with Relay Health as presented, unanimously approved.

APPROVAL OF LOUISIANA COMPLIANCE QUESTIONNAIRE

Board Chairman King presented the Louisiana Compliance Questionnaire that was completed by Mr. John Seals. This questionnaire is for audit engagements of government agencies.

Action: A motion was made by Board Member Watts to approve the Louisiana Compliance Questionnaire, duly seconded by Board Member Breland, unanimously approved.

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:

Medical staff conducted monthly scheduled meeting on April 26, 2017. Those in attendance approved the minutes from the last scheduled meeting, which occurred on March 16, 2017. Dr. Fabre reviewed the Quality Council meeting and Quality Dashboard for the month of March. Dr. Nicholson reviewed the Infection Control Committee report. In Mr. Sullivan's absence, Linda Stringfield, Interim C.N.E. gave the administrative report along with the mortality report.

Medical Staff recommends approval of Antibioqram, ICU Mission Statement, PCI Patient, Arterial and Venous Sheath Removal Policy and Competency, Arterial Line Insertion Setup and Maintenance, and Thrombin Injection.

INITIAL APPOINTMENTS:

Dr. Alvarado offered motion, seconded by Dr. Nicholson for the approval of the following initial appointments to Riverside Medical Center’s Medical Staff: The following have been recommended by the Medical Staff for approval of privileges.

- 1.) Justin Owens, M.D.- Consulting- Radiology

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.

- 1.) Luis Alvarado, M.D.- Active Staff- Internal Medicine

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

The March 2017 Clinical Departments report is as follows:

Operational

- The cath lab had 24 total cases in the month of March. Four of these were coronary interventions. Outcomes continue to be positive with PCI. We also did 4 pacemakers and 2 AICD's.
- Emergency Department visits were 1,378 for the month of March. Average length of stay was 2 hrs. 26 minutes. Door to Doc time was 35 minutes and the left without being seen rate was 3.27%.
- March Telestroke Data: 3 strokes with 1 patient receiving TPA. Door-to-needle time was 48 minutes.
- In March, we had 8 swing bed patients. A total of 37 benefit days were used in caring for these patients. The average length of stay was 4.6 days. Of these 8 patients 4 returned home with home health, 2 were discharged to nursing homes, 1 expired and 1 returned home
- Fresenius-Kabi IV pumps were put into use on April 5th. So far we have had no problems with the pumps. The staff is pleased with them and have adapted well to using them.

MARCH 2017

Education and Training

- We completed training and check off on the ACT machine. This is an instrument which gives us the Activated Clotting Time which we use to determine if the sheath can be pulled post PCI.
- 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. These will be held May 15th, 16th, 22nd and 23rd.

Performance and Risk Management

- Post ED phone calls: 2% of patients were contacted. Overall satisfaction for March was 99%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for February was 96.3% with the threshold being 95%
- Blood administration was at 98% with the threshold being 100%
- Hand hygiene was 100%

FEBRUARY 2017

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%

The April 2017 Clinical Departments report is as follows:

Operational

- The cath lab had 23 total cases in the month of April. Two of these were coronary interventions. Outcomes continue to be positive with PCI. We also did 2 permanent pacemakers, 1 temporary pacemaker and 1 AICD's.
- Emergency Department visits were 1,369 for the month of April. Average length of stay was 2 hrs. 24 minutes. Door to Doc time was 36 minutes and the left without being seen rate was 2.99%.
- April Telestroke Data: 7 strokes with 4 patient receiving TPA. Two of the patients receiving TPA had a door to needle time > 60 min. This was due to blood pressure issues. Average Door-to-needle time was 57 minutes.
- In April we had 4 swing bed patients. A total of 38 benefit days were used in caring for these patients. The average length of stay was 8.25 days. Of these 4 patients, 2 were discharged to nursing homes and 2 were discharged home with home health.

Education and Training

- CPI (Crisis Prevention Intervention) training was concluded this week. There were 4 classes conducted by Christine Boyet RN from the Emergency Department who will be a certified CPI instructor. These will be held May 15th, 16th, 22nd and 23rd.

Performance and Risk Management

- Post ED phone calls: 2% of patients were contacted. Overall satisfaction for April was 96%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for April was 96.5% with the threshold being 95%
- Blood administration was at 99% with the threshold being 100%
- Hand hygiene was 98%

MANAGEMENT REPORT

- Mr. Sullivan announced Mrs. Britany Bell had ducks and tickets for sale for the Rotary Annual Food Festival.
- Riverside Medical Center is placing work plans in place to prepare for Joint Commission survey next summer.
- Mr. Sullivan expressed his gratitude to everyone for the thoughts, calls, prayers, and love sent to his family in the passing of his father.
- Riverside Medical Center is now HIMMS 6 Certified. We are currently working on becoming HIMMS 7 certified.
- PAC's radiology system is being implemented and working very well.
- WPMA donated money to Riverside Medical Center's Foundation and Volunteers.
- Peer reviews for CNO candidates have taken place. The feedback has been received from the team members that took part in the peer interview. A final decision will be made very soon.
- Riverside Medical Center's New CFO, Mr. Brandon Anzaldua, will begin working on Tuesday, May 30th.
- New signage has been ordered and on the way for the newly leased building located across the highway from Riverside Medical Center.
- The pediatrician, Mrs. Courtney James, has had a change of plans and will not be coming to join the Riverside Medical Center Team.
- A date will be announced very soon for all of Riverside Medical Center's providers to have their pictures taken. These pictures will be uploaded on Riverside Medical Center's website. All the providers will have professional and uniform pictures.
- FMP payments seem to be secured for the next year unless something dramatic happens in the next two weeks. There may be changes to the process which could impact us.
- It appears Riverside Medical Center has been overpaid by Medicare approximately \$500k. We will know the exact amount once the cost report is finalized. At some point during 2016 Riverside Medical Center's charge master was modified. This changed our charge cost ratio. This change mainly affected our outpatient services. There will be a repayment plans for these funds so there will not be a large impact on operations.

PUBLIC PARTICAPATION

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

Mrs. Maguire reported the new signage for Riverside Medical Center is still in the process and hopes it will not be much longer before they can be installed.

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 Thomas, duly seconded by Board Vice Chairman Jenkins, unanimously approved, at 5:35 p.m.

After executive session was adjourned, Board Chairman King declared the Board meeting back in regular session at 6:17 p.m. with a motion by Board Member Watts, duly seconded by Board Member Breland, unanimously approved.

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.

There being no further business, meeting was adjourned at 6:18 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.