

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, September 24, 2014

Present: Margie Nelsen, Vice-Chairperson, Trustees: Susan Carlin, H. Stuart Johnson and Bob Meeks; George Rohrich, CEO; Susan Klenk, MD, Medical Staff President; Jackie Kimmet, Director of Human Resources; Paula Meskan, Director of Nursing; Roxanne Portner, Director of Quality and Infection Control; Ann Lauer, Director of Finance; Kim Johnson, Director of Clinic Services; and Paulette Redman, Recorder.

Absent: Michelle Chalin, Chairperson, Kay Moline, Secretary-Treasurer; Sandy Gundlach, Trustee.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:23 p.m. by Vice-Chairperson Margie Nelsen.

APPROVAL OF AGENDA

The agenda for the September 24, 2014, Hospital Commission meeting was reviewed. A request was made to add Item number II-B – Representative to the Finance Committee.

ACTION: A motion was made by Bob Meeks to approve the agenda as presented. The motion was seconded by Susan Carlin 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 August 27, 2014, were reviewed. There were no corrections or changes to the minutes. **ACTION:** A motion was made by H. Stuart Johnson to approve the minutes of the regular Commission meeting of August 27, 2014, as presented. The motion was seconded by Bob Meeks and carried with all members voting in favor.
- B. Representative to Finance Committee.** As Chuck Zieman is no longer serving on the Hospital Commission, a replacement is sought to serve on the Hospital Commission Finance Committee. **ACTION:** Following discussion, Margie Nelsen appointed Bob Meeks to sit on the Finance Committee through the end of 2014. Susan Carlin was appointed to serve on the Finance Committee beginning in 2015. George Rohrich will contact Mr. Meeks to provide training in preparation for serving on the committee.

MEDICAL STAFF

- A. Medical Staff Meeting Minutes.** The minutes of the September 9, 2014, Medical Staff Meeting were available and were reviewed. George Rohrich noted the following:
- The Medical Staff provided six scholarships to graduating St. Peter High School students planning to pursue careers in the medical field.
 - The hospitalist program has been well received. Providers from the Daniels Clinic and from the Mayo Clinic Health System-St. Peter have been turning their patients over to the hospitalists. The hospital inpatient census has seen an increase since the program began in July.
 - Go-live date for the Excellian electronic health record system is October 1, 2014. Remote access to allow providers to access the system from outside of River's Edge is being tested.
- ACTION:** A motion was made by Bob Meeks to acknowledge receipt of the Medical Staff meeting minutes of September 9, 2014. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor. Per request, Paula Meskan to provide Bob Meeks with details regarding the scholarships that were given to the high school students. George Rohrich to e-mail the providers further information on the status of remote access to Excellian.

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Hospital Commission Meeting Minutes

River's Edge Hospital & Clinic

September 24, 2014 Page 3

time since the new facility opened in 2004, there was one day noted when all available beds were in use. Of the total 17 licensed beds, one bed is currently being utilized by the in-house hospitalist, and two are designated for infusion therapy, leaving 14 available. The space planning project is looking at a plan to recover use of the three beds. Mr. Rohrich and Ann Lauer are working on identification of new ratios to track that will tie more directly to revenue.

ACTION: Ann Lauer to develop some graphic presentation of revenue statistics, will also bring departmental finance reports to the Finance Committee for more in-depth review.

C. Updates.

- **Educational Survey.** Mr. Rohrich requested that Commission members complete and turn in the surveys addressing their educational needs. The hospital will be budgeting for two Commission members to attend the summer Trustee convention.
- **Excellian Go-Live:** The go-live date is October 1, 2014, in one week. Staff have been working hard to prepare for the implementation.

FINANCIAL REPORT

Ann Lauer presented the financial report for August, 2014. The dashboard for financial indicators was reviewed and discussed. Gross operating revenue was \$2,078,970, compared to a budget of \$2,531,136. Net patient revenue was \$1,432,001 for August, which is below the budget set of \$1,666,617. Year-to-Date net revenue stands at \$11,746,656, compared with \$11,732,115 for 2013. Operating expenses stood at \$1,721,233, above the budgeted amount of \$1,712,092. Year-to-date operating expenses continue to be below budget. August resulted in a net operating loss of (\$351,671). Combined with non-operating revenue, the facility shows a loss of (\$349,926). This brings the year-to-date excess revenue over expense to (\$1,106,819), compared with a budgeted loss of (\$261,272). Current Ratio at the end of August stands at 3.22. Days Cash On Hand is 77.81 days, and Days Revenue in Accounts Receivable stands at 54.89 days. August showed a negative cash flow of (\$1,285,449), which included a bond payment of \$728,527.50. Operating cash is \$4,306,735 in addition to funded depreciation of \$3,690,060.

The St. Peter City Council did approve the use of an Equipment Certificate as a means of financing the purchase of the sterilization and surgical equipment needed for the orthopedic surgery expansion, as well as the Omnicell equipment for Pharmacy.

September is on track to be ahead of August in revenue. The hospital will also have the benefit of receiving a Medicare adjustment in September

Community Care grants totaled \$5,886.39 in August, covering 10 accounts that qualified for 100% write-off. Collection activity for Commission approval totaled \$46,415.78 for August, representing 148 patient accounts. Of this total, \$33,202.86 was from 127 insured accounts, \$13,212.92 was from 21 uninsured accounts. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$16,194.64. Gross collections activity year-to-date 2014 is \$593,882.53; gross bad debt recovery year-to-date 2014 is \$284,461.03.

Accounts Payable review for August included a total of \$1,633,586.39 paid via check (including the bond payment). There were no payments made via accounting data program.

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ACTION:

- 1) A motion was made by H. Stuart Johnson to accept the Financial Report for August, 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 \$46,415.78 in write-offs to collection for August. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.
- 3) A motion was made by Susan Carlin to accept the Accounts Payable Review. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

QUALITY REPORT

A. Quality Management Committee Meeting Minutes.

The minutes of the August 20, 2014, Quality Management Committee Meeting were distributed for review. Roxanne Portner noted the following:

- The Physical Medicine Department is meeting their goals regarding patient satisfaction.
- Patient activity in Cardiac Rehab has increased, with 20 patients currently in the program.
- The Dietary Department has met productivity goals and is working toward becoming a CDC- accredited Diabetes Prevention Program. The new meal service has begun, and planning for an entirely new menu is underway.
- The ambulance service is looking to establish some new measurements involving call time to out-the-door time.
- Surgical services met their core quality measures at 100%.

ACTION: A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of August 20, 2014. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

B. QHi Report.

The second quarter 2014 Quality Health Indicators report was distributed for review.

DIRECTOR COMMENTS

Bob Meeks, Commissioner: Thanked Kim Johnson for her work with the River's Edge Clinic.

Kim Johnson, Director of Clinic Services: A meeting with a potential candidate for the LeCenter Clinic provider position has been held, and a follow-up conversation will be held later this week. Clinic staff have been working hard to prepare for the Excellian implementation and should be ready to go.

Roxanne Portner, Director of Quality and Risk Management: There has been a delay in the shipment of flu vaccine. It is anticipated that it will arrive in October.

Jackie Kimmet, Director of Human Resources: River's Edge will have a booth set up during the Octoberfest festivities, including both information about the facility and services, as well as a balloon artist. Girls' Night Out is taking place in St. Peter from 5 to 8 p.m. on October 2, the hospital will be providing space in the Clinic Atrium for home-based vendors to set up tables.

George Rohrich, CEO: The contract to continue the joint employee health project with LSI has been renewed. An agreement has been reached with the union employees, although part of the agreement is to revisit the salary provisions later in October-November. The wage piece will be part of the 2015 budget.

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ADJOURNMENT


ACTION: The meeting was adjourned by general consensus at 1:45 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, October 29, 2014, 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