

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

River's Edge Hospital & Clinic – Helen G. White Conference Center

Wednesday January 28, 2015

<i>Present:</i>	<input checked="" type="checkbox"/>	Margie Nelsen, Chairperson	<input checked="" type="checkbox"/>	George Rohrich, CEO	<input checked="" type="checkbox"/>	Sheri Schmidt, Director of Business Services
	<input type="checkbox"/>	Kay Moline, Vice- Chairperson	<input checked="" type="checkbox"/>	Nadia Malik, MD, Medical Staff President	<input checked="" type="checkbox"/>	Stephanie Hill, Director of Marketing
	<input type="checkbox"/>	Sandy Gundlach, Secretary- Treasurer	<input type="checkbox"/>	Michael Sparacino, DO, Medical Director	<input checked="" type="checkbox"/>	Tom Wilcox, Director of Environmental Services
	<input checked="" type="checkbox"/>	Susan Carlin; Trustee	<input checked="" type="checkbox"/>	Ann Lauer, Director of Finance	<input checked="" type="checkbox"/>	Todd Prafke, City Administrator
	<input checked="" type="checkbox"/>	H. Stuart Johnson; Trustee	<input checked="" type="checkbox"/>	Jackie Kimmet, Director of Human Resources	<input checked="" type="checkbox"/>	Sarah Kelley, Administrative Assistant
	<input checked="" type="checkbox"/>	Bob Meeks; Trustee	<input checked="" type="checkbox"/>	Paula Meskan, Director of Nursing	<input checked="" type="checkbox"/>	Paulette Redman, Recorder
	<input checked="" type="checkbox"/>	Blake Combellick; Trustee	<input checked="" type="checkbox"/>	Roxanne Portner, Director of Quality and Infection Control	<input type="checkbox"/>	

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:20 p.m. by Vice-Chairperson Margie Nelsen.

Michelle Chalin was recognized for her outstanding work on the Hospital Commissions. She was presented with a commemorative picture from the hospital.

APPROVAL OF AGENDA

The agenda for the January 28, 2015, Hospital Commission meeting was reviewed. There were two requests to revise the Agenda:

- 1) Todd Prafke requested the addition of "Finalizing Evaluation of CEO" to the agenda.
- 2) George Rohrich requested to add a discussion of setting up a workshop for space planning to the agenda.

ACTION: A motion was made by Bob Meeks to approve the agenda as revised. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

OATH OF OFFICE

Mr. Blake Combellick was introduced as a new member of the Hospital Commission. Mr. Combellick received the Oath of Office from Mr. Todd Prafke, City Administrator, and affirmed the Oath of Office through his signature.

ELECTION OF OFFICERS

- A. **Chairperson:** A motion was made by Bob Meeks to nominate Margie Nelsen for the office of Chairperson. The motion was seconded by Susan Carlin. Bob Meeks moved nominations be ceased, H. Stuart Johnson seconded. The motion carried with all members voting in favor.
- B. **Vice-Chairperson:** A motion was made by Bob Meeks to nominate Kay Moline for the office of Vice-Chairperson. The motion was seconded by Susan Carlin and carried with all members voting in favor.
- C. **Secretary:** A motion was made by Bob Meeks to nominate Sandy Gundlach for the office of Secretary. The motion was seconded by Susan Carlin and carried with all members voting in favor.

ELECTION OF OFFICERS

Margie Nelsen requested volunteers to serve as members of the Finance Committee and the Quality Management Committee.

ACTION: Following discussion, a motion was made by Susan Carlin to approve Committee membership as designated:

Finance Committee: Margie Nelsen, Susan Carlin.

Quality Committee: Kay Moline, Bob Meeks.

The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

APPROVAL OF MINUTES

A. **Approval of Commission Meeting Minutes.** The minutes of the regular Hospital Commission meeting of December 30, 2014, were reviewed. There were no corrections or changes to the minutes.

ACTION: A motion was made by Bob Meeks to approve the minutes of the regular Commission meeting of December 30, 2014, as presented. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

GENERAL VISITOR COMMENTS

There were no visitors present requesting to address the Commission.

MEDICAL STAFF

A. **Medical Staff Meeting Minutes.** The minutes of the January 13, 2015, Medical Staff Meeting were available and were reviewed. Dr. Nadia Malik noted that inpatient days dropped slightly in November compared to previous months, but still is above target. Also above target were CT, inpatient surgeries, inpatient PT/OT and cardiac rehab. Below target were clinic visits, outpatient surgery, outpatient PT/OT and swing bed days. Medical Staff 2015-2016 election results are as follows: Vice-President – Dr. Kristen Holland, Secretary-Treasurer – Sarah Davis, CNP.

ACTION: A motion was made by H. Stuart Johnson to acknowledge receipt of the Medical Staff Meeting minutes of January 13, 2015. The motion was seconded by Susan Carlin and carried with all voting in favor.

B. **Medical Staff Credentialing.** A report from the Executive/Credentials Committee was presented for review. A recommendation was made by the Credentials Committee to approve medical staff membership and granting of privileges to the physicians and allied health professionals as listed on the report:

Initial Appointment to the Medical Staff:

Edwin Bogonko, MD	Active Staff, IM/Hospitalist
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Reappointment to the Medical Staff:

Mareve Kayfes, MD	Courtesy Staff - Radiology
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Change from Provisional to Full Medical Staff Membership:

Bhavini (Tina) Carns, MD	Courtesy Staff – Pathology
Scott Tyson, MD	Courtesy Staff - Teleradiology

Withdrawal from Medical Staff Membership:

Seth Consoer, MD	Courtesy Staff - Ophthalmology
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ACTION: A motion was made by Susan Carlin to accept the recommendation of the Credentials Committee and grant appointment, reappointment or change in status for each of the practitioners listed above. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor. A motion was made by H. Stuart Johnson to accept the recommendation of the Credentials Committee and grant clinical privileges to each of the practitioners listed above, as requested and approved by the Credentials Committee. The motion was seconded by Susan Carlin and carried with all members voting in favor.

APPROVAL OF CEO EVALUATION

Todd Prafke presented a finalized Performance Report for CEO George Rohrich. Mr. Prafke noted there were several focus areas identified for 2015, and that overall comments on Mr. Rohrich's performance were positive.

Mr. Prafke also stated the Commissioners requested changes to the evaluation process for next year. Mr. Prafke will work with Jackie Kimmet on process revisions, and will bring changes to the Commission Meeting in February for review and approval.

ACTION: A motion was made by Susan Carlin to accept the Performance Report regarding George Rohrich, CEO. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed.

B. Statistical Dashboard.

The statistical report for December was reviewed. December was a very good month, and it set a record as being the best month in the hospital's history with only three categories below target. Indicators above target included inpatient surgeries, inpatient physical and occupational therapy and cardiac rehab visits. There were also increases in our OrthoEdge program. Outpatient Radiology procedures, inpatient CT procedures, and swing bed days were below target. January, 2015 is starting the year with positive numbers with 145 patient days month-to-date.

C. Updates.

Mr. Rohrich reported the following:

- The board packet was sent out in an email this month as a PDF attachment to all Commission members. This is something new the hospital is trying to keep costs down.
- This week Mr. Rohrich is having a meeting with the Mankato Surgery Center to discuss possible affiliations between the two facilities, patient admissions and training of staff.
- The IT department is still working on a Board Portal. This portal would give board members access to all previous meeting minutes and packets.

D. Hospital Commission Workshop.

The plan for optimization of facility space and work flow will soon be ready to be presented to the Commissioners.

ACTION: Following discussion, a Commission Workshop was scheduled for Thursday, February 26, 2015 from 11:00 a.m. to 12:00 p.m.

FINANCIAL REPORT

Ann Lauer presented the financial report for November, 2014. The dashboard for financial indicators for November was reviewed and discussed. Gross operating revenue was \$2,342,034, compared to a budget of \$2,531,136. Net patient revenue was \$1,592,583 for November, which is below the budget set of \$1,651,899. Year-to-Date net revenue stands at 16,966,768. Operating expenses stood at \$1,846,921, above the budgeted amount of \$1,712,092. Year-to-date operating expenses continue to be below budget. November resulted in a net operating loss of (\$233,068). Combined with non-operating revenue, the facility shows a loss of (\$231,800). This brings the year-to-date excess revenue over expense to (\$1,457,265), compared with a budgeted loss of (\$359,249). Current Ratio at the end of November stands at 2.93. Days Cash On Hand is 63.01 days, and Days Revenue in Accounts Receivable stands at 71.36 days. November showed a negative cash flow of (\$197,941). Operating cash is \$3,690,208 in addition to funded depreciation of \$3,703,944.

Estimated revenue and expenses for December, 2014, show a potential gain of \$83,892, with year-to-date estimated loss of (\$1,399,508). Positive cash flow for December at \$198,455. Operating cash at \$3,876,632 and funded depreciation cash at \$3,705,169. Ms. Lauer noted that a Medicare settlement was received in December, contributing to the positive cash flow.

Community Care grants totaled \$4,902.69 in December, covering 15 accounts that qualified for 100% write-off. Year-to-Date Community Care grants total \$152,079. Collection activity for Commission approval totaled \$77,145.74 for December, representing 170 patient accounts. Of this total, \$63,466.95 was from 152 insured accounts; \$13,678.79 was from 18 uninsured accounts. Year-to-Date collection activity stands at \$885,568.35, of which \$324,568.66 has been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$536.55, year-to-date recovery total of \$193,630.

Accounts Payable review for December included a total of \$920,421.39 paid via check. Individual payments had been reviewed by the Finance Committee.

ACTION:

- 1) A motion was made by H. Stuart Johnson to approve the Financial Report for November, 2014. The motion was seconded by Susan Carlin and carried with all members voting in favor.
- 2) A motion was made by Bob Meeks to approve \$4,902.69 in Community Care grants for November. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.
- 3) A motion was made by H. Stuart Johnson to approve \$77,145.74 in write-offs to collection for November. The motion was seconded by Blake Combellick and carried with all members voting in favor.
- 4) A motion was made by Bob Meeks to accept the Accounts Payable Review. The motion was seconded by Susan Carlin and carried with all members voting in favor.

QUALITY REPORT

A. Quality Management Committee Meeting Minutes.

The minutes for the Wednesday December 10, 2014, Quality Management Committee Meeting were distributed for review. Paula Meskan reported for Roxanne Portner and noted the following:

- The Quality Department will continue to hold monthly meetings.
- We are evaluating a new patient fall risk scale. The Quality Committee has held a training session in falls prevention for nurses, Occupational Therapy and Physical Therapy.

ACTION: A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of December 10, 2014. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

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DIRECTOR COMMENTS

Paula Meskan: Noted that the Gustavus J-Term students are completing their session this week. High-STEP students may also be coming to a Commission Meeting in March to discuss their appreciation and knowledge gained by the High-STEP program. The PENWORKS 2015 conference will be April 27th and 28th, 2015. This is our annual performance excellence conference and it will be held at the Earle Brown Heritage Center in Brooklyn Center, MN. If anyone is interested in attending, please contact George Rohrich.

H. Stuart Johnson: Noted his interest in serving on the Quality Management Committee as soon as his health has improved.

ADJOURNMENT

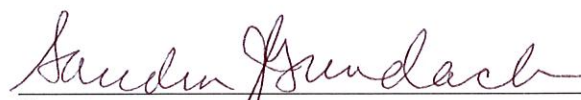
ACTION: The Hospital Commission meeting was adjourned by mutual consensus at 1:21 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, February 25, 2015, at 12 noon. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center. The Finance Committee meeting will be held at 11:30 a.m.



Chairperson



Secretary