



**Riverside Medical Center Board of Commissioners  
October 27, 2016  
Thursday – 4:00 PM**

**Commissioners Present:**

Barry Kennedy            Pamela Breland  
James Thomas           Gerald King  
Rachel Gill                Eric Payne, M.D.  
Frank Voelker, M.D.    Lavern Jenkins

**Commissioners Absent:**

Violet Tate  
Lionel Jones

**Guest**

Peter Sullivan, CEO Riverside Medical Center  
John Seal, Interim CFO  
Shad Jenkins, Facility Service/Plant Operations  
Lesia McQueen, Assistant Administrator/CNO  
Kristina Knight, Practice Administrator  
Mrs. Taffy Morris, Well-Ahead Louisiana

**CALL TO ORDER/OPENING PRAYER**

A meeting of the Riverside Medical Center Board of Commissioners Committee was convened on Thursday, October 27, 2016 at 4:02 p.m., and the opening prayer was led by Mrs. Pamela Breland. Mr. Lavern Jenkins led the pledge of Allegiance.

**WELCOME**

**APPROVAL OF MINUTES**

The minutes of the August 24, 2016, Board of Commissioners meeting was presented for approval. Executive Committee was presented for review and action.

**Action:** A motion to approve the minutes was made by Mr. James Thomas, duly seconded by Mr. Lavern Jenkins, unanimously approved.

**Mrs. Violet Tate joined the meeting at 4:10pm.**

## **AWARD PRESENTATION**

Guest speaker, Mrs. Taffy Morris was present, representing Well-Ahead of Louisiana. Mrs. Morris presented Riverside Medical Center and Clinics with an award for level two designation Well Spot. This award was proudly received by Mrs. Kristina Knight. Mrs. Knight was also recognized for her hard work.

## **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.

## **FINANCE AND CAPITAL PLANNING COMMITTEE REPORT APPROVAL OF MANAGEMENT PLANS**

- Fire Plan
- Emergency Operation Plan
- Hazard Communication Plan
- Life Safety Management Plan
- Safety Management Manual
- Hazardous Materials and Waste Plan
- Security Management Plan
- Equipment Management Plan
- Utility System Plan

**Action:** A motion to approve Management Plans as presented to Riverside Medical Center Board of Commissioners was made by Mr. Lavern Jenkins, duly seconded by Mrs. Pamela Breland, unanimously approved.

## **ORGANIZATIONAL CHART**

Mr. Sullivan presented the updated Organizational Chart for Riverside Medical Center to The Board of Commissioners. Mr. Sullivan advised there were two changes made to the chart. Mrs. Kristina Knight is now the Practice Administrator. Mr. Shad Jenkins is now responsible for nutritional serviced in addition to his current duties. Board member Barry Kennedy requested a report of updates on the productivity of these position changes.

**Action:** A motion to approve the updated Organizational Chart to Riverside Medical Center Board of Commissioners was made by Mr. Lavern Jenkins, duly seconded by Mrs. Rachel Gill, unanimously approved.

### **Equipment Leasing from Numed Diagnostic Imaging**

Mr. Sullivan presented a Proposal from Numed Diagnostic Imaging with regard to the leasing of new, up to date equipment. Numed Diagnostic Imaging will provide Riverside Medical Center with a GE Millennium MG Dual Head Nuclear Medicine System, GE Xeleris 3.1 Window 7 Processing and Review Station, and Required Ancillary Equipment. Mr. Sullivan discussed the current status of the equipment that will be replaced. The current equipment is outdated and not reliable for proper patient care. This Proposal states, “All maintenance and Service on equipment provided by Numed within functioning business hours. Numed will also provide annual ACR equipment QC (Gamma SPECT Camera ACR annual testing). The company will provide two days of training/ applications covering QC, Acquisition, Equipment Safety and Processing on the Workstation, and Additional days of training/applications may be arranged. The term of the Agreement is sixty days @ a monthly rate of \$4,000.00.

**Action:** A motion to approve the proposal from Numed Diagnostic Imaging was made by Mr. Lavern Jenkins, duly seconded by Mrs. Rachel Gill, unanimously approved.

### **Amendment of contract with Air Products and Chemicals, Inc.**

Mr. Sullivan presented an Amendment to the contract with Air Products and Chemicals, Inc. Air Products and Chemicals, Inc. is the company Riverside Medical Center is currently using as the provider for Oxygen. Mr. Sullivan discussed the current rate has continuously been raised over the first three years of the agreement and by a total of 65 percent. In the new proposal Air Products and Chemicals, Inc. extended the contract by five years. This contract allows Riverside Medical Center to have a set rate of \$14.76/1000scf for oxygen and a monthly charge of \$474.00 shall be held firm through 11/1/2017 and thereafter increase no more than 3.5% annually. The initial Term of Agreement is extended through October 1, 2023.

**Action:** A motion to approve the Amendment from Air Products and Chemicals, Inc. to Riverside Medical Center Board of Commissioners was made by Mr. Lavern Jenkins, duly seconded by Mrs. Pamela Breland, unanimously approved.

### **CATH LAB GENERATOR INFORMATION**

Mr. Lavern Jenkins presented a Proposal from Taylor Power Systems with regard to purchase of a new Cath Lab Generator.

A brief discussion ensued the generator that was loaned by Washington Parish Government. The generator is not sufficient to meet the needs for critical patients in the event the power fails.

**Action:** A motion to recommend approval for the purchase of the new generator from Taylor Power Systems in the amount of \$45,464.00 to Riverside Medical Center Board of Commissioners was made by Mr. Lavern Jenkins, duly seconded by Mrs. Rachel Gill.

### **Consulting and Legal Services- Sexton Law Firm**

Mr. King requested a Resolution from The Board of Commissioners that Riverside Medical Center seek legal services and consulting from Attorney Gray Sexton, with regard to conflicts of interest and related regulatory matters. This service will be at the standard hourly rate with no retainer.

**Action:** A motion to approve a Resolution in regard to Riverside Medical Center seeking legal services from Sexton Law Firm was made by Mr. Lavern Jenkins, duly seconded by Mrs. Pamela Breland, unanimously approved.

### **MEDICAL STAFF REPORT**

The Medical Staff Report was delivered to Riverside Medical Center Board of Commissioners by Dr. Alvarado.

The Medical Staff meeting was held on October 18, 2016. The Quality Council Report and Infection Control Committee report were reviewed and approved by the medical staff.

#### Quality Council Report:

In the Quality Council report Dr. Fabre reported that the hand hygiene indicator fell out at 96%. Hand hygiene is an indicator that is scored at 100% for compliance because of safety concerns for our patients. A secret shopper approach has been implemented to improve compliance. Other areas discussed were the documentation in Cerner's Bridge for Blood Transfusions and documentation in surgery. The risk management report was reviewed for any trends noted in Medication Variances, falls, and other patient injuries. There were no trends reported but one medication error was discussed in depth and an action plan has been implemented by nursing administration.

#### Infection Control:

The Infection Control Committee minutes were reviewed and approved by the medical staff. The report stated there 369 cultures reviewed and 140 were noted to be positive. There were no noted trends in the report. All reportable cultures will continue to be monitored.

#### Miscellaneous Items:

The Quality Council recommended the addition of a Nurse Practitioner to the Council meeting. A nomination for Kelli Brumfield, FNP was approved by the medical staff.

### **CLINIC SERVICES MANAGEMENT REPORT**

The Clinical Services Management Report was delivered to Riverside Medical Centers Board of Commissioners by Mrs. Lesia McQueen.

#### Clinical Supervisor's / Nursing Staff Education:

The Supervisors and Nursing staff meetings continue to keep staff current with hospital functions and activities. Topics of discussion continue around patient satisfaction and patient perception. The scores are reviewed and staff was made aware that they will be held accountable to their score in their areas. All nursing staff are presented with any new policies that have been approved and education on those policies is completed in those meetings.

#### Operational Staffing:

We continue to be agency free in all clinical departments. The in-patient census continues to be labile and the supervisors are making adjustments as necessary. We have been faced with some staffing challenges due to sick employees and several resignations. We are in the process of

ramping up our ICU staffing so that diversion hours are no longer an issue. Last month we did have 13.5 hours of diversion due to staffing but those diversion hours have been drastically reduced in the past two months.

**Emergency Department:**

Our average door to discharge time is 2 hours 44 mins. for August. There were 1,322 patients. The average wait until triage by a physician was 38 mins. Times are continuously securitized and will continue to be reported.

**Cath Lab:**

On October 13<sup>th</sup>, we successfully performed our first cardiac stent placement. The procedure went very well and the patient was very satisfied. She also agreed to do a testimonial for RMC related to her experience and being the first patient in Washington Parish to have a cardiac stent placed.

**Performance Improvement and Risk Management:**

Post ED Visit Follow –Up Phone Calls: The July and August phone calls yielded a 94% satisfaction rate. 100% of patients stated they were kept informed during their stay and understood their discharge instructions. 100% felt they were kept informed during their visit. Our med verify rate was 98% for August. This is above the hospital set threshold of 95%. This Meaningful use indicator will continue to be reviewed monthly.

**Washington Parish Free Fair:**

This past week Riverside Medical Center along with Our Lady of the Angels had volunteers to work the Booth and the First Aid Station. The start of the week was extremely warm and in the first day we distributed about 50 cases of water. Kentwood water did make a donation of 57 cases of water as they have in the past years and we would like to thank them for their continued support. We would also like to thank our employees as well as the employees from OLOA. Without that staff support we could not provide the service that we do for citizens and visitors that attend our fair every year.

**MANAGEMENT REPORT**

The Management Report was delivered to Riverside Medical Centers Board of Commissioners by Mr. Peter Sullivan.

Mr. Sullivan advised the areas of focus during his initial thirty days have been revenue cycle, financial stability, leadership development, and medical staff enhancement.

The next sixty days the clinic processes and development plans will be reviewed for improvement, labor management and staffing models, invigorate swing bed opportunity, implement upfront collection processes, implement updated payment policies, finalize 2017 operating and capital budgets for presentation to the Board of Commissioners, as well as, continue the initial focus initiatives.

A brief discussion ensued the new Position Review Policy that has been established.

**BOARD EDUCATION**

Mr. Sullivan presented a copy of an article from the Times-Picayune with regard to Ochsner officials temporarily taking St. Bernard hospital leadership. He used this as an opportunity to discuss the Board’s fiduciary duty and duty of loyalty to Riverside Medical Center.

A motion to dismiss the meeting into Executive Session for strategic planning and personal matters was made by Mr. Lavern Jenkins, duly seconded by Mrs. Pamela Breland, unanimously approved, at 4:50 p.m.

There being no further business, meeting was adjourned at 5:34 p.m.

Respectfully Submitted,

Date: \_\_\_\_\_

By: \_\_\_\_\_

Angella Loup  
Executive Assistant

\_\_\_\_\_  
Gerald B. King Chairman  
Riverside Medical Center

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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.