

## **RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING**

River's Edge Hospital & Clinic – Helen G. White Conference Center  
Wednesday, March 22, 2017

**Present:** Margie Nelsen, Chairperson; John Lammert, Vice Chairperson; Blake Combellick, Secretary; Trustees: Susan Carlin, MaryAnn Harty, Laura Hulsebus, Roger Parras, Gary Swedberg, Schelli McCabe, Chief of Medical Staff; George Rohrich, CEO; Lori Zook, CFO; Jackie Kimmet, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer; Stephanie Holden, Chief Marketing Officer; Paula Meskan, Chief Nursing Officer; Todd Prafke, St. Peter City Administrator; Samantha Pherson, Recorder.

**Absent:** None

### **CALL TO ORDER**

The regular meeting of the Hospital Commission was called to order at 12:31 p.m. by Chairperson Margie Nelsen.

### **APPROVAL OF AGENDA**

The March 22, 2017 Agenda was reviewed. There was one request to revise the agenda.

**ACTION:** A motion was made by John Lammert to approve the March 22, 2017 agenda. The motion was seconded by Laura Hulsebus and carried with all members voting in favor.

### **APPROVAL OF MINUTES**

The February 22, 2017 Hospital Commission Minutes were reviewed.

**ACTION:** A motion was made by John Lammert to approve the February 22, 2017 Hospital Commission Minutes. The motion was seconded by Blake Combellick and carried with all members voting in favor.

### **APPROVAL OF CONSENT AGENDA**

The consent agenda includes the following:

- Acceptance of the March 15, 2017 Finance Committee Meeting Minutes.
- Acceptance of the March 7, 2017 Medical Staff Meeting Minutes

**ACTION:** A motion was made by Roger Parras to approve the consent agenda. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

### **GENERAL VISITOR COMMENTS**

Visitors: Charles Zieman, Major of Saint Peter; Dana Melius, Saint Peter Herald; Tomi Hagen, Quorum Health Resources; John Albert, American Health Facilities Development.

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**ADMINISTRATIVE REPORT**

**A. Executive Summary.**

The written report submitted by George Rohrich was reviewed.

- River's Edge is showing a month-to-date bottom line for the month of February of approximately \$480,000, versus a month-to-date budget of \$(212,000). Year-to-date Actual is \$916,000 vs Year-to-date Budget \$124,000.
- February results show an increase of cash on hand of \$8,000 resulting in balance of \$10.35 million. The 2017 Year End Budget goal is \$9.98M.

**B. 2017 Hospital Expansion Project Updates**

John Albert from American Health Facilities Development (AHFD) updated the Hospital Commission on the projected timeline for the 2017 Hospital Expansion Project. This included reviewing the RFP for the construction manager position.

A sub-committee made up of two hospital commission members and two city council members will be set-up to review the RFP's. The sub-committee will recommend three construction managers to be interviewed by the Hospital Commission and Saint Peter City Council, in a joint meeting.

**ACTION:** A motion was made by John Lammert to recommend the RFP process and timeline to the Saint Peter City Council for approval. The motion was seconded by Laura Hulsebus with all members voting in favor.

**C. Statistical Dashboard.**

The statistical report for February, 2017, was reviewed. Of the 17 measured activities, 14 are green.

**D. Strategic Plan Report.**

The monthly strategic report was reviewed.

**E. Discussion on Commission Strategic Plan Goals.**

The Hospital Commission members will review their strategic plan goals and recommend ideas to help them succeed at these goals for the next Hospital Commission meeting.

**FINANCIAL REPORT**

**A. February Financial Summary.**

Lori Zook presented the financial reports for February. The month of February had a Net Operating Income of \$477,048 and a year-to-date gain of \$909,237. Total Patient Revenue stands at \$5,536,856. Year-to-date Total Patient Revenue stands at \$11,161,082, over an YTD budget of \$10,794,097. February Net Patient Revenue stands at \$2,950,131 with a budget of \$2,432,063. Monthly Net Operating Revenue stands at \$2,997,441, versus a budget of \$2,446,064. Monthly Operating Expenses stands at \$2,520,393 over budget of \$2,661,785.

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Year-to-date Gross Revenue is \$11,616,082 versus a budget of \$10,764,097 which is \$366,985 over budget. Year-to-date Net Patient Revenue is \$6,002,484 versus a budget of \$5,341,753 or \$660,731 above budget. Year-to-date Total Operating Expenses are \$5,165,376 versus a budget of \$5,252,805 or (\$87,429) under budget.

Cash flow for February was negative at \$8,045. Current Ratio at the end of February stands at 3.60. Days Cash On Hand is 114.99 days, and Days Revenue in Accounts Receivable stands at 57.90 days.

**B. Write-Off to Collection.**

Presumptive community care grants totaled \$38,404.00, covering 46 patients and 77 accounts. Year-to-Date Community Care grants total \$97,181. Collection activity approval totaled \$67,533. Year-to-Date collection activity stands at \$135,951. Year-to-Date \$107,415 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$2,605.50, year-to-date recovery total of \$53,331.

**ACTION:** A motion was made by Blake Combellick to accept the recommendation made by the Finance Committee for approval of \$38,404 in Presumptive Community Care grants and \$67,533 in write-offs to collection for February. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

**C. Accounts Payable Review.**

Accounts Payable review for January included a total of \$1,732,783.01 paid via check.

**ACTION:** A motion was made by MaryAnn Harty to recommend approval of checks totaling \$1,732,783.01. The motion was seconded by Susan Carlin and carried with all voting in favor.

**D. Capital Equipment**

1. Floor Scrubber

The Hospital Commission reviewed the request to purchase a floor scrubber for the amount of \$6,438.75. The purchase of the floor scrubber would allow River's Edge staff to have the ability to clean the floors without having to contract an outside facility.

**ACTION:** A motion was made by John Lammert to purchase the floor scrubber for the amount of \$6,438.75. The motion was seconded by Roger Parras with all members voting in favor.

2. Carpet Extractor

The Hospital Commission reviewed the request to purchase a carpet extractor for the amount of \$6,890. The purchase of the carpet extractor would allow River's Edge staff to have the ability to clean the floors without having to contract an outside facility.

**ACTION:** A motion was made by Susan Carlin to purchase the carpet extractor for the amount of \$6,890. The motion was seconded by Blake Combellick with all members voting in favor.

3. Consulting Agreement

The Hospital Commission reviewed a consulting agreement from Insight Health Partners. The consulting agreement would allow Insight Health Partners to explore options to allow a financial partnership between the Orthopaedic & Fracture Clinic and River's Edge Hospital & Clinic. The cost of the agreement would be split between OFC and River's Edge Hospital. The cost for River's Edge Hospital would be approximately up to \$23,000.

**ACTION:** A motion was made by Roger Parras to approve the consulting agreement with Insight Health Partners, for the approximate cost of \$23,000. The motion was seconded by Gary Swedberg with all members voting in favor.

**ROUNDTABLE COMMENTS**

**Stephanie Holden:**

1. March 30, 2017 the Falls Committee along with Janelle will hold a community education event about falls safety, and how to be safe in your home. This event is a free community event.
2. May 20, 2017 is the 2<sup>nd</sup> Annual Bicycle Rodeo sponsored by River's Edge and the Saint Peter Police Department.
3. March is National Food Shelf Month. River's Edge is having a food shelf drive to collect donations or money for the local food shelf.

**Jackie Kimmet:** Hospital Week is May 7<sup>th</sup> – 13<sup>th</sup>.

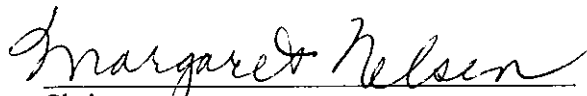
**Todd Prafke:** The City Council will meet on Monday to make their recommendation on the 2017 Hospital Expansion Project, and also set a cap on the cost of the project. They will also select two members for the construction manager sub-committee.

**ADJOURNMENT**

**ACTION:** A motion was made by Roger Parras to adjourn the meeting. Motion seconded by Gary Swedberg and carried with all voting in favor. Meeting was adjourned at 2:33 p.m.

**NEXT MEETING**

The next regular meeting of the Hospital Commission will be Wednesday, April 26, 2017, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center. The Finance Committee meeting will be held on Wednesday, April 19, 2017, at 2:00 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.

  
Chairperson

  
Secretary