



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

Commissioners Present:

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

Commissioners Absent:

Violet Tate

Guest

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

CALL TO ORDER/OPENING PRAYER

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, October 26, 2017 at 4:00 p.m. The opening prayer was led by Board Vice Chairman Jenkins. The Pledge of Allegiance was led by Board Chairman King.

WELCOME

APPROVAL OF MINUTES

The minutes of the September 26, 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 Vice Chairman Jenkins, Seven (7) yays, one (1) abstained.

Board Member Thomas entered the meeting at 4:02 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.

MEDICAL STAFF REPORT

Medical staff conducted its monthly scheduled meeting on October 12, 2017. Those in attendance approved the minutes from the last scheduled meeting, which occurred on September 22, 2017. Dr. Nicholson reviewed the Quality Council meeting and Quality Dashboard for the month of September. Dr. Nicholson reviewed the Surgery Committee report. Mr. Sullivan gave the administrative report.

APPROVAL OF POLICIES:

1. Medical Staff recommends Approval of the Utilization Review Plan
2. Medical Staff recommends Approval of the Refusal to Consent for Pregnancy Testing

Action: A motion was made to approve the Utilization Review Plan and the Refusal to Consent for Pregnancy Testing Policies as presented by Riverside Medical Center's Medical Staff by Board Vice Chairman Jenkins, duly seconded by Board Member Watts, unanimously approved.

REAPPOINTMENTS:

1. Richard Vanderbrook, M.D.- Courtesy- Radiology
2. Ty A. Ovella, M.D.- Courtesy- Radiology
3. John Gallaspy, M.D.- Active- Obstetrics and Gynecology

Action: A motion was made to approve the physicians that are due for reappointing privileges as presented by Riverside Medical Center's Medical Staff by Board Vice Chairman Jenkins, duly seconded by Board Member Thomas, unanimously approved.

CLINIC SERVICES MANAGEMENT REPORT

The Clinical Departments report for September 2017 is as follows:

Operational

- The cath lab had 28 procedures in September.
 - *5-Device Removals/Implants
 - *16-Diagnostic Procedures
 - *7-interventions
- The OR had 247 surgical procedures in September
 - *25-surgeries
 - *222-endoscopies
- Emergency Department visits were 1,295 for the month of September. Total length of stay was an average of 2 hrs 9 minutes. Door to Doc average time was 22 minutes. Those left without being seen rate was 1.78%.

- Telestroke Data: 7 patients for the month of September. Only 1 patient met criteria for TPA administration.
- In September we had 9 swing bed patients. A total of 71 benefit days were used in caring for these patients. Average length of stay was 7.9 days.

Education and Training

- On September 14th RMC participated in a Region 9 LERN (Louisiana Emergency Response Network) mock disaster drill for our emergency preparedness.
- Weekly meetings held for Joint Commission preparedness with mock surveys to begin in November.

Performance and Risk Management

- Post ED phone calls: 2% of patients were contacted. Overall satisfaction for September was 99%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for September was 96.2% with the threshold being 95%.
- Blood administration for September was at 100% with the threshold being 100%.
- Hand hygiene was 100% compliant for the month of September.

MANAGEMENT REPORT

- Mr. Sullivan reported we continue working on the 2018 budget with the departmental budgets and statistics being worked on now. An initial budget will be delivered for board review in November.
- The Laboratory had its Joint Commission bi-annual survey earlier this month. It was a very successful survey with the Surveyor making a number of positive comments regarding the Laboratory and Jeffery's leadership. There were a number of practices that she commented were best in class and that she hadn't seen before. We have a few recommendations for improvement that we will have to submit an action plan on, but there are minor and most have already been addressed. Mr. Sullivan expressed gratitude by stating, "Good job Jeffery Vince, Liz Dunaway, Brittany Dillion, Crystal Lyons, John Seal, Sue McCain and all of the other staff who participated in the survey and preparations for an excellent survey.
- The Rural Health Clinic conducted their annual meeting in October as well as completing all of the other actions and our plan of corrections related to LDH Rural Health Survey. We anticipate a return visit in the next couple of weeks to verify that we have in fact made the appropriate corrections.
- We received quotes from two of the consulting companies. One is \$275,000 from Huron consulting, and \$325,000 from Price Waterhouse Coopers. Still waiting on quotes from the other four that were contacted. These companies include McKinley & Co., Huron Consulting, Navigate, Wipfli, Price Waterhouse Cooper's, and QHR, all recognized as specialist in healthcare consulting for both financial and operational areas.
- Departmental Policy and Procedure reviews continue to update all the policies for the organization. The same review is underway for the Board of Commissioners policy as well and Mr. Sullivan will be bringing suggestions for revision over the next few months.

- Riverside Medical Center received word earlier this month that the 2012 Cost Report for Medicare was finalized and we are owed approximately \$145,000 to be paid within 30 days. This was almost immediately followed by several other adjustments which will reduce that total by approximately \$13,000 so we should appreciate about \$130,000 within the next couple of weeks unless they decide to take it off of what we owe them for 2016. There will be more to come on that.
- We did receive approval from our resolution regarding the line of credit from the parish council it is now on the State Bond Commissioner for November.
- Our Breast Cancer Survivor Brunch at the Castle was a great success. The speaker was dynamic and relevant to the attendees. The entertainment was poignant and meaningful, and the food was excellent. Special thanks to Britney Bell for her coordination and to Angella Loup, Kourtney Taylor, Courtney Stermer, Mary Sullivan, Shannon Knight, Sue McCain, and Heather Seal for their help with the food, set up, and preparation. Again, a special thank you to the Castle who donated the space and FHS ROTC for providing the escorts.
- We had another successful fair week with our display winning first place in our division, distributing approximately 100 cases of water from the Hydration Station, and again providing for the First Aid Booth during the fair. Thanks to all of you who volunteered.
- Riverside Medical Center's Foundation will be sponsoring a fun drive, Tailgate for Ta-Ta's on Saturday, November 4th from 10 AM to 2 PM with the goal of raising breast cancer awareness. Entertainment will be provided by Joe Galloway and "The Boys" as well as a jambalaya and gumbo cook off contests. Prize for winning the jambalaya and gumbo cook off will be \$500. They will also be vendor booths available as well.
- Emergency Preparedness and Hazard Plan for Riverside Medical Center and RHC is underdevelopment to be implemented by November 15th.
- Patient Satisfaction Committee will report to Riverside Medical Center's Board of Commissioners in November.

PUBLIC PARTICAPATION

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 Breland, unanimously approved.

Action: A motion to dismiss the meeting into Executive Session was made by Board Member Jenkins, duly seconded by Board Member Thomas, unanimously approved, at 4:58 p.m.

After executive session was adjourned, Board Chairman King declared the Board meeting back in regular session at 6:04 p.m. with a motion by Board Member Watts, duly seconded by Board Member Payne, unanimously approved.

Action: On behalf of Riverside Medical Center's Finance Committee Board Chairman King recommend to Riverside Medical Center's Board of Commissioner's to allow the Executive Committee of Riverside Medical Center approach the Washington Parish Council Finance Committee for strategic planning, unanimously approved.

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.