



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

**Commissioners Present:**

Pamela Breland	Tammy Magruder
Lavern Jenkins	
Richard Watts	Gerald King
John Nichols	
Violet Tate	James Thomas

**Commissioners Absent:**

Lori Schilling  
Eric Payne, M.D.

**Guest**

Peter Sullivan, CEO Riverside Medical Center  
Brandon Anzaldua, CFO  
Luis Alvarado, M.D.  
Renee Ragas, CEO Our Lady of the Angels

**CALL TO ORDER/OPENING PRAYER**

A meeting of the Riverside Medical Center Board of Commissioners was convened on Thursday, September 26, 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**

**AMENDA AGENDA**

**Action:** Board Member Magruder made a motion to amend the agenda to add ratification for the roof repair, duly seconded by Board Vice Chairman Jenkins, unanimously approved.

**RATIFICATION FOR ROOF REPAIR**

Board Member Nichols made a motion to ratify the roof repair in the amount of \$17,000.00, duly seconded by Board Member Magruder, unanimously approved.

Board Member Thomas entered the meeting at 4:02 p.m.

## APPROVAL OF MINUTES

The minutes of the August 31, 2017, Board of Commissioners meeting were presented for approval.

**Action:** A motion to approve the minutes was made by Board Vice-Chairman Jenkins, duly seconded by Board Member Watts, 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

Mr. Anzaldua provided graphs and charts.

Board Member Tate entered the meeting at 4:16 P.M.

## ORGANIZATIONAL CHART

Mr. Sullivan presented an updated Organizational Chart for Riverside Medical Center. The update has Mr. Brandon Anzaldua, CFO Riverside Medical Center and Mr. Jimmy Seibert, CNO Riverside Medical Center.

**Action:** A motion was made on behalf of Riverside Medical Center's Finance Committee for approval of the updated Organizational Chart for Riverside Medical Center as presented to Riverside Medical Center's Board of Commissioners, duly seconded by Board Member Breland, unanimously approved.

## ULTRASOUND LEASE

Mr. Sullivan reported the current lease on the ultrasound equipment is due for renewal. The three quotes are as follows:

### 1. GE CAPITAL

Our current lease payment and service payment are separate, 2 monthly invoices Current Lease  
Payment 1,361/Month 60-Month FMV  
Current Service Payment 828.75/Month or 9,945 Annually  
GE Box S\A/ap Program - There are several probes/scanheads on the current system that are the same  
as on the new system so we can use these, saving approximately 28,000. Because the Hospital does not  
own the current  
probes/scanheads.

Equipment Proposal Net 54,120 (Requires Return of Current System)

Lease Buyout 25,379.23

Net Leased 79,499.23 or 1,340/Month

The LS8 2.0 Comes with a 2 Year Warranty

**Extended Service Net** 1,600/Annually (133.33/Month) for years 1 and 2 to cover the probes being kept  
6,063/Annually (505.25/Month) after Year 2

Service 133.33 Months 1-24  
505.25 Months 25-60

The Hospital would also like the **equal monthly** payments and one invoice/month (equipment and service) per  
Equip + Svc

Months 1-24 (24 Months) 1,686/Month\* (1,552.67 + 133.33)

Months 25-60 (36 Months) 1,686/Month\* (1180.75 + 505.25)

\*Equipment Rate 0.14%

**Previous Monthly Payments (Equipment and Service) 2,189.75**

**New Monthly Payment (Equipment and Service) 1,686.00 Savings 403.75/Monthly**  
**Total 5 Year Cost of Ownership (Equipment and Service) 101,160.00**

**2. TOSHIBA**

LESSEE; Washington Parish Hospital Service District No. 1

EQUIPMENT: Toshiba Aplio 500 Platinum Ultrasound System

LEASE TYPE: 60 Month Fair Market Value Lease

BASE LEASE PAYMENTS: Lessee will be required to make monthly payments,  
payable In

~~advance arrears~~ and equal to:

60 Month Fair Market Value Lease - *possible operating lease classification*

Equipment	Quote	Quote Price	Months 1 - 12	Months 13 - 60
Toshiba Aplio 500 Platinum	108582-2 i	\$89,092.1	\$1,464	\$1,464
Toshiba Service Lease plus Service		\$8,775 p/yr	\$0 \$1,464	\$731 \$2,195

^Toshiba Service Monday through Friday 8:00am to 5:00pm excluding Federal Holidays with  
96% uptime guarantee. Annual Service Contract of \$8,775 after the 12 month warranty period. \$8,775 /12 Months = \$731.25 month.

Options	Quote	Quote Price	Months 1-60
Multi Freq Linear Transducer	I 108582-2	I \$3,848	\$63
Small Parts Multi Freq Micro Convex Transducer	I 108582-2	I \$3,848	\$63

**OPTIONS AT FMV LEASE EXPIRATION; Upon expiration of lease term, lessee may:**

- Renew Equipment for an extended term at Fair Market Value
- Return the Equipment
- Purchase Equipment at Fair Market Value

**DOCUMENTATION FEES:** ~~A \$200 documentation fee is due by the Lessee for expenses relating to document preparation, credit analysis, credit write up, lien searches and lien filings.~~

**Waived**

FIRST PAYMENT IN ADVANCE; ~~The first lease payment is due in advance upon shipments~~

**Waived**

ADJUSTMENTS TO BASE LEASE PAYMENTS: The Base Lease Payments quoted in this proposal reflect the current like term rate for the 5 year Swap Rate as of August 24, 2017 ("Index" 1.824%). For any movement in the Index prior to funding, the Lessor reserves the right to adjust the Base Lease Payments to preserve its economics. Payments are fixed at time of acceptance.

BUSINESS INFORMATION: Lessee is to provide to Lessor a copy of the Lessee's last two years (2015 & 2016) of audited financial statements and most recent 2017 interim statements. If statements are not audited please provide corresponding tax returns. Other information as may reasonably be requested.

### 3. CARESTREAM:

This Ultimate Medical Services, Inc. Agreement for the Sale of Products and Services is entered on the date set forth above by and between the following parties:

Ultimate Medical Services, Inc., 6004 Hwy 90 East; Riverside Medical Center  
1900 S. Main Street;

CARESTREAM Touch Prime Ultrasound System With a configurable, All-Touch control panel, like nothing the industry has ever seen, Touch Prime offers a new level of intuitive operation, innovative productivity tools and powerful processing. The result is an all-new level of efficiency and image quality. The Touch Prime is different by design, based on voice-of-the-customer input from ultrasound professionals around the globe. The system utilizes powerful graphic processing technology for image and data optimization. The result is high spatial and contrast resolution without loss of frame rate and improved beam uniformity throughout. With Touch Prime, the attention to ergonomics begins with a sleek, modern control panel. The primary controls have the tactile feedback of traditional keys, complemented by the flexibility of configurable soft controls. The system is extremely compact, easily maneuverable, and fully adjustable to accommodate all scanning positions. Touch Prime offers many ways to boost speed and productivity. With an unprecedented cold boot time of less than 18 seconds, you can be up and running instantly. The optional "swipe and go" log-on with your iD badge saves time, promotes security, and configures the system to your specific preference. The Smart Connect transducer technology enables one-touch activation- eliminating keystrokes to accelerate the imaging process

#### 1. **1738822 1 Touch Prime Ultrasound System**

The CARESTREAM Touch Prime Ultrasound System delivers a unique all-touch control panel, integrated graphics processing unit (GPU) power, and smart-transducer technology coupled with a single-board system design. This creates a highly reliable product with advanced imaging capabilities, a compact footprint, and a modern user interface.

- The sleek, all-touch control panel blends the best of both worlds by combining the speed and flexibility of a soft user interface with the tactile feedback of traditional keys. Etched markings for primary controls assist the user to easily locate key functions without looking away from the

image display monitor. In setup mode, the user is able to configure the locations of the control panel keys to personalize the system for optimal workflow by user or by site.

- A sealed panel allows for easy cleaning and helps limit the spread of pathogens.
- High-level computing power provides both speed and excellent image quality.
- The Touch Prime SynTek architecture is a combination of breakthrough technologies that enable the system to deliver a new level of imaging performance. SynTek Multi-Channel Synthesis Technology is a new method for optimizing ultrasound image formation. This technology fuses the channel information to dramatically reduce the noise and artifacts commonly found in ultrasound imaging. As a result, more acoustic information is available for processing and image density is increased. Specifically, imaging and Doppler improvements allow for more consistent visualization of subtle tissue contrast differences, while simultaneously improving the ability to see small structures.
- There is more information at depth as well as increased frame rates for improved visualization of moving structures.
- Easy maneuverability and a small, lightweight footprint make the imaging process faster and easier.
- Smart Select transducer technology enables easy one-touch selection of the desired transducer.
  - Rapid cold boot time can further help enhance productivity with no need for standby mode or battery backup
  - Easy cart adjustments allow sonographers to position the system where it is most comfortable to help reduce the risk of repetitive stress injuries.
  - 2-year warranty.

**2. 1738871      1      General Imaging Application Pack**

- Presets, measurements and calculations for general imaging.

**3. 1738889      1 OBGYN Applications Pack**

- Presets, measurements and calculations for OBGYN imaging.

**4. 1738913      1      Vascular Application Pack**

- Presets, measurements and calculations for vascular imaging.

**5. 1739002      1      Smart Flow Imaging**

**6. 1739010      1      Smart Needle Visualization**

Technology that steers the transmit beam so that it is always perpendicular to the needle. Provides improved visualization of needles.

**7. 1739960 1 DICOM Package**

- SCU Storage Commitment
- SCU Query/Retrieve,
- SCU Modality Worklist
- SCU Print

**8. 1739960 1 Protocol Imaging**

- An automatic predefined checklist that provides the images and measurements that should be acquired during a specific exam

**9. 1739978 1 RFID Badge Reader**

- "Swipe and go" badge logon saves time and promotes secure access for ease and system security. Once logged on, the system can be configured to a specific user level.

**10. 1739929 1 GEL WARMER**

- Integrated gel warmer on the system for fast access and convenience

**11. 1739929 1 WI-FI Connectivity**

- Wireless connectivity provides on-the-go image transfer to Picture Archiving and Communications System (PACS) and communication with Radiology Information System (RIS).

**12. 1734490 1 6C2 Curved Array Transducer**

6C2 curved array transducer for abdominal, OB/GYN, urology, pediatrics and interventional imaging

- Tissue Harmonic Imaging
- Multi-frequency, broad bandwidth provides superb image quality from near to far field
- Fine pitch gives high contrast resolution
- Deep penetration for technically difficult patients
- Contrast Imaging
- Unique Smart Select button allows for quick activation for one-touch freezing, storing and printing images.

**13. 1734516 1 E10C4 Endocavity Array Transducer**

E10C4 endocavitary transducer for OB/GYN and prostate imaging  
Tissue Harmonic Imaging

- Gentle Touch Elastography Imaging
- Multi-frequency, broad bandwidth provides superb image quality from near to far field.

- Sleek design of the transducer minimizes patient discomfort
- Expansive FOV with tight pixel resolution

**14. 1734524 1      14L3 Linear Array Transducer**

14L3 linear array transducer for small parts imaging, breast, superficial vascular and pediatric imaging

- Tissue Harmonic Imaging
- Gentle Touch Elastography Imaging
- Smart Flow Imaging with Smart Flow Assist
- Combines outstanding image quality in near field with excellent penetration for deeper views
- Excellent Doppler sensitivity
- Unique Smart Select button allows for quick activation for one-touch freezing, storing and printing images\*

**15. 1734516 1      E10C4 Endocavity Array Transducer**

E10C4 endocavitary transducer for OB/GYN and prostate imaging  
Tissue Harmonic Imaging

- Gentle Touch Elastography Imaging
- Multi-frequency, broad bandwidth provides superb image quality from near to far field.
- Sleek design of the transducer minimizes patient discomfort
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**16. 1734524 1      14L3 Linear Array Transducer**

14L3 linear array transducer for small parts imaging, breast, superficial vascular and pediatric imaging

- Tissue Harmonic Imaging
- Gentle Touch Elastography Imaging
- Smart Flow Imaging with Smart Flow Assist
- Combines outstanding image quality in near field with excellent penetration for deeper views
- Excellent Doppler sensitivity
- Unique Smart Select button allows for quick activation for one-touch freezing, storing and printing images\*

**17. 1734599      1      8L2 Linear Array Transducer**

8L2 linear array for peripheral vascular, pediatric imaging and superficial abdominal imaging

- Tissue Harmonic Imaging
- Gentle Touch Elastography Imaging
- Smart Flow Imaging with Smart Flow Assist
- Multi-frequency, broad bandwidth for superb image quality from near to far field
- Excellent Doppler sensitivity

- Contrast Imaging
- Unique Smart Select button allows for quick activation for one-touch freezing, storing and printing images.

**1740109 1 Power cord set for USendC**

**Apps 1 Includes 2 days of applications**

**Install 1 Includes installation of the unit**

**Warr 1 Includes five (5) year warranty parts and labor. Includes coverage for one probe per year.**

**Total Charges: Lease costs are an approximate number. This amount may vary. Community hospitals have a special rate compared to other hospitals.**

**Terms: 40% with order, 60% upon completion**

**Action:** A motion was made by Board Chairman King to recommend approval of the Lease Agreement as presented from GE Capital to Riverside Medical Center’s Board of Commissioners, duly seconded by Board Member Breland, Four (4) yays, zero (0) nays one (1) abstain.

## **RESOLUTION**

Mr. Brandon Anzaldua presented a Resolution to be approved authorizing the incurring of debt and issuance of not exceeding Nine Hundred Thousand Dollars (\$900,000) of Limited Tax Certificates of Indebtedness, Series 2018, of Washington Parish Hospital Service District No. 1, State of Louisiana; prescribing the form, terms and conditions of said Certificates; designating the date, denomination and place of payment of said Certificates; providing for the payment thereof in principal and interest; authorizing the acceptance of an offer for the purchase of said Certificates; and providing for other matters in connection therewith.

**Action:** A motion was made by Board Chairman King to recommend approval of the Resolution as presented to Riverside Medical Center’s Board of Commissioners, duly seconded by Board Member Breland, unanimously approved.

## **CHNA**

Mr. Brandon Anzaldua presented Riverside Medical Center’s Community Health Needs Assessment for approval.

**Action:** A motion was made by Board Chairman King to recommend approval of Riverside Medical Center’s 2017 CHNA as presented to Riverside Medical Center’s Board of Commissioners, duly seconded by Board Member Breland, unanimously approved.

## **RESCHEDULING OF FINANCE MEETING**

**Action:** A motion was made by Board Chairman King to recommend on behalf of Riverside Medical Center’s Finance Committee to approve the rescheduling of Riverside Medical Center’s



Finance Committee Meeting to the fourth Monday of each month, and move The Board of Commissioners Meeting to the fourth Thursday of each month, duly seconded by Board Member Breland, unanimously approved.

### **RESCHEDULING BOARD OF COMMISSIONERS MEETINGS FOR NOVEMBER & DECEMBER OF 2017**

**Action:** A motion was made by Board Chairman King to recommend on behalf of Riverside Medical Center's to reschedule Riverside Medical Center's Finance Committee Meeting to Monday, November 27, 2017 and Riverside Medical Center's Board of Commissioners Meeting to Thursday, November 30, 2017, and for the month of December The Finance Meeting will be held on Monday, December 18, 2017, followed by Riverside Medical Center's Board of Commissioners Meeting being held on Thursday, December 21, 2017, duly seconded by Board Member Breland, unanimously approved.

### **MEDICAL STAFF REPORT**

Medical staff conducted its monthly scheduled meeting on September 21, 2017. Those in attendance approved the minutes from the last scheduled meeting, which occurred on August 17, 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.

### **POLICY APPROVAL:**

- 1.) Medical Staff recommends Approval Therapeutic Substitution List 2017.
- 2.) Medical Staff recommends Approval of Drug Storage Vaccines
- 3.) Medical Staff recommends Approval of Radiology Drug Formulary

### **INITIAL APPOINTMENTS:**

- 1.) Willard Kenneth Mann, M.D. - Active- Emergency Medicine
- 2.) Gordon Love, M.D. - Consulting- Pathology

### **REAPPOINTMENTS:**

- 1.) Frank Voelker, M.D. - Active Cardiology
- 2.) Stephen Mixon, NP- Allied Health- Nephrology
- 3.) John Beck, M.D. - Consulting- Radiology
- 4.) William Freeman, M.D. - Active- Emergency Medicine
- 5.) Allen Lacour, M.D. - Consulting- Radiology
- 6.) Steven Becnel, PA- Allied Health- Cardiology

**Action:** A motion was made to approve three Medical Staff Policies presented as well as privileges for the physicians on the Initial Appointment list and Reappointment list as reported from Riverside Medical Center's Medical Staff by Board Member Magruder, duly seconded by Board Member Breland, unanimously approved.

### **CLINIC SERVICES MANAGEMENT REPORT**

The Clinical Departments report for August 2017 is as follows:

## **Operational**

- The cath lab had 47 total cases in the month of August.
  - \*7-Device Removals/Implants
  - \*23-Diagnostic Procedures
  - \*17-interventions
- The OR had 243 total cases in the month of August
  - \*31-surgeries
  - \*212-endoscopies
- Emergency Department visits were 1,249 for the month of August. Total length of stay was an average of 2 hrs 8 minutes. Door to Doc average time was 21 minutes... Those left without being seen rate was 1.68%.
- August Telestroke Data: 2 patients for the month of August. Neither met criteria for TPA
- In August we had 3 swing bed patients. A total of 19 benefit days were used in caring for these patients.

## **Education and Training**

- Attended Region 9 LERN meeting held at North Oaks Medical Center on Aug 28<sup>th</sup>
- Attended the Rural Hospital Symposium held at LHA in Baton Rouge on Aug 29<sup>th</sup>
- On August 1,2,3,28, 29 & 30<sup>th</sup> Cerner was here working with the physicians on CPOE and continued efforts to reach HIMSS 7 status for RMC
- ACLS and PALS training for staff
- Brittany Dillon, Brittney Bell, Christina Knight and Kelly Brumfield attended a BLS instructor course at Lakeview Regional Medical Center on Aug 9<sup>th</sup>

## **Performance and Risk Management**

- Post ED phone calls: 2% of patients were contacted. Overall satisfaction for August was 99%. 100% understood their discharge instructions and 100% were kept informed during their stay.
- Med verify rate for August was 96.7% with the threshold being 95%
- Blood administration for August was at 99.3% with the threshold being 100%
- Hand hygiene was 100% compliant for the month of August

## **MANAGEMENT REPORT**

- We continue working on the 2018 budget with departmental budget and statistics being worked on now. An initial budget will be delivered for board review in November.
- Roof repairs to the major problem areas were complete two weeks ago. We have had several rains since repairs were completed and have had no issues.
- We completed submission of our Plan of Correction for the Rural Health Clinic and have already made the corrections to operations on the vast majority of the findings. We will be conducting our annual advisory Committee meeting next week will have the

completed the initiation of all corrections necessary. There probably will be a return visit at the end of October to verify that we have in fact made the appropriate corrections.

- We continue to wait on the joint commission laboratory survey which could be any day now.
- We continue to wait on quotes for performing and organizational review and will provide those quotes when they are received. Those companies include McKinsey & Co., Huron consulting, Navigant, Wipfli, Price Waterhouse Coopers, and QHR, all recognized as specialist and healthcare consulting for both financial and operational areas.
- Departmental policies and procedures reviews continue to update all policies for the organization. This same review is underway for the Board of Commissioners policy as well and will be bringing suggestions for revisions over the next few months. The Bylaws Committee will meet in the next couple of weeks to begin review of the bylaws in order to ensure that they are current and up-to-date as well.
- Brandon continues his work with our payers and has secured agreement on the inpatient contract with BCBS for a 3% increase. He continues to work with our other payers on updating their agreements as well.
- Riverside Medical Center brought their supplies collected for victims of Hurricane Harvey to the Franklinton Fire Department and they were delivered to the Houston area earlier this month. Board Chairman Brent King is working to assist a rural congregation in their recovery efforts as well and is asking for donations or supplies such as batteries, flashlights, sleeping bags, tents, etc.
- Riverside Medical Center will be sponsoring a luncheon for breast cancer survivors at the Castle, who have generously donated their meeting space for the luncheon. This will also coincide with our annual mammogram screening program as well.
- The Foundation will be sponsoring a fun drive, Tailgate for Ta Tas on Saturday, November 4th from 10 AM to 2 PM with the goal of raising breast cancer awareness with. Entertainment will be provided by Joe Galloway and “The Boys” as well as a Jambalaya and Gumbo cook off contest. Prize for winning be Jambalaya and Gumbo Cook Offs will be \$500 cash. There will also be vendor’s booths available as well.

## **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 Vice Chairman Jenkins, 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.

There being no further business, meeting was adjourned at 6:05 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.